

TO: James L. App, City Manager  
FROM: Ann Robb, Interim Director Library and Recreation Services  
SUBJECT: Surplus Property  
DATE: June 20, 2006

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Needs: For the City Council to consider adoption of a resolution declaring certain City property as surplus and authorize its disposal.

Facts:

1. The items to be considered are two older billiard tables located at Centennial Park and a shelf list catalogue located in the Library.
2. Said billiard tables and shelf list catalogue are no longer in use or serviceable for City operations. One billiard table is dilapidated beyond repair and one is in poor/fair condition.
3. The Library inventory information related to the shelf list catalogue from the fixed assets list of 1991 include:  
  
1072 1 card file – 15 drawers – wood  
1073 1 card file – 15 drawers – wood  
1591 1 card file – 6 drawers – honey wood  
1 wooden stand.
4. Disposal of said billiard tables and shelf list catalogue cannot take place until formally declared surplus by the Council.
5. The Paso Robles Library Foundation has requested to use the shelf list catalogue as an auction item in an upcoming fundraiser, with the proceeds going to the Paso Robles Library Foundation. The Library Foundation will pay \$100 to the city for the shelf list catalog.
6. The billiard table that is beyond repair will be discarded. The billiard table that is in poor/fair condition will be subject to public auction, bid, or sale.

Analysis &  
Conclusion:

Two billiard tables located at Centennial Park and a Library shelf list catalogue are no longer being used by the City. Given the lack of available storage space, it is desirable to dispose of said billiard tables and shelf list catalogue as quickly as possible.

Fiscal Impact: \$100 revenue from the Paso Robles Library Foundation, to be deposited in account 100.411.5212.201. Proceeds from sale of billiard table will be deposited into account 100.411.5212.183.

Options:

- a. Adopt Resolution No. 06-xxx declaring said billiard tables and shelf list catalog as surplus and authorize the disposal, sale by public auction, bid or sale of the items.
- b. Amend, modify, or reject the above option.

**RESOLUTION NO. 06-**

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

WHEREAS, the City no longer has a need or use for certain billiard tables and library shelf list catalogue; and

WHEREAS, it is highly desirable to dispose of the items as soon as possible;

BE IT THEREFORE RESOLVED by the City Council of the City of El Paso de Robles that the Director of Administrative Services is authorized to undertake any and all actions to transfer ownership of the shelf list catalog to the Paso Robles Library Foundation and the billiard table to successful bidders/purchasers.

PASSED AND ADOPTED by the City Council of the City of El Paso de Robles this \_\_\_\_ day of \_\_\_\_\_ by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Frank Mecham, Mayor

ATTEST:

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Deborah Robinson, Deputy City Clerk

City of Paso Robles  
Schedule of Surplus Property  
June 20, 2006

<b>Item</b>	<b>Description</b>	<b>Disposal</b>
Billiards table	Billiards table damaged beyond repair	Discard
Billiards table	Billiards table in poor/fair condition	Public Auction
Card File	Single unit consisting of: (2) 15 Drawer card file, wood (1) 6 Drawer card file, wood (1) Card file stand, wood	Sell to Library Foundation for fair market value as fund raiser for library