

LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD)

Disposition of Surplus Assets

Purpose: To set forth Livermore Area Recreation and Park District's policy for the disposition of surplus or obsolete property, equipment, and materials, and to ensure the receipt of all revenues from the disposal of such property. This policy applies to all tangible property and excludes the transfer, sale, or other disposal of real property.

Policy: The General Manager shall develop a list of property, equipment, and materials which have little or no remaining useful life for the District. Prior to disposition, the Board shall be provided with, and approve, a list of all such property.

The property may be disposed of as follows:

The first effort shall be to dispose of that property in a manner which is most likely to generate the greatest return to the District. Staff will determine which method of disposal is best. Such methods of disposal include but are not limited to the following:

1. *Sale on the open market.* At least three days prior to a sale, the District shall publish a notice of sale in a newspaper circulated throughout the District, and/or on the District website. The notice of sale shall include a general description of the property to be sold, and the day, time, and location of the sale. The terms of all such sales shall be cash, cashier's check, or money order in the amount of the full purchase price. The District may also conduct a public auction in this manner. The fees for this sale shall be deducted from the proceeds of the sale.
2. *Sale by sealed bid.* Sealed bids may be solicited for the sale of surplus property. The District may post such property for sale on the District website. Surplus property disposed of in this manner shall be sold to the highest responsible bidder.
3. *Trade-in.* The District may, when possible, trade in surplus property as part of a new procurement.
4. *Donation.* If the General Manager determines that, in his/her judgment, the sale or auction of surplus property is infeasible or will result in minimal return to the District, such surplus property may be donated to any other governmental organization, non-profit group, or corporation exempt from federal taxes pursuant to Internal Revenue Code Section 501(c)(3) located within the District.
5. *No value item.* Where the General Manager determines that property is surplus and of minimal or no value to the District or the cost of disposal of such property would exceed the recovery value, the General Manager shall dispose of the property in such a manner that he or she deems appropriate and in the best interest of the District.

Accounting for the disposition of property, equipment, and materials: Upon successful disposition of the surplus property, the District Finance Department shall deposit all proceeds and adjust the Fixed Assets Inventory System. Proceeds from the sale or trade-in of surplus property shall be recorded in the gain on sale account in the related department. After accounting for the proceeds, a disposition list will be included as a consent item for Board of Director review during a regularly scheduled Board meeting.