



STAFF REPORT

MEETING DATE: August 9, 2023

PRESENTER: Josefina Alvarez, Finance Director

SUBJECT: Approving Sale of Surplus Property (JA)

RECOMMENDATION: Council by motion adopt resolution approving the sale of surplus property.

EXECUTIVE SUMMARY:

The City's Policy and Procedure for Sale of Surplus Property ("Surplus Policy") was adopted on November 19, 2014, per Council Resolution No. 08-57.

City departments have reviewed their equipment, material and inventory, and compiled a list of surplus property, that is no longer in use. The surplus property includes equipment, material, and inventory from the Finance, Public Works, City Clerk's and Parks and Recreation Departments such as: Ink cartridges, filing cabinets, police vehicles, machines, desks, tables and chairs. A detailed list of the equipment sought to be sold as surplus is attached to the proposed resolution.

The sale of property will be in accordance with the following process set forth in the Surplus Policy as follows:

Surplus Property; Method of Disposition

D. Disposal: Surplus property may be offered for sale by the Purchasing Officer. All surplus property is for sale "as is" and "where is", with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability or the property offered for sale. Appropriate methods of sale are as follows:

1. Negotiated Sale: Value less than \$100.00 – Any surplus property with an estimated value of less than one hundred dollars (\$100.00) may be sold without any public bidding to any eligible party paying a fair price. Notice of such proposed sale shall be posted at City Hall listing the item and sale price for at least one week prior to such sale being approved by the City Council...

3. Sealed Bids: Value between \$100.01 and \$500.00 – Any surplus property with an estimated value of between one hundred dollars and .01/100ths (\$100.01) and five hundred dollars (\$500.00) shall be sold to the highest responsible bidder by sealed bids.

The method used for the property subject to sale as surplus will be negotiated sale and sealed bids.

Sale dates will be set and published according to the guidelines set forth in the Purchasing Policy.

If sale items do not receive bids or offers to purchase, the Purchasing Officer will proceed with the appropriate method of disposition listed as Donation in Section D. 5 of the Purchasing Policy.

FISCAL IMPACT:

Increase to General and Vehicle Funds.

ATTACHMENTS:

A. Resolution w/Exhibit

Attachment 'A'

RESOLUTION NO. 23-___

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KERMAN
APPROVING THE SALE OF SURPLUS PROPERTY**

WHEREAS, the City Council has adopted Resolution No. 08-57 approving a Policy and Procedure for Sale of Surplus Property ("Surplus Policy"); and

WHEREAS, the Surplus Policy provides that a sale of City-owned property will not be final until presented and approved by the City Council at a regular meeting; and

WHEREAS, the City Council has reviewed the Staff Report and the list of surplus items.

WHEREAS, if no potential purchases are made on items, the purchasing officer will proceed with the donation process according in Section D. 5 of the Policy

NOW, THEREFORE, the City Council of the City of Kerman does resolve as follows:

Section 1. The foregoing recitals are incorporated by reference.

Section 2. City Council approves the sale of surplus property as listed on Exhibit 'A' in accordance with the Surplus Policy.

Section 3. In the event no purchases are made, the Purchasing Officer is authorized to proceed with the donation process.

Section 4. This resolution is effective upon adoption.

The foregoing resolution was approved by the City Council of the City of Kerman at a regular meeting held on the 9th day of August 2021, and passed at said meeting by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing resolution is hereby approved.

Maria Pacheco
Mayor

ATTEST:

Marci Reyes
City Clerk