City Council Meeting
08-10-26
Item 1.B.5.

Council Agenda Report

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

Prepared by: Parker Davis, Media Technician

Reviewed by: Gregory Kajszo, Assistant to the City Manager

Approved by: Joseph Irvin, City Manager

Date prepared: June 4, 2026 Meeting date: August 10, 2026

Subject: Disposal of Surplus Property (Filing Cabinets)

RECOMMENDED ACTION: Approve the disposal of surplus City equipment.

FISCAL IMPACT: If the City is able to sell the surplus equipment, approximately $500 - $1,000 in revenue could be generated. Revenue will be credited to City Hall Operations account 7800 in the City budget.

DISCUSSION: Council Policy #39 requires the City Council to determine that equipment is surplus prior to its disposal. The City has nine (9) 3-drawer and one (1) 2-drawer steel lateral filing cabinets in container storage. The cabinets have been deemed to be no longer useful for City Hall operations due to their condition and age.

In accordance with Council Policy #39, the items detailed in Attachment 1 will be listed in a public auction as surplus property.

ATTACHMENTS: 1) List of Surplus Property
2) Council Policy #39

Quantity	Model	Description
9	Unknown	3-drawer steel lateral filing cabinet
1	Unknown	2-drawer steel lateral filing cabinet





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City of Malibu

City Council Policy

Policy #39

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