

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL WORKSHOP
JULY 22, 2008 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Participation in the Illinois Department of Central Management Services (CMS) Federal Assistance Program	✓ Resolution Ordinance Motion Discussion Only	Judy Buttny Finance Director

SYNOPSIS

A resolution has been prepared to authorize participation in the Illinois Department of Central Management Services Federal Assistance Program. This program offers a variety of surplus property at approximately 5-25 percent of the acquisition value, effectively reducing costs by acquiring items from this program.

STRATEGIC PLAN ALIGNMENT

The Five Year Plan and Goals for 2007-2012 identified *Exceptional Municipal Organization*. A supporting objective is *Financially Sound and Sustainable Village Government*.

FISCAL IMPACT

Participation in the CMS program will allow the Village to have another alternative to use when purchasing equipment and supplies. It is the intent of staff to engage in a coordinated strategy involving all Village departments to participate in this program with a goal of minimizing costs.

RECOMMENDATION

Approval on the August 5, 2008 consent agenda.

BACKGROUND

The Federal Surplus Property Program is administered by the Illinois Department of Central Management Services (CMS), and governed by regulations of the U.S. General Services Administration (GSA). The Federal Property and Administrative Services Act authorizes the donation of federal surplus property. Eligibility may be granted to any tax supported government or public agency established by or pursuant to state law. Participation in this program is on a three year renewal basis; it also includes passing an audit conducted by GSA every three years to ensure program compliance. There is no fee to apply; however, a nominal service charge is assessed to recipients for each item of property received.

Federal surplus property can be acquired in one of two ways. The first way is by acceptance of a mail or telephone offering and subsequent direct pick up at the federal installation. Vehicles, heavy equipment, and special items may be requested in writing. Such requests are recorded, and if the item is available, an offering is made to the requesting person or organization. Upon acceptance by the recipient, instructions and authority to pick up the item are issued in writing. The second way to acquire property is by pick up at the federal surplus property warehouse that is located in Springfield, Illinois.

There are terms and conditions of receipt and use of property such as:

- Property must be placed into use within 12 month of receipt and used for a period of five months thereafter (18 months for passenger vehicles and property with a value in excess of \$5,000). Property not utilized in accordance with this requirement must be reported back to CMS for transfer or other disposition.

- During the restricted 12 or 18 months use period, the donee may not sell, trade, lease, lend, or otherwise dispose of such property without the prior written approval of GSA or CMS.
- Deconstruction of an item for its parts or secondary use of an item for purposes other than its original intended use may be approved at the time of donation or subsequently upon submission of an acceptable written request and justification.

It was made known to staff that the Village of Woodridge Police Department recently participated in this program by obtaining a brand new trailer. The only cost incurred by Woodridge was the cost of gas to drive and pick up the trailer.

ATTACHMENTS

Resolution

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING PARTICIPATION IN THE
STATE OF ILLINOIS FEDERAL SURPLUS PROPERTY PROGRAM**

WHEREAS, the Village of Downers Grove has limited fiscal resources available for the procurement of heavy-duty construction equipment, vehicles, commodities and other property; and

WHEREAS, the State of Illinois' Federal Surplus Property Program offers a variety of surplus property at approximately 5-25 percent of the acquisition value, effectively reducing program costs by acquiring items that have been used to their life expectancy or property that must be replaced for safety or economic reasons; and

WHEREAS, the Village of Downers Grove agrees to the following terms and conditions: to use the surplus property only in the official program which it represents; and upon receipt, agrees to place the surplus property into use within one (1) year; and it agrees that the property shall be used for a period of one (1) year (certain items, eighteen (18) months); that it agrees it will not sell, loan, trade or tear down the property without written consent from the State of Illinois; and

WHEREAS, the Village of Downers Grove understands that surplus property must be used in an authorized program and that personal use or non-use of the surplus property is not allowed;

NOW, THEREFORE BE IT RESOLVED, that the Village Council of the Village of Downers Grove does hereby consent and decree that the Village of Downers Grove is authorized to participate in the State of Illinois Federal Surplus Property Program.

SECTION 1. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Program.

SECTION 2. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

SECTION 3. That this Resolution shall be in full force and effect from and after its passage as provided by law.

Mayor

Passed: _____

Attest: _____
Village Clerk

