



MEMORANDUM

TO: CITY COUNCIL

FROM: KELLY WETMORE, DIRECTOR OF LEGISLATIVE AND INFORMATION SERVICES

BY: WALT CUZICK, INFORMATION TECHNOLOGY MANAGER

SUBJECT: CONSIDERATION OF RESOLUTION DECLARING SURPLUS PROPERTY

DATE: SEPTEMBER 12, 2017

RECOMMENDATION:

It is recommended the City Council adopt a Resolution declaring certain property as surplus and authorizing its disposal/sale.

SUMMARY OF ACTION:

Disposal or sale of outdated, obsolete and unusable electronic equipment that is no longer used by the City.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

The items proposed for disposal include electronic equipment that is obsolete and/or has limited or no re-sale value. There will be a minimal impact to personnel resources to arrange for the disposal or sale of the surplus property.

BACKGROUND:

Pursuant to City Policy C-006, the City periodically replaces standard equipment based on certain criteria. Staff has conducted an inventory of the City's electronic and other equipment that is no longer used and which is currently being stored. Obsolete items of little to no value are typically disposed of through an e-waste recycling program or sold at auction online. This procedure has streamlined the process for disposing of surplus property, freed up storage space, and generated minimal revenue for the City.

ANALYSIS OF ISSUES:

Storage of outdated, obsolete and unusable electronic equipment is taking up valuable space. The inventory of electronic equipment that is no longer utilized includes older computers, scanners, and a printer. It is requested that the City Council declare the list

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of outdated electronic equipment as surplus property and authorize its disposal/sale through an e-waste recycling program or through an online auction service.

ALTERNATIVES:

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

1. Adopt the Resolution declaring certain property as surplus and authorizing its disposal/sale;
2. Do not adopt the Resolution; or
3. Provide direction to staff.

ADVANTAGES:

The City will gain storage space and may produce minimal revenue for the City.

DISADVANTAGES:

No disadvantages are identified.

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted in accordance with Government Code Section 54954.2.

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE DECLARING CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING ITS DISPOSAL/SALE

WHEREAS, the City has in storage certain electronic equipment (“Surplus Items”) which has exceeded its useful life and no longer serves the needs of the City; and

WHEREAS, City storage space is at a premium and there is a need to dispose of Surplus Items in order to make available more storage space; and

WHEREAS, the Surplus Items are classified as surplus property and can be made available for disposal/sale.

NOW THEREFORE IT BE RESOLVED by the City Council of the City of Arroyo Grande that the Surplus Items listed in Exhibit A, attached hereto and incorporated by reference, are no longer needed for municipal purposes and hereby authorizes their disposal/sale.

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

AYES:

NOES:

ABSENT:

The foregoing Resolution was passed and adopted this _____ day of September, 2017.

JIM HILL, MAYOR

ATTEST:

KELLY WETMORE, CITY CLERK

APPROVED AS TO CONTENT:

JAMES A. BERGMAN, CITY MANAGER

APPROVED AS TO FORM:

HEATHER WHITHAM, CITY ATTORNEY

Surplus Property

Make	Model	Serial Number	Equipment Type	Notes
Xerox	DocuMate 152	811CN1083A5C1300410	Desktop Scanner	Desktop Scanner
Panasonic	KV-S1045C	VI51312	Desktop Scanner	Desktop Scanner
Dell	Optiplex 755	CRKQHH1	Workstation	Hard Drive Removed
Dell	Optiplex 380	9XYCFQ1	Workstation	Hard Drive Removed
Dell	Optiplex 380	9XY8FQ1	Workstation	Hard Drive Removed
Dell	Optiplex 390	8DJ0YV1	Workstation	Hard Drive Removed
Dell	Optiplex 390	FXGWXR1	Workstation	Hard Drive Removed
Dell	Optiplex 390	FXHVXR1	Workstation	Hard Drive Removed
Dell	Optiplex 380	9Y08FQ1	Workstation	Hard Drive Removed
Dell	Optiplex 380	H6TL1R1	Workstation	Hard Drive Removed
Dell	Optiplex 380	H6SV1R1	Workstation	Hard Drive Removed
Dell	Optiplex 390	8DH2YV1	Workstation	Hard Drive Removed
Dell	Optiplex 390	FXGXXR1	Workstation	Hard Drive Removed
Dell	Optiplex 390	8DHYXV1	Workstation	Hard Drive Removed
Dell	Optiplex 390	8DHZXV1	Workstation	Hard Drive Removed
Brother	HL-4150CDN	U62499L2J308229	Printer	Printer
Dell	Optiplex 390	D603YV1	Workstation	Hard Drive Removed
Dell	Optiplex 755	CDKQHH1	Workstation	Hard Drive Removed
Dell	Optiplex 380	H6SX1R1	Workstation	Hard Drive Removed
Dell	Optiplex 380	H6SS1R1	Workstation	Hard Drive Removed
Dell	Optiplex 380	H6ST1R1	Workstation	Hard Drive Removed

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