



MEMORANDUM

TO: CITY COUNCIL

FROM: GEOFF ENGLISH, DIRECTOR OF PUBLIC WORKS

SUBJECT: CONSIDERATION TO DECLARE SURPLUS PROPERTY

DATE: MARCH 28, 2017

RECOMMENDATION:

It is recommended the Council adopt a Resolution declaring a vehicle, furniture, and equipment as surplus property and authorizing its sale or disposal.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

Upon the sale of various surplus property, the City could realize a small amount of revenue estimated to be less than \$10,000. Additionally, a minor amount of staff time will be necessary to assist with processing the necessary documentation to sell the surplus property through an auction house.

BACKGROUND:

Periodically, surplus City vehicles, equipment and furniture, which have exceeded their useful life expectancy, are approved for disposition by the City Council and sold via a public surplus auction service in compliance with the City's Procurement Policy. A vehicle and various equipment and furniture that are no longer being used by the City have accumulated at the City's Corporation Yard.

ANALYSIS OF ISSUES:

The vehicle, equipment and furnishings listed in the Resolution are no longer useful to City staff or have exceeded their useful life cycle. These items are old, archaic, broken and/or no longer of any value to the City's operation. The volume of surplus items is taking up useful storage space and losing any value they still retain. Periodically staff recommends that the City Council declare unused vehicles, equipment and furnishings as surplus property allowing staff to dispose of the items through approved processes outlined in the City's Procurement Policy. Sale of the surplus vehicle, equipment and furnishings may generate a minor amount of revenue.

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ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Adopt the Resolution declaring the vehicle, furniture and equipment as surplus property and authorize its sale or disposal;
2. Do not adopt the Resolution; or
3. Provide direction to staff.

ADVANTAGES:

The City could realize some minor revenue of up to \$10,000 with the disposition of the surplus property as well as clear up storage areas at the Corporation Yard.

DISADVANTAGES:

No disadvantages are apparent.

ENVIRONMENTAL REVIEW:

No environmental review is required for this action.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE DECLARING AN UNUSED VEHICLE, FURNITURE AND EQUIPMENT AS SURPLUS PROPERTY AND AUTHORIZING ITS SALE OR DISPOSAL

WHEREAS, the City of Arroyo Grande ("City") owns a vehicle and a variety of furniture and equipment that is no longer used or needed; and

WHEREAS, these items can be classified as surplus property and made available for sale to private parties or disposed of.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Arroyo Grande does declare as surplus property the vehicle, furniture and equipment described in Exhibit A attached hereto and incorporated herein by this reference, and authorizes the sale/disposal of said surplus property in compliance with authorized disposition procedures.

On motion of Council Member _____, seconded by Council Member _____, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

the foregoing Resolution was passed and adopted this _____ day of March, 2017.

JIM HILL, MAYOR

ATTEST:

KELLY WETMORE, CITY CLERK

APPROVED AS TO CONTENT:

ROBERT MCFALL, INTERIM CITY MANAGER

APPROVED AS TO FORM:

HEATHER WHITHAM, CITY ATTORNEY

EXHIBIT A

**SURPLUS VEHICLES, EQUIPMENT AND FURNITURE
AVAILABLE FOR DISPOSITION**

Item #	Description	Make	Model
1.	Air Conditioning Unit		
2.	Audio Video Equipment		
3.	1984 Backhoe (PW-9)	Case	580 Super E
4.	Wooden Bookcase		
5.	Bulletin Board		
6.	Cart – Media		
7.	Chair – Child		
8.	Chairs – Office (11)		
9.	Coffee Table – Glass		
10.	Desk Return and Screening Panel (Cherry)		
11.	Desk – Metal (2)		
12.	Desk – Wood (2)		
13.	Display Case		
14.	Electrical (Misc.)		
15.	File Cabinets - 4-Drawer (3)		
16.	Flag Poles (2)		
17.	Flag Stand		
18.	Glass Case		
19.	Heaters – Floor (2)		
20.	In-Box for Partition (2)		
21.	Media Controls		
22.	Mirror		
23.	Partition (4)		
24.	Partition (4)		
25.	1991 Paver (PW-46)	LeeBoy	
26.	Platform Roller		
27.	Projection Screen		
28.	Rack – AV Equipment		
29.	Refrigerator		
30.	Shelves – Metal (4)		
31.	Stand – Misc		

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Item #	Description	Make	Model
32.	1991 Striper	Unamaskol	
33.	Table		
34.	Table Top – Round		
35.	Table (2)		
36.	Table – Folding		
37.	Television	RCA	
38.	VCR-DVD Player	Samsung	
39.	VCR-DVD Player	Panasonic	
40.	2006 Small Pick Up Truck (P-13)	Ford	Ranger