



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: NOVEMBER 13, 2018

SUMMARY OF ACTION:

Disposal of surplus electronic equipment that has been replaced and is no longer used by the City.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

The electronic items proposed for disposal through an e-waste recycling firm have reached their end of life and/or have limited or no re-sale value. There will be a minimal impact to personnel resources to arrange for the disposal/recycling of the surplus property and a savings in staff time associated with in-house hard drive destruction. Staff has identified a vendor to perform certified hard drive destruction and equipment disposal at a cost of \$1,650 for items the Council has declared as surplus. Funding is available in the Legislative and Information Services budget to cover this expense.

RECOMMENDATION:

It is recommended the City Council adopt a Resolution declaring certain property as surplus and authorizing its disposal through an e-waste recycling program.

BACKGROUND:

Pursuant to City Policy C-006, the City periodically replaces standard equipment based on certain criteria. At the September 9th meeting, the City Council adopted a Resolution declaring certain electronic equipment, including the primary City Hall copier, various computers, monitors, and desktop printers, as surplus property and authorized their sale or disposal. Since that time, the City's current vendor has notified the City it is no longer accepting electronic equipment over 5 years old. Since the City's surplus electronic

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equipment is more than five years old, staff needed to identify an e-waste recycling vendor.

ANALYSIS OF ISSUES:

Since data and hard drive destruction has historically been performed in-house, there continues to be a backlog of surplus electronic equipment being stored until such time as data and hard drive destruction can be performed prior to authorizing for disposal. Information Technology staff has researched and obtained quotes from e-waste recycling vendors and has identified All Green Electronics Recycling, a nationwide recycling provider, to perform certified data destruction and equipment disposal. By utilizing a recycling method designed specifically for electronic equipment, the City will have the ability to dispose of a larger portion of the backlog at once, and simplify the disposition of surplus electronic equipment moving forward. As a result, Information Technology staff has provided a list of additional electronic equipment that has been replaced, is no longer utilized, and is currently being stored, including older servers, network switches, network firewalls, a backup battery system (UPS), phones, older laptops, and workstations. It is recommended that the City Council adopt the proposed Resolution declaring the list of electronic equipment as surplus property and authorizing disposal of all electronic equipment that has been declared as surplus this fiscal year through the e-waste recycling program.

ALTERNATIVES:

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

1. Adopt the Resolution declaring certain property as surplus and authorizing its disposal through an e-waste recycling program;
2. Do not adopt the Resolution; or
3. Provide direction to staff.

ADVANTAGES:

The City will save staff time, gain additional storage space, ensure data security with certified hard drive destruction, and responsibly dispose of e-waste.

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

WHEREAS, the City has certain electronic equipment (“surplus items”) which has exceeded its 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 13th day of November, 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

Make	Model	Serial Number	Notes
Nortel	Baystack 5510	SDN14F13WS	Switch
Nortel	Baystack 470-48T	SACC101MU1	Switch
Nortel	Baystack 470-48T	SACC101MYM	Switch
HP	ProCurve 2530-48G	2C59E5878440	Switch
HP	ProCurve 2810	CN629X13X4	Switch
Dell	PowerEdge 860	8TYSJF1	Server
Dell	PowerEdge 2850	BYS1RB1	Server
Dell	PowerEdge 2850	307NV91	Server
Dell	PowerEdge R710	F4J7HS1	Server
Dell	PowerEdge R510	188P6S1	Server
Dell	PowerEdge 2950	2WJOPC1	Server
Dell	PowerEdge 2850	BBRM1B1	Server
Dell	PowerEdge R510	73LLWQ1	Server
Dell	PowerEdge R310	CYZ9JQ1	Server
Dell	PowerEdge 2850	C4MK891	Server
Dell	PowerEdge 2850	9YML891	Server
Dell	PowerEdge 2850	7YML891	Server
Dell	PowerEdge 2850	147NV91	Server
Dell	PowerEdge 850	41R9VB1	Server
Dell	PowerEdge 850	71R9VB1	Server
Dell	PowerEdge 1500SC	JDRHW11	Server
Tripp Lite	SMART 1500SLT	9526ALCSM538800309	UPS
Dell	Vostro V13	CCJQ0L1	Laptop
Dell	Latitude D620	6FDNBC1	Laptop
Acer	G206HL	32101649924	Monitor
Dell	Optiplex 3010	4M21BY1	Workstation
Dell	Optiplex 3010	4M1Z9Y1	Workstation
Dell	Optiplex 380	H6SW1R1	Workstation
Asus	VH232H	C7LMTF172801	Monitor
Dell	Optiplex 3010	4M2Z9Y1	Workstation
Dell	Latitude D600	2M5YR61	Laptop
Dell	Optiplex 3010	5ZKYHX1	Workstation
WatchGuard	Firebox 1000	203103685	Firewall
WatchGuard	Firebox 1000	203103671	Firewall
WatchGuard	XTM510	808002A74-6E5E	Firewall
Optquest	Q91b	QYJ074803046	Monitor

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