



## MEMORANDUM

**TO:** City Council

**FROM:** Nicole Valentine, Administrative Services Director

**BY:** Walt Cuzick, Information Technology Manager

**SUBJECT:** Consideration of a Resolution Declaring Surplus Property

**DATE:** May 10, 2022

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### **SUMMARY OF ACTION:**

The Declaration of Surplus Property will allow the City to dispose of electronic equipment that has reached its end of life, is obsolete, and/or is no longer used by the City.

### **IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:**

The items proposed for disposal include electronic equipment that has reached its end of life and/or has limited or no re-sale value. There will be a minimal impact to personnel resources to arrange for the disposal of the surplus property. There will be a charge of \$1,020 for certified hard drive destruction, and equipment disposal. Funding is available in the current Information Technology budget to cover this expense.

### **RECOMMENDATION:**

Adopt a Resolution declaring certain property as surplus and authorizing its disposal.

### **BACKGROUND:**

Pursuant to City Policy C-006, the City periodically replaces standard equipment based on certain criteria. Staff has conducted an inventory of the City's electronic equipment that is at the end of its life cycle, or is no longer used and currently being stored. All Green Electronics Recycling has been identified as a reliable recycling provider with the ability to perform certified data destruction and equipment disposal which will ensure City information is kept secure and equipment is disposed of responsibly. Having the ability to surplus end of life equipment will free up valuable space and help to sustain an efficient operating environment.

**ANALYSIS OF ISSUES:**

Based on established equipment replacement schedules, outdated and unusable equipment is replaced to ensure an efficient and reliable operating environment. Equipment removal results in a surplus inventory which consumes valuable storage space. By utilizing a recycling method designed specifically for electronic equipment, the City will have the ability to dispose of surplus inventory and ensure proper data destruction practices are in place. The inventory of electronic equipment that is no longer utilized includes older workstations, servers, monitors, printers, switches, and DVR's. It is requested that the City Council declare the list of electronic equipment found in Exhibit A of the attached Resolution as surplus property and authorize its disposal through an e-waste recycling program.

**ALTERNATIVES:**

The following alternatives are provided for the Council's consideration:

1. Adopt the Resolution declaring certain property as surplus and authorizing its disposal;
2. Do not adopt the Resolution; or
3. Provide other direction to staff.

**ADVANTAGES:**

The City will gain storage space, ensure data security with certified hard drive destruction, and responsibly dispose of e-waste.

**DISADVANTAGES:**

No disadvantages are identified.

**ENVIRONMENTAL REVIEW:**

No environmental review is required for this item.

**PUBLIC NOTIFICATION AND COMMENTS:**

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

**Attachments:**

1. Proposed Resolution