



MEMO TO CITY COUNCIL

Request to Include Topic on the City Council Agenda

From: HR Department

Meeting Date:
TBD

Presenter: TBD

Estimated Time: N/A

Topic: Request for Approval to Donate Surplus Office Supplies to Idaho Youth Ranch

Recommended Council Action:

It is requested that the City Council approve the donation of the following surplus office supplies from the Human Resources Department to the Idaho Youth Ranch:

- 162 assorted binders
- 102 portfolios/folders
- 5 file cabinets of varying size

Background:

We are requesting approval to donate surplus filing cabinets, binders, and portfolios/folders to the Idaho Youth Ranch. After an internal review, we determined that these items are no longer needed within our department. To ensure they could still be of use elsewhere, we first offered them to all other city departments, but there was no expressed need. We also reached out to the West Ada School District, which accepted some of the items but was unable to take all of them. Rather than allowing these functional items to go unused or be discarded, donating them to a nonprofit organization like Idaho Youth Ranch ensures they can continue to serve a valuable purpose in the community.

Approving this donation supports a responsible and sustainable approach to asset management while also benefiting a well-established organization that provides critical support to at-risk youth in Idaho. The Idaho Youth Ranch has already confirmed they will accept the donation. By repurposing these items rather than disposing of them, the city is making a fiscally and environmentally responsible decision while also supporting a local nonprofit that directly benefits the community.

Debbie Ace