

Memorandum



Date: March 23, 2026
Location: Buchanan City Commission
From: Kellie Welch
Subject: Disposition of Excess Inventory

Background

As part of routine operations, cities periodically accumulate seized assets, unclaimed items, 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 These items may be outdated, broken beyond reasonable repair or simply a surplus due to upgrades or operational changes.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 These materials, which may include old office equipment, outdated tools, or surplus parts, are no longer of use to City departments and have limited or no value to ongoing operations.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.

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

Memorandum – Attachment

Description	VIN/Serial/ID#	Location
Bandit Shredder/Chipper	Equip Model #: 200XP, Equip Serial #: 016092	DPW
Office Desk		City Hall
Wooden Table w/ folding sides		City Hall