

**HOUSING AUTHORITY OF NEW ORLEANS  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
FEBRUARY 27, 2020**

**RESOLUTION NO. 2020-02**

**WHEREAS**, the Housing Authority of New Orleans' (HANO) current Fixed Assets Policy was revised and approved by HANO's Board of Commissioners on August 17, 2010; and

**WHEREAS**, HANO recently reviewed its Fixed Assets Policy in order to ensure applicable Federal, State and local guidelines are included in the policy, and to incorporate the procedures for disposition its fixed assets; and

**WHEREAS**, HANO has determined several revisions to the policy were required; and

**WHEREAS**, the Procurement and Contracts Department incorporated several revisions to its Fixed Assets Policy, which was reviewed and approved by the Executive Director; and

**WHEREAS**, it is requested that the Board of Commissioners approve the revisions to the HANO Fixed Assets Policy, and approve the inclusion of Procedures for Disposition of Surplus Moveable Property.

**THEREFORE, BE IT RESOLVED**, that the Housing Authority of New Orleans' Board of Commissioners hereby approve HANO's revised Fixed Assets Policy and Procedures for Disposition of Surplus Moveable Property.

**Executed this 27th day of February, 2020.**

**APPROVAL:**



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**DEBRA JOSEPH  
PRESIDENT, BOARD OF COMMISSIONERS**



**February 27, 2020**

**MEMORANDUM**

**To: Board of Commissioners  
President Debra Joseph, Vice President Isabel Barrios,  
Commissioner Toni Hackett Antrum, Commissioner Sharon Jasper,  
Commissioner Carol Johnson, Commissioner Monika McKay,  
Commissioner Hyma Moore, Commissioner Kim Piper and  
Commissioner Bill Rouselle**

**Through Evette Hester  
Executive Director**

**From: Audrey Plessy  
Manager, Procurement and Contracts**

**Re: Housing Authority of New Orleans Fixed Assets Policy and Procedures for  
Disposition of Surplus Moveable Property**

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The Housing Authority of New Orleans (HANO) is requesting the Board of Commissioners to approve revisions to its current Fixed Assets Policy and Procedures for Disposition of Surplus Moveable Property. The current HANO Fixed Assets Policy was last revised in 2010. The procedures for disposition of HANO's fixed assets is incorporated in the revised policy.

HANO recently reviewed its Fixed Assets Policy to in order to ensure applicable Federal, State and local guidelines are included, and to incorporate the procedures for disposition of its fixed assets.

This memo, and the accompanying Resolution No. 2020-02 are presented in summary form. The current Fixed Assets Policy was last revised and approved by HANO's Board of Commissioners on August 17, 2010. This policy has been revised, and incorporates the Procedures for Disposition of Surplus Moveable Property, which is attached for your review.

A summary of revisions to the original Fixed Assets Policy is as follows:

- 1) Delete Definitions;
  - Bar Code Number
  - Ownership Tag
  
- 2) Insert Definitions;
  - Appraisal
  - Fair Market Value
  - Moveable Property

- Surplus Property

3) Section 1.1.1.5 Responsibilities (Original – page 6)

- Modify Section 1.1.1.5 Responsibilities, to read (page 7)

It is the responsibility of the HANO's Executive Director/CEO to approve all revisions to this policy and procedures manual.

4) Section 1.1.1.6 Approval of Policies; (Original - page 9):

- Modify Section 1.1.1.6 Approval of Policies, to read; (page 7):

Executive Director/CEO – The Fixed Assets Policy and Procedures for Disposition of Surplus Moveable Property will be administered by the Executive Director/CEO or his/her designee. The Executive Director/CEO shall be responsible for the following:

- a) Compliance with applicable Federal, state and local guidelines regarding HANO's Fixed Assets policy, and all other related activity is conducted in the best interest of HANO.
- b) Provide recommended updates to the policy. All changes/updates must be approved by HANO's Board of Commissioners.
- c) Review and approve reasonable requests to transfer and/or dispose of HANO's assets/surplus property.

5) Section 1.1.1.7 Approval of Procedures; (Original - page 9)

- Modify Section 1.1.1.7 Approval of Procedures to read; (page 7)

Chief Financial Officer – The Chief Financial Officer is responsible for the management of Fixed Assets for HANO, and shall hold Department Directors and other staff accountable for complying with these Fixed Assets Policies and related Procedures. The Chief Financial Officer shall be responsible for ensuring the following:

- a.) Compliance with these Policies and Procedures.
- b.) Update the policy on an annual basis for approval by the Executive Director/CEO and HANO's Board of Commissioners.
- c.) Review and approve reasonable requests to transfer and/or dispose of HANO's assets/surplus property.
- d.) Perform an annual physical inventory review of HANO's fixed assets.
- e.) Oversee and manage HANO's capital budget process.

