



**MEETING DATE:** April 24, 2024

**FROM:** Susan Scarlett

**RE:** Surplus 1948 Ford Firetruck

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**EXECUTIVE SUMMARY:**

As part of the newly formed Beckwourth Peak Fire District there is an approved list of assets transferred to the new District from the City of Portola. This includes all fire trucks except for the 1939 LaFrance and the 1948 Ford fire truck. The 1939 LaFrance will have a new home soon in a viewing garage at the Williams House. At this time staff is asking that the Council approve the surplussing of the 1948 Ford fire truck. The surplus section of the Fixed Asset Policy of the City is attached. If approved by the Council a resolution to surplus the fire truck will be brought forward at the May 8th Council meeting.

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**RECOMMENDATION:**

Discuss the 1948 Ford fire truck and approve surplussing

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**FISCAL IMPACT:**

Possible income

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**ATTACHMENTS:**

- A. DISPOSAL OF SURPLUS PROPERTY

## **DISPOSAL OF SURPLUS PROPERTY (Not to include real property)**

**Value of Property:** It shall be the responsibility of each department to appraise property designated as surplus. If it is determined that the property sold as a unit has a market value of more than \$5,000, the property must be declared surplus by the City Council and disposed of by a public bid process with the approval of the City Council. The bid process will be coordinated in conjunction with each respective department and the City Manager. The City Clerk is authorized to advertise such surplus property for sale to the general public. If it is determined that the property sold as a unit has a value less than \$5,000, the property may be disposed of in a manner approved by the City Manager and coordinated with the Finance Department. If the public bid process does not result in the sale of the property then property may be disposed of by any other means.

**Disposal Process:** Prior to the disposal of any surplus property, each department is required to complete a Surplus Property Report Form (see Attachment I) and return it to Finance/City Manager for approval. Upon completion of the disposal process the Finance Department will be informed of the final disposition in order to remove the asset from the Master List for Fixed Assets.

### **Methods of Disposition:**

- Trade-in – Property declared as surplus may be offered as trade-in for credit toward the acquisition of new property.
- Donation – The City may donate usable items with a minimal fair market value (such as outdated computers and furniture) to a charitable organization within the City.
- Sale – The City may offer surplus property for sale. All surplus property is for sale “as is”. With no warranty, guarantee or representation of any kind, expressed or implied, as to the condition, utility, usability of the property offered for sale. Appropriate methods of sale are as follows:

*Public Auction* – Surplus property may be sold at public auction including online auction and/or bidding sites.

*Public Bids* – Public bids may be solicited for the sale of surplus property as described in

the “Value of property” section of this policy.

*Selling for Scrap* – Surplus property may be sold for scrap if it is deemed that the value of

the raw material exceeds the value of the property as a whole.

*Negotiated Sale* – Surplus property may be sold outright if it is determined that only one

buyer is available or interested in acquiring the property.

- When the cost of locating a buyer exceeds the estimated sale price of surplus property, the property may be recycled, destroyed or disposed of as junk.
- City employees are prohibited from purchasing surplus personal property if it is a violation of Government Code Section 1090.

**Proceeds:** All proceeds from the sale of surplus property will be allocated to the City’s General Fund unless the property was originally purchased with monies from a specific City fund, in which case, the proceeds will be returned to that specific fund.