



CITY OF ARCHDALE

CITY COUNCIL

MEETING DATE: Tuesday August 25, 2020

SUBJECT: Disposal of Surplus Property FY20 Annual Report

RECOMMENDATIONS OR COMMENTS: Per adopted policy, the City Manager shall give an annual report to City Council on the disposal of surplus property. Personal property that was disposed of during the fiscal year ending June 30, 2020 primarily included computers and IT hardware that had reached the end of their useful life for City staff. Additionally, the Public Works and Facilities & Grounds departments disposed of aged equipment such as trailers, mowers, and 2 pickup trucks.

SUMMARY OF ATTACHED INFORMATION: Disposal of Surplus Property Report for FY20 and associated policy document.

ATTACHMENTS: YES NO

City of Archdale
Surplus Personal Property Disposal
Fiscal Year 2020

Dept.	Description	VIN/Serial #	Model/Part #	Conveyed to:	Date Conveyed	Consideration Received
Facilities & Grounds	Bobcat Skidsteer & Attachments		S205	trade-in	08/22/19	13,000.00
Facilities & Grounds	2006 Dodge Ram 1500 Truck	1D7HU16N56J198549		Greensboro Auto Auction	09/18/19	2,880.00
Facilities & Grounds	CAT 420D Backhoe	CAT0420DCFD04349		GovDeals	12/13/19	20,900.00
Facilities & Grounds	Caterpillar 303 CR Mini Excavator	DMA04519		GovDeals	12/13/19	11,300.00
Facilities & Grounds	Exmark Mower	312600280	LZK801KT606	GovDeals	12/13/19	3,225.00
Facilities & Grounds	Finish Mower			GovDeals	12/13/19	329.00
Facilities & Grounds	John Deere Gator XUV 625I	MOHXOPA128603	1M0625GSHCM042846	GovDeals	12/13/19	4,350.00
Facilities & Grounds	Leaf Blowers, Weed Eater, Trimmer, Portable Generator			GovDeals	12/13/19	355.00
Facilities & Grounds	Leaf Vacuum			GovDeals	12/13/19	455.00
Facilities & Grounds	Truck Tool Boxes			GovDeals	12/13/19	42.00
Facilities & Grounds	Vermeer BC 1230 Brush Chipper	3824		GovDeals	12/13/19	9,600.00
Public Works - Street	2006 Dodge Ram 1500 Truck	1D7HA16NX6J111365		Greensboro Auto Auction	08/21/19	2,555.00
Public Works - Street	CAT 257B2 Track Loader		257B2	trade-in	08/22/19	19,000.00
Public Works - Street	Woods 15' Bat Wing Mower			GovDeals	09/12/19	2,005.00
Public Works - W/S	New Holland Backhoe			trade-in	08/22/19	23,000.00
Public Works - W/S	18' Kaufman Trailer	15XFD182X5L003125		GovDeals	09/12/19	2,714.99
Public Works - W/S	Argo Bigfoot 6x6	2DGGSOBT44NB14403		GovDeals	09/12/19	3,860.00
Public Works - W/S	Jet Trailer		747-FR 2000	GovDeals	09/12/19	6,500.00
Public Works - W/S	McGraw-Edison Onan Genset 230	K820641864	230.ODFP-17R/25311L	GovDeals	09/12/19	4,515.00
Public Works - W/S	Onan Genset 125	K870941055	125.OVDV-15R/26986B	GovDeals	09/12/19	1,805.00
	Copystar Printer	NHJ2600831	CS-5500i	E-Recycle Event	09/19/19	0.00
	Copystar Printer	L3P2X00628	CS-52550ci	E-Recycle Event	09/19/19	0.00
	DELL Inspiron 15	2RMBXC1	0T7570	E-Recycle Event	09/19/19	0.00
	Dell Monitor	CN0PVGRC744454BSADHM	P1913	E-Recycle Event	09/19/19	0.00
	Dell Monitor	CN08VVND7444527UALEB	P1913	E-Recycle Event	09/19/19	0.00
	Dell Monitor	CN0R0KGP641803CJ023T	S2240	E-Recycle Event	09/19/19	0.00
	Dell Monitor	CN06JX4Y641803780MDL	P1913	E-Recycle Event	09/19/19	0.00
	Dell Monitor	CN0WH3204663371J5F9U	E-197	E-Recycle Event	09/19/19	0.00
