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Public Works

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MEMORANDUM

Equipment Maintenance
Roadway Maintenance
Collection & Drainage
Building & Grounds
Engineering

To: Mayor and City Council Members
CC: Gregg Mandsager, City Administrator
FROM: Brian Stineman, Public Works Director
DATE: August 29, 2016
RE: Recommendation to Declare the Following List of Items Surplus

INTRODUCTION:

It is in the city's best interest to periodically get rid of surplus material and equipment. This is done via online public surplus auction. In order to make items available for auction they must first be declared surplus by the city council.

BACKGROUND:

City staff have compiled an additional list of no longer used or needed material and equipment. The list has been reviewed by all departments and none have claimed any of the items as necessary for city use.

RECOMMENDATION/RATIONALE:

Staff recommends that council declare the following list of materials and equipment as surplus and allow them to be listed and sold via online auction between September 5th and 16th, 2016. Proceeds from the auction will be returned to the individual departments that submitted the items for sale.

Item Description	Department
Two drawer tan file cabinet	Public Works Admin
Typewriter stand on wheels	Public Works Admin
Wooden and glass hutch	Public Works Admin
Credenza with storage space and file cabinets	Public Works Admin
TV stand	Public Works Admin
HP Office Jet Printer, does not work	Public Works Admin
American Heritage Dictionary	Public Works Admin
2 office chairs orange in color	Public Works Admin
Boston Electric pencil sharpener	Public Works Admin
Auto Mete circuit tester	Vehicle Maintenance
Electronic scale for refrigerant	Vehicle Maintenance
Misc. crimp on hose fittings	Vehicle Maintenance
Auto testing equipment machine	Vehicle Maintenance
AC manual vacuum pump	Vehicle Maintenance
4 brown office chairs	Housing
3 tall red chairs	Housing
Misc. cordless power tools (batteries are bad)	Building & Grounds
Red office chair	Building & Grounds
Blue office chair	Building & Grounds
Blue office chair	Building & Grounds
Green office chair	Building & Grounds
Pair of brown office chairs	Building & Grounds
Pair of tan office chairs	Building & Grounds
Red office chair	Building & Grounds