

STAFF REPORT
City of Lancaster

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02/10/09
MVB

Date: February 10, 2009

To: Mayor Parris and City Council Members

From: Barbara Boswell, Finance Director

Subject: **Surplus Disposal and Procurement Card Violation Policies**

Recommendation:

Accept and approve the Surplus Disposal Policy and Cal-Card Violation Policies.

Fiscal Impact:

None

Background:

From time to time, it is necessary to update the City's policies and procedures and create new ones to ensure the control and supervision of the affairs of the City. Over the last year, the City expanded both its procurement card program and surplus property programs. Both these programs provide a more efficient means of conducting business.

The Surplus Disposal Policy sets the standards for the handling and disposal of items of value that are owned by the City of Lancaster, but are no longer needed, unserviceable, junk, scrap or otherwise no longer suitable for their original purpose. Once property is deemed surplus, the City will dispose of it in the proper manner as described in the procedure within this policy which includes sales such as public auction or internet auctions, trade-in toward purchase of similar types of property, giving to charitable, nonprofit organizations and public agencies.

The Procurement Card Violation Policy establishes disciplinary standards for misuse or violations of the procurement card program. The Procurement Card Program provides a tool for employees to make small purchases for official use only. All Cardholders and Approvers have agreed to the terms and conditions as outlined in the training materials and Procurement Card Manual. When a violation occurs, City Management will investigate. The facts and circumstances of each incident will be considered and appropriate action will be taken as permitted by applicable law and the Procurement Card Violation Policy.

Both the Surplus Disposal Policy and the Procurement Card Policy are in accordance with Lancaster Municipal Code Chapter 3.32 (City of Lancaster Purchasing Ordinance).

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Attachment:

- A. Surplus Property Disposal Policy
- B. Procurement Card Violation Policy