

June 28, 2016

Surplus PropertyAdministration

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POLICY:

- a:** The Board of County Commissioners establishes this policy and procedure for the disposition of County owned surplus property in accordance with Section 274 Florida Statutes; Tangible Personal Property Owned by Local Governments. This policy does not preclude the donation of surplus property to Private Non Profit agencies as defined in Section 273.01 Florida Statutes.
- b:** All Constitutional Officers and other entities in possession of County assets are encouraged to follow this policy to ensure to the public that County assets are properly tracked and disposed of in compliance with Florida Statutes.

PROCEDURE:

- a:** Each Department/Office/Division shall assign a Property Custodian as their responsible person for maintaining the fixed assets of the Department/Office/Division.

b: CLASSIFICATION OF SURPLUS PROPERTY:

Property may be designated as surplus for any of the following reasons:

- It becomes inoperable and cannot be repaired
- Repair costs make replacement more economical
- Property becomes obsolete
- The Department/Office/Division no longer has need of the item
- It is scheduled for replacement by policy

NOTE: Property purchased with grant funds must follow grant procedures for disposal prior to declaring property surplus.

- c:** All property that is declared surplus shall be designated into one (1) of three (3) categories:
- Vehicles, machinery, or equipment
 - Property with a historical (purchase) value equal to or greater than the value prescribed in Section 274.02 Florida Statutes (fixed asset, with property ID #)
 - Property with a historical (purchase) value less than the value prescribed in Section 274.02 Florida Statutes (non-fixed asset, no property ID #).
- d:** After the property has been placed into a specific category the following procedures will be used for disposition:
- Vehicles, machinery or equipment:
 1. Vehicles, machinery, or equipment will be evaluated by Fleet Management for replacement on an annual basis.
 2. Fleet Management will be responsible for the sale of the vehicles, machinery, or equipment by public auction as prescribed in chapter 274.06 Florida Statutes.
 3. All proceeds from the sale will be dispersed in accordance with current County policy.

4. All vehicles, machinery, or equipment under a total cost or other lease agreement will be disposed of in accordance with the specific agreement.
 5. If it is determined that the trade-in value is more beneficial to the County a vehicle or piece of equipment may be used as a trade-in for the purchase of replacement equipment.
- Property with a historical (purchase) value greater than the value prescribed in chapter 274.02 Florida Statutes:
 1. Once the property is declared surplus by the Department/Office/Division the Property Custodian will determine if the asset still has a useful life.
 2. Surplus property that has a useful life will be offered to all other Departments/Offices/Divisions by use of the County intranet system for a period of 10 days. Property will be available on a first come first serve basis and all associated paperwork for the transfer of the property will be completed by the receiving Department/Office/Division.
 3. Surplus property (other than vehicles, machinery or equipment) that may have value to another agency/entity may be disposed of for value without bids pursuant to Section 274.06, Florida Statutes.
 4. For property that is not claimed or has no useful life, the Property Custodian will initiate an Asset Activity Form that will be routed through the appropriate chain of command for approval.
 5. The Asset Activity Form will require approval beginning at the Property Custodian, and the Division and Department Director, or Office Director.
 6. Once all necessary approvals have been obtained the Property Custodian will prepare an agenda item for Board approval to dispose of the property and to have the property removed from the County's fixed asset list.
 7. Upon approval by the Board of County Commissioners the Department/Office/Division Property Custodian will make arrangements to have the fixed asset disposed of at the County Solid Waste facility or an approved alternative disposal entity. The Property Custodian or their designee will accompany the surplus property to the Solid Waste facility to ensure the property is properly received by the Solid Waste Representative.
 8. Upon receiving the property the Solid Waste Representative will acknowledge the receipt of the property on the Asset Activity Form, as the disposal witness.
 9. The Asset Activity Form will then be forwarded to the Inventory Clerk who will remove the property from the County's fixed asset list.
 - Property with a historical (purchase) value of less than the value prescribed in chapter 247.06 Florida Statutes:
 1. Property with a historical (purchase) value of less than the value prescribed in chapter 247.02 Florida Statutes shall be disposed of in a manner deemed appropriate by the respective Department/Office/Division Director.

e. Procedure for donating surplus property (any property, regardless of being a fixed asset or not) to a Private Non Profit Agency or other Governmental Unit:

1. Private Non Profit Agencies or other Governmental Units seeking to receive surplus property will submit a request in writing, along with a copy of their tax exempt certificate to the County Administrator's office requesting the property be donated.
2. The County Administrator's office will forward the request to the appropriate Department/Office/Division.
3. The appropriate Department/Office/Division will prepare an agenda item seeking Board approval to donate the property. The agenda item WILL include authorizing the Clerk of Courts to remove the property from the fixed asset list (if applicable), and will also include documentation identifying the receiving agency as either a Governmental Unit or a Private Non Profit Agency as defined in Chapter 273.01 Florida Statute.
4. Upon Board approval, the Department/Office/Division will notify the Private Non Profit Agency or other Governmental Unit that the property has been donated and is ready for pickup.
5. The transfer of the property to a Private Non Profit Agency or other Governmental Unit will require that the Property Custodian and a witness are present during the physical transfer. The witness will affirm that the transfer has been completed and will sign the Asset Activity Form. The Asset Activity Form will be forwarded to the Clerks office.
6. Upon receipt of the Asset Activity Form the Clerk will remove the property from the County's fixed asset list.
7. If the item is not on the fixed asset list the appropriate Department /Office/Division will keep a copy of the Agenda item and the witness affirmation in their files until the files are eligible for destruction according to the County's record retention policy.

f. Procedure for investigating and removal of un-located property that is a fixed asset:

1. Property that is found to be missing or is not located during the annual asset inventory of a given Department/Office/Division will be reported to the appropriate Department /Office/Division Director.
2. The appropriate Department/Office/Division Director will conduct an investigation to determine the whereabouts of the missing asset(s).
3. If, after an initial investigation, the asset(s) is not located, the Department/Office/Division Director will report the item(s) as missing to the County Administrator's office. If the investigation determines that the

item was stolen, the individual property records shall be so noted, and a report filed with the appropriate law enforcement agency

4. If, after two (2) years the asset(s) has not been located, the asset will be placed on the Board agenda following the procedure established in section d. of this document. The backup for the agenda item will include a copy of the initial investigation by the appropriate Department /Office/Division Director and a copy of the law enforcement report.
5. Upon approval by the Board, the Clerk will remove the asset from the County's fixed asset list.

This Administrative Regulation supersedes any previous policy, whether oral or written concerning the disposal of surplus property.

FOOTNOTES & REFERENCES TO RELATED AR's: Supersedes AR 8.11 dated February 27, 2007, AR 8.11-1 dated August 10, 2010, AR 8.11-2 dated October 14, 2014.