



## **CITY RECORDER'S OFFICE AGENDA ITEM REPORT**

**TO:** Mayor and City Council  
**FROM:** Bettina Chandler, City Recorder  
**DATE:** March 12, 2026  
**SUBJECT:** Fixed Asset Surplus

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### **BACKGROUND:**

- An annual inventory was submitted to the City Recorder's Office from the City's Department Heads.
- These items are not currently in use by the City employees.

### **FISCAL IMPACT:**

There will be minimal impact to the City's Budget. Items that can be auctioned or sold will generate income for the City.

### **REQUEST/RECOMMENDATION:**

Please approve the items on the attached memo to be sold as surplus property.

### **ATTACHMENTS:**

Memo from Emma Lawson dated January 23, 2026.