

**SULTAN CITY COUNCIL
STAFF REPORT COVER SHEET**

ITEM: SR-1
DATE: December 16, 2010
SUBJECT: Inventory Report
CONTACT PERSON: Deborah Knight, City Administrator

ISSUE:

The issue before the city council is to receive the annual inventory report as set forth in SMC 2.10.030(L).

SUMMARY:

SMC 2.10.030(L) requires the city to make, compile, and file with the city clerk an inventory of the property, real and personal, owned or leased by the city and file amended inventories thereof at least annually as part of the year end closeout of the city books and finances.

Attachment A is an updated inventory of office equipment and furniture. Attachment B is the list of buildings, vehicles and equipment covered by the city's insurance policy.

ATTACHMENTS:

A – 2010 Inventory office equipment and furniture
B – Buildings, vehicles and major equipment

ATTACHMENT A

2010 INVENTORY OFFICE EQUIPMENT AND FURNITURE

Department	Item Description	Model #	Serial Number	C.O.S. Inventory #
Administrative	Dell Desktop Computer	N/A	XM9CFCY333BCVCM	COS labeling in process
Administrative	Dell Keyboard	N/A	THOU00973717155I0205	COS labeling in process
Administrative	Dell Monitor	N/A	CM2G55YF6418084L24DH	COS labeling in process
Administrative	Dell Desktop Computer	N/A	R3CY9K2XQXYTXCF	COS labeling in process
Administrative	Dell Keyboard	N/A	CN0546243717248C00MS	COS labeling in process
Administrative	Dell Monitor	N/A	CN0054287220149308TS	COS labeling in process
Administrative	L- Shaped Desk	N/A	N/A	COS labeling in process
Administrative	7' foot desk	N/A	N/A	COS labeling in process
Administrative	(2) Office chairs	N/A	N/A	COS labeling in process
Administrative	Round table w/ 4 chairs	N/A	N/A	COS labeling in process
Administrative	(2) Casual Chairs	N/A	N/A	COS labeling in process
Administrative	Office Desk	N/A	N/A	COS labeling in process
Administrative	4-drawer file cabinet	N/A	N/A	COS labeling in process
Administrative	Canon 10-key	P23-DH	N/A	184
Administrative	Sprint LG Cell Phone	N/A	N/A	COS labeling in process
Code Compliance	(2) Stacking Chairs	N/A	N/A	COS labeling in process
Code Compliance	(4) Folding Chairs	N/A	N/A	COS labeling in process
Code Compliance	Chair	N/A	N/A	COS labeling in process
Code Compliance	Desk	N/A	N/A	COS labeling in process
Code Compliance	Nextel Phone	N/A	364VLE8TF2	COS labeling in process
Community Development	2 Drawer File Cabinet	N/A	N/A	COS labeling in process
Community Development	3 Drawer File Cabinet	N/A	N/A	COS labeling in process

Community Development	3 Map Drawer Cabinet	N/A	N/A	COS labeling in process
Community Development	4 Drawer File Cabinet	N/A	N/A	COS labeling in process
Community Development	6 Drawer File Cabinet	N/A	N/A	COS labeling in process
Community Development	Desk	N/A	N/A	COS labeling in process
Community Development	Desk Light	N/A	N/A	COS labeling in process
Community Development	Fan	N/A	N/A	COS labeling in process
Community Development	HP Drafting Plotter - Cyd	N/A	N/A	417
Community Development	Nextel Phone	N/A	364VLSTPQ1	COS labeling in process
Community Development	Nextel Phone	N/A	364YGA7W5M	COS labeling in process
Community Development	Sharp Calculator	EL-1197P III	8D06615Y	COS labeling in process
Community Development	Monitor	Dell	CN-OC730C716238704580	COS labeling in process
Community Development	Keyboard	Dell	CN-OJ468-71616620-OX7Y	COS labeling in process
Community Development	Calculator	Sharp	8D15162X	COS labeling in process
Economic Development	Chair	N/A	N/A	COS labeling in process
Economic Development	Desk	N/A	N/A	COS labeling in process
Economic Development	File Cabinet	N/A	N/A	COS labeling in process
Finance	(1) 4-drawer Legal File Cabinet	N/A	N/A	COS labeling in process
Finance	(1) 2 drawer Legal File Cabinet	N/A	N/A	COS labeling in process
Finance	(1) 3 foot Table	N/A	N/A	COS labeling in process
Finance	(1) 4 drawer Lateral File Cabinet	N/A	N/A	COS labeling in process
Finance	(1) Chair	N/A	N/A	COS labeling in process
Finance	(1) Desk	N/A	N/A	COS labeling in process
Finance	(2) Canon Calculator	Canon	P23DHV	COS labeling in process
Finance	(2) Legal size file cabinet - Secured Room	N/A	N/A	COS labeling in process
Finance	(2) Letter size file cabinet - Secured Room	N/A	N/A	COS labeling in process
Finance	(3) Tables	N/A	N/A	COS labeling in process

