



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 11, 2018

SUMMARY OF ACTION:

Disposal or sale of electronic equipment that has reached its end of life, is obsolete, and/or is no longer used by the City.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

The items proposed for disposal include electronic equipment that has reached its end of life 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.

RECOMMENDATION:

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

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 at the end of its life cycle, or is no longer used and currently being stored. Surplus items 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:

The primary copier/printer located at City Hall, which serves all City departments, is at the end of its life cycle and is due to be replaced. The approved FY 2018-20 Biennial Budget includes funding to replace this printer. In addition, storage of other outdated,

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obsolete and unusable electronic equipment is taking up valuable space. The inventory of electronic equipment that is no longer utilized includes older computers, monitors, a scanner, and a desktop printer. It is requested that the City Council declare the list of 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 certain electronic equipment (“surplus items”) which have exceeded their useful life or is obsolete 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 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 on Exhibit A, attached hereto and incorporated by reference, are no longer needed for municipal purposes and the City Council hereby authorizes their disposal/sale.

On motion of 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 11th day of September, 2018.

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

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