



**CITY OF SALINAS  
COUNCIL STAFF REPORT**

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**DATE: JANUARY 14, 2025**

**DEPARTMENT: FINANCE DEPARTMENT**

**FROM: SELINA ANDREWS, FINANCE DIRECTOR**

**BY: CARLOS ORTEGA, INFORMATION SYSTEMS MANAGER**

**TITLE: INFORMATION TECHNOLOGY SURPLUS EQUIPMENT FOR AUCTION AND DISPOSAL**

**RECOMMENDED MOTION:**

A motion to approve a Resolution declaring specified information technology equipment as surplus and authorizing the auction or disposal of this equipment.

**EXECUTIVE SUMMARY:**

Approval of the Resolution will allow the City to auction or dispose of information technology hardware that has reached the end of its service life. Technology manufacturers frequently release end-of-life notices to indicate when a hardware device has reached the end of manufacturer support and will no longer receive software and security updates. The typical industry hardware lifecycle is between 3 to 5 years and the equipment being presented for consideration is between 5 and 10 years old. The City Council must declare City equipment unsuitable for use as surplus and authorize the disposal through government auction services or electronic waste. The Information Technology Division is requesting that the equipment on the attached list be declared as surplus and disposed of accordingly.

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

**BACKGROUND:**

The City of Salinas Information Technology Division has a large surplus of obsolete or damaged information technology hardware. These items have accumulated over the years as technology hardware has either been updated due to being end-of-life or experienced a hardware malfunction rendering the device unusable.

Maintaining a secure and reliable network environment relies on a proactive hardware replacement program to ensure that critical technology infrastructure is up to date and eligible for frequent firmware, software, and security patches. Providing up-to-date technology hardware is necessary

for a secure network environment to support staff workflows through the use of numerous software platforms. As a result of this initiative, technology equipment is frequently replaced and there is currently a large amount of surplus hardware that includes servers, computer monitors, mobile devices, and storage units. Storage devices are removed and destroyed from equipment prior to being auctioned or taken to an electronic waste facility per industry best practices for data privacy and security. The current resolution will authorize the proper disposal for hardware, either through government auction or approved electronic waste facilities.

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).

CALIFORNIA GOVERNMENT CODE §84308 APPLIES:

No.

STRATEGIC PLAN INITIATIVE:

Disposing of technology hardware that is no longer suitable for City use supports the City Council goal of Operational Efficiencies.

DEPARTMENTAL COORDINATION:

This staff report has been coordinated with City Manager’s Office, City Attorney’s Office, Public Works, Community Development, Library & Community Services, Recreation & Parks, Human Resources, Police, and Fire.

FISCAL AND SUSTAINABILITY IMPACT:

The amount received for the surplus and/or donated equipment is unknown due to nature of the equipment. However, any amount received will be reflected in the City’s General Fund under Miscellaneous revenue.

Fund / Appropriation	Appropriation Name	Total Appropriation	Amount for recommendation	FY 24-25 Operating Budget Page	Last Budget Action (Date, Resolution)
1000	Other Revenue Surplus Property	n/a	TBD	n/a	n/a

ATTACHMENTS:

1. Resolution
2. Information Technology Hardware Surplus List