




MEMORANDUM

Date: February 8, 2024

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager 

From: Christina Bervaldi
Director of Finance

Subject: **24-5383 Disposal of Surplus and Obsolete City-Owned Equipment, and Improvements with an Acquisition Price of \$50,000 and Greater**

Introduction

Respectfully request the City Commission approve the disposal of the attached "Exhibit A" which details sixteen (16) City-owned assets with an original acquisition price of \$50,000 or greater, which are now obsolete.

Background

Per the City of Key West Code of Ordinances, Division 3, Subdivision I, Section 2-771-3(c), Authority of the Purchasing Agent, The City Manager shall have the authority to sell, trade, or otherwise dispose of surplus and obsolete personal property belonging to the city either by sale, barter, or exchange or by sealed bid, public auction, cannibalization, trade-in or any other means of disposal as may be appropriate and in the best interests of the city. Disposal of surplus or obsolete personal property with acquisition prices in excess of \$50,000 per item shall be made only after approval by the City Commission.

The City has determined that sixteen (16) of our current assets have reached the end of their useful life or have been replaced. The attached listing includes old computer software and equipment, infrastructure which has been upgraded, and a heavy equipment vehicle which has reached its useful life.

Procurement

The items detailed on the attached "Exhibit A" have no residual functional or monetary value and will either be junked and/or cannibalized and will be removed from the City's asset register.

Recommendation

The City Manager's Office recommends the City Commission approve the disposal of the sixteen (16) City-owned assets with an original acquisition price of \$50,000 or greater which are now obsolete.

Exhibits:

Exhibit A – List of Items Recommended for Disposals