

Section #140: Replacement of Assets Procedures

140.1 Introduction

Procedures:

1. Elected officials, agency directors, and department directors shall submit capital and non-capital asset replacement schedules annually as part of the operating budget process in a format determined by the Director of Budget and Financial Planning.
2. The Director of Budget and Financial Planning and staff shall compile the submitted capital and non-capital asset replacement schedules and assist the County Manager in formulating a recommendation for asset replacement financing as part of the proposed operating budget.
3. An asset replacement project account(s) shall be established for each agency and department, if applicable.
4. In the first quarter of each year, the Budget and Financial Planning Department shall transfer capital and non-capital replacement funding approved by the BOCC in the annual operating budget to the appropriate asset replacement project accounts for each agency and department.
5. Elected officials, agency directors, and department directors shall manage the asset replacement project accounts to ensure that existing capital and non-capital assets are replaced in an appropriate and orderly manner.
6. Existing asset replacement project accounts shall be reviewed on an annual basis by the County Manager or his/her designee(s) to ensure balances are necessary and appropriate.
7. The County Manager may decrease or eliminate the balance of an asset replacement project account if he/she feels the existing balance is larger than necessary. The County Manager or his/her designee(s) shall inform the elected official, agency director or department director of the County Manager's decision.
8. Any excess funds identified by the County Manager in asset replacement project accounts shall be returned to the original funding source(s).
9. The Budget and Financial Planning Department shall maintain documentation for all asset replacement project accounts.