

Memorandum



Date: May 8, 2025
To: Buchanan City Commission
From: Tony McGhee, City Manager
Subject: Disposition of Excess Inventory

Background

As part of routine operations, cities periodically accumulate equipment, furniture, materials, and other assets that have outlived their useful life or are no longer needed for municipal purposes. These items may be outdated, broken beyond reasonable repair, or simply surplus due to upgrades or operational changes.

The City of Buchanan has identified a number of such items currently being stored at various municipal facilities. These materials, which may include old office equipment, outdated tools, or surplus parts, are no longer of use to City departments and have limited or no value to ongoing operations. Holding onto these items unnecessarily takes up valuable storage space and can result in additional costs related to maintenance, tracking, or compliance.

Disposing of excess inventory is a typical and necessary municipal practice that allows local governments to maintain efficient use of space, ensure safety, and focus resources on maintaining and storing assets that actively support city functions. The items presented to the Commission for consideration are the first of two such requests planned for the 2025 calendar year. A second request will be coming before the Commission for consideration in the Fall of 2025.

Recommendation

Staff recommends that the City Commission authorize the disposal of the identified excess inventory in accordance with City policy and applicable laws. Disposal methods may include donation, recycling, sale through public auction, or discarding, depending on the condition and potential value of the items.

Authorization of this request will allow staff to move forward with an orderly and transparent process to clear obsolete inventory and better utilize City facilities and storage

Memorandum

areas. A complete inventory list of items proposed for disposal will be kept on file for public record and audit purposes.

Attachment A: Items Recommended to be Disposed of Via Sale/Auction

Attachment B: Items Recommended to be Destroyed

Attachment A



Buchanan Police Department - Equipment Inventory (Items for Auction)

Description	Qty	Serial/VIN/ID No.	Disposition Status	Last Updated
VEHICLES				
2015, Ford Explore (46-2) - Inoperative	1	IFM5K8AR3GGB28287	Can Auction	2/7/2025
2008, Ford 4-door (old 46-3) - Inoperative	1	2FAHP71V98X155635	Can Auction	2/7/2025
2008, Ford 4-door (46-5) - Inoperative	1	2FAHP71V39X113494	Can Auction	2/7/2025
2008, Ford 4-door (46-8) - Utility/City Hall	1	2FAFP71W45X154386	Can Auction	2/7/2025
2001, Ford 4-door (46-1) - Inoperative	1	2FABP7BV2AX131980	Can Auction	2/7/2025

COPIERS				
Gestner	1	6620	Can Auction	2/7/2025
Gestner	1	8541	Can Auction	2/7/2025
Sharp	1	IC-5488-MXB455W	Can Auction	2/7/2025

CITY HALL				
Description	Qty	Serial/VIN/ID No.	Disposition Status	Last Updated
MONITORS				
Viewsonic	1	VA24456M-ILED	AUCTION	2/12/2025
ACER	1	MMLZ4AA001717008782469	AUCTION	2/12/2025
Viewsonic	1	TST1602222175	AUCTION	2/12/2025
INSIGNIA	1	G8G1D300115500EC	AUCTION	2/12/2025

PRINTERS				
DYMO LABELWRITER	1	450 TURBO	AUCTION	2/12/2025
		OTHER		
MINI FRIDGE	1	BLACK & DECKER	AUCTION	2/12/2025

DPW				
CHEVY, SLIVERADO, RED	1	1995	1GCEC14Z252153533	CEMETERY
ZD331 KUBOTA ZERO TURN	1	2010	Ser.# 46584	DPW
HOT PATCH TRAILER	1	1996	96-04-03-114	DPW
ELGIN PELICAN SWEEPER	1	2008	NP0200D	DPW
CHEVY EXPRESS VAN	1	2009	1GCGG25C391174564	WATER

Attachment B



Buchanan Police Department - Equipment Inventory (Items for Destruction)

Description	Qty	Serial/VIN/ID No.	Disposition Status	Last Updated
LAPTOP COMPUTERS				
Panasonic	1	6ATSA45946	Destroy	2/7/2025
Panasonic	1	6ATSA46988	Destroy	2/7/2025
Panasonic	1	1ATSA89585	Destroy	2/7/2025
Panasonic	1	IATSA89611	Destroy	2/7/2025
Gateway	1	37204795	Destroy	2/7/2025
DESKTOP COMPUTERS				
Dell	1	OPTIPLEX5000	Destroy	2/7/2025
Dell	1	OPTIPLEX3050	Destroy	2/7/2025
Dell	1	29902316546	Destroy	2/7/2025
Dell	1	43DLN21	Destroy	2/7/2025
Dell	1	19782046621	Destroy	2/7/2025
LG	1	K8T-NE0-FSR	Destroy	2/7/2025
HP	1	MXL2081K48	Destroy	2/7/2025
Think Center	1	1S0967B5UMGT2494	Destroy	2/7/2025
Think Center	1	8SSS50D70401A1DG37	Destroy	2/7/2025
Think Center	1	8SSS50D70400F1WH38CO1VL	Destroy	2/7/2025
Think Center	1	1SQ967B5UMJ13TNV	Destroy	2/7/2025
MONITORS				
I-INC	1	2438C1JY00044	Destroy	2/7/2025
Hanns-G	1	136AB3WY61771	Destroy	2/7/2025
Gateway	1	MLR6B50H04558	Destroy	2/7/2025
ACER	1	ETL230202250502D18ED47	Destroy	2/7/2025
Phillips	1	M2030070	Destroy	2/7/2025

