



AGENDA REQUEST

TO: Mayor and City Council

FROM: Kim Hanna CFO/City Clerk

DATE: February 7, 2023

SUBJECT: IN THE MATTER OF SURPLUS MISSING AND NOT WORKING ASSET
ITEMS **KH**

Request:

I am requesting permission to surplus the items as per the attached exhibit. The exhibit contains both items that were missing during the Annual Fixed Asset Inventory and items that are no longer in working condition. There are affidavits attached for the items that were missing, lost or stolen. Upon your approval, those items will be retired from the Fixed Asset Inventory. For those items that are no longer in working condition, the final disposition of each item is listed as to whether the item is to be destroyed or scrapped.

Thank you for your attention in this matter.