



City of San Leandro

Meeting Date: June 17, 2019

Staff Report

File Number: 19-299

Agenda Section: CONSENT CALENDAR

Agenda Number: 8.E.

TO: City Council

FROM: Jeff Kay
City Manager

BY: Debbie Pollart
Public Works Director

FINANCE REVIEW: David Baum
Finance Director

TITLE: Staff Report for a City of San Leandro City Council Resolution to Authorize the City Purchasing Agent to Donate a Surplus City Vehicle to All Saints Episcopal Church for Use in its Social Ministries Programs

SUMMARY AND RECOMMENDATIONS

Staff recommends that that City Council authorize the City Purchasing Agent to donate a surplus City vehicle to All Saints Episcopal Church valued from \$7,500 to \$9,600.

BACKGROUND

Father (Fr.) Justin Cannon, Rector of All Saints Episcopal Church, requests that the City donate a surplus City vehicle (Van #32) for use in the Church's Social Ministries Programs, specifically its Food Pantry.

Analysis

All Saints Episcopal Church is a small parish located in the Broadmoor neighborhood. The Rector requests that the City donate a surplus van to the Church. The van would benefit the Social Ministries Programs, specifically the Food Pantry that serves approximately 350 people monthly. Guests to the food pantry range in age from young children under 10 who come with their parents to seniors in their 80s. The population served is very diverse: Asian, Latino, Caucasian, African American, and others. The Food Pantry is held the first Saturday of every month and also on the third Saturdays of November and December.

According to Fr. Cannon, it costs an average of \$500 per month, or \$6,000 per year to sustain the Food Pantry, which is entirely covered by grants and donations. This past year the average number of people served has consistently hit new records; in November 3, 2018 the Church celebrated 10 years of this service to the community.

The Social Ministries Programs also provide bag lunches for guests of the April Showers

Program of the Interfaith Homelessness Network, feeding over 100 men and women, and meals for Building Futures with Women and Children.

Historically, when City vehicles and equipment go out of permanent service they are placed on a surplus list prepared by the Public Works Fleet Supervisor who sends the information to the City's Purchasing Agent. The Purchasing Agent then proceeds with contracting with an auction company to transport and sell the vehicles or equipment. As part of the Finance Department's process of preparing a staff report for Council's consideration for disposal of the surplus property, San Leandro Unified School District is contacted to see if they are interested in purchasing (at Kelly Blue Book value) any of the City's surplus vehicles.

The vehicle that All Saints Episcopal is interested in obtaining is a 2007 Ford E350 with 59,903 miles. Kelly Blue Book value is estimated at \$7,500-\$9,600 based on a sale to a private party. The San Leandro Municipal Code Section 1-6-500 provides that "the Purchasing Agent shall sell or exchange, in a manner designed to serve the best interests of the City, equipment, materials and supplies which have become unsuitable or unnecessary for City purposes". Staff believes that the community service provided by All Saints Episcopal Church's Social Ministries Program (at no cost to the recipients) does meet the Municipal Code's intent. Programs to address food insecurity in the community help to advance one of the needs identified in San Leandro's Human Service Gap Analysis.

Fiscal Impacts

When surplus vehicles are sold at auction, the proceeds are placed back into the Equipment Maintenance Fund Balance (Fund 690) for use of future City vehicle/equipment purchases. It is noted that the Kelly Blue Book value indicated has no bearing on what sale price might ultimately be obtained, and the auction house takes \$175 to \$250 per vehicle of every sale, as their cost of doing business.

The sale of this surplus vehicle would result in an estimated amount ranging from \$7,500 to \$9,600. This estimated amount would not be realized in the Equipment Maintenance Fund Balance. Since the City is a tax exempt agency, there is no 'write-off' value for donating the vehicle.

ATTACHMENT(S)

Bill of Sale attached to City Council Resolution

PREPARED BY: Debbie Pollart, Director, Public Works Department



City of San Leandro

Meeting Date: June 17, 2019

Resolution - Council

File Number: 19-311

Agenda Section: CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Jeff Kay
City Manager

BY: Debbie Pollart
Public Works Director

FINANCE REVIEW: David Baum
Finance Director

TITLE: RESOLUTION of the City of San Leandro City Council to Authorize the City Purchasing Agent to Donate a Surplus City Vehicle to All Saints Episcopal Church for Use in its Social Ministries Programs

WHEREAS, the donation of surplus 2007 Ford E350 Van (#32) to All Saints Episcopal Church would be utilized in its Social Ministries Program; and

WHEREAS, the City Council is familiar with the Program and the community services provided at no cost to recipients; and

WHEREAS, the City Manager recommends approval of said donation.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

1. That the City Purchasing Agent is authorized to donate surplus 2007 Ford E350 Van (#32) to All Saints Episcopal Church for use in its Social Ministries Program; and
2. Authorizes the City Manager to sign the attached Bill of Sale to All Saints Episcopal Church.

City of San Leandro
Bill of Sale

The receipt of which is hereby acknowledged, the City of San Leandro, a municipal corporation, does donate and transfer to All Saints Episcopal Church, for its Social Ministries Program, the City of San Leandro's right, title and interest in and to a 2007 Ford E350 Van, 1FBNE31L37DA80256, located at the City of San Leandro Public Works Service Center (14200 Chapman Rd., 94577) for the sum of \$0.

All Saints Episcopal Church acknowledges that the 2007 Ford E350 Van is in an unknown condition and that the City of San Leandro is not responsible for any warranty or guarantee. The 2007 Ford E350 Van is accepted by All Saints Episcopal Church used, where-is and as-is.

In addition, All Saints Episcopal Church shall hold harmless the City of San Leandro, its officers, officials, directors, employees, volunteers and agents from and against any or all loss, liability, expense, claim costs, suits and damage, directly or indirectly arising from the removal, transfer or use of the 2007 Ford E350 Van.

In witness thereof, the parties hereto, acting through their duly authorized representatives, have executed this agreement this _ day of __, 2019.

By: _____
Jeff Kay, City Manager
City of San Leandro

By: _____
Fr. Justin Cannon
All Saints Episcopal Church,
Social Ministries Program

Removal and transfer completed ____, 2019

by: _____
David Baum, Finance Director
City of San Leandro

by: _____
All Saints Episcopal Church