



CITY COMMISSION STAFF REPORT

DEPARTMENT: Finance

DATE: August 26, 2025

SUBJECT: Bleachers and Surplus Property Identification and Disposal

BACKGROUND OF ITEM:

Bleachers

The only bleachers that have been identified in the BS&A fixed asset software are identified explicitly with the Suellen Sports Complex:

07/25/2025 GEN GOV ADDITIONS BY DEPT & TYPE
As of 09/30/2025
Denotes an asset being spread to more than one fund source

ACQUIRED DATE	FUNCTION CODE	ASSET TYPE	ASSET TYPE DESCRIPTION	FA #	SERIAL NUMBER	DESCRIPTION	COST	ACCUMULATED DEPRECIATION	BOOK VALUE
11/19/2001	C&R	164900	IMPROVEMENTS OTHER THAN 00828			ADDITIONAL BLEACHERS AT SPORTS COMPLEX	10,807.77	6,435.94	4,371.83
05/14/2002	C&R	164900	IMPROVEMENTS OTHER THAN 00855			ADDITIONAL BLEACHERS AT SPORTS COMPLEX	9,215.20	5,321.87	3,893.33
05/14/2002	C&R	164900	IMPROVEMENTS OTHER THAN 00856			Bleacher Canopies at Sports Complex	12,000.00	6,951.00	5,049.00
10/26/2006	C&R	164900	IMPROVEMENTS OTHER THAN 02407			3- BLEACHERS, 15' DLW3-15 FOR P&T	802.58	802.58	0.00

Bleachers located at Bill Lips Park and other City Parks, which were purchased before 2002, were never entered into the City's asset management system and therefore were not previously accounted for. This gap in historical inventory has been identified and addressed.

As of January 2024, the City has implemented comprehensive internal controls, along with updated policies and procedures, to ensure that all fixed assets are properly recorded, tracked, and maintained. These measures are part of our ongoing commitment to transparency, accountability, and responsible stewardship of public resources.

CURRENT SURPLUS INVENTORY PROCEDURES:

The City's existing policy regarding surplus inventory is outlined in Section 2-202 of the Code of Ordinances, titled ***"Sale of Property in the City's Possession Generally."*** However, the current policy lacks clarity in defining what constitutes surplus property and does not establish specific thresholds for determining which items require Commission approval before disposal. This ambiguity can lead to inconsistent application and oversight in the management of surplus assets.

PROPOSED SURPLUS INVENTORY POLICIES AND PROCEDURES:

Cooper City maintains the highest standards of accountability and stewardship in managing public assets. These valuation guidelines reflect our dedication to transparency, fiscal responsibility, and operational efficiency.

Updated Procedures for Surplus Disposal

As part of our asset management and disposition process, the City recognizes three distinct categories of property that may be declared surplus:

1. **Personal Property** – Items not classified as fixed assets, such as office supplies, furniture, and equipment. Small tools, chemicals, etc.
2. **Controlled Personal Property** – Assets subject to inventory control due to their value or nature, including electronics, vehicles, and specialized tools.
3. **Real Property** – Land and buildings owned by the City that are no longer needed for municipal purposes.

Proper classification ensures transparency, accountability, and compliance with all applicable policies and regulations.

Identification and Classification

1. Surplus Property Notification Form

- Departments must complete the form located on the shared drive (N:/[Insert Path]).
- Submit to both the Department Head and the Procurement Manager

2. Initial Review

- Procurement Manager evaluates the form and recommends a disposal method.
- Confirms whether the item qualifies as surplus under ordinance definitions.

3. Grant-Funded Property

- If acquired via federal/state grants, Procurement contacts the City Attorney to ensure compliance with grant restrictions.

4. Valuation Guidelines

- The Procurement Department prepares a written valuation estimate, which is shared with both the Finance Department and the originating department. This collaborative approach ensures all stakeholders are informed and aligned.

