

MAY 23 2016

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: Ralph McBroom

TODAY'S DATE: May 13, 2016

DEPARTMENT: Purchasing

SIGNATURE OF DEPARTMENT HEAD:

REQUESTED AGENDA DATE: May 23, 2016

SPECIFIC AGENDA WORDING: Consideration to have Ice Machine and Storage Bin destroyed pursuant to LGC 263.152 (a) (3). Because this machine is unsafe it cannot be sold by auction.

PERSON(S) TO PRESENT ITEM: Ralph McBroom C.P.M.

SUPPORT MATERIAL: See attachment

TIME: 5 min

ACTION ITEM: X
WORKSHOP
CONSENT:
EXECUTIVE:

STAFF NOTICE:

COUNTY ATTORNEY:
AUDITOR:
PERSONNEL:
BUDGET COORDINATOR:

IT DEPARTMENT:
PURCHASING DEPARTMENT:
PUBLIC WORKS:
OTHER: PCT 3

*******This Section to be completed by County Judge's Office*******

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ Date _____

MAY 23 2016

**JOHNSON COUNTY PURCHASING DEPARTMENT
TRANSFER OF PROPERTY**

Fill in all information that applies to transfer. Check applicable box below.

Transfer to Department	
Transfer to Surplus	
Transfer to Salvage	X

Date: 4/26/16 Inventory Tag#: 981676

From Department: Precinct 3 Dept. No: _____

Receiving Department: _____ Dept. No: _____

Inventory Description (equipment, vehicle, furniture, type, color, etc.):

Manitowoc Ice Machine and Storage Bin - cannot be sold
Metal flaking off into the ice

Year: _____ Make: Manitowoc Model: SD0302A

Serial/VIN #: Ice Machine 041065161 Bin 040921219

If Seized Equipment, include Cause # _____ and attach applicable paperwork.

Transaction approved by Commissioner's Court: _____ (if applicable)



From Elected Official/Department Head

Date
4-26-16
Date

To Elected Official/Department Head

Date

Purchasing Agent or Designee

Date

Purchasing Department Only:

Entered into Inventory system: Date: _____ Initials: _____

Notations: _____

Send original to Purchasing Department. Keep a copy for Department records.

when sold for materials or scrap rather than being disposed of as trash or sold at auction for a nominal sum. The Purchasing Agent shall then conduct competitive bidding to sell the items as scrap.

4.6.4 Donation to Other Civic or Charitable Organizations within County. LGC §263.152(a)(4) authorizes the Commissioners' Court to dispose of property in the County inventory, by donating it to a civic or charitable organization in the County, if the Commissioners' Court finds that selling the property does not financially benefit the County, donating the property serves a public purpose, and donating the property relieves the County of transportation and disposal expenses related to the property.

"Charitable Organization" means an organization, created and operated exclusively for charitable purposes, and exempt from federal taxation under Section 501(c)(3) of the Internal Revenue Code, where no part of the organization's net earnings inure to the benefit of any private shareholder or individual. A charitable organization does not include any unrelated business or trade of the organization, as prescribed in Sections 511 and 513 of the Internal Revenue Code.

"Civic Organization" means an organization, not organized for profit, but created and operated exclusively for the promotion of social welfare or common good of the community, and exempt from federal taxation, and where no part of the net earnings of such organization inure to the benefit of a private shareholder or individual. A civic organization does not include an unrelated business or trade of the organization, as prescribed by Sections 511 and 513 of the Internal Revenue Code. For purposes of this Policy, a "civic organization" includes a political subdivision located wholly or partly within Johnson County.

Once the Commissioners' Court approves a donation, the Purchasing Department coordinates transportation of the item(s) to the selected organization, although that organization is responsible for transportation of the item(s) and the expenses connected therewith.

In most cases, the Commissioners' Court order approving the donation of property to a charitable or civic organization shall serve as a transfer of title in the property from the County to the receiving organization. For specialized title requirements, including but not limited to motorized vehicles, and weapons, the Purchasing Department shall follow the State of Texas requirements for transferring title. Once title has been transferred to the receiving organization, the organization is the owner of the property.

Once property is donated, the Purchasing Department completes the Johnson County Inventory Form to document the transfer and updates the inventory records in the system to reflect the transfer. The property donated is then removed from the County inventory list.

The receiving organization is responsible for the transportation of donated property from the County's site to the location specified by the receiving organization, including all expenses related thereto. The receiving organization is also responsible for any future disposal of the property, including all expenses related thereto.

In determining which charitable or civic organization receives donated, County Surplus or Salvage Property, the County does not discriminate against any organization or individual based on race, religion, color, sex, national origin, age or handicap condition.

4.6.5 Destruction of Property. As per LGC §263.152, the Commissioners' Court "*may order the property to be destroyed as worthless if it cannot sell the property...*" When this situation occurs, the Purchasing Agent compiles a list of property to be destroyed and presents the list to Commissioners'

Court for approval. This situation only occurs after efforts have been made to dispose of the items by sale or donation to other organizations.

Once Commissioners' Court has approved items for destruction, the Purchasing Department shall coordinate with other County staff to appropriately destroy the property, while meeting any special environmental or hazardous waste requirements. The Purchasing Department shall adjust system inventory records to reflect the destruction and remove items from the inventory list.

The Purchasing Department forwards data to the Auditor's Office for inclusion in the County's fixed asset system.

4.6.6 Cannibalization. The Purchasing Department shall receive department requests for cannibalization; evaluate the request based on countywide needs and present recommendations to the Purchasing Agent. The Purchasing Agent shall make the final decision on cannibalization and request disposition authority from the Commissioners' Court.

All equipment shall remain in place within the department to which it is assigned until authority for cannibalization and disposal of the remaining item has been granted by the Commissioners' Court. No item shall be removed from a department's fixed asset inventory until the department files the Johnson County Inventory Form identifying the asset(s) that have been cannibalized and the component(s) removed.

The Purchasing Department shall update Inventory Management records to reflect the cannibalization identified on the Johnson County Inventory Form and if provided, shall document the asset that is to receive the cannibalized part(s).

The Purchasing Department forwards data to the Auditor's Office for inclusion in the County's capital asset system.