

Town of Fort Myers Beach
Agenda Item Summary

Blue Sheet Number: 2013-061

1. Requested Motion:

Meeting Date: June 3, 2013

Motion: declare the items on the attached "Exhibit A" surplus and authorize staff to dispose of these items.

Why the action is necessary:

This action is recommended prior to disposition of surplus items.

What the action accomplishes:

This action allows the Town to dispose of surplus items by auction to the highest bidder.

2. Agenda:

Consent
 Administrative

3. Requirement/Purpose:

Resolution
 Ordinance
 Other

4. Submitter of Information:

Council
 Town Staff -Finance
 Town Attorney

5. Background:

The Finance Department has developed an on-going program to consolidate the records for town owned assets. As part of that process, we have worked with each department to identify assets that have become obsolete and are no longer of any use to the Town. We presently have many of these items stored in off-site storage. Offering these items for sale to the general public is a way for the Town to dispose of the unneeded objects. Items will be sold "as is" and "where is," meaning buyers have to pick up items or arrange for shipping. There will be no cost to the Town and the general public is welcome to bid.

Attachments:

- Memo from Finance Director
- List of surplus assets

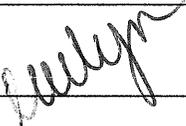
6. Alternative Action:

Decline to declare items surplus

7. Management Recommendations:

Direct staff to proceed with disposal of surplus assets.

8. Recommended Approval:

Town Manager	Town Attorney	Finance Director	Public Works Director	Community Development Director	Parks & Recreation Director	Town Clerk
						

9. Council Action:

Approved Denied Deferred Other

Town of Fort Myers Beach



Memo

To: Terry Stewart, Town Manager

From: Evelyn Wicks, Finance Director

Date: May 22, 2013

Re: Disposal of surplus assets

A handwritten signature in cursive script, appearing to read "Evelyn", is written over the "From:" line of the memo.

The list of property (Exhibit A) to be declared surplus includes chairs and tables. Assets are considered salvage when they are no longer operable and the cost to repair is more than the item is worth. Assets are obsolete when they are no longer being used even if operable because they are outmoded in style or design and replaced by newer technology. From time to time a department or division will identify Town owned property that is classified as salvage or obsolete. If other departments can find a use for any items in storage, the items can be reassigned.

The governing body is required to declare these items surplus and authorize staff to sell them to the highest bidder. Any items that have no buyers will be destroyed. Proceeds from the sales will be recorded as miscellaneous revenue. Please contact me if you have any questions.

Exhibit A - June 3, 2013

For Council Approval:

Blue audience chairs

Blue Council chairs

Black Table (40" wide x 28.5" tall)

Green Tables (5) <46"wide x 28.5" tall>

Green Chairs (9)

Blue Reception/Lobby Chairs (4)