Finance	1 Safe	Major	236069	COS labeling in process
Finance	2 - hole Punch	N/A	N/A	COS labeling in process
Finance	3-Hole Punch	N/A	N/A	COS labeling in process
Finance	4 Shelf Book Case	N/A	N/A	COS labeling in process
Finance	5 Drawer File Cabinet - Server Room	N/A	N/A	COS labeling in process
Finance	Above desk Cabinets	N/A	N/A	COS labeling in process
Finance	Brother Fax Machine	N/A	U60298M5J399089	COS labeling in process
Finance	Calculator	Casio	Q2062101	185
Finance	Canon Copier	N/A	N/A	COS labeling in process
Finance	Chair	N/A	N/A	COS labeling in process
Finance	Chair	N/A	N/A	COS labeling in process
Finance	Computer desk with hutch	N/A	N/A	COS labeling in process
Finance	Desk	N/A	N/A	COS labeling in process
Finance	Desk Stapler	N/A	N/A	COS labeling in process
Finance	Fellows Power Shredder	N/A	C320C	COS labeling in process
Finance	File Cabinet -	N/A	N/A	COS labeling in process
Finance	L- Shaped Desk	N/A	N/A	COS labeling in process
Finance	Large Stapler	N/A	N/A	COS labeling in process
Finance	Paymaster Check Imprinter	N/A	N/A	188
Finance	Pitney Bowes Postage Machine	N/A	N/A	COS labeling in process
Finance	PS Mailer Folding Machine	ISM	BRIISN0000836	174
Finance	Sony Passport Camera	N/A	N/A	COS labeling in process
Finance	Sony Passport Picture Printer	N/A	N/A	COS labeling in process
Finance	Storage Cabinet	N/A	N/A	COS labeling in process
Finance	Storage Cabinet	N/A	N/A	COS labeling in process
Finance	Swingline Electric Stapler	211XX	N/A	COS labeling in process
Finance	HP Color Lazerjet Printer	3600N	CNW/BB95065	COS labeling in process
Finance	HP Black & Whiter Printer	4200	CNW8871062	COS labeling in process

Finance	Flat Screen Monitor	Dell	CN-OT6116-71618-49G-AE1L	COS labeling in process
Finance	Keyboard	Microsoft 3000	TH-OU0097-37171-539-028V	COS labeling in process
Finance	Laserjet Printer	4250N	CNGXD66718	COS labeling in process
Finance	Desktop Computer	9100	725WW71	COS labeling in process
Finance	Computer Keyboard	RT7D50	OW7658-37172-52G-050Z	COS labeling in process
Finance	Monitor	10908FPb	ODY840-46633-75T-52CU	COS labeling in process
Finance	Cash Register	XE-A401	N/A	165
Finance	Desktop Computer	N/A	CBM94-8T2VG-DQR6Y	COS labeling in process
Finance	Monitor	N/A	MY-IF7170-47603-4CF-ALU9	151
Finance	Wireless Mouse & Keyboard	N/A	X806612-001	COS labeling in process
Finance	Ibico Binder	IBIMATIC	4D72582	173
Finance	Xerox electric 3 hole punch	X30	SN111502	167
Finance	DelRey Electric Pencil Sharpener	N/A	N/A	168
Finance	Kenmore Refrigerator	N/A	N/A	COS labeling in process
Finance	(2) 4-Drawer Lateral file cabinets	N/A	N/A	COS labeling in process
Finance	5 - Drawer Lateral file cabinet	N/A	N/A	COS labeling in process
Finance	Xerox Copy Machine	N/A	CF8773036	COS labeling in process
Finance	Xerox Copy Machine Sorter	N/A	SF2A82202783	COS labeling in process
Finance	BUNN Coffee Machine	N/A	N/A	COS labeling in process
Finance	Table w/ 4 chairs	N/A	N/A	COS labeling in process
Finance	Desktop Computer	N/A	CF 2MCMC1	COS labeling in process
Finance	HP Color Laserjet Printer	N/A	CNWBB95070	COS labeling in process
Finance	Wireless Mouse & Keyboard	N/A	779675453138596000000	COS labeling in process
Finance	Monitor	N/A	OUH8374822071C06VE	COS labeling in process
Finance	(2) Casual Chairs	N/A	N/A	COS labeling in process
Finance	Dell Monitor	N/A	735UYT22N1146	COS labeling in process

