



#### Cover Memo

Meeting Type: City Council Regular Meeting Meeting Date: 1/9/2025

305 Fountain Circle Huntsville, AL 35801

**File ID:** TMP-5090

**Department:** City Clerk Type of Action: Introduction Subject: 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: General Binding Corp- Binding Machine Equipment #390081, General Binding Corp- Binding Machine Equipment #350007, Challenge Jogger

#### ORDINANCE NO. 25-\_\_\_

**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 #390081 General Binding Corp – Binding Machine Equipment #350007 General Binding Corp – Binding Machine Equipment # N/A Challenge Jogger

**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 9th day of January, 2025.

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

APPROVED this the 9th day of January, 2025.

Mayor of the City of Huntsville, Alabama



Shaundrika Edwards City Clerk

Office of the City Clerk

December 26, 2024

To Whom It May Concern:

The following equipment/items can be deleted from active inventory by the fixed asset accountant because it falls under the current threshold limit. These items can be destroyed as there is nothing left to sell and no longer of use to the existing print shop in the new city hall bldg.

General Binding Corp – Binding Machine	Equipment # 390081
General Binding Corp – Binding Machine	Equipment # 350007
Challenge Jogger	Equipment # N/A

If you have any questions or concerns, please email <u>shaundrika.edwards@huntsvilleal.gov</u> or call 256-427-5085.

Sincerely,

Shaundrika Edwards

S. Edward

City Clerk

The Star of Alabama

# City of Huntsville Fixed Asset Disposal Order

Department #_12	Disposa	Date: 12/19/2	024		Equipme	ent#: 390081
Turn In: Keys Gas Card / N/A (no gas Card) MUTag# Removed AVL  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.  V. 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 Binding Machine No Longer In Use  Dept.Approval: Shaundrika Edwards  Please Print Name  Authorized Signature  For Facilities Management or Fleet Management Use ONLY  Reason for Disposal:  Remarks:  Accepted & Approved By:Or	Descript	tion: General Bir	nding Corporation	n - Combo Binding Mach	nine	
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Dept. Approval: Shaundrika Edwards Please Print Name  For Facilities Management or Fleet Management Use ONLY  Reason for Disposal:  Remarks:  Accepted & Approved By:Or	I.				by the Fixed A	ssets Accountant
For Facilities Management or Fleet Management Use ONLY  Reason for Disposal:  Remarks:  Accepted & Approved By:Or	Rem	narks: Old Bindir	ng Machine No L	onger In Use		
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Accepted & Approved By:Or	Rea	son for Disposal	:			
Entered into AW Date Entered into Fixed assets Date	Rem	narks:				
\ \frac{1}{3}	Acc	epted & Approve	d By:		_Or	
Print and distribute copies to the following Departments:				5.5	into Fixed assets	s Date
Finance (original with signatures) Facilities or Fleet Mgmt. Originating Department					0	riginating Department

## City of Huntsville Fixed Asset Disposal Order

Disposal Date: 12/19/2024 Equipment #: 350007				
Description: General E	Binding Corporation	- Combo Binding Machine	Э	
Department #: 12	Dept. Name:_	City Clerk - Print Shop	Location Cod	le: <u>12500</u>
Turn In: Keys	Gas Card (Keys & G	✓ N/A (no gas Card) M as Cards must accompany this	UTag#s form)	Removed AV
METHOD OF DISPOSAL:				
	A copy of the Ordin	nance from the City Counc	cil <u>must</u> accompany th	ne disposal
		the Ordinance from the C	ity Council <u>must</u> acco	ompany the
disposal order.  ✓ D. Destroyed (not	thing left to sell). A r	memo from the departmen	nt head <u>must</u> accomp	any the
disposal order L. Lost or stolen fr	om a work site or s	torage yard. A police repor	rt <u>must</u> accompany th	ne disposal
order.		om Facilities, Fleet or I.T.S		
		any the disposal order.	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	3
	ed to another agend accompany the dis	cy or group. A copy of the opposal order.	Ordinance solution fro	om the City
C. Credit for equip	ment traded in on p owing the trade-in v	ourchase of new item. A co value <u>must</u> accompany the	ppy of the approved Bi disposal order.	d or
For use by Fixed Ass	set Accountant on	ly:		
		rom active inventory by ent threshold limit.	y the Fixed Assets A	Accountant
Remarks: Old Bind	ding Machine No Lo	nger In Use		
Dept. Approval: Sh	naundrika Edwards Please Print Name		S. Edura Authorized Signa	ature
	For Facilities	Management or Fleet Manager	ment Use ONLY	
Reason for Dispos	al:			
Remarks:				
Accepted & Approv	ved By:	0	)r	
Entered into AW	Date	Entered int	to Fixed assets Date_	
Print and distribute co	opies to the following	Departments:		
Finance (original with si	anatures)	Facilities or Fleet Mgmt.	Originating	Department

### City of Huntsville Fixed Asset Disposal Order

Disposal Da	ate: 12/19/20	)24	,	Equipmen	t#: N/A
Description	n:_Challenge J	ogger			
Departmen	nt #: 12	Dept. Name:	City Clerk - Print Shop	Locatio	on Code: 12500
Turn In:	Keys	Gas Card (Keys &	✓ N/A (no gas Card) M Gas Cards must accompany thi	UTag# s form)	Removed AVL
METHOD OF	DISPOSAL:				
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✓ D. De dis L. Lost	posal order. t or stolen from	,	a memo from the departmer storage yard. A police repo		
X. Can			rom Facilities, Fleet or I.T.S pany the disposal order.	. Department h	ead (depending on
		to another ager company the di	ncy or group. A copy of the sposal order.	Ordinance solut	tion from the City
C. Cred Re	dit for equipme esolution show	ent traded in oning the trade-in	purchase of new item. A covalue <u>must</u> accompany the	ppy of the appro e disposal order	ved Bid or
For use by	y Fixed Asset	Accountant o	nly:		
			from active inventory by rent threshold limit.	y the Fixed As	sets Accountant
Remark	ks: Old Jogger	Machine No Lo	onger In Use		
Dept. A	pproval: Shau F	ndrika Edwards Please Print Name		S. Ed Authorize	d Signature
		For Facilities	s Management or Fleet Manager	ment Use ONLY	
Reasor	n for Disposal:				
Remarl	ks:				
Accept	ed & Approved	l By:	o	r	
Enter	red into AW Da	ite	Entered int	to Fixed assets	Date
Print an	d distribute copi	es to the following	Departments:		
Finance	(original with signa	tures)	Facilities or Fleet Mgmt.	Oriç	ginating Department