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Special District Member

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Special District Alternate

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Michael Spencer  
Public Member Alternate

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## AGENDA ITEM 9.B.

**Date:** April 3, 2025

**From:** Krystle Heaney, Executive Officer

**Subject:** **Designation of Surplus Equipment**

The Commission will consider approving the surplus equipment list provided by the Executive Officer and provide direction on how best to dispose of equipment.

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### BACKGROUND

LAFCO currently maintains an office at 999 Mission De Oro Drive in the City of Redding. This small two room office houses the historical LAFCO files and miscellaneous office furniture and equipment. Since the departure of the former Office Manager, the space has been largely unused. LAFCO is responsible for the annual lease of the space until July 2025.

### DISCUSSION

Based on the Commission's direction at the August 1, 2024 Regular Commission meeting, staff will be closing the Redding office at the end of the lease. In preparation for closing, staff has inventoried all furniture, equipment, and office supplies (Attachment A). Since these assets are no longer needed, they have been deemed surplus equipment. Assets include miscellaneous office supplies, kitchen tools and supplies, electronics, and furniture. The highest value asset owned by LAFCO is the Muratec Printer/Copier Scanner, which is valued at approximately \$1,000 (purchased for \$2,250 in 2017). The total of all assets is estimated to be \$3,749.

These assets will need to be either moved to a storage facility, donated to a non-profit, recycled, or sold, with generated revenue deposited into the Shasta LAFCO savings account.

LAFCO will keep and maintain historical records and maps in the three filing cabinets owned by LAFCO. These items will be moved to a small storage unit that is yet to be determined.

### RECOMMENDATION

Staff recommends the Commission approve the surplus equipment list, authorizing the Executive Officer to begin the disposal process, and provide direction to staff on how best to dispose of equipment.

### ATTACHMENTS

Attachment A - Surplus Equipment List

**ATTACHMENT A: Surplus Equipment List**

<b>Qty.</b>	<b>Item Description</b>	<b>Model #</b>	<b>Estimated Value</b>
1	Avalon Water Dispenser	A11-CTTL	\$75.00
1	Igloo Mini Fridge (1.6 cu.ft.)	FR100i	\$75.00
10	Bankers Box File Organizers		\$20.00
1	Small Desk Top Drawer (Removeable)		\$5.00
1	Med. Sunflower Art Piece		\$5.00
2	Lg. Commercial Art Piece		\$50.00
2	Sm. Flower Pots		\$5.00
1	Sm. Watering Can		\$5.00
1	Keurig Machine	K145	\$75.00
1	Keurig Cup Stand & Organizer		\$10.00
1	Rapid Super Duty Stapler	Model 220	\$30.00
1	Magic Chef Microwave	MCM770B	\$40.00
1	Simple Human Mini Trashcan		\$10.00
4	Black Magazine File Rack (Office Depot)		\$10.00
	Misc. Cleaning Supplies		\$0
1	Bookshelf (5 shelves) L: 35.5" W: 13.75" H: 72"		\$100.00
14	Lg. Wood Picture Frames (16x20)		\$100.00
1	Werner Step Ladder (2 ft.)		\$50.00
1	View Sonic Monitor	VS14415	\$50.00
1	Dell USB Mouse	M5116c	\$10.00
8	Simple Metal Book Ends		\$20.00
1	Scotch Tape Dispenser	C-38	\$5.00
1	Packing Tape Dispenser		\$5.00
1	Box 1/3 tab file folders		\$5.00
1	Ream Legal Paper (8.5x14) (Office Depot)		\$10.00
2	Ream Letter Paper (8.5x11) (Office Depot)		\$8.00
2	Partial Count 6x9" catalog envelopes (Office Depot)		\$0.00
1	1" white three ring binder		\$2.00
1	Partial Box 1/5 tab hanging folders		\$0.00
8	Lined Note Pads (Office Depot)		\$5.00
1	Partial box sheet protectors 8.5x11"		\$0.00
2	Black Desktop File Organizer		\$10.00
1	APC Surge Arrest Type 3 SPD	UL 1449	\$10.00
1	ACCO Two Hole Punch	Model 50	\$20.00
1	Swingline Stapler 2-25 sheets (silver/black)		\$10.00
1	Pace AC Adapter 12V - 3A	ADP-36LRA	\$5.00
1	Leitz Portable Mini Bluetooth Speaker	S/N: 1540	\$20.00
1	Dell USB Keyboard	KB216t	\$10.00