SERVERS

Dell Vostro	1	9N0Q1R1	Destroy	2/7/2025
Gateway	1	37205172	Destroy	2/7/2025
Gateway	1	37223169	Destroy	2/7/2025
Gateway	1	37223168	Destroy	2/7/2025
Lenovo	1	11S0B9410ZVJ6663VP03L	Destroy	2/7/2025

PRINTERS

HP	1	CNBC48K24X	Destroy	2/7/2025
HP	1	USFB100332	Destroy	2/7/2025
HP	1	US8231X04D	Destroy	2/7/2025
HP	1	CN3B02213H	Destroy	2/7/2025
HP	1	TH66A1P0JG	Destroy	2/7/2025
HP	1	MY46Q2P264	Destroy	2/7/2025
Smith Corona Typewriter	1	713544	Destroy	2/7/2025
Brother Typewriter	1	M2E470935	Destroy	2/7/2025

ROUTERS & SWITCHES

SonicWall	1	0017C566A97C	Destroy	2/7/2025
ASUS	1	C91AG3000399	Destroy	2/7/2025
16 Port Switch	1	DB0606148752	Destroy	2/7/2025

HARD DRIVES & EXTERNAL DRIVES

Western Digital	1	WMAM97696986	Destroy	2/7/2025
Western Digital	1	CA0HAUVK	Destroy	2/7/2025
Toshiba	1	Z8092NJAS	Destroy	2/7/2025
Seagate	1	6VP2ZOME	Destroy	2/7/2025

Seagate	1	Z3TSVSCX	Destroy	2/7/2025
Seagate	1	Z4YS4NTX	Destroy	2/7/2025
Seagate	1	Z3TSVYW1	Destroy	2/7/2025
Seagate	1	W2AXGLLC	Destroy	2/7/2025
Seagate	1	Z4Z6NJW7	Destroy	2/7/2025
My Passport	1	WX41AA5DVYUJ	Destroy	2/7/2025
Data Disk Cassettes	5		Destroy	2/7/2025

POLICE EQUIPMENT - OBSOLETE

AED - no longer usable	3		Destroy	2/7/2025
Alco-Senor III PBT - no longer usable	1	1037622	Destroy	2/7/2025
Alco-Senor III PBT - no longer usable	1	1066834	Destroy	2/7/2025
Life Loc PBT - no longer usable	1	6463-C1	Destroy	2/7/2025
Life Loc PBT - no longer usable	1	6315-C1	Destroy	2/7/2025
Life Loc PBT - no longer usable	1	6825-C1	Destroy	2/7/2025
Life Loc PBT - no longer usable	1	10520014	Destroy	2/7/2025
Digital Ally DVM & associated equipment - no lo	1	01F4-9511	Destroy	2/7/2025
Digital Ally DVM & associated equipment - no lo	1	01F4-929A	Destroy	2/7/2025
Digital Ally DVM & associated equipment - no lo	1	01F4-92A1	Destroy	2/7/2025
Digital Ally DVM & associated equipment - no lo	1	1D03-AB20	Destroy	2/7/2025
Digital Ally DVM & associated equipment - no lo	1	1D03-8274	Destroy	2/7/2025
Digital Ally DVM & associated equipment - no lo	1	1D03-9FF1	Destroy	2/7/2025
Whelen light bar & associated equip - had since	1	70184	Destroy	2/7/2025
Genesis Handheld Radar - no longer usable	1	GHD-03934	Destroy	2/7/2025
Nikon Camera/Recorder - no longer usable	1	3579574	Destroy	2/7/2025

Motorola Mic - inoperable	1	HMN1050C	Destroy	2/7/2025
Samsung VHS player/recorder	1		Destroy	2/7/2025
Go Video VHS dual recorder	1		Destroy	2/7/2025

OFFICE EQUIPMENT & OTHER ITEMS

Phone - landline - obsolete	15		Destroy	2/7/2025
Keyboards - obsolete	17		Destroy	2/7/2025
Computer mouses	10		Destroy	2/7/2025
AT & T answering machine	1	EB902725384	Destroy	2/7/2025
Computerspeakers - obsolete	1		Destroy	2/7/2025
Exercise equipment - antique	5		Destroy	2/7/2025
Office chairs - broken	6		Destroy	2/7/2025

