



Huntsville, Alabama

308 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 2/22/2024

File ID: TMP-3850

Department: City Clerk

Subject:

Type of Action: Introduction

Introduction of an Ordinance declaring property surplus and no longer needed for municipal purpose.
Ordinance No.

Finance Information:

Account Number: N/A

City Cost Amount: N/A

Total Cost: \$ N/A

Special Circumstances: N/A

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:

Surplus Equipment No. 350117 is in the Print Shop and is no longer in use.

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 #350117 AB DICK 9910XCS Offset Press

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 22nd day of February, 2024

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

APPROVED this the 22nd day of February, 2024.

Mayor of the City of Huntsville,
Alabama

**City of Huntsville
Fixed Asset Disposal Order**

Disposal Date:

Equipment #: 350117

Description: AB DICK 9910XCS Offset Press

Department #: 12

Dept. Name: City Clerk - Print Shop

Location Code: 12500

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 resolution 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: Printing Press 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