



Agenda Item: Discuss and Consider Approval to Dispose of Park Board Assets

Background: In preparation for the upcoming Park Board Plaza renovation project, the space currently being used as an informal storage area needs to be cleared out. This area has been used to store the miscellaneous office supplies and furniture for auction and/or disposal.

Staff is seeking approval to dispose of these assets as follows:

Auction Items – these items are outdated and or slightly damaged but still have some value. These items will be cataloged and auctioned on GovDeals.com with the assistance of the Coastal Zone Management team.

- File Cabinets - 18
- Chairs – 12
- Desk - 1
- Light Fixtures - 11
- Cell Phones - 17
- Computer/Printers/Laptops – 30
- Binders – 2
- iPads - 7
- Laminating machine - 1
- Miscellaneous Office Supplies, i.e. compact disks, cassette tapes, etc.
- Cash Registers/POS Equipment - 12
- Cameras – 2
- ID Machine

Items to Discard – these items are used or broken and have no value for auction:

- Miscellaneous Used Office Supplies (binders, folders, etc.)
- Broken chairs - 2
- Broken printers/keyboards/monitors, miscellaneous computer equipment

Staff is continuing to evaluate the office needs as part of the renovation project for the Plaza and may need to adjust the number slightly if the need arises.

Staff Recommendation: Staff recommends approval to dispose the above-mentioned assets through auction with GovDeals.com and discarding those items that are broken or used with no value.

Funding Source (if applicable): Any revenue from the auction would be applied to the General Fund.