Surplus Property Thresholds

In accordance with the City's asset management policies, surplus property shall be classified and disposed of based on its type and fair market value at the time of disposition. The following thresholds apply:

1. Surplus Personal Property

- Fair market value shall be used to determine the disposition method:
 - **Less than \$500:** May be recycled or discarded by authorized City staff. This approach promotes efficient handling of low-value items.
 - **\$500 to \$5,000:** May be sold, recycled, or donated at the discretion of the City Manager, ensuring flexibility while maintaining appropriate oversight.
 - **Greater than \$5,000:** Requires formal disposition through public auction, sealed bid, or Commission-approved resolution. This process ensures transparency and public accountability for high-value assets.

2. Surplus Controlled Personal Property

- Fair market value shall be used to determine the disposition method:
 - **Less than \$500:** May be recycled or discarded by authorized City staff.
 - **\$500 to \$5,000:** May be sold, recycled, or donated at the discretion of the City Manager.

3. Surplus Real Property

- All real property dispositions require formal approval by the City Commission via resolution, regardless of value.

PROPOSED DISPOSAL AND RECYCLING PROCEDURES

Sale of Surplus Property

1. Disposition Authorization

- Procurement Manager coordinates the sale or delegates it to the department.
- Methods: Public auction, sealed bid, negotiated sale.

2. Reporting Requirement

- All sales reported to the Procurement Manager.
- Procurement Manager compiles audit-ready documentation of sale amounts and recipients.

3. Legal Documentation

- City Attorney drafts transfer agreements.

4. Recyclable Materials

- Scrap metal and other recyclables follow the “Disposal and Recycling of Surplus Property” procedures. (see below)

Donation of Surplus Property

1. Eligible Items

- Utilities equipment, outdated emergency gear, and low-value electronics.

2. Recipient Criteria

- Must be a 501(c)(3) nonprofit.
- Employees/officials prohibited from acting as intermediaries.

3. Commission Authorization

- Department prepares Declaration of Surplus Property and resolution.
- Commission approval required regardless of value.

4. Cost Responsibility

- Donee pays all associated costs (transport, permits, labor, etc.).
- No title transfer until payment confirmation.

5. Time Limits

- Departments set deadlines for Donee to claim property.
- Failure to comply results in forfeiture.

6. Legal Agreement

- City Attorney drafts donation agreement.

Notice and Disclaimer Requirements

1. Written Disclaimer

- Required under Florida law for all donations.
- Must state property is “as is” and may be defective.

2. Disclaimer Language

The (equipment, goods, vehicles, etc.) are being provided to (Donee) “as is” without any warranties, express, implied, or oral, including, but not limited to, warranties of merchantability or fitness for a purpose or use. It may be defective and cannot be relied upon for safety purposes.

Procedures for Surplus of Recyclable Materials

The City’s surplus policy for recyclable materials establishes a structured approach for managing items that municipal departments no longer require. Emphasizing sustainability, the policy prioritizes reuse, donation, recycling, and environmentally responsible disposal.

General Steps in a Surplus Policy for Recyclable Materials:

1. Identification and Reporting:

Departments assess and identify items deemed unnecessary and formally report them as surplus property.

2. Internal Reuse:

Surplus items are first evaluated for potential reuse within the organization, allowing other departments or projects to claim and repurpose them.

3. Offer to Eligible Organizations:

If no internal need exists, the surplus items are offered to eligible external organizations, which may include other government agencies, non-profits, or educational institutions.

4. Donation or Sale:

If no suitable recipient is found, the surplus property may be donated to eligible non-profits or sold through public auctions or other methods.

5. Recycling and Final Disposal:

Items that cannot be reused or sold are recycled if possible or disposed of through appropriate channels, following environmental regulations.

Specific Considerations:

1. Hazardous Materials:

Departments must ensure proper handling of hazardous or regulated waste.

2. Sensitive Data:

Departments must ensure the removal or erasure of sensitive data from surplus property before disposal or transfer.

3. Documentation:

The City must keep surplus property disposal procedures documented, including the item's description, condition, and disposal method.