



Consent Item

RE: Disposal of the former Police Department Building, obsolete furniture and equipment

Department/Program: Finance

Explanation: The City Policy Manual dictates the manner in which surplus City property is to be disposed. The City Administrator has authority to oversee the disposal of surplus property, while fixed asset disposal requires the approval of the Board of Aldermen.

In keeping with the policy, police furniture considered surplus after the department relocated to the new building has been posted for sale on GovDeals. Much of this has already been sold including chairs, desks, tables and lockers. More items are currently posted for sale.

The building itself is considered a fixed asset, as are the equipment items listed below. All are considered to be obsolete and are fully depreciated.

Asset Number	Description	Acquisition Date
0151	Police Station	06/30/71
0359	Digital Voice Recording System, Eventide	05/29/09
0432	UPS 15KVA/12KW MGE Galaxy 3500	07/31/12
0439	Milestone Security Camera and DVR System	12/10/12

Recommendation: Staff recommends that the Board approve disposal of all property listed in the table. Public Works staff will demolish the Police Station after the first of the year. IT staff will remove and destroy any hard drives in the equipment.

Submitted By: Denise Keller

Date: November 2, 2023