



# Council Agenda Report

To: Mayor Wagner and the Honorable Members of the City Council

Prepared by: Elizabeth Shavelson, Assistant to the City Manager

Approved by: Reva Feldman, City Manager

Date prepared: March 5, 2019 Meeting date: March 25, 2019

Subject: Disposal of Surplus Equipment

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**RECOMMENDED ACTION:** Approve the disposal of surplus City equipment.

**FISCAL IMPACT:** It is anticipated that the City could receive up to \$1,000 in revenue from the sale of surplus property. If revenue is received, a budget adjustment will be made accordingly in Account No. 100-0000-3940 (Sale of Surplus Property).

**DISCUSSION:** Council Policy #39 requires the City Council to determine that equipment is surplus prior to its disposal.

City staff recently completed a review of the City's audio visual equipment and determined that some items are no longer needed because they are no longer in working order, have been discontinued by the manufacturer and have been replaced with other equipment. These items include:

- Sennheiser Microphone Conference System
  - SDC8000 Analog Output Unit Serial #90150 & #90143
  - SDC8200 Central Unit Serial #91030
  - (12) Microphones Serial #120148, #120788, #120859, #124199, #120790, #120845, #120839, #118678, #120853, #120145, #118451, #101334
- Flying Pig Hog IPC Kinetic Lighting Control Consul
  - Console Serial #74CA0106002
  - (2) Screens Serial #725271463C & 725220726C

In accordance with Council Policy #39, since there is no reasonable City use for the items listed above, the items will be disposed of as surplus property. The items will be offered for sale through public auction sites. The cost to use public auction sites is typically 5% of the amount the item sells for. The highest bid received for the items will be the determining

factor in selling the items. If no bids are received, the City Manager will determine a method of disposal per Council Policy #39.

ATTACHMENTS: Council Policy #39



# *City of Malibu*

## *City Council Policy*

*Policy #39*

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Title: Interim Policy on the Disposal of Surplus Equipment

Purpose: To set forth guidelines on disposing of equipment after it has been declared surplus by the City Council

Policy Statement:

All equipment that is declared surplus shall be disposed of in accordance with the procedures set forth in this policy.

Implementation:

**COMPUTER EQUIPMENT**

Surplus Procedures:

The determination that computer equipment is surplus to the City's needs will be made by the Council prior to its disposal.

Before presenting recommendations to the Council to declare computer equipment as surplus and disposing of it in accordance with these procedures, the Administrative Services Director will ensure that there are no other reasonable City uses for it.

Disposal Procedures:

All surplus computer equipment offered for sale will be on an "as-is" basis.

Surplus computer equipment will first be offered for purchase to City employees and residents of Malibu. A "silent auction" process will be used to solicit bids for the surplus computer equipment.

The Administrative Services Director and Information Systems staff are excluded from purchasing surplus computer equipment under all circumstances and Department Heads whenever any surplus equipment is from their department.

Employees purchasing surplus computer equipment under this program must demonstrate that they legally own licensed copies of the City's standard desktop operating system and word processing software for their personal use if that software remains on the computer sold.

Remaining computer equipment declared surplus by the Council will then be offered to non-profit organizations and then to other governmental agencies at not cost.

Whatever is not purchased by these agencies will be consigned to the City's auction firm for sale, or if not practical, other methods of disposal as determined by the Administrative Services Director.

The Administrative Services Director will establish further administrative guidelines as needed to implement these procedures.

#### **ALL OTHER EQUIPMENT**

##### **Surplus Procedures:**

The determination that equipment, other than computer equipment, is surplus to the City's needs will be made by the Council prior to its disposal.

Before presenting recommendations to the Council to declare equipment as surplus and disposing of it in accordance with these procedures, the City Manager will ensure that there are no other reasonable City uses for it.

##### **Disposal Procedures:**

All surplus equipment offered for sale will be on "as-is" basis.

All surplus equipment, other than computer equipment, will be offered to the public through a bid process. The highest bid received for the equipment will be the determining factor in selling the surplus equipment. If no bids are received, other methods of disposal as determined by the City Manager will be deployed.

##### **Date Adopted:**

June 28, 1999