



**Date:** May 21, 2019  
**To:** Patrick H. West, City Manager *T.M.C.*  
**From:** *C.A.B.* Craig A. Beck, Director of Public Works  
**For:** Mayor and Members of the City Council  
**Subject:** **Citywide Reallocation of Assets**

---

The new Civic Center project is close to completion, and soon staff will be moving into the facilities. As both City Hall and Main Library will be fully outfitted, staff from the Public Works (PW) and Technology and Innovation (TID) Departments are working to ensure that existing furniture and electronics, with useful life, are properly reallocated or disposed of in compliance with State law.

The team is currently engaged in an extensive effort to identify all available assets and develop a comprehensive inventory catalog to be used in the reallocation. The City has selected GovDeals.com (GovDeals), a website specifically structured for reallocation of public agency assets, to assist with this effort. The asset inventory catalog will be uploaded to GovDeals and access will be given to different groups. Staff will prioritize offering of assets to offsite City departments. In accordance with Administrative Regulation 1-1, Financial Policy and Procedure 7-1 – Accounting for Capital Assets, following the reassignment of assets to City departments, staff will open furniture and technology reallocation to local nonprofit organizations where auction items will be listed for a nominal dollar amount before opening to public bidders. TID will work with GovDeals to ensure that the reallocation of technology equipment complies with the City's administrative process so that nonprofits may then administer the refurbished devices to the hands of families in underserved neighborhoods or provide digital literacy training in underserved neighborhoods in accordance with the City's digital inclusion initiative.

The timeline below provides details as to when access to the GovDeals site will be available. All selected items will be available in August and September 2019. Once the process has ended, requestors will receive a confirmation email.

The GovDeals website will be available on a first-come, first-served basis as provided below:

**TIER 1 – June 3-7, 2019**

- Assignments:
  - Legislative (Field Offices)
  - Disaster Preparedness and Emergency Communications
  - Fire
  - Health and Human Services
  - Library
  - Parks, Recreation and Marine
  - Police
  - Public Works
  - Technology and Innovation

**TIER 2 – June 10-14, 2019**

- Assignments:
  - Airport
  - Energy Resources
  - Water

To participate, each department must provide a list of representatives to their designated Administrative Officer. These individuals will be contacted by Evette Marasigan, TID System Support Specialist, to setup a profile in GovDeals.

All assets in City Hall will follow this process to be compliant with State law, so we are asking all departments to register any asset identified for reallocation through the GovDeals system.

If you have any questions regarding this matter, please contact April Walker, Community Projects Officer, at (562) 570-6561.

CC: CHARLES PARKIN, CITY ATTORNEY  
LAURA L. DOUD, CITY AUDITOR  
DOUG HAUBERT, CITY PROSECUTOR  
MONIQUE DE LA GARZA, CITY CLERK'  
CHRIS GARNER, GENERAL MANAGER, WATER DEPARTMENT  
TOM MODICA, ASSISTANT CITY MANAGER  
KEVIN JACKSON, DEPUTY CITY MANAGER  
REBECCA GARNER, ADMINISTRATIVE DEPUTY TO THE CITY MANAGER  
DEPARTMENT HEADS  
APRIL WALKER, COMMUNITY PROJECTS OFFICER