

STAFF REPORT For Meeting of April 27, 2015 MAYOR AND MEMBERS OF THE CITY COUNCIL	Agenda Item # NO. 2015- SUBJECT: Surplus Declaration
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Subject

Declare certain items of City owned property surplus to the needs of the City.

Summary and Background

The City, like all organizations, purchases or otherwise accumulates items of value throughout the course of doing business. However, over time those items can become obsolete, too expensive to maintain, or have simply served their purpose and are no longer needed.

Most often the best way to dispose of items with any value is through a public auction process. However some specialty items, like street sweepers, are un-likely to return their true value to the City by simply going through a local auction. In these cases, City Code allows for other disposal methods like a Fixed-Price Sale. In a Fixed-Price Sale, the City sets a selling price based on industry standards and sells the item to the first buyer meeting the advertised sales terms. Attached is a list of items proposed to be declared surplus and sold.

City Code 33.04 vests the City Manager with “exclusive jurisdiction” in determining whether property is surplus to the needs of the city. However, in the interest of transparency, it has been the practice of the City of Hermiston to submit the list of proposed items to the City Council for approval.

Fiscal Information

Most items included are of nominal value.

Alternatives and Recommendation

Alternatives

1. Declare the list of items surplus.
2. Request the City Manager to re-examine certain items.

Recommendation

Declare the list of items surplus.

Requested Action/Motion

Motion to declare the list of items as surplus to the needs of the City.

Department Head- Mark Morgan, Assistant City Manager



City Manager Approval



City of Hermiston

**2015
City of Hermiston
Surplus Items**

Planning Department:

- | | |
|---------------------------|---------|
| 1. Drafting Table | Auction |
| - Value "new at" \$100.00 | |

Recycled Water Plant:

- | | |
|---|------------------|
| 1. 1978 Case Front End Loader, serial # 9129865 | Fixed Price Sale |
| - Valued at \$7,000.00 | |

Building Department:

- | | |
|--|---------|
| 1. 1999 Ford Crown Vic, VIN# 2FAFP71WSXX134036 | Auction |
| - Valued at \$300.00 | |

Street Department:

- | | |
|---|---------|
| 1. 1986 Ford F-250 Cab and Chassie, VIN# 1FDK3712GNA35655 | Auction |
| - Valued at \$300.00 to \$800.00 | |

Accounting Department:

- | | |
|--|---------|
| 1. Copy Machine, OKI C9300 | Auction |
| - Valued at \$100.00 | |
| 2. All-in-One (copy, fax, scan), HP Officejet 5610 | Auction |

Police Department:

- | | |
|---|---------|
| 1. Office Chair – blue in color, unknown brand | Auction |
| 2. Sound dampening printer cabinet, unknown brand | Auction |
| 3. Desk top Printer, HP Deskjet 5550, serial # MY36G152JZ | Auction |

- | | |
|---|---------|
| 4. 2007 Ford Crown Victoria, 118, 817 miles | Auction |
| - VIN# 2FAFP71W97X115571 | |

Parks and Recreation:

- | | |
|--|---------|
| 1. 1994 Grasshopper Mower, model # 721D, serial # 350146 | Auction |
| - Valued at less than \$200.00 | |
| 2. 1972 Toro Groundsmaster, model # 1891 | Auction |
| - Valued at less than \$200.00 | |
| 3. 1990 John Deere F-935, serial # MOF935x420912 | Auction |
| - Valued at less than \$200.00 | |

Court:

- | | |
|---------------------------------|---------|
| 1. 4 Number labels | Auction |
| 2. Asus Drive | Auction |
| 3. 3 File holders | Auction |
| 4. 8 Toners from old printer | Auction |
| 5. 1 Brother type writer ribbon | Auction |
| 6. 1 Light bulb | Auction |
| 7. 2 Officer chairs | Auction |
| 8. 5 Data Binders | Auction |
| 9. 3 File hangers | Auction |