



AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: October 6, 2020

Agenda Item 6L

Approvals:

City Manager ES

Dept. Head _____

Attorney _____

Finance _____

Department: Beaches, Parks & Recreation
Prepared By: Samantha Wylie, Recreation Manager

Subject: *DONATION OF SURPLUS OFFICE EQUIPMENT TO CITY PARTNERS.*

Fiscal Impact: None.

Summary: Staff recommends that Council authorize staff to make all declared surplus office furniture, equipment, and cubicles available for donation to designated City partners.

Discussion: At its October 2, 2018 meeting, the City Council declared the office furniture, equipment, and cubicles stored at the old City Hall building (Presidio) as surplus and approved it for auction. Upon review and evaluation, the City's contract auctioneer declared that the equipment had little to no redeemable value.

As staff has moved out of the Presidio location and relocated to other city office sites, furniture has been collected at the old City Hall building. The equipment has been sorted through and some has been utilized at other offices, including the Community Center and golf course, but several pieces remain unused. Previously, the City has sought out ways to provide resources to partners as they become available. Staff intends to contact all current city partners to offer the equipment and furniture as a donation to their organizations. If the items are not taken, staff will dispose of them properly.

Recommended

Action: STAFF RECOMMENDS THAT the City Council authorize the donation of all declared surplus office equipment to designated City partners.

Attachments: None

Notification: None