

Disposal of Asset Form

Date	7/15/2026	Out of service date	7/1/2026
Department	Electric		

Check or answer all that apply

YES	Asset is operational Yes /No / Partially (Explain in the description below)
X	Asset is obsolete or outdated
	Asset is no longer functional for any departments within the City
	Asset considered too costly to repair
Must be completed / Description of asset to be disposed of including mechanical / operational condition	
Non-Inventory Commodity. Approximately 5,300 TWACS Electric Meters of various sizes. These legacy meters were replaced in preparation for the Outage Management System. These meters will no longer be used on the City's Electric Distribution System.	
City of Seguin Asset Tag Number:	
Unit Number (If applicable):	
Make & Model:	
Serial Number or VIN:	
Estimate / Original Cost of Asset:	\$1,035,000.00

To be completed by Finance Department ONLY:

Original Cost of Asset:

Asset's original cost was less than \$5,000, City Manager can authorize the disposal of the asset

Asset's original cost was \$5,000 or more, The City Council must approve the disposal of the asset

Asset is being sold by sealed bids, City council must approve the sale

Department Director's signature		Date:	
Director of Finance's signature		Date:	
City Manager's signature		Date:	

Vehicle Inspection Form

Auction ID Number				Asset Number				Unit Number					
Year		Make & Model											
VIN						Title		Yes		No			
Odometer				Hours				Accurate		Yes		No	
Out of service date					Maintenance Records Available for Inspection				Yes		No		
Vehicle	Starts		Starts w Boost		Engine Runs		Parts Only						
	Does not Start		Runs / Drives		Other								
Fuel Type	Gas		Propane		Gas / Electric Hybrid								
	Diesel		Natural Gas		Other								
Engine	Liters		V or Inline		Other								
Engine Condition	Runs		Needs Repair		Unknown								
	Other												
Transmission	Automatic		# of Gears		Operable		Needs Repair						
	Manual		Unknown condition		Notes								
Drivetrain	2 Wheel Drive		4 Wheel Drive		Condition								
Tire Condition	Good		Low / Flat		Hubcap		Dry rotted						
Windows	No Cracks		Cracks		Other								
Exterior	Color		Dings		Dents		Scratches						
	Damages												
	Tow Package												
Decals	None		Have been sprayed		Removed		Impression Remains						
Emergency Equipment	None		Removed		Exterior Holes		No Exterior holes						
Seats	Color		Cloth		Vinyl		Leather						
	Damages												
Dash /Floor Roof	Damages												
Radio	Stock		Brand / Model		AM/FM		AM/FM/CD						
	Bluetooth		Sirius		Other								
Air Conditioning	Works/Blows		Cold/ Cool/ Warm		Unknown		No A/C						
Air Bags	Drivers		Dual		Other								

BUYER must bring battery / battery pack /air compressor / tires for units requiring attention to remove from City property.

Heavy Equipment Inspection Form

Auction ID Number				Asset Number				Unit Number			
Year			Make & Model								
VIN / Serial Number						Title		Yes		No	
Mileage				Meter Hours			Accurate		Yes		No
Out of service date				Maintenance Records Available for Inspection				Yes		No	
This Vehicle was maintained every			Hours				Months				
Vehicle	Starts			Starts w Boost			Engine Runs			Parts Only	
	Does not Start			Runs / Drives			Other				
Fuel Type	Gas			Propane			Gas / Electric Hybrid				
	Diesel			Natural Gas			Other				
Engine	Liters			V or Inline			Other				
Engine Condition	Runs			Needs Repair			Unknown				
	Other										
Transmission	Automatic			Number of Gears			Operable			Needs Repair	
	Manual			Unknown Condition			Manufacturer				
	Notes										
Drivetrain	2 Wheel Drive			4 Wheel Drive			AWD				
Tire Condition	Good			Low			Flat			Dry Rotted	
	# of Wheels			# of Axles			# of Tracks			Track Dimensions	
Windows	No Cracks			Cracks			Other				
Exterior	Color			Dings			Dents			Scratches	
	Damages										
	Ramps/Other										
Decals	None			Have been sprayed			Removed			Impression Remains	
Emergency Equipment	None			Removed			Exterior Holes			No Exterior holes	
Seats	Color			Cloth			Vinyl			Leather	
	Damages										
Dash /Floor Roof	Damages										
Radio	Stock			Brand / Model			AM/FM			AM/FM/CD	
	Bluetooth			Sirius			Other				
Air Conditioning	Works/Blows			Cold/ Cool/ Warm			Unknown			No A/C	
Air Bags	Drivers			Dual			Other				

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