	Dell Monitor	CN0PVGRC744454BSADLM	P1913	E-Recycle Event	09/19/19	0.00
	Dell Monitor	CN0RNMH67444503DEBEL	P190ST	E-Recycle Event	09/19/19	0.00
	Dell Monitor	CN0RNMH67444503DEBLL	P190ST	E-Recycle Event	09/19/19	0.00
	Dell Monitor	CN0Y44137287259I220Q	E153FPF	E-Recycle Event	09/19/19	0.00
	Dell Monitor	CN0J18067161846JADXX	E17FP	E-Recycle Event	09/19/19	0.00
	Dell Monitor	CN0PVGRC7444544IEW8L	P1913	E-Recycle Event	09/19/19	0.00
	Dell Monitor	CN0R0KGP6418041MOSHT	S2240	E-Recycle Event	09/19/19	0.00
	Dell Monitor	CN0PVGRC7444544IEJ7L	P1913	E-Recycle Event	09/19/19	0.00
	Dell Monitor	CN08VVND74445283198S	P1913	E-Recycle Event	09/19/19	0.00
	Dell Monitor	CN0WH318728726AP0MJL	E177FP	E-Recycle Event	09/19/19	0.00
	Dell Monitor	CN0R0KGP641804150P9T	S2240	E-Recycle Event	09/19/19	0.00
	Dell Monitor	CN0R0KGP641804150P7T	S2240	E-Recycle Event	09/19/19	0.00
	Dell Monitor	H9LMTF104258	EP228	E-Recycle Event	09/19/19	0.00
	Dell Monitor	A6LMTF006034	VK222	E-Recycle Event	09/19/19	0.00
	Dell Monitor	A6LMTF006025	VK222	E-Recycle Event	09/19/19	0.00
	DELL PC	D2ynq1	Optiplex 790	E-Recycle Event	09/19/19	0.00
	Dell PC	CXYJJK1	Optiplex 360	E-Recycle Event	09/19/19	0.00
	Dell PC	BXYJJK1	Optiplex 360	E-Recycle Event	09/19/19	0.00
	Dell PC	49ZQ6Y1	Optiplex 920	E-Recycle Event	09/19/19	0.00
	Dell PC	2QQ9481	Optiplex GX520	E-Recycle Event	09/19/19	0.00
	Dell PC	214W842	Optiplex 7020	E-Recycle Event	09/19/19	0.00
	Dell PC	BNHWW12	Optiplex 7020	E-Recycle Event	09/19/19	0.00
	Dell PC	40RS052	Optiplex 7020	E-Recycle Event	09/19/19	0.00
	Dell PC	8ZQS052	Optiplex 7020	E-Recycle Event	09/19/19	0.00
	Dell PC	5B77BP1	Optiplex 380	E-Recycle Event	09/19/19	0.00
	Dell PC Tower	9PB7V52	Precision 5810	E-Recycle Event	09/19/19	0.00
	Dell PC Tower	9PB8V52	Precision 5810	E-Recycle Event	09/19/19	0.00
	Dell PowerEdge R610 Server	2drjxq1	R610	E-Recycle Event	09/19/19	0.00
	External Hard Drive- Hitachi 2TB			E-Recycle Event	09/19/19	0.00
	Lenova Yoga 15 Thinkpad	1s20DQ001LUSMP08DUUQ	Yoga 15	E-Recycle Event	09/19/19	0.00
	Lenova Yoga 15 Thinkpad	1s20DQ001LUSMP08C61H	Yoga 15	E-Recycle Event	09/19/19	0.00
	Lenova Yoga 15 Thinkpad	1s20DQ001LUSMP08H84Q	Yoga 15	E-Recycle Event	09/19/19	0.00
	Maxter 1 touch 120GB HDD	Y34Y4BRE	AY120B0530201	E-Recycle Event	09/19/19	0.00
	Panasonic Toughbook	2JTYA34983	CF-53JULZF1M	E-Recycle Event	09/19/19	0.00
	Panasonic Toughbook	2BTYA67683	CF-53AUGZF1M	E-Recycle Event	09/19/19	0.00
	Panasonic Toughbook	4CTYA75906	CF-53SULZALM	E-Recycle Event	09/19/19	0.00
	Samsung Tablet	R52F811GS6P	SM-T530NU	E-Recycle Event	09/19/19	0.00
	Dell Inspiron Laptop	CN0YJ6FR7757171B41HUA00	CNP20170512R	E-Recycle Event	06/08/20	0.00
	Dell Inspiron Laptop	d2zp4f2	Inspiron	E-Recycle Event	06/08/20	0.00
	Dell Monitor	CN0KW14V74261573294S	P2214	E-Recycle Event	06/08/20	0.00
	Dell Monitor	CN0PVGRC744454BSADZM	P2214	E-Recycle Event	06/08/20	0.00
	Dell Monitor	CN0J18067161846JADXX	E172	E-Recycle Event	06/08/20	0.00
	Dell Monitor	CN0KW14V74261573291S	P2214	E-Recycle Event	06/08/20	0.00
	Dell Monitor	CN0KW14V742615731N0S	P2214	E-Recycle Event	06/08/20	0.00
	Dell Monitor	CN0WH319728726815FTL	E197	E-Recycle Event	06/08/20	0.00

