



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

**TO:** City Council  
**FROM:** Bettina Chandler, City Recorder  
**DATE:** December 13, 2024  
**SUBJECT:** Surplus of Fixed Assets

---

### **BACKGROUND:**

- An annual inventory was submitted to the City Recorder's Office from the 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:**

Proposed Resolution 2025-02

Memo from Emma Lawson dated 12/2/24