

**TOWN OF
APPLE VALLEY, CALIFORNIA**

AGENDA MATTER

Subject Item:

**DISPOSAL OF SURPLUS EQUIPMENT AND SUPPLIES PURSUANT TO THE
TOWN CODE SECTION 3.12.320**

Summary Statement:

Over the years the Town has accumulated equipment which is now in storage and has no potential use now or in the future. Included are office furniture and miscellaneous Animal Control equipment.

Staff recommends that the items be inventoried and sold as surplus. This will be first through an onsite sale and then on a bid basis. Any items not sold will then be offered to public agencies, charitable organizations and the remaining items will be disposed of after all other methods fail.

Storage of these items has become difficult due the space restraints the Town faces for storage which could better serve the needs of Public Works, Parks, and Animal Control. It is anticipated that this sale would occur between now and June 30, 2008.

The Director of Finance has reviewed this proposal and concurs with staff's recommendation.

Recommended Action:

Authorize Finance Director/Purchasing Agent to organize and have a sale of surplus equipment and supplies subject to the Town Manager's approval.

Proposed by: Thomas Brown, Accounting Technician Item Number _____

T. M. Approval: _____ Budgeted Item Yes No N/A X