

EXHIBIT A



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 Local Schools

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 West Ada School District:

- 191 assorted binders
- 84 portfolios/folders
- 37 giant post-it notes
- 6 file cabinets of varying size

By authorizing this donation, the City Council would be facilitating the repurposing of valuable resources for educational purposes, contributing positively to the community.

Background:

The Human Resources Department of the City of Meridian has accumulated a surplus of office supplies. These items are no longer needed by the HR department and have been offered to other departments within the city. However, all other departments have declined the offer, indicating that they do not require these supplies.

Recognizing the potential value these items could have in an educational setting, we propose donating them to West Ada School District. The West Ada School District has already agreed to take the items and utilize them in their schools.

Schools often have limited budgets for supplies, and these items could be put to good use by teachers and students alike. This action not only benefits the schools but also supports the city's commitment to community engagement and sustainability by ensuring that usable items do not go to waste.

Debbie Deane



CITY OF MERIDIAN

DEPARTMENT
Human Resources
DEPARTMENT CONTACT
Hannah Habig

PROPERTY INFORMATION FORM

CITY TAG #	DESCRIPTION	LOCATION
01184, 00254, 01047, 08722, 00914, and 00958	Cabinets (only items that have asset tags out of this list), binders, portfolios/folders, and giant Post-It notes.	HR Department

MODEL	MANUFACTURER	SERIAL / VIN #
N/A	N/A	N/A

ACQUISITION DATE	ORIGINAL COST	VENDOR	LIFESPAN
10+ years for the majority of the items.	N/A	N/A	N/A

PROPERTY DISPOSAL AUTHORIZATION

DISPOSAL METHODS	Give a brief description of how you plan on disposing the asset
☐ Auction/Sell	Recognizing the potential value these items could have in an educational setting, we propose donating them to West Ada School District. The West Ada School District has already agreed to take the items and utilize them in their schools. Schools often have limited budgets for supplies, and these items could be put to good use by teachers and students alike. This action not only benefits the schools but also supports the city's commitment to community engagement and sustainability by ensuring that usable items do not go to waste.
☐ Donation/Transfer	
☐ Trade In	
☐ Discard/Recycle	

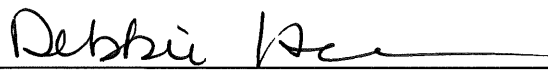
***Please remove all identifying logos prior to disposal*

REASON FOR DISPOSAL OF PROPERTY

The HR Department and other departments within the city have no use of these assets.

CONDITION OF PROPERTY TO BE DISPOSED

A mix of used and gently used items.


Department Designee Approval

9/24/24
Date

APPROVED

By Jesse Alvarez at 11:05 am, Sep 24, 2024

Finance Reviewed

Date

Instructions for submitting Property Disposal Request:

- A. Department will obtain a signature for approval of Department Designee.
- B. Send to Finance Department (Accountant) for review and signature.
- C. Finance (Accountant) will return a copy of the approved form to the Department so they can proceed with disposal.

* The Department will remove all identifying logos prior to disposal if applicable.

*** Any fixed assets that is to be disposed or sold without public notice, public sale, or at auction must be authorized by City Council resolution prior to disposal or sale.**

a. Finance (Accountant) will send copy of signed disposal request to Legal (Legal Services Support Manager) and Department for Resolution draft. Department will coordinate with Legal (Legal Services Support Manager); add Disposal Form and Resolution draft to next available Council Agenda using Agenda Manager Software.

- E. The Department will contact the auction company or donating agency to arrange pick up.
- F. Once the property is disposed of, Finance will note on the form the Final Disposition of Property and will delete item from the Fixed Asset Listing. Departments will note the disposition on their Inventory Listing.
- G. Finance and/or Department will notify Legal to remove item from insurance policy

See [Fixed Asset Policy](#) for more information

See [Disposal Flowchart](#) for more information

Binders				Giant Post-It Notes	
	<u>White</u>	<u>Blue</u>	<u>Black</u>	<u>Yellow</u>	
1 "	27		2		*We have 37 Giant, Non-Sticky Post-It Notes
1.5 "	24				
2 "	7	34			
3 "	60	1	3	30	
5"	1	2			
Total	119	37	5	30	
Total Binders Available =				191	
Portfolios/Folders				Cabinets	Asset Tags
*We also have 84 assorted Portfolio & Folders				2 - Large File Cabinets with pullout drawers	L - 01184 R - 00254
				1 - Medium/Small damaged file cabinet with pullout drawers	0 1047
				2 - Large Lateral slide out cabinet with drawers	0 8722 0 0958
				1 - Open Cabinet	0 0914