



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b> April 11, 2023	<b>Department:</b> Public Works	<b>Presented By:</b> Michelle Guelker
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## AGENDA ITEM

Discussion/ Action: To authorize staff to donate surplus office items and equipment to non-profits organization and dispose of surplus office items and equipment that are deemed damaged.

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## BACKGROUND:

The City has a surplus of office items and equipment (old desks, chairs, filing cabinets to name a few) in the old City Hall located at 516 Ranch House. These items will need to be removed from the building prior to demolition of the structure.

Some of the items are damaged and need to be disposed of. Other items are still useful and could benefit non-profit organizations.

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## STAFF/BOARD/COMMISSION RECOMMENDATION:

To allow staff to donate surplus items and equipment to non-profits and to dispose of the remaining items through proper means.

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## EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	
	Source of Funding	