



CITY OF FORT MEADE, FLORIDA

OFFICE OF CITY MANAGER

Administrative Rule No. 24-018

Disposal of Surplus Equipment, Tools, and Personal Property

Purpose

The purpose of this administrative rule is to establish guidelines for the disposal of surplus equipment, tools, and personal property owned by the City of Fort Meade, ensuring transparency, accountability, and compliance with applicable laws and regulations.

Authorities

- City Code, Section 1-12: Rule-making authority
- Florida Statutes, Chapter 275: Tangle Personal Property Owned by Local Governments

Definitions

- Surplus Property: Equipment, tools, and personal property that are no longer needed or useful for municipal purposes, as determined by the relevant department head and the City Manager.
- Fair Market Value: The price that a willing buyer would pay to a willing seller for the surplus property in an arm's length transaction, considering the property's condition, age, and other relevant factors.

Policy Statements

1. The City of Fort Meade shall dispose of surplus equipment, tools, and personal property in a manner that maximizes the value received by the City, while ensuring transparency, accountability, and compliance with applicable laws and regulations.
2. The disposal of surplus property shall be based on the fair market value of the property, as determined by the City Manager or their designee, and in accordance with the approval thresholds established in this administrative rule.
3. The City shall maintain adequate records of all surplus property disposals, including the description of the property, the disposal method used, and the proceeds received, in accordance with Chapter 274, Florida Statutes.
4. The proceeds from the sale of surplus property shall be deposited into the appropriate City fund as determined by the Finance Department and in accordance with applicable laws and regulations.
5. The City Manager, in consultation with the Finance Department, shall determine the appropriate use of the proceeds from the sale of surplus property, consistent with the City's budget and financial policies.

Procedures

1. All Department heads shall periodically review their inventory of equipment, tools, and personal property to identify items that are no longer needed or useful for municipal purposes.
2. Request for Surplus Declaration: Department heads shall submit a request to the City Manager to declare the identified items as surplus, providing a description, condition, and estimated fair market value of each item.
3. City Manager Approval: The City Manager shall review the request and determine whether to approve the declaration of the items as surplus.
4. Commission Notice: The City Manager shall provide a quarterly report to the City Commission, listing all surplus property disposed of under this administrative rule during the preceding quarter, including a description of the property, the disposal method used, and the proceeds received.
5. Disposal Method Selection: The City Manager shall select an appropriate method for disposing of the surplus property, such as public auction, sealed bids, or direct sale, based on the property's estimated fair market value and any applicable laws or regulations.
6. Disposal and Documentation: The surplus property shall be disposed of according to the selected method, and all relevant documentation, such as bills of sale, receipts, and accounting records, shall be maintained for public record.
7. Budget and Financial Reporting: The Finance Department shall:
 - a. Ensure that the disposal of surplus property is consistent with the City's budget and financial policies.
 - b. Record the proceeds from the sale of surplus property in the appropriate revenue account, as determined by the City's chart of accounts and applicable accounting standards.
 - c. Prepare and submit any required financial reports related to the disposal of surplus property, such as updates to the City's fixed asset inventory and annual financial statements.

Approval Thresholds

1. Surplus property with an estimated fair market value of less than \$25,000 may be disposed of with the approval of the City Manager, consistent with the City Manager's delegated authority for unbudgeted purchases.
2. Surplus property with an estimated fair market value of \$25,000 or more shall be disposed of only with the approval of the City Commission.

Proceeds

1. All proceeds from the sale of surplus property shall be deposited into the appropriate City fund as determined by the Finance Department and in accordance with applicable laws and regulations.
2. The City Manager, in consultation with the Finance Department, shall determine the appropriate use of the proceeds from the sale of surplus property, consistent with the City's budget and financial policies.

Responsibilities

1. Department Heads
 - a) Periodically review their inventory of equipment, tools, and personal property to identify items that are no longer needed or useful for municipal purposes.
 - b) Submit requests to the City Manager to declare identified items as surplus, providing a description, condition, and estimated fair market value of each item.
2. City Manager:
 - a) Review and approve or deny requests from department heads to declare items as surplus.
 - b) Select appropriate methods for disposing of surplus property based on estimated fair market value and applicable laws and regulations.
 - c) Provide quarterly reports to the City Commission listing all surplus property disposed of under this administrative rule.
 - d) Determine, in consultation with the Finance Department, the appropriate use of proceeds from the sale of surplus property, consistent with the City's budget and financial policies.
3. Finance Department:
 - a) Ensure that the disposal of surplus property is consistent with the City's budget and financial policies.
 - b) Record the proceeds from the sale of surplus property in the appropriate revenue account, as determined by the City's chart of accounts and applicable accounting standards.
 - c) Prepare and submit any required financial reports related to the disposal of surplus property, such as updates to the City's fixed asset inventory and annual financial statements.
4. City Commission:
 - a) Review quarterly reports provided by the City Manager on the disposal of surplus property.
 - b) Approve the disposal of surplus property with an estimated fair market value of \$25,000 or more.
5. Deputy City Clerk:
 - a) Maintain records of all surplus property disposals, including relevant documentation such as bills of sale, receipts, and accounting records.

Effective Date

This rule shall take effect sixty (60) days following the date of first publication or notification, as specified in City Code Section 1-12(c), unless otherwise authorized by the city commission.

Certificate of Approval

This administrative rule has been duly reviewed and approved by the undersigned authorities pursuant to the powers vested in them by the City Charter and the Municipal Code of the City of Fort Meade, FL.

Approved on this 1st day of May, 2024

Dustin Burke

Dustin Burke, Interim City Manager

Clerk's certification

This administrative rule was first published or noticed on the 1st day of May, 2024, and will take effect 60 days from this date, on the 30th day of June, 2024, unless otherwise authorized by resolution of the city commission.

Melissa Cannon

Melissa Cannon, Deputy City Clerk

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Final Audit Report

2024-05-02

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