



**CITY OF BAY CITY**  
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## AGENDA ITEM SUBMISSION FORM

Any item(s) to be considered for action by the City Council, must be included on this form, and be submitted along with any supporting documentation. Completed Agenda Item Submission forms must be submitted to the City Secretary's Office no later than 4:00 p.m. on the Monday of the week prior to the Regular Council meeting.

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**Requestor Name:** Calhoun, Barry **Date Submitted:** 02/15/2022  
*Last, First* *MM/DD/YYYY*

**Requestor Type:** City Staff **Meeting Date:** 02/22/2022  
*Citizen/City Staff/Council Member* *MM/DD/YYYY*

**Position Title** Director of Public Works  
*For City Staff Only*

**Agenda Location:** Discussion Item  
*(e.g.: Consent Agenda/ Discussion Item/ Public Hearing/ Executive Session/ Presentation)*

### Agenda Content:

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**DISCUSS, CONSIDER, AND/OR APPROVE A DECLARATION OF UNUSABLE EQUIPMENT, SUPPLIES, AND MATERIALS AS SURPLUS AND AUTHORIZE STAFF TO SELL SAID SURPLUS EQUIPMENT, SUPPLIES, AND MATERIALS THROUGH THE USE OF AN ONLINE AUCTION OR OTHER MEANS.**

### Executive Summary of Item:

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Every fiscal year our Lead Mechanic, Supervisors, and Directors make recommendations to remove items from the City's fleet and inventory due to unsafe working conditions, reduced usability, high maintenance costs, and/or high repair costs. Included in this agenda item are a number of pieces of equipment, tools, materials, and furniture that has been deemed unusable and not worth high repair costs to continue to maintain. Items included are from the Public Works Department, Bay City Library, Municipal Court, Parks & Recreation Department, and the IT Department. Attached is the list of items (including pictures) that is being requested to be removed from the City's fleet and inventory. It is the recommendation of staff to surplus these items so they can be removed via online auction or other means.