

**MEMORANDUM**

TO: Mayor and City Councilmembers
Steve Parker, City Manager

FROM: Twila Wood, Purchasing Manager

DATE: November 19, 2020

RE: Disposal of Surplus Property

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.

Staff recommends disposal of the following three (3) pieces of equipment:

Unit	Description	Dept	Purchase Price
266	2009 Ford F150	Parks	\$14,737
	Canon IR2530 copier, purchased 2011	Utility Operations Center	\$6,023
	Canon IR3235 copier, purchased 2011	Police Patrol Division	\$8,910

Following Council approval, all items will be placed on the public online auction site, GovDeals.com and sold to the highest bidder.