

# Memorandum

**To:** Mayor and Council  
**From:** Eric Strong, City Manager  
**Date:** September 2, 2014  
**Subject:** Property Disposal

---

**Council Action:** Authorize the City Manager to dispose of and sell City-owned personal property by public auction.

**Background Information:** Each year, city staff conducts an inventory of surplus items that have reached their useful life or no longer meet the function they were intended to serve. The Texas Local Government Code allows the sale of real property, owned by a municipality by public auction or by sealed bid.

To sell real property by public auction, the governing body of a municipality shall publish notice of the auction before the 20th day before the date the auction is held. The notice for sale of the real property must be published once a week for three consecutive weeks before the date the auction is held in a newspaper of general circulation in the county in which the municipality is located and, if the real property is located in another county, in a newspaper of general circulation in the county in which the real property is located. The notice must include a description of the real property, including its location, and the date, time, and location at which the auction is to be held.

The City Manager has reviewed the items submitted by the Department Heads and has provided a comprehensive list for consideration in this year's public auction. The list of items is provided in the attached, Exhibit 'A'.

**Board/Citizen Input:** N/A

**Financial Impact:** N/A

**Staff Contacts:** Jason Moore, Assistant to the City Manager, 817-616-3745

**Attachments:** Exhibit 'A'

**Exhibit 'A'**

<b>ITEM</b>	<b>Quantity</b>	<b>Item Type</b>	<b>DEPT</b>
metal lockers – each has a section of 3 lockers	5	storage	Fire
high back office chairs – one desk chair on wheels, two stationary chairs	3	furniture	Fire
drawer file cabinet – 17” wide, 24” deep, gray in color	2	storage	Fire
four drawer file cabinet – assorted colors (black, gray and brown)	3	storage	Fire
Bell & Howell Ringmaster II Auto-Focus Slide Projector w/built in viewing	1	electronic	Fire
Kodak Carousel Custom 860H Auto Focus Slide Projector	1	electronic	Fire
IBM Selectric System/2000 Wheelwriter Electric Typewriter model 6747	1	electronic	Fire
bookcase – 47” tall, 36” wide, three adjustable shelves	1	furniture	Fire
cushioned conference chairs on casters	6	furniture	Fire
2002 W&W Cargo Trailer, enclosed 8’ x 14’ trailer, two axle, w/side door	1	trailer	Fire
Sound System:	1	electronic	Fire
Mackie Mixer 16 channel 2 JBL TR125 Speakers Rack DOD Equalizer Phonic Max 1500 amp			
Frosted Glass Panel Reception Desk with Right Return	1	furniture	Fire
Color Television	1	electronic	Library
Mobile Cart	1	furniture	Library
VHS player	1	electronic	Library
Mobile Podium	1	furniture	Library
Overhead projector	1	electronic	Library
Portable Dishwasher	1	appliance	Library
Assortment of metal library shelves, end panels and book dividers	Multiple	storage	Library
Wooden children’s book display shelf	1	furniture	Library
custom-made CD Player cabinets	2	furniture	Library
Wooden book shelf	1	furniture	Library
microphone stands	2	misc. electronic	Library
Books	Multiple	books	Library
VHS tapes	Multiple	electronic	Library
wooden chairs (adult size)	22	furniture	Library
plastic chairs (kid size)	8	furniture	Library

display stands (books)	2	storage	Library
Chevy Colorado (S10) Pickup	1	vehicle	PlanDev
Desk/office furniture	1	furniture	PlanDev
1996 LECO ULV FOGGER	1	tools	PW
2002 CARRYALL 1 ELECTRIC GOLF CART	1	off-road vehicle	PW
voice recorder	1	electronic	Police
phone system	2	electronic	Police
MTS 2000 radios	30	electronic	Police
Paragon High Fire Kiln (Large)	1	special item	Recreation
Paragon High Fire Kiln (Small)	1	special item	Recreation
Molds for Kiln	Multiple	special item	Recreation
Office Chairs	3	furniture	Admin
Desktop Printers/Copiers	Multiple	Electronic	All