CITY OF GAUTIER
MEMORANDUM

To: Samantha Abell, City Manager

From: Cindy Steen, Purchasing Agent

Through: Cindy Russell, City Clerk

Date: January 14, 2013

Subject: Surplus Items

REQUEST:
City Council authorization is requested for the City of Gautier to declare and remove from inventory a Pottery Kiln from the Gautier Senior Citizens Building. This item will be surplus.

BACKGROUND:
This item is damaged and no longer operational. This item can longer be used by the City.

RECOMMENDATION:
Based on the attached surplus list, City staff recommends that City Council authorize declaring this item to be surplus and removed from City inventory.

ATTACHMENT(S):
Inventory Item