

Yolo County Housing

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BOARD OF COMMISSIONERS

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DATE: September 4, 2008

TO: YCH Board of Commissioners

FROM: Lisa A. Baker, Executive Director 

SUBJECT: **Review and Approve Standard Policy for Disposal of Yolo County Housing Surplus Personal Property**

RECOMMENDED ACTION:

That the Board of Commissioners review and approve the proposed Yolo County Housing (YCH) Surplus Personal Property Policy.

BACKGROUND / DISCUSSION

Yolo County Housing (YCH), in addition to the physical property it owns, also has a large inventory of personal property. Much of this property is currently surplus property, due to the outfitting of the new Administration building, as well as from regular replacement of office equipment and other items. These items are currently warehoused and are not in use.

In addition, the Agency has surplus personal property due to changes in configuration and usage of items, such as fax machines. As an example of surplus personal property, originally there were approximately eight (8) fax machines in use on independent phone lines within the main Administration building. As part of the YCH's cost containment, that number was reduced to three (3) fax machines in operation, making five (5) of these machines surplus personal property.

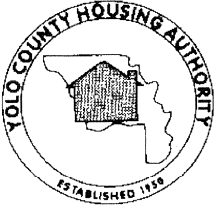
FISCAL IMPACT

There is no appreciable financial impact. There may be some limited income from sale of surplus personal property.

CONCLUSION

Staff recommends approval of the Yolo County Housing Disposal of Surplus Personal Property Policy.

Attachments: Yolo County Housing Disposal of Surplus Personal Property Policy



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YOLO COUNTY HOUSING - DISPOSAL OF SURPLUS PERSONAL PROPERTY POLICY

(September 2008)

PURPOSE: To establish a policy governing the disposition of surplus personal property.

DEFINITION:

Surplus Personal Property = Property, other than real property, for which Yolo County Housing has no present or prospective use as determined by the Executive Director. Personal property comprises all materials and supplies, equipment, and fixtures which are not attached to the land or buildings and are not installed in a fixed position, such as ranges, refrigerators, screens, window shades, movable kitchen cabinets and tables, office equipment, community space equipment, maintenance equipment, individual space heaters not connected to ducts or pipes for the distribution of heat, and playground equipment, benches, clothes poles, and flag poles not permanently installed in a fixed position.

POLICY:

One of the powers retained by the Board of Commissioners of the Housing Authority of the County of Yolo is the disposition of real property. This policy, therefore, provides for the disposition of surplus personal property only.

The Executive Director has the authority to declare items "surplus personal property" and to determine a manner of disposition that is in the best interest of Yolo County Housing.

The sale of surplus personal property to a public agency for public use may be negotiated at its fair value.

Surplus personal property with no value (personal property which has no scrap or salvage value) will be destroyed or donated. The applicable Property Manager will document the destruction or donation and will retain such documentation as a part of the permanent record.

The Executive Director has the authority to transfer surplus personal property to a non-profit organization providing a public service to Yolo County Housing clients through a pre-existing contractual arrangement.

The Executive Director is responsible for maintaining records, according to the Yolo County Housing Records Retention and Disposition Policy, of all advertisements, solicitations for bids, public notices, bid tabulations, bills of sale, and other documentation on the disposition of surplus personal property.

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