



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: October 21, 2025
TO: LaTanya Bellow, City Manager
FROM: Pedro Jimenez, Assistant City Manager
SUBJECT: **FY2024-25 Annual Notification Regarding Surplus City Property**

RECOMMENDATION

Staff recommends that the City Council receive this report on the sale, destruction and/or disposition of surplus City of Emeryville property.

BACKGROUND

Administrative Instruction No. 106 (Attachment A) was implemented by the City Manager's Office on December 13, 2018. It outlines the procedures for the sale, destruction and disposal of surplus City of Emeryville property. Section 5 requires an annual report notification to the City Council.

DISCUSSION

The list of surplus property for FY2024-25 (Attachment B) itemizes 79 assets, including 40 vehicles/vehicle equipment, 31 pieces of office equipment, one piece of furniture, and seven various pieces of equipment. The vehicles were declared surplus and sold at a public auction. The proceeds from all vehicle sales totaled \$47,233.36. All other items were recycled or disposed of. All of the assets were fully depreciated at the time of disposition and therefore had no book value.

FISCAL IMPACT

Proceeds from the auction sale of the vehicles totaled \$47,233.36, which was delivered to the Finance department for deposit into the appropriate fund.

STAFF COMMUNICATION WITH THE PUBLIC

There has been no staff communication with the public regarding this item.

CONFLICT OF INTEREST

There is no conflict of interest associated with this item.

CONCLUSION

Staff recommends that the City Council receive this report on the sale, destruction and/or disposition of surplus City of Emeryville property for FY2024-25.

PREPARED BY: Pedro Jimenez, Assistant City Manager

**APPROVED AND FORWARDED TO THE
CITY COUNCIL OF THE CITY OF EMERYVILLE:**

A handwritten signature in blue ink, appearing to read "LaTanya Bellow", is written over a horizontal line.

LaTanya Bellow, City Manager

ATTACHMENTS

- Attachment A – Administrative Instruction No. 106
- Attachment B – List of Surplus Property FY2024-25