

Memorandum



Date: January 9, 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 These items may be outdated, broken beyond reasonable repair or simply a surplus due to upgrades or operational changes.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 These materials, which may include old office equipment, outdated tools, or surplus parts, are no longer of use to City departments and have limited or no value to ongoing operations.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
Gold earrings, white/diamond	14-2676	Police
Silver ring, blue/diamond	14-3553, 14-78	Police
Silver ring, blue/diamond		Police
Gold ring, diamond		Police
Gold ring, purple/diamond	86-1400	Police
Gold pendant, cross/diamond	92-4547	Police
Men's silver ring, blue	23-1516, 23-191	Police
Silver ring, diamond	22-578, 22-31(8)	Police
Silver ring, band	22-778, 25-116	Police
Silver ring, leaf band	22-778, 25-116	Police
Silver ring, white	22-778, 25-116	Police
Silver ring, design	22-778, 25-116	Police
Silver ring, design	22-778, 25-116	Police
Silver ring, white	22-778, 25-116	Police
Silver ring, design	22-778, 25-116	Police
Silver ring, lt blue	22-778, 25-116	Police
Silver ring, lt blue	22-778, 25-116	Police
Silver ring, white	22-778, 25-116	Police
Silver ring, sm purple	22-778, 25-116	Police
Silver ring, lg lt blue	22-778, 25-116	Police
Silver ring, band	22-778, 25-116	Police
Silver ring, design	22-778, 25-116	Police
Silver ring, lg purple	22-778, 25-116	Police
Silver ring, band	22-778, 25-116	Police
Silver ring, md purple	22-778, 25-116	Police
Silver ring, design	22-778, 25-116	Police
Silver ring, lg purple	22-778, 25-116	Police
Silver ring, design	22-778, 25-116	Police
Silver ring, design	22-778, 25-116	Police
Silver ring, sm white	22-778, 25-116	Police
Silver ring, lg white	22-778, 25-116	Police
Silver ring, design	22-778, 25-116	Police
Silver ring, band	22-778, 25-116	Police
Silver ring, band	22-778, 25-116	Police
Silver pendant, pink	22-778, 25-116	Police
Silver pendant, white	22-778, 25-116	Police
Silver pendant, blue	22-778, 25-116	Police
Sega System w/ 4 controllers	23-1197, 23-168	Police
Sceptre Monitor	M35F275BTQ7720	City Hall
Sceptre Monitor	N08f279BDQ2274	City Hall
ViewSonic Monitor	WE6220140575	City Hall
Sceptre Monitor	N05F279BDQ3763	City Hall