

## **HARMONY COMMUNITY DEVELOPMENT DISTRICT**

### **SURPLUS/OBSOLETE PROPERTY POLICY**

#### **DISPOSAL PROCESS**

Surplus and Obsolete Property Per [Florida Statute 274.05](#) - the District has the discretion to classify any property as surplus that is obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful function and is not otherwise lawfully disposed of. Qualifying property may be disposed of for value, without bids, to any governmental unit, or if the property is without commercial value, it may be donated, destroyed or abandoned per [Florida Statute 274.06](#).

Field Services Manager must report, prior to disposal, all surplus or obsolete property, equipment, or supplies and each item's estimated value to the Harmony Community Development District Board (HCDD) on a quarterly basis. The Field Services Manager is responsible for ensuring the inspection of the item(s) to verify serviceability, condition, original item cost, and expenditure account and include this information in the quarterly report to the HCDD Board. The report to the HCDD Board will also include the proposed method of disposal recommended by the Field Services Manager and selected from the following acceptable forms of disposition:

- A. Trade in on new equipment
- B. Offer to the Harmony Community, Middle and High Schools
- C. Offer to other governmental agencies
- D. Donate to a local non-profit organization
- E. Sell to public by publicly noticed auction or sealed bid (value of \$5,000 or more)
- F. Cannibalize for parts
- G. Sell as scrap
- H. Destroy or abandon

The HCDD Board's approval on a quarterly basis shall allow staff to dispose of property.