



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

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

File ID: TMP-5090

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: 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



HUNTSVILLE

Office of the City Clerk

Shaundrika Edwards
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 shaundrika.edwards@huntsvilleal.gov or call 256-427-5085.

Sincerely,

Shaundrika Edwards

City Clerk

The Star of Alabama

**City of Huntsville
Fixed Asset Disposal Order**

Disposal Date: 12/19/2024

Equipment #: 390081

Description: General Binding Corporation - Combo Binding Machine

Department #: 12 Dept. Name: City Clerk - Print Shop Location Code: 12500

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.
- 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: 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 _____

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: 12/19/2024

Equipment #: 350007

Description: General Binding Corporation - Combo Binding Machine

Department #: 12 Dept. Name: City Clerk - Print Shop Location Code: 12500

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.
- 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

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: 12/19/2024

Equipment #: N/A

Description: Challenge Jogger

Department #: 12 Dept. Name: City Clerk - Print Shop Location Code: 12500

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.
- 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 Jogger Machine 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