

BOARD MEETING DATE: June 6, 2014

AGENDA NO. 16

PROPOSAL: Remove Various Fixed Assets from SCAQMD Inventory

SYNOPSIS: SCAQMD Administrative Policies and Procedures No. 20 requires each organizational unit to review fixed assets for obsolescence and disposal every six months. This action is to approve removal of surplus equipment and motor vehicles determined to be obsolete, non-operational and not worth repairing.

COMMITTEE: Administrative, May 9, 2014; Recommended for Approval

**RECOMMENDED ACTION:**

Declare the items on Attachments A and B as surplus and authorize removal of these items from the fixed assets inventory through donation, auction process, salvage, or dismantlement for parts.

Barry R. Wallerstein, D Env.  
Executive Officer

MBO:SJ:lg

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**Background**

SCAQMD Administrative Policies and Procedures No. 20 established procedures for the approval, purchasing, tagging, physical inventory, and disposal of fixed assets. This policy requires the review of the fixed assets and controlled items for obsolescence and disposal every six months. The list of equipment appearing on Attachment A represents old, obsolete and non-operational equipment that could not be repaired. The list of vehicles appearing on Attachment B represents vehicles that are non-operational and not worth repairing. These vehicles have an average of over 140,000 miles ranging from 96,000 to 172,000 miles. Equipment and vehicles purchased with federal funds are being disposed of in accordance with applicable federal regulations.

**Proposal**

Staff is recommending that the assets on Attachments A and B, as in the past, be surplused through the surplus process and properly disposed of. Equipment will be auctioned, donated or dismantled for parts and the motor vehicles will be disposed of through auction.

**Resource Impacts**

The proposed action will have no significant impact on the General Fund, other than miscellaneous revenue from auction sales. The total original cost of the fixed assets in Attachments A and B was \$750,132.06 and was accounted for, fully depreciated, and reported in the annual audited financial statements.

**Attachment**

- A. Obsolete or Non-repairable Equipment
- B. Obsolete or Non-repairable Motor Vehicles

**South Coast Air Quality Management District  
ATTACHMENT A  
Obsolete or Non-repairable Equipment**

<b>Asset ID</b>	<b>Tag#</b>	<b>Description</b>	<b>Cost</b>	<b>Date Purchased</b>	<b>Net Book Value</b>	<b>Disposition</b>
00001390	15527	Sanyo Time Lapse Video Recorder	8,305.00	04/03/98	0.00	Auction
00003613	E000207 *	Teledyne 200E Nox	6,718.45	01/01/04	0.00	Parts/Auction**
00003146	E000246 *	Teledyne 400A O <sub>3</sub>	6,543.93	08/09/00	0.00	Parts/Auction**
00002756	0015558	Horiba APMA 360	5,928.86	12/02/98	0.00	Parts/Auction**
00002764	16211	Horiba APMA 360	5,928.86	03/24/99	0.00	Parts/Auction**
000000003910	0016755	Digital Audio Recording	5,795.41	01/01/08	0.00	Parts/Auction**
00000377	00000377	Exhibit Portable	6,098.70	09/08/91	0.00	Parts/Auction**
00003656	E00200A *	Storageworks Disk SystemsHP2405	8,646.91	01/01/05	0.00	Parts/Auction**
00001228	0014959	Laserjet 5Si Copier	7,583.30	12/06/96	0.00	Parts/Auction**
		<b>Total obsolete or non-repairable equipment</b>	<b>\$ 61,549.42</b>			
* Assets purchased with federal funds						
** Usable parts will be removed and the remainder will be auctioned/scrapped						