City of Archdale
Surplus Personal Property Disposal
Fiscal Year 2020

Dept.	Description	VIN/Serial #	Model/Part #	Conveyed to:	Date Conveyed	Consideration Received
	Epson Receipt Printer	G4VG012862	M147G	E-Recycle Event	06/08/20	0.00
	Epson Receipt Printer	EY5G017863	M147C	E-Recycle Event	06/08/20	0.00
	HP Aruba POE-switch	CN79FP5CD2	J9774A	E-Recycle Event	06/08/20	0.00
	HP Laser Jet 1536dnf MFP	CNG8G423VK		E-Recycle Event	06/08/20	0.00
	HP Monitor	CNC231P6ZN	W2072a	E-Recycle Event	06/08/20	0.00
	Lenovo Monitor	V5C58053	model E2224A	E-Recycle Event	06/08/20	0.00
	Lenovo Monitor	V5C58048	Model E2224A	E-Recycle Event	06/08/20	0.00
	Lenovo ThinkPad	1s20FQ000RUSR90KKCEB		E-Recycle Event	06/08/20	0.00
	Lenovo ThinkPad	1s20GS000BUSMP126GMG		E-Recycle Event	06/08/20	0.00
	OptiPlex 3010 PC	HDX8YV1	3010	E-Recycle Event	06/08/20	0.00
	Optiplex 320 PC	7K42QD1	320	E-Recycle Event	06/08/20	0.00
	Optiplex 390 PC	7GKCVV1	380	E-Recycle Event	06/08/20	0.00
	Optiplex 7020 PC	65RS052	7020	E-Recycle Event	06/08/20	0.00
	Optiplex 7020 PC	20RV842	7020	E-Recycle Event	06/08/20	0.00
	OptiPlex 7020 PC	BM8TW12	7020	E-Recycle Event	06/08/20	0.00
	Optiplex 9020 PC	49YR6Y1	9020	E-Recycle Event	06/08/20	0.00
	Panasonic Toughbook	CF-53SCLBYLM	4FTYA02762	E-Recycle Event	06/08/20	0.00
	Panasonic Toughbook	CF-52GUNBR2B	0ITYA50222	E-Recycle Event	06/08/20	0.00
	Panasonic Toughbook	CF-53SULZALM	4DTYA87645	E-Recycle Event	06/08/20	0.00
	Panasonic Toughbook	CF-532LQAYCM	6ETSA62421	E-Recycle Event	06/08/20	0.00
	Panasonic Toughbook	CF-53SCLBYLM	4FTYA02626	E-Recycle Event	06/08/20	0.00
	Panasonic Toughbook	CF-532LUZYNM	7D TSA03677	E-Recycle Event	06/08/20	0.00
						132,390.99



POLICY FOR DISPOSAL OF SURPLUS PERSONAL PROPERTY

PURPOSE:

To provide for the disposal of personal property that is no longer in use by City staff, which is valued at less than thirty thousand dollars (\$30,000) for any one item or group of items. These procedures shall be designed to recover fair market value for all property disposed of and to accomplish the disposal efficiently and economically as provided in G.S. 160A-266(c).

