

**Lee County Board Of County Commissioners  
Agenda Item Summary**

**Blue Sheet No. 20030431**

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** Approve resolution to adopt and update the Administrative Code to include a policy on the disposal of County owned property that is designated as surplus and/or salvage. Does not supercede Code AC3-14.

**WHY ACTION IS NECESSARY:** Currently there is no guidance on how to dispose of County owned property that has reached the end of its useful life.

**WHAT ACTION ACCOMPLISHES:** This policy will confirm in written form the steps that are already being followed when disposing of County property (excluding vehicles).

**2. DEPARTMENTAL CATEGORY:** 02  
**COMMISSION DISTRICT #** Cw

**C2G**

**3. MEETING DATE:** 04-22-2003

**4. AGENDA:**

CONSENT  
ADMINISTRATIVE  
 APPEALS  
 PUBLIC  
 WALK ON  
TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:**  
(Specify)

STATUTE  
 ORDINANCE  
 ADMIN. CODE  
 OTHER

**6. REQUESTOR OF INFORMATION:**

A. COMMISSIONER  
B. DEPARTMENT Construction & Design  
C. DIVISION Facilities Management  
BY: Rich Beck, Director *red*

**7. BACKGROUND:** Lee County receives requests from the public, government agencies, non-profit organizations, etc. for surplus equipment. Currently, there is no written procedure to apply in granting or refusing these requests, which creates the potential for issues concerning fairness of who receives these items.

**8. MANAGEMENT RECOMMENDATIONS:** Facilities Management recommends adopting this procedure to supply the needed guidelines for a fair and consistent use policy.

**9. RECOMMENDED APPROVAL:**

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
<i>Stander</i> 4-8-03				<i>KOE</i> 4/19/03	OA <i>CA</i> 4/10/03	OM <i>JP</i> 4/10/03	Risk <i>JP</i> 04/10/03	GC <i>JP</i> 4-9-03	<i>Stander</i> 4-8-03

**10. COMMISSION ACTION:**

APPROVED  
 DENIED  
 DEFERRED  
 OTHER

**Rec. by CoAtty**  
Date: *4/9/03*  
Time: *8:30 am*  
Forwarded To:  
*City Admin*  
*4-9-03*

**RECEIVED BY  
COUNTY ADMIN. CA**  
*4-9-03*  
*9:50*  
COUNTY ADMIN.  
FORWARDED TO:  
*4/10/03*  
*500*

**ADMINISTRATIVE CODE  
BOARD OF COUNTY COMMISSIONERS**

**CATEGORY:** Administration

**CODE NUMBER:**

**TITLE:** Office Equipment, Fixtures and material that are Designated as Surplus/Salvage

**ADOPTED:**

**AMENDED:**

**ORIGINATING DEPARTMENT:**  
Facilities Management

**PURPOSE/SCOPE:**

This Administrative Code is established for the purpose of implementing guidelines for the disposal of County owned property that has reached the end of its useful life.

**POLICY/PROCEDURE:**

When office equipment, fixtures and material have no further use in the location and department in which are currently utilized:

1. The disposing entity will advertise on the County's intranet bulletin board or other designated communication tools, and wait five business days to see if there might be a need for the material by another County Department.
2. If there is no positive response from another County Department, the material will be declared salvage.
3. At this time, the disposing Department Head or Supervisor will dispose of the material in the following order:
  - 1<sup>st</sup>. Transferring it to other local non-County government agencies;
  - 2<sup>nd</sup>. Donating the equipment/material to local Not-For-Profit charities;
  - 3<sup>rd</sup>. Contacting other Florida Counties;
  - 4<sup>th</sup>. Disposal of the items as trash in proper order depending upon the composition of the salvage material.
4. If salvage materials have a fixed asset tag number, the responsible Department needs to process a Fixed Asset Property Control Form (FFA) to remove it from the County's inventory.

**NOTE:** At no time are County employees, or their family members allowed to receive surplus/salvage material. County owned property must be disposed of in the manner described above to avoid any benefit to employees from the disposal of public property.

Admin Code \_\_\_\_\_

LEE COUNTY RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE LEE COUNTY BOARD OF COUNTY COMMISSIONERS RELATING TO AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE AS ADOPTED BY LEE COUNTY ORDINANCE NO. 97-23; PROVIDING FOR APPROVAL OF CERTAIN AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Board of County Commissioners is the governing body in and for Lee County, a political subdivision of the State of Florida; and,

**WHEREAS**, the Board of County Commissioners has previously enacted Lee County Ordinance No. 96-01, creating a charter form of government for Lee County pursuant to Section 125.80 and ff., Florida Statutes, and which was approved and ratified by the Electorate of Lee County on November 5, 1996; and,

**WHEREAS**, the Board of County Commissioners has previously enacted Lee County Ordinance No. 97-23, which adopted the Lee County Administrative Code pursuant to Section 2.2.E. of Ordinance No. 96-01, the Lee County Charter; and,

**WHEREAS**, Lee County Ordinance No. 97-23 at Section III allows and provides for amendments to the Lee County Administrative Code to be made by Resolution of the Board of County Commissioners at a regularly scheduled Board of County Commissioners' meeting; and,

**WHEREAS**, certain amendments to the Lee County Administrative Code are now being proposed, and the Board of County Commissioners finds that such proposed amendments are acceptable, serve a public purpose and are consistent with the terms

and conditions of Lee County Ordinance No. 96-01, the Lee County Charter.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY**

**COMMISSIONERS THAT:**

1. The above preamble is hereby accepted and approved as being true and accurate, and is adopted and incorporated herein as if set out further at length.
2. The proposed amendment(s) to the Lee County Administrative Code \_\_\_\_\_ (attached hereto as Exhibit A), is (are) approved, and are hereby directed to be incorporated into the Lee County Administrative Code as indicated in the amendment(s).
3. The provisions of this Resolution are severable, and it is the intention to confer to the whole or any part of this Resolution, the powers herein provided for. If any of the provisions of this Resolution shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the other remaining provisions of this Resolution. It is hereby declared to be the Board's legislative intent that this Resolution would have been adopted had such an unconstitutional provision not been included herein.
4. This Resolution shall become effective immediately upon its adoption by the Board of County Commissioners.

The foregoing Resolution was offered by Commissioner \_\_\_\_\_,  
who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_

and, being put to a vote, the vote was as follows:

ROBERT JANES	_____
DOUGLAS ST. CERNY	_____
RAY JUDAH	_____
ANDREW COY	_____
JOHN E. ALBION	_____

DULY PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**ATTEST:**  
**CHARLIE GREEN, CLERK**

**BOARD OF COUNTY COMMISSIONERS**  
**OF LEE COUNTY, FLORIDA**

By: \_\_\_\_\_  
**Deputy Clerk**

By: \_\_\_\_\_  
**Chairman**

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
**Office of the County Attorney**