

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Danny Selover, Police Captain
Through: Cindy Russell, City Clerk
Date: February 24, 2016
Subject: Surplus Inventory

REQUEST:

City Council authorization is requested for the City to remove one (1) GE microwave oven, serial number DE6800307, ICN #458, one (1) Dell monitor, serial number CNOT611671618588A506, and one (1) ILO monitor, serial number CGC443002664 from the Police Departments Inventory and be declared surplus.

BACKGROUND:

These items are broken and no longer work.

DISCUSSION:

The computer towers and the microwave oven are broken and are no longer useful to the Police Department.

RECOMMENDATION:

I, Captain Danny Selover recommend the City Council authorize the removal of these items from the Police Department Inventory and to be declared surplus.

ATTACHMENTS:

Photograph of property.

