

**SACRAMENTO METROPOLITAN
AIR QUALITY MANAGEMENT DISTRICT**

For Agenda of: April 28, 2005

To: Board of Directors
Sacramento Metropolitan Air Quality Management District

From: Larry F. Greene
Air Pollution Control Officer

Subject: Resolution Authorizing the Air Pollution Control Officer to dispose of surplus equipment no longer used by the Sacramento Metropolitan Air Quality Management District (District)

Recommendation

Staff recommends the Board approve the attached Resolution authorizing the Air Pollution Control Officer to dispose of surplus District equipment by the most appropriate means.

Background

As part of its normal operations, the District has continued to upgrade its computer and air quality testing. As a result, the District outdated computers and testing equipment (Attachment A) are no longer used by District staff. In addition, from time to time, miscellaneous equipment is broken or becomes obsolete. For example, old desks, filing cabinets, shelving units, recording equipment, tables and chairs.

Authority

Health and Safety Code Section 40701 authorizes air districts "to lease, sell or dispose of any property or any interest therein, whenever, in the judgment of the district board, such property or any interest therein or part thereof, is no longer required for the purposes of the district and to pay any compensation received therefore into the general fund of the District."

Disposition

Staff has prepared a proposed Disposition Policy (attached) governing the handling of surplus material. The policy requires the District to use its best efforts to give the equipment to an appropriate school, agency or organization if the estimated value is less than \$500. If an agency, school or organization cannot be found, the District will transfer the equipment to Sacramento County General Services'/Surplus for sale or disposition. Proceeds, minus an administrative overhead charge, will be returned to the District from General Services.

If the estimated value of the equipment is more than \$500, the District will attempt to sell the equipment. If the property is not sold, the District will dispose of the property consistent with the policy for items less than \$500. Items that are broken and cannot be readily fixed will be thrown away.

Fiscal Impacts

Possible funds resulting from this program will be deposited into the District General Fund.

Respectfully Submitted,

Larry F. Greene
Air Pollution Control Officer

Approved as to form:

Kathrine Pittard
District Counsel

Attachment