



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 5a

Title:

Recommendation to Approve an Ordinance Authorizing the Disposal of Computer and Other Electronic Equipment for Fiscal Year 2018

Presenter:

Larry Gunderson, Director of Information Systems

Meeting: Government Operations Committee

Date: October 2, 2017

Proposed Cost: \$0

Budgeted Amount: \$0

Not Budgeted:

**Executive Summary** *(if not budgeted please explain):*

As older computer equipment and miscellaneous peripherals are replaced the Information Systems Department accumulates a surplus of unused equipment. IS staff have determined that the most economical approach to dispose of surplus computers and other electronic equipment is through donations or recycling.

The attached proposed ordinance authorizes the Information Systems Department to donate or recycle the City's surplus electronic equipment. Equipment that the IS Department deems appropriate for secondary use can be donated to a number of local organizations that can reuse, refurbish and redistribute the equipment. Equipment that is determined to be non-functional can be recycled.

**Attachments** *(please list):*

Ordinance Authorizing the Disposal of Computer and Other Electronic Equipment for Fiscal Year 2018

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to Approve an Ordinance Authorizing the Disposal of Computer and Other Electronic Equipment for Fiscal Year 2018

**City of St. Charles, Illinois**  
**Ordinance No. 2017-M-**

**Ordinance Authorizing Disposal of Computer  
and Other Electronic Equipment for Fiscal Year 2018**

**WHEREAS**, the City of St. Charles is the owner of computer and other electronic equipment that has exhausted its usable life and is obsolete; and

**WHEREAS**, computer and other electronic equipment often contain heavy metals and other hazardous materials that might adversely affect the environment if not disposed of properly. Additionally, such equipment may contain personal, confidential or legally protected information that, if not erased or destroyed, may lead to inappropriate disclosure, identity theft and liability to the City of St. Charles; and

**WHEREAS**, the City of St. Charles intends to ensure that computer and other electronic equipment disposal is performed in an environmentally friendly and secure manner; and

**WHEREAS**, the City of St. Charles recognizes that non-profit organizations exist to help facilitate the donation of unused computer and other electronic equipment; and

**WHEREAS**, the administrative regulations contained herein will apply to any computer equipment or peripheral device that is no longer needed by the City. This includes, but is not limited to, personal computers, servers, hard drives, laptops, tablets, printers, scanners and portable storage devices; and

**WHEREAS**, the Corporate Authorities of the City of St. Charles have decided that it is no longer necessary or useful for the City of St. Charles to retain ownership of surplus computer and other electronic equipment.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES, KANE AND DUPAGE COUNTIES, ILLINOIS, AS FOLLOWS:**

1. Pursuant to Illinois Compiled Statutes, 65ILCS 5/11-76-4, the City Council finds that computer and other electronic equipment now owned by the City of St. Charles no longer necessary or useful to the City of St. Charles and the best interests of the City of St. Charles will be served by its donation or recycling.
2. Pursuant to said Section 65ILCS 5/11-76-4, the Director of Information Systems is hereby authorized to and may direct the disposal of the computer and other electronic equipment by either donating or recycling said computer and other electronic equipment free of charge. The computer and other electronic equipment is to be disposed of "AS-IS" without warranties of any kind. In particular, the City of St. Charles makes no warranties or representations expressed or implied about the performance ability of the equipment, about its present state of repair, about its condition or maintenance, or its fitness for a particular purpose.

PRESENTED to the City Council of the City of St. Charles, Illinois, this \_\_\_\_ day of  
October, 2017.

PASSED by the City Council of the City of St. Charles, Illinois, this \_\_\_\_ day of  
October, 2017.

APPROVED by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_ day of  
October, 2017.

\_\_\_\_\_  
Raymond P. Rogina, Mayor

Attest:

\_\_\_\_\_  
City Clerk

Council Vote:

Ayes:

Nays:

Absent:

Abstain:

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

Date:\_\_\_\_\_