



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council Regular Session **MEETING DATE:** March 4, 2025
FROM: Scott Schultz, Asst. Water Utilities Director
SUBJECT: Declare items removed from the vacant / unfinished office area upstairs in City Hall as surplus to be disposed of in the best interest of the City, and authorize donation of two (2) glass display cases to the Clay County Historical Society. *Scott Schultz*

BACKGROUND

The vacant / unfinished office area upstairs in City Hall was cleaned to prepare for leasing to the EDC. There was a wide variety of articles in the room that Public Works staff were requested to remove. The following applies.

- Filing cabinets, blueprint racks, shelving and desks (mostly metal) were distributed to other departments or placed in the metal recycling area. Most departments reviewed the room before articles were removed. These items do not sell on GovDeals (nobody bids on them).
- If approved by City Council, two (2) Display Cases will be donated to the Clay County Historical Society for a display of historical memorabilia.
- Notebook binders and storage bins were stored at the the Public Works Department for future use.

FISCAL IMPACT

Negligible fiscal impact.

RECOMMENDATION

Declare items removed from the vacant / unfinished office area upstairs in City Hall as surplus to be disposed of in the best interest of the City, and authorize donation of two (2) glass display cases to the Clay County Historical Society.