



Huntsville, Alabama

308 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 5/23/2024

File ID: TMP-4229

Department: City Clerk

Subject:

Type of Action: Introduction

Introduction of an Ordinance declaring certain equipment as surplus and no longer needed for municipal use.
Ordinance No.

Finance Information:

Account Number: N/A

City Cost Amount: N/A

Total Cost: N/A

Special Circumstances:

Grant Funded: N/A

Grant Title - CFDA or granting Agency: N/A

Resolution #: N/A

Location: (list below)

Address: N/A

District: District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐

Additional Comments:

These items are in the Print Shop and have been determined as surplus and no longer needed:

Equipment #350053 Interlake Stitcher and Equipment #350001 AM Plate Burner

ORDINANCE NO. 24-_____

BE IT ORDAINED by the City Council of the City of Huntsville, Alabama that the following described property is hereby declared surplus and no longer needed for municipal purpose:

Equipment #350053 Interlake Stitcher
Equipment #350001 AM Plate Burner

BE IT FURTHER ORDAINED that the Mayor of the City of Huntsville, for and on behalf of the City of Huntsville, is hereby authorized, requested, and directed to dispose of said equipment, per Agreement with Managed Asset Recycling Solutions, LLC. All proceeds will be deposited into an account, to be assigned by the Information Technology Services Department, to be utilized for the purchase of new equipment.

ADOPTED this the _____ day of _____, 2024.

President of the City Council
of the City of Huntsville, Alabama

APPROVED this the _____ day of _____, 2024.

Mayor of the City of Huntsville,
Alabama

**City of Huntsville
Fixed Asset Disposal Order**

Disposal Date: 5/15/24

Equipment #: 350053

Description: Interlake Stitcher

Department #: 12

Dept. Name: City Clerk

Location Code: _____

Turn In: Keys

Gas Card

N/A (no gas Card)

MU Tag# _____

Removed AVL

(Keys & Gas Cards must accompany this form)

METHOD OF DISPOSAL:

- A. Sold at auction. A copy of the Ordinance from the City Council **must** accompany the disposal order.
- S. Sold to another agency. A copy of the Ordinance from the City Council **must** accompany the disposal order.
- ✓ D. Destroyed (nothing left to sell). A memo from the department head **must** accompany the disposal order.
- L. Lost or stolen from a work site or storage yard. A police report **must** accompany the disposal order.
- X. Cannibalized for parts. A memo from Facilities, Fleet or I.T.S. Department head (depending on type of equipment) **must** accompany the disposal order.
- G. Given or donated to another agency or group. A copy of the Ordinance solution from the City Council **must** accompany the disposal order.
- C. Credit for equipment traded in on purchase of new item. A copy of the approved Bid or Resolution showing the trade-in value **must** accompany the disposal order.

For use by Fixed Asset Accountant only:

- I. Equipment or items deleted from active inventory by the Fixed Assets Accountant because it falls under the current threshold limit.

Remarks: Old Stitcher No Longer In Use

Dept. Approval: Shaundrika Edwards

Please Print Name

S. Edwards
Authorized Signature

For Facilities Management or Fleet Management Use ONLY

Reason for Disposal:

Remarks:

Accepted & Approved By: _____ Or _____

Entered into AW Date _____

Entered into Fixed assets Date _____

Print and distribute copies to the following Departments:

Finance (original with signatures)

Facilities or Fleet Mgmt.

Originating Department

City of Huntsville
Fixed Asset Disposal Order

Disposal Date: 4/1/2024

Equipment#: 350001

Description: AM Plate Burner

Department #: 12 Dept. Name: City Clerk Location Code: _____

Turn In: Keys Gas Card N/A (no gas Card) M U Tag# _____ Removed AVL
(Keys & Gas Cards must accompany this form)

METHOD OF DISPOSAL:

- A. Sold at auction. A copy of the Ordinance from the City Council **must** accompany the disposal order.
- S. Sold to another agency. A copy of the Ordinance from the City Council **must** accompany the disposal order.
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- C. Credit for equipment traded in on purchase of new item. A copy of the approved Bid or Resolution showing the trade-in value **must** accompany the disposal order.

For use by Fixed Asset Accountant only:

- I. Equipment or items deleted from active inventory by the Fixed Assets Accountant because it falls under the current threshold limit.

Remarks: Outdated plate burner not intended to be used in the new city hall print shop

Dept. Approval: Shaundrika Edwards
Please Print Name

S. Edwards
Authorized Signature

For Facilities Management or Fleet Management Use ONLY

Reason for Disposal:

Remarks:

Accepted & Approved By: _____ Or _____

Entered into AW Date _____ Entered into Fixed assets Date _____

Print and distribute copies to the following Departments:

Finance (original with signatures)

Facilities or Fleet Mgmt.

Originating Department