



CITY OF WASHINGTON, ILLINOIS
City Council Agenda Communication

Meeting Date: October 2, 2023

Prepared By: Joanie Baxter, CPA – Finance Director *QJB*

Agenda Item: Declaration and Sale of Surplus Property

Explanation: It has been several years since we have inventoried and disposed of our surplus property. Attached is a Resolution/Ordinance to declare and authorize disposal of miscellaneous surplus property from City Hall and Public Works. Two trucks are also included.

Fiscal Impact: The majority of the property will be advertised and sold via sealed bid. The trucks will be disposed of in a manner that maximizes the potential proceeds. Some items may be donated. Total revenue is unknown.

Recommendation/Action Requested: Recommend approval of Resolution on October 2nd and Ordinance at the 2nd Reading on October 16th.

ORDINANCE NO. _____

Synopsis: Adoption of this ordinance will authorize the donation and/or sale of personal property designated as surplus property.

**AN ORDINANCE AUTHORIZING THE DONATION AND/OR SALE OF VARIOUS
PERSONAL PROPERTY POSSESSED BY THE CITY OF WASHINGTON
DESIGNATED AS "SURPLUS PROPERTY"**

WHEREAS, on the 2nd day of October, 2023, the corporate authorities did, by no less than a three-fourths vote thereof, declare the personal property identified on Exhibit "1" attached hereto, and by reference expressly made a part hereof, to be "surplus property" as same was no longer necessary or useful to the City of Washington in its operations or in the performance of its programs or services; and

WHEREAS, it is the best interests of the City of Washington and its residents that said surplus property be donated or sold by private sale, or otherwise as the Finance Director shall determine to be acceptable, upon such price and such terms as the Finance Director shall deem advisable:

NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON, TAZEWELL COUNTY, ILLINOIS, as follows:

- Section 1.** That a variety of property on Exhibit "1" hereto attached and by reference expressly made a part hereof, previously designated by the corporate authorities as "surplus property" shall be sold by a private sale or other means to be negotiated by the Finance Director or designee, for cash for such sum or sums, as the Finance Director shall determine, and the Finance Director is hereby authorized to sell such property. The items valued at less than \$100 may be donated to a registered Illinois charitable organization.
- Section 2.** That the Finance Director shall advertise the sale of miscellaneous items as indicated on Exhibit "1" hereto attached and by reference expressly made a part hereof as deemed appropriate and necessary.
- Section 3.** That the Finance Director shall keep a complete inventory of the items on Exhibit "1" hereto attached and by reference expressly made a part hereof in such detail as shall be necessary to verify its proper and lawful disposition.
- Section 4.** That a Bill of Sale Exhibit "2" be issued in connection with the sale of various items listed in Exhibit "1" as deemed necessary.
- Section 5.** That this ordinance shall be in full force and effect from and after its passage and approval as provided by law.
- Section 6.** That all ordinances or parts thereof in conflict herewith are hereby expressly repealed.

PASSED AND APPROVED this _____ day of _____, 2023.

AYES: _____

NAYS: _____

Mayor

ATTEST:

City Clerk

EXHIBIT 1

SURPLUS DATE OF INVENTORY: 2/9/2022 - 9/13/2023			
SURPLUS ITEMS	SERIAL #	MODEL # /PRODUCT #	COMMENTS
HP ELITE DESK 800 G2 MINI 35W	2UA6293JHJ	P4K02UT#ABA	-
HP COMPAQ ELITE 8300 ULTRA SLIM DESKTOP	MXL2430D61	B2D04UT#ABA	-
HP COMPAQ ELITE 8300 ULTRA SLIM DESKTOP	2UA3230XLJ	D8C23UT#ABA	-
NETGEAR PROSAFE 8 PORT GS108 SWITCH	1DR1823207AAO	-	-
HP1410-24G SWITCH CN 4038L2CV J9561-60201 R5VLC-0908	-	J9561A	-
CATALYST 2960 SERIES SWITCH/WS-CS2960-48TT-L E-E011-05-4733(A)	-	-	-
HPE OFFICE CONNECT 1820 SERIES SWITCH J9984A J9984-60001	CN70GN00HM	-	-
PANASONIC HIGH SPEED COLOR SCANNER	E243YRM3934	KV-5102SC	-
NIKON COOL PIX L16 35066928 - CAMERA	-	-	-
MAX EC-70 ELECTRONIC CHECKWRITER #10924731K	-	-	-
(6) CASH REGISTER RIBBON SP300 SERIES 11330	-	-	-
EPSON TM-H6000IV - RECEIPT PRINTER	P75F223240	M253A	-
HP E231I MONITOR SPARES# 756033-001	3CQ4321W7F	F9Z10A	NO STAND
PSC QS6000 PLUS CLASS#: Q56-A110-01 BAR CODE READER	S8-B0035569	-	-
MISC - COMPUTER CORDS, MICE, EXTENSION CORDS	-	-	-
(16) WIRED KEYBOARDS	-	-	-
(1) TABLET KEYBOARD	-	-	-
STAR NO: 2281118080600997C - RECEIPT PRINTER	-	TSP700II	-
CERAMIC HEATER	M0102-5114088	HC-0102 0508	-
DESK LAMP 13W	-	-	-
LITEON INTERNAL DVD/CD WRITER 7823000268-B	-	-	-
SENSUS METERING SYSTEMS FCC ID KCHAR5002 IC 2220A-AR50002 / SENSUS AR5005-AR5006 - HANDHELD	5005-SD-161451B	AR5501	-
SENSUS DOT READER 4090C-119270A FCC ID: KCH4090A IC: 4136104591A	-	-	-
(5) NON-ADJUSTABLE STAND UP DESK	-	-	-
42" SONIC VIEW TELEVISION	RJD095210078	V511983-4M	-
PREMIER HEAVY-DUTY PAPER TRIMMER - CUTTING BOARD	-	-	-
COMPUTER MONITOR 23"	3CQ23708L1	-	NO STAND
COMPUTER MONITOR 23"	3CQ4321W7X	-	NO STAND
COMPUTER MONITOR 20"	CNT012N2TV	-	ON STAND
HP COMPUTER TOWER	2UA5361YJY	HP ELITE DESK 800 G1 USDT	-
HP COMPUTER TOWER	2UA5361YK3	HP ELITE DESK 800 G1 USDT	-
HP COMPUTER TOWER	MXL8302FND	HP ELITE DESK 800 G4 SFF	-
HP COMPUTER TOWER	2UA6293JN6	HP 800 G2 ELITE DESK MINI	-
HP COMPUTER MONITOR 23"	CNC311NWZ1	XN375A HP COMPAQ LA2306X	-
HP COMPUTER MONITOR 23"	3CQ23707KR	XN375A HP COMPAQ LA2306X	NO STAND
HP COMPUTER MONITOR 23"	3CQ31002TB	XN375A HP COMPAQ LA2306X	NO STAND
HP COMPUTER MONITOR 23"	3CQ5431Q8N	F9Z10A HP ELITE E231I	NO STAND
HP COMPUTER MONITOR 20"	CNT942704W	NK128A HP LE2001W	ON STAND
HP LaserJet Pro Cartridge - Magenta - 201x - CF403x	-	-	-
HP LaserJet Pro Cartridge - Cyan- 201x - CF401x	-	-	-
HP LaserJet Pro MFP M479fdw - color printer	MXBCN5W1X4	W1A80A MFP M479fdw	-
HP COMPUTER MONITOR 24" *ON DOUBLE MONITOR STAND	CN4137814	9VF99AA HP E24 G4 FHD	-
HP COMPUTER MONITOR 24" *ON DOUBLE MONITOR STAND	CN4137281Q	9VF99AA HP E24 G4 FHD	-
*DOUBLE MONITOR STAND	SCV63301G6	AVV664AA Rev B	-
HP COMPUTER MONITOR 24"	CNK9330S8Q T	HSTND-9581-Q HP E243	ON STAND
HP COMPUTER MONITOR 23"	3CQ6321CTX	M1N98AA HP E232	ON STAND
HP COMPUTER MONITOR 23"	3CQ6321CTW	M1N98AA HP E232	ON STAND