Qty.	Item Description	Model #	Estimated Value
1	Partial Roll Trash Bags		\$0.00
6	Clear Plastic Pencil Boxes		\$18.00
	Assorted Pens/ Pencils/ Highlighters/ Markers		\$10.00
9	Clear Plastic Stackable Organizers		\$25.00
5	Correction Tapes		\$3.00
1	Partial Masking Tape		\$0
3	Stapler Removers		\$3.00
13	AAA Batteries		\$10.00
5	AA Batteries		\$5.00
1	Elmers Glue (open)		\$0.00
	Push Pins		\$2.00
3	Box of Paper Clips		\$5.00
3	Standard Scissors		\$10.00
8	Box of Standard Staples		\$15.00
	Sm/Med/Lg Binder Clips		\$10.00
6	Clear Storage Boxes 7.5x12"		\$15.00
	Misc. First Aid Supplies		\$10.00
1	Stud Finder		\$20.00
1	Sm Flashlight		\$5.00
1	Basic Hammer		\$10.00
1	Safety Goggles		\$5.00
	Misc. Sm. Tools		\$15.00
1	WD-40 (used)		\$0
	Loose Nails		\$0
	Self Adhesive folder clips (open)		\$0
	Name Plates		\$10.00
	Wood Furniture Touch-Up Markers (used)		\$0
	Rulers		\$5.00
	Various Post-Its (open)		\$0
1	Command Strips		\$5.00
	Temporary Mounting Brackets		\$5.00
6	Roll of Register Tape (for calculator)		\$10.00
1	Sm. Blue Duster		\$2.00
1	3M cleaner bottle		\$3.00
1	Partial Box Ice Bucket Liners		\$0
1	4-pack Reuseable K-cups		\$10.00
1	Bissell Little Hercules Vacuum w/ Attachments		\$20.00
1	Box Avery 5160 Labels (30 sheets)		\$10.00
3	Plastic Serving Platters		\$15.00
	Misc. Plastic Organizer		\$5.00

Qty.	Item Description	Model #	Estimated Value
	Large Metal Ring (Mounting Bracket?)		\$5.00
1	Box of Misc. Christmas Decorations		\$0
	Misc. Kitchen Supplies (Paper towels, coffee stirrers...)		\$10.00
	Various Old Computer Program Disks		\$0
1	Sentry Safe 1970		\$40.00
6	Conference Chairs (green/brown)		\$150.00
1	Sm. Conference Table (42.75" diameter)		\$50.00
2	Black Padded Rolling Desk Chairs		\$80.00
2	Sm. Black Trash Can		\$20.00
1	Fellows Paper Shredder	P560-2	\$30.00
1	Square Roller Bag (~16" cube)		\$10.00
1	Lg. Black Bag with Emergency Supplies (trash?)		\$0.00
1	Ativa Power Strip	F9H620-06-0D	\$10.00
1	Sm. Round Black Clock		\$5.00
1	Muratec Printer/Copier Scanner	MFX-C3680	\$1,000.00
1	Black Standing Coat Rack		\$10.00
1	Clear Plastic Desktop Book Stand		\$3.00
3	Black Stackable Desktop Organizers		\$15.00
1	Swingline Optima 45 Automatic Stapler		\$100.00
1	Black Mouse Pad		\$0
1	Edgerouter Lite		\$30.00
1	Synology Server	DS212j	\$150.00
1	Dlink	DES-1008E	\$10.00
1	Seagate Backup Plus Desktop Drive	SRDOSDO	\$50.00
2	Belkin Power Bar; Large w/moveable plugs		\$40.00
	Misc Labels & Envelopes		\$5.00
1	Black Plastic Adjustable Desktop Tray		\$25.00
1	Panasonic Phone System - Main Set	KX-TGF382M	\$60.00
2	Panasonic Phone System - Hand Set		\$50.00
4	Sm. Black Desk Organizing Baskets		\$10.00
1	Monitor Stand w/ 2 flip out trays - black/silver		\$20.00
1	HP Monitor Elite Display	E202	\$35.00
1	Logitech wired speakers Z130	S-00098	\$10.00
1	Logitech Wireless Keyboard	Y-RBN90	\$10.00
2	Logitech wireless mouse M510	P/N: 810-001897	\$10.00
1	Sharp Electric Calculator 12-digit 2-color	EL-1801V	\$10.00
1	Dell Inspiron 3880 Tower PC core i5		\$300.00
1	Large Corner Desk		\$100.00
2	Flat Drawer Organizers		\$10.00
	Misc. Office Supplies & Rulers		\$10.00

SHASTA LAFCO

Qty.	Item Description	Model #	Estimated Value
1	Sony Recorder (broken)	ICD-PX312	\$0.00
1	Scotch Tape Dispenser	C-40	\$5.00
2	Clear Plastic Storage Containers		\$10.00
	Misc Power Cords		\$0
1	Imprint 8746 Received Stamp (outdated)		\$0
1	Project Comments Requested Stamp		\$5.00
1	Confidential Stamp		\$5.00
1	Shasta LAFCO Seal Stamp		NFS
1	iPad Mini 16GB Space Gray	S/N: F7PMV8P9FP84	\$50.00
1	Box PM Postage Meter Tapes (open)		\$0.00
2	Sm. Black Wire Business Card Holders		\$5.00
1	Clear Plastic Brochure Holder		\$0
2	File Cabinet L: 30" W: 19.25" H: 52.75" 4 darwer		NFS
1	File Cabinet L: 36" W: 19.25" H: 40.25" 3 darwer		NFS
1	Large LAFCO Sign		NFS
1	ESP Surge Protector Type 3	XG-PCS-15D	\$20.00
Total Estimated Value			\$3,749