



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 01/28/2025

**REQUESTER:** Kellee Robertson

**PRESENTER:** Kevin Foster, Chief of Police

**ITEM TITLE:** CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF DECLARATION OF SURPLUS AND/OR OBSOLETE EQUIPMENT AND MATERIALS AND AUTHORIZING THE DONATION THEREOF TO THE CITY OF LEXINGTON, OKLAHOMA, ANIMAL SHELTER.

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### **BACKGROUND:**

Section 12-301 of the Code of Ordinances of the City of Norman provides that “The City Council must declare surplus or obsolete any supplies, materials, or equipment where the valuation exceeds one thousand dollars (\$1,000) prior to the selling of such supplies, materials, or equipment.” The items will be donated at no cost to the City of Lexington Animal Shelter in “as is” condition. No costs or future obligations to the City will be associated by such action. Transfer date is to be determined by staff as project timeline proceed.

### **DISCUSSION:**

The list provided below includes supplies, materials, or equipment identified as surplus or obsolete, and are therefore being prepared for transfer. These items are currently decaying beyond their functional lifespan in our shelter. They contain various areas of damage and degradation caused by routine use and exposure that has rendered them incompatible for our operations. Replacement devices are being installed through an ongoing kennel maintenance program.

The City of Lexington, OK Animal Shelter is a long term partner agency who has requested acceptance of the items. Their staff is aware of their condition and has plans for use in their facility. No other municipal shelters have expressed interest in the materials at this time. Additional materials will be available in the coming years for partner agencies who may identify a later need.

**RECOMMENDATION:**

It is recommended that the following list of supplies, materials, or equipment be declared surplus or obsolete, and approved for donation to the City of Lexington Animal Shelter.

1. Two double-stacked Mason Sani Kennels with fiberglass reinforced plastic (FRP) panels, guillotine doors and food/water slide-in trays
2. Six single-stacked Mason Sani Kennels with FRP panels, guillotine doors and food/water slide in trays