

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: _____

Meeting Type: Regular

Meeting Date: Aug 28, 2014

Action Requested By: ITS

Agenda Type: Ordinance

Subject Matter:

Disposal of surplus equipment

Exact Wording for the Agenda:

Ordinance authorizing the disposal of the surplus equipment identified as the Imagistics copier, Model ZC55 and S/N 4080159 located at 101 Church Street, Suite 201 per Agreement with Mars, LLC.

Note: If amendment, Please state title and number of the original

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what council action will provide, allow and accomplish and; any other information that might be helpful.

Disposal of surplus equipment

Associated Cost: _____

Budgeted Item: No

MAYOR RECOMMENDS OR CONCURS: _____

Department Head: Will M. Jones

Date: Aug 12, 2014

ROUTING SLIP CONTRACTS AND AGREEMENTS

Originating Department: ITS Council Meeting Date: 8/28/2014

Department Contact: Tracy Rosser Phone # 256-427-5097

Contract or Agreement:

Document Name:

City Obligation Amount:

Total Project Budget:

Uncommitted Account Balance:

Account Number:

Procurement Agreements

Not Applicable	Not Applicable
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Grant-Funded Agreements

Not Applicable	Grant Name: <input type="text"/>
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Department	Signature	Date
1) Originating		
2) Legal		
3) Finance		
4) Originating		
5) Copy Distribution		
a. Mayor's office (1 copies)		
b. Clerk-Treasurer (Original & 2 copies)		

ORDINANCE NO. 14-_____

WHEREAS, the Information Technology Services Department of the City of Huntsville, Alabama has determined that the Imagistics copier, Serial Number 4080159 Model ZC55 located at 101 Church Street, Suite 201 has been declared as surplus to the needs of the City of Huntsville and no longer needed for a public or municipal purpose;

THEREFORE, BE IT ORDAINED, by the City Council of the City of Huntsville, Alabama that the Mayor and City Clerk Treasurer are hereby authorized to dispose of surplus equipment identified as the Imagistics copier, Model ZC55 and S/N of 4080159 located at 101 Church Street, Suite 201 owned by the City of Huntsville via auction per Agreement with Mars LLC. The property shall be salvaged and sold to the highest bidder.

BE IT FURTHER ORDAINED that the Mayor and the City Clerk-Treasurer be and they are hereby authorized to execute and attest, respectively, for and on behalf of the City of Huntsville, Alabama to declare as surplus and approve disposal/sale of the Imagistics copier, Model ZC55 and S/N of 4080159 located at 101 Church Street, Suite 201. 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. Said documents shall be permanently kept on file in the City Clerk-Treasurer's Office.

ADOPTED this 28th day of August, 2014.

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

APPROVED this 28th day of August, 2014.

Mayor of the City of Huntsville, Alabama