

TO: James L. App, City Manager
FROM: Mike Compton, Director of Administrative Services
SUBJECT: Surplus Property
DATE: May 20, 2003

Needs: For the City Council to adopt a resolution declaring certain City equipment as surplus and authorizing its disposal in the manner described below.

Facts:

1. The current budget and the adopted equipment replacement program provides resources to replace computers on a pre-determined schedule.
2. The age and configuration of the surplus computer and office equipment prevents its re-installation or use at alternate City sites because it is no longer compatible with current technology.
3. To dispose of property to scheduled to be replaced, the Council must declare said equipment as surplus in order that it may be disposed of by sale to employees or by consignment.
4. The funds generated from the sale of surplus property would be deposited into the Equipment Replacement Fund.

Analysis
and
Conclusion:

Before the City may dispose of un-needed property, the City must first declare said property as surplus.

The City disposes of surplus office equipment by first making it available to City employees at "market value" and then retaining the services of a secondary market resaler in order to maximize sale proceeds. The City used a secondary market resaler for the first time last year and it was quite successful.

Fiscal
Impact:

It is estimated that the sale of surplus property would generate about \$5,000 for the City. The sales revenues from office equipment would be deposited into the equipment replacement fund .

Options:

- a. Adopt Resolution No. 03-xx declaring certain City property as surplus and approving the method of disposal as identified therein.
- b. Amend, modify, or reject the above option.

RESOLUTION NO. 03-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
DECLARING CERTAIN CITY PROPERTY AS SURPLUS

WHEREAS, the City is purchasing replacement equipment per the Equipment Replacement Policy; and

WHEREAS, the adopted budget provides appropriations for the replacement acquisitions; and

WHEREAS, the City no longer has a need or use for the equipment being replaced; and

WHEREAS, it is highly desirable to sell the equipment for which the City no longer has a need in order to partially replenish the equipment replacement fund.

THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of El Paso de Robles that the equipment identified in the attached exhibit is declared surplus and shall be sold at "fair market value" to City employees. Any equipment not purchased by City employees shall be sold to a secondary market wholesaler.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 20th day of May 2003 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Frank R. Mecham, Mayor

ATTEST:

Sharilyn M. Ryan, Deputy City Clerk

EXHIBIT "A"

Schedule of Surplus Property

- (29) HP Vectra P3-500 8.4 GB/128 MB/19" NEC Monitor
- (1) Compaq Deskpro 6/450