



**CITY OF SALINAS
COUNCIL STAFF REPORT**

DATE: DECEMBER 1, 2020
DEPARTMENT: COMMUNITY DEVELOPMENT
FROM: MEGAN HUNTER, DIRECTOR
BY: TERESA KISTLER, REVENUE OFFICER
TITLE: SURPLUS FURNITURE AND EQUIPMENT FOR DISPOSAL

RECOMMENDED MOTION:

A motion to approve a Resolution declaring specified furniture and equipment from the Community Development Department as surplus and authorize the disposal of this furniture and equipment.

RECOMMENDATION:

It is recommended that City Council approve a Resolution declaring items on the attached Surplus Furniture and Equipment List as surplus and authorizing their disposal.

EXECUTIVE SUMMARY:

City Council must declare City furniture and equipment unsuitable for public use as surplus and authorize their disposal through contracted auction services or other means. The Community Development Department is requesting the furniture and equipment on the attached list be declared as surplus and disposed of accordingly. Additionally, approval is requested to distribute those items not sold through auction to local nonprofits or other governmental agencies at no cost.

City Council has the authority to declare City property as surplus and authorize disposal of such property under Section 12-15 of the Salinas Municipal Code.

BACKGROUND:

Due to COVID-19, and with the Permit Center's foreseeable reopening to the public, the department has attempted to mitigate the virus spread by transitioning from fabric chairs to a wipeable material in public areas, such as conference rooms and lobbies. With the transition, it was also determined there was excess furniture and equipment that had been unused for many years. Other city departments were offered any furniture or equipment that staff found suitable for continued City use. Attached to this report is a list of unclaimed furniture and equipment

(chairs, bookcases, cabinets, desks, etc.) to be declared unsuitable for public use and offered for sale through online auction companies. Additionally, approval is requested to distribute those items not sold through auction to local nonprofits or other governmental agencies at no cost.

City Council has the authority to declare City property surplus and authorize the disposal under Section 12-15 of the Salinas Municipal Code.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

STRATEGIC PLAN INITIATIVE:

Disposing of furniture and equipment not suitable for City use supports the City Council goal of Operational Efficiencies.

DEPARTMENTAL COORDINATION:

Disposal of surplus property requires staff time and coordination between the Community Development Department, the Finance Department and the Public Works Department.

FISCAL AND SUSTAINABILITY IMPACT:

There are no fiscal or sustainability impacts to the City. Revenue realized from any sales of said equipment would be returned to the appropriate fund per City policy.

ATTACHMENTS:

Resolution
Surplus Furniture/Equipment List at 65 W. Alisal Street