

**AGENDA ITEM SUMMARY SHEET**  
**VILLAGE COUNCIL MEETING**  
**September 22, 2021**

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**Agenda Item:**

Disposal of surplus computers.

**Description:**

In the summer of 2020, the Village replaced the computers used by Council and Staff (these machines were 5+ years old at the time). Their continued use has been determined to be obsolete and recommended for surplus. Given the sensitivity of governmental documents, the Village partnered with its IT provider, Calvin, Giordano & Associates, to have the machine's hard drives removed, wiped, and destroyed. A certificate of destruction is provided with these agenda materials.

With the hard drives removed and destroyed, the remaining machines were not operable. Due to the machines age and the cost to replace the hard drives, the Village was not able to find a non-profit that desired the machines. A review of government auction facilities indicated that inoperable computers are non-marketable. We will continue to seek donation to another governmental unit or the private nonprofit agency. If we are unable to donate the property we will offer the machines to staff, the public, or ultimately destroy the machines. The process followed to reach this decision point is prescribed by generally accepted Governmental Purchasing Policy.

As these items are of no use to the Village moving forward, the prompt and appropriate disposal of these items is proper.

The action requested authorizes staff through the Village Manager to dispose or donate these machines, expeditiously.

**Action Requested:**

Authorize staff through the Village Manager to dispose of, or donate, the inoperable computers that remain in Village possession. Grant the Village Manager the authority to execute any ancillary documents related to the responsible disposal of computer equipment on behalf of the Village of Estero Council.

**Financial Impact:**

No additional costs are expected. Previously, the Village incurred a \$125 cost to have the hard drives wiped and destroyed.

**Attachments:**

1. Certificate of destruction
2. Computer inventory pictures (photos available upon request)