HP COMPUTER MONITOR 23"	3CQ6321CVX	M1N98AA HP E232	ON STAND
HP COMPUTER MONITOR 23"	3CQ6510RZK	M1N98AA HP E232	NO STAND
HP COMPUTER MONITOR 23"	3CQ6510RZH	M1N98AA HP E233	NO STAND
HP COMPUTER MONITOR 24"	CNK10426D5	HSTND-9581-Q HP E243	ON STAND
HP COMPUTER MONITOR 24"	CNK93610NG	HSTND-9581-Q HP E243	ON STAND
HP ELITE DESK 800 G4 SFF COMPUTER TOWER	MXL9153FN2	4DP08UT#ABA	-
HP ELITE DESK 800 G4 SFF COMPUTER TOWER	MXL9434Z94	4DP08UT#ABA	-
HP ELITE DESK 800 G4 SFF COMPUTER TOWER	MXL94357J7	4DP08UT#ABA	-
HP ELITE DESK 800 G5 SFF COMPUTER TOWER	MXL0093Y2P	7UP10UT#ABA	-
CASIO CALCULATOR	-	-	-
MIDLAND WEATHER RADIO	60602276	-	-
MISC. BOX OF KEYBOARDS	-	-	-
APC BATTERY BACK-UP & SURGE PROTECTOR	4B1626P18927	BN4001	-
APC BATTERY BACK-UP & SURGE PROTECTOR	4B1626P22696	BN4001	-
INSIGNIA LCD COLOR TV 40"	40G153901H02767	NS-40D420NA16 REV B	-
PHILLIPS TV 22"	D52A094726339	22PFL3504 D/F7	-
HP ELITE DESK 800 G5 SFF COMPUTER TOWER	MXL0104QPS	7UP10UT#ABA	-
HP E232 COMPUTER MONITOR 23"	3CQ6230NM3	-	-
HP E232 COMPUTER MONITOR 23"	3CQ6321CTS	-	-
HP UNINTERRUPTIBLE POWER SYSTEM	3C85220955	T1500G4NA/JP UPS	-
HP COMPUTER MONITOR E231I	3CQ4321W7R	F9Z10A	ON STAND
HP COMPUTER MONITOR LE2201w	CNK9300LVM	NK571A	ON STAND
HP COMPUTER MONITOR 17"	CNN41421N5	P9621D	ON STAND
HP COMPUTER MONITOR 20"	CNT017M1JR	NK128A	ON STAND
GATEWAY TOWER	003004541S	MFATXPNT ES2 5005	-
HP MONITOR 23"	3CQ3160F8Y	XN375A HP COMPAQ LA2306X	NO STAND
GATEWAY MONITOR 15"	LIC30470210	FPD1530	ON STAND
2008 FORD F550 BUCKET TRUCK - VEHICLE#: LIN 34 ASSET#: 0197	VIN#: 1FDAF57R18ED92890	F550	-
2013 INTERNATIONAL DUMP TRUCK - VEHICLE#: LIN 23 ASSET#: 0115	VIN#: 1HTWDAZR5BJ394388	7000 SERIES 7400	-

EXHIBIT 2

BILL OF SALE

IN CONSIDERATION of the sum of _____ DOLLARS (\$_____), receipt of which is hereby acknowledged, the undersigned, being the Mayor and City Clerk of the City of Washington, Tazewell County, Illinois, referred to as "Seller" sells and delivers to _____, of _____, (Address) of _____, (City) of _____, (State) the following described property: *Miscellaneous items and assorted computers and associated accessories.*

Because the above-described property is used and second-hand, Seller makes no warranty of any kind and sells the items on an "AS IS" and "WITH ALL FAULTS" basis. Seller expressly disclaims all warranties, whether express or implied, including, but not limited to, any implied warranty of merchantability or fitness for a particular purpose.

Seller neither assumes nor authorizes any other person to assume for Seller any liability in connection with the sale of the above-described property.

DATED this _____ day of _____, 2023.

CITY OF WASHINGTON,
TAZEWELL COUNTY, ILLINOIS.

By _____
Mayor

ATTEST:

City Clerk

The undersigned acknowledges receipt of the goods and/or the title to the property listed above in connection with the receipt of this Bill of Sale.

Dated: _____, 2023.

Signature