City Council Meeting
10-26-26
Item
1.B.6.

Council Agenda Report

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

Prepared by: Parker Davis, Media Production Technician

Reviewed by: Gregory Kajszo, Assistant to the City Manager

Approved by: Joseph D. Irvin, City Manager

Date prepared: October 5, 2026 Meeting date: October 26, 2026

Subject: Disposal of Surplus Audio/Visual Equipment

RECOMMENDED ACTION: Approve the disposal of surplus City equipment.

FISCAL IMPACT: If the City is able to sell the surplus equipment, up to approximately $6,000 in revenue could be generated. Revenue will be credited to Media Operations account 7002 in the City budget.

DISCUSSION: In September 2026, the City completed an Audiovisual (AV) system upgrade in the Multipurpose Room, Senior Center, and Council Chambers. The upgrade replaced most of the pre-existing, obsolete AV equipment. To potentially recover project costs, the City elected to decommission a selection of functioning systems and dispose of it through a public surplus auction.

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

Malibu Audiovisual Surplus Inventory October 2026

Manufacture	Model	Qty	Description	
Apple	Mac Mini	1	2023, M2 processor, 16gb RAM	**Lot 1**

Manufacture	Model	Qty	Description	
Sennheiser	ADN CU1	1	Conference mic central unit	**Lot 2**
Sennheiser	ADN PS	1	Conference mic power supply	
Sennheiser	D1	14	Conference microphones	

Manufacture	Model	Qty	Description	
Panasonic	AW-HE870	3	HD camera (2) Fujinon TV zoom lenses (1) Canon zoom lens	**Lot 3**
Panasonic	AW-HE120	1	HD pan tilt zoom conferencing camera	
Panasonic	AW-PH360N	3	Motorized pan tilt head	
Panasonic	AW-PS300A	3	Camera power supply	
Panasonic	Aw-RP655	1	Multi function controller	

Manufacture	Model	Qty	Description	
Extron	eLink 100 T	1	Wireless HDMI transmitter	**Lot 4**
Extron	eLink 100 R	1	Wireless HDMI receiver	

Manufacture	Model	Qty	Description	
Epson	Powerlite Pro G6550WU	2	Long-throw projector	**Lot 5**
Chief	RPMA000	2	Ceiling mount	
Epson	ELPLL06	2	Long throw zoom lens	
UNK	ELPAF45	2	Air filter	
UNK	V13H010L76	2	Projector lamp	

Manufacture	Model	Qty	Description	
Blackmagic Design	Mini Converter HDMI to SDI 4K	4	Video converter	**Lot 6**
Blackmagic Design	Mini Converter HDMI to SDI	1	Video converter	
Blackmagic Design	Mini Converter SDI to Analog	1	Video converter	
Blackmagic Design	Mini Converter Audio to SDI	1	Video converter	
Blackmagic Design	Mini Converter UpDownCross	2	Video converter	
Blackmagic Design	Mini Converter Sync Generator	1	Video converter	
Blackmagic Design	Micro Converter HDMI to SDI 12G	4	Video converter	
Blackmagic Design	GPI and Tally Interface	1	Video converter	
Blackmagic Design	H.264 Pro Recorder	1	Video encoder	

ATTACHMENT 1

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