Finance	Dell Monitor	N/A	CNOX625370821523F28G	COS labeling in process
Finance	Dell Desktop Optic	N/A	831G20B	COS labeling in process
Finance	Sylvania Monitor	SF150	JCCC1303495	159
Finance	Dell Desktop	N/A	CNOX6252708214BOD462	COS labeling in process
Finance	Dell Desktop	N/A	FGY69FJH80MYWW48	COS labeling in process
Finance	2 Boxes of Misc. Cords	N/A	N/A	COS labeling in process
Finance	Onkyo Amp	N/A	N/A	COS labeling in process
Finance	(2) Triplight Servers	Smartpro - UPS	N/A	COS labeling in process
Public Works	2 Drawer File Cabinet	N/A	N/A	COS labeling in process
Public Works	2 Drawer File Cabinet	N/A	N/A	COS labeling in process
Public Works	3 Drawer File Cabinet	N/A	N/A	COS labeling in process
Public Works	4 Drawer File Cabinet	N/A	N/A	COS labeling in process
Public Works	Blackberry	N/A	4026F415BB	COS labeling in process
Public Works	Chair	N/A	N/A	COS labeling in process
Public Works	Chair	N/A	N/A	COS labeling in process
Public Works	Cross Shredder	N/A	N/A	COS labeling in process
Public Works	Desk	N/A	N/A	COS labeling in process
Public Works	File Cabinet	N/A	N/A	COS labeling in process
Public Works	GBC Adding Machine	EL-1197G	28303341	COS labeling in process
Public Works	GBC Shredder	30S	1755600	COS labeling in process
Public Works	Nextel Phone	N/A	2324ANEX	COS labeling in process
Public Works	Nextel Phone	N/A	364TFY22LK	COS labeling in process
Public Works	Nextel Phone	N/A	364VEW8TRR	COS labeling in process
Public Works	Nextel Phone	N/A	364VFW84FB	COS labeling in process
Public Works	Nextel Phone	N/A	364VEWB3TJ	COS labeling in process
Public Works	Nextel Phone	N/A	364YGL6P10	COS labeling in process
Public Works	Nextel Phone	N/A	364TGU30B1	COS labeling in process
Public Works	Nextel Phone	N/A	364VEW83RM	COS labeling in process

Public Works	Nextel Phone	N/A	364VFSF37N	COS labeling in process
Public Works	Sprint LG Cell Phone	N/A	008KPXV0691826	COS labeling in process
Public Works	Teletype GPS	BT01	N/A	COS labeling in process
Public Works	Typewriter	N/A	N/A	COS labeling in process
Public Works	Vivitar Digital Camera	N/A	9U4VIVICAS00120	COS labeling in process
Public Works	HP Color Laserjet Printer	CM1312NFI	CND8978HPW	COS labeling in process
Public Works	Logitech Keyboard	Logitech	820-000176	COS labeling in process
Public Works	Wireless Keyboard - Microsoft	Microsoft 3000	7796300320576	COS labeling in process
Public Works	Dell Keyboard	N/A	N/A	COS labeling in process
Public Works	Computer Monitor	Dell	BNGI-01444A#1	COS labeling in process
Public Works	Computer Monitor	Dell	BNGI-01444A#1	COS labeling in process
Public Works	Logitech Cordless Optical Mouse	Logitech	810-000491	COS labeling in process
Public Works	Microsoft Cordless Mouse	Microsoft 3000	X800412-142	COS labeling in process
Public Works	Mouse	Dell	446057959	COS labeling in process
Public Works	Wireless Mouse for Laptop	1359	X817405-015	COS labeling in process
Public Works	Wireless Keyboard - Microsoft	PAK003U	060 4022003	COS labeling in process
Public Works	HP Printer	HP4600DN	JPCK032174	COS labeling in process
Public Works	Adding Machine	Sharp	78072792	COS labeling in process
Public Works	Dell Flat Screen Monitor	Dell	CN0A5428722014930935	COS labeling in process
Public Works	Keyboard	Dell	CN-07N242176164B6OY B1	COS labeling in process
Public Works	Computer	Dell	CN-0X625270821480D463	WS13
Public Works	Speakers	Dell	CNOF637148220595078I	COS labeling in process
Public Works	Laptop	Panasonic	DFQX3993XA	COS labeling in process
Public Works	Badger Remote Meter Reader	N/A	62613	COS labeling in process
Public Works	Computer	Dimension 9100	N/A	WS14
Public Works	Brother B & W Laser Printer	HL-1240	U5281GOJ524551	COS labeling in process
Public Works	Panasonic Fax Machine	KX-FP20	7FAFA060503	COS labeling in process
Public Works	Microsoft Cordless Mouse & Keyboard	N/A	10277570911411696	COS labeling in process

Public Works	Flat Screen	Dell	CN-OC730C716238632548	COS labeling in process
Public Works	Laptop	Dell Latitude E6500	57BDBKI	COS labeling in process
Public Works	Dell Docking Station	PRO	CNOPW38012961	COS labeling in process
Public Works	HP Laserjet Printer	P1102W	VN3S24575	COS labeling in process
Public Works	Dell Computer	Optiplex 740	N/A	COS labeling in process
Public Works	Computer Monitor	N/A	CN-OM2771-48220 463018F	COS labeling in process
Public Works	Desktop Computer	1BLV9F1	28786410749	COS labeling in process
Public Works	Laptop	CF30	7CKSA19659R	COS labeling in process
Public Works	HP Color Laserjet Printer	CC378A	CNCC98C0F9	COS labeling in process