AUTHORITY:

The City Manager, with the agreement of the Department Head responsible for the specific item(s), shall have the authority to declare surplus personal property valued less than \$30,000 in accordance with G.S. 160A-266(c). Disposition of property may be with or without published notice in the discretion of the City Manager.

DEFINITIONS:

Surplus Personal Property:

- i. Equipment that has been replaced because it is outdated, OR
- ii. Equipment or other items that have been determined by the City as having no expected future use.

Fair Market Value:

- i. Any sale negotiated at arms length shall be presumed to be at fair market value.
- ii. May be set by the City Manager using any information available at the time of sale.

GENERAL GUIDELINES:

The City Manager shall determine the most efficient and economical method to dispose of applicable property on a case by case basis by first determining the most likely market for the items. The following methods may be used:

- a. Donate to a nonprofit organization primarily serving the citizens of Archdale.
- b. Negotiate sale with a company that regularly deals in surplus equipment.
- c. Participate in a joint sale with another governmental unit using any legal method for the sale.
- d. Participate in state surplus program or GovDeals.
- e. Advertise in City of Archdale newsletter.
- f. Publish ad in newspaper of general circulation and use any method of sale permitted by G.S. 160A-266(a), if property is expected to have sufficient value to cover all costs associated with the chosen method of sale.
- g. Hold public auction pursuant to G.S. 160A-270 or any other legal method as described in the statutes.
- h. Use of a new or existing private or public electronic auction service.

PUBLIC AUCTION:

Pursuant to N.C.G.S. § 160A-270 a notice of the public auction shall be published at least once and not less than 10 days before the date of the auction. The Council authorizes notice to be either published in the newspaper, by electronic means, or both at the discretion of the City Manager. The notice shall identify the property to be sold, the date, time, place and terms of the sale, the electronic address(es) where information about the property may be obtained and where electronic bids may be posted.

RECORD KEEPING AND REPORTING:

Record: The City Manager, or his or her designee, shall keep a record of all property disposed of under this policy, including description of the property, asset number if applicable, to whom it was conveyed, date conveyed, method used and the consideration received. The record should be initialed by the City Manager and the Department Head. Also, the Department Head shall be responsible for completing and submitting a Capital Asset Deletion Form. This record will be included in the capital asset records of the City.

Report to Council: The City Manager shall make an annual report to the Council, if the policy was used to dispose of any property, on August 1 summarizing disposal between July 1 and June 30.

TITLE TRANSFER:

The City Manager, or his or her designee, may convey title, if applicable, to any property sold within his/her authority following the procedures contained herein.

DISCARDING OF PERSONAL PROPERTY:

In accordance with G.S. 160A-266(d) the City may discard any personal property that:

- a. Is determined to have no value; or
- b. remains unsold or unclaimed after the City has exhausted efforts to sell the property using any applicable procedure; or
- c. poses a potential threat to the public health or safety.

CONFLICT OF INTEREST:

Elected officials, City Manager, Finance Director, and Department Heads shall not be permitted to purchase surplus equipment from the City.

Policy Adopted: 09/27/2011



RESOLUTION
Disposal of Surplus Personal Property

WHEREAS, the City Council is the duly recognized decision making body for the City of Archdale; and

WHEREAS, North Carolina General Statute 160A-266 allows adoption of regulations for disposing of personal property valued at less than thirty thousand dollars (\$30,000) for any one item or group of items;

WHEREAS, the City Manager may dispose of surplus property by any means which he/she judges reasonably calculated to secure the City the fair market value in money or other consideration; and

WHEREAS, the City Manager has the authority to accomplish the disposal of surplus property by means including, but not limited to, the methods of sale provided in Article 12 of the North Carolina General Statutes, Chapter 160-A-266;

WHEREAS, the City Manager has the authority to use electronic auctions; and

WHEREAS, disposal of surplus property may be with or without published notice in the discretion of the City Manager; and

NOW, THEREFORE, BE IT RESOLVED that the Archdale City Council does hereby adopt the Disposal of Surplus Personal Property policy as authorized under NCGS 160A-266(c) and authorizes the City Manager to dispose of personal property pursuant to said policy.

Adopted this the 27th day of September, 2011.

Bert Lance-Stone, Mayor

Susan T. Swaim, City Clerk