

## COMMISSION POLICY

## POLICY #9.1

**SUBJECT:** Acceptance of Public Property

**DATE ADOPTED**  
February 19, 2008

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**OBSOLETE VERSIONS** *(Can be found in the Inactive Policy Book.)*  
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*NOTE: (CHARACTERISTICS OF A GOOD POLICY AND PROCEDURE DOCUMENT) -- A policy is typically a document that outlines specific requirements or rules that must be met. The overall goal is to write policies that are clear, concise and in simple language. If you use an acronym, spell it out the first time you use it.*

### **POLICY STATEMENT**

This policy is to insure that all property acquired by the County is properly valued, recorded, and accepted by the County Commission.

### **PROCEDURAL REQUIREMENT**

When real property is acquired, whether by purchase or donation, the following steps are to be followed by the County employee/department responsible for the acquisition:

1. The deed or other document must be recorded in Probate.
2. The property must be assessed in the Revenue Commissioners Office.
3. The property must be formally presented to the County Commission for permanent recognition in the official minutes.
4. The Agenda Action presented to the County Commission, in recognizing such acquisition, must at a minimum contain the recording data of the property acquired, the date the property was acquired, the method of acquisition, and the value of the property.
  - a. The value when purchased is the amount paid for the property.
  - b. The value, in cases where there was no payment made by the County, must be determined by utilizing information from the Revenue Commissioners office, engineering estimate, or other valid method.

5. A copy of the Agenda Action, from item #4 above, and copies of all supporting documentation are to be forwarded to the County Auditor for recording in fixed assets.