

Disposal of Asset Form

Date	5/29/2020	Out of service date	5/29/2020
Department	Police Department		




Check or answer all that apply

Yes	Asset is operational Yes /No / Partially (Explain in the description below)
	Asset is obsolete or outdated
No	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	
Freeline wireless transmitters for mobile radios no longer used by Department. <i>Would like to donate to Nixon Police Department.</i> <i>Need to have City Council approval.</i>	
City of Seguin Asset Tag Number:	N/A
Unit Number (If applicable):	
Make & Model:	Freeline FA01 Adapter
Serial Number or VIN:	N/A
Estimate / Original Cost of Asset:	\$400.00

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
Will be donated
☐ 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:	5/29/2020
Director of Finance's signature		Date:	6-15-2020
City Manager's signature		Date:	6-15-20



Seguin Police Department

SEGUIN
TEXAS

It's real.

350 N. Guadalupe Street
Seguin, Texas 78155

Phone: (830) 379-2123
Fax: (830) 401-2379

MEMORANDUM 20-48

TO: Susan Caddell, Director of Finance
Steve Parker, City Manager

FROM: Terry Nichols, Chief of Police

REF: Donation of Surplus Property

DATE: May 29, 2020

The Police Department has surplus equipment that is intended to be disposed of which may be repurposed for two other law enforcement agencies. Caldwell County Constables Office contacted our department and requested any Ford Crown Victoria police equipment no longer in use as well as any body armor not in use. The Police Department no longer utilizes Crown Victoria sedans therefore this equipment surplus. We also rotate our body armor every five years as suggested by the manufacturer. One set of body armor currently in use by the Caldwell County Constables office was purchased in 1994.

We would like to donate eighteen sets of body armor and assorted Crown Victoria Sedan police equipment with an approximate original cost of \$13,855.00. An itemized list and Disposal Asset Form are attached.

The Police Department would also like to donate three FreeLinc mobile radio interfaces to the Nixon Police Department. These devices are not utilized by our Department nor will they be in the future. The original cost was approximately \$400.00.

A Disposal Asset Form is attached.

Please let me know if you have any questions.

O.U.R. S.P.D.

Order, Understanding, Respect, Service, Pride, Dedication