

***City of Seguin***  
***Finance Department***  
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***(830) 401-2450***

Memorandum

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**Date:** December 1, 2015

**To:** Mayor and City Councilmembers  
Douglas Faseler, City Manager

**From:** Twila Wood  
Purchasing Manager

**Subject:** Surplus Auction – Animal Transport Units

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According to the Disposal of Assets Policy previously approved by City Council, items with an original cost of \$5,000 or more which have become obsolete, dysfunctional, or are otherwise too costly to repair may be disposed of following City Council approval. The City's Animal Services department has three pieces of equipment that meet the criteria for disposal.

The previous Action Item included the purchase of a 2016 animal transport truck. The new equipment will replace Unit 184, a 2001 Ford F150 outfitted with a Jones Trailer Company Slide-In 6-stall animal transport box. The truck will be reassigned to the Parks & Recreation Department for further use, but the animal transport box has no further value to the City.

Animal Services use Unit 185 which is a 2008 Ford 150 also outfitted with a Jones Trailer Company Slide-In 6-stall animal transport box. After receipt of the new 2016 animal transport truck, the department desires to remove the transport box from Unit 185 and dispose of it according to City Policy. The truck will continue to be used by Animal Services staff for transportation of equipment such as large traps, kennels, and crates.

The department is also in possession of an obsolete 8-compartment chassis-mount style animal transport box that was acquired in 1998 and desires to dispose of this equipment. Fixed Assets records indicate the original cost exceeded \$10,000.

Staff recommends disposal of three (3) animal transport boxes. Following Council approval, these items will be placed on the public online auction site, GovDeals.com.