6) Section 1.2.1.4 – Constructed Buildings and Improvement/Renovations; (Original - page 11):

- Modify the title only, “Building Improvements/Renovations” (page 9):

7) Delete Section 1.2.4 Tagging Assets, in its entirety; (Original - page 12)

8) Delete Section 1.2.4.1 Required Information, in its entirety; (Original - page 13)

9) Delete Section 1.2.4.2 Responsibilities, in its entirety (Original - page 13)

10) Section 1.2.5 Inventory; (Original - page 14)

- Modify Section 1.2.4 – Inventory, to read; (page 10)

“HANO will conduct a physical inventory of all movable property on an annual basis. The purpose of a physical inventory is to verify the existence and condition of equipment and ensure the accuracy of HANO’s accounting records.

HANO will conduct a physical inventory of all movable property on an annual basis. The purpose of a physical inventory is to verify the existence and condition of equipment and ensure the accuracy of HANO’s accounting records.

The basis for all inventory reports is the Fixed Asset Registry maintained by HANO’s Department of Finance. The Fixed Asset Registry includes a comprehensive list of all HANO-owned assets, including assets assigned to HANO-managed site(s) as well as HANO-owned assets assigned to RMC(s), or third parties. Accurate information from this system is dependent upon completion of the appropriate forms for additions and equipment relocation to other departments.

All changes to the location of assets should be communicated to the Department of Finance throughout the year through completed original copies of the Asset Transfer and/or Disposal Form. The physical inventory will reveal any discrepancies between recorded data and fixed assets and provide an opportunity to make corrections”.

11) Section 1.2.5.3 Process Description (Original - page 15)

- Section 1.2.4.3 – Physical Inventory Process, (page 12)

“Modify to include the term “Asset Transfer and/or Disposal Form”

12) Section 1.2.5.4 Required Documentation (Original - page 16)

- Modify - Section 1.2.4.4 – Required Documentation, (page 13)

13) Section 1.2.5.5 Required Reporting (Original - page 16)

- Modify - Section 1.2.4.5 – Required Reporting, (page 13)

14) Section 1.2.6 – Transfer of Fixed Assets, (page 16)

- Modify - Section 1.2.5 Transfer of Fixed Assets, to read (page 13)

“All requests to move or transfer fixed assets from one department, user, or location to another must be completed and submitted for approval using HANO’s Asset Transfer and/or Disposal Form”.

15) Insert Section 1.2.6 - Disposal of Fixed Assets, as follows (page 14)

- “All requests to dispose of fixed assets must be submitted for approval using the Asset Transfer and/or Disposal Form.

In accordance with “Article VII, §14 of the Louisiana Constitution, Donation, Loan, or Pledge of Public Credit, Section 14. (E) Surplus Property. A Political Subdivision may, “...pursuant to a written agreement, may donate or exchange movable surplus property between or among political subdivisions whose functions include public safety”.

In accordance with the Louisiana Revised Statutes, 49:125, PART VI-A. Sale of Surplus Property“, §125. Sale of surplus movable property at auction, “... any political subdivision of the state is hereby authorized to sell surplus movable property at public auction, in addition to the other methods provided by law for such sales”.

16) Section 1.2.6.1- Required Information (Original – page 16)

- Modify Section 1.2.4.1 Required Information, to read; (page 10)

“Required Information for Transfer or Disposal of an Asset

The following information must be provided on the Asset Transfer and/or Disposal Form:

1. Description of item(s)
2. Make and model (Vehicles only)
3. Serial Number (Vehicles only)
4. Date of purchase
5. Quantity
6. Unit
7. Inventory (Item(s) Location (Managing Department)

8. Assigned Staff Person (if applicable)
9. Location of Item(s) (Office, if applicable)
11. Warranty information (if applicable)
12. Insurance information (if applicable)”

17) Section 1.2.6.2 Approval Process (Original – page 17)

- Modify - Section 1.2.6.1 Approval Process, to read; (page 13)

“The Asset Transfer and/or Disposal Form can be completed by any member of HANO’s personnel, and all required approval signatures must be obtained prior to an asset transfer, or management of an asset being transferred. The following individuals must sign-off on all Asset Transfer and Disposal Forms:

- Current Managing Department Director
- Future Managing Department Director
- Deputy Director
- Information Technology Director (transfer or disposal of IT assets only)
- Executive Director/CEO”

18) Section 1.2.6.3 Responsibilities (Original – page 17)

- Insert Section 1.2.5.2 – Responsibilities (page 14)

19) Section 1.2.7 - Disposal of Fixed Assets (Original – page 19)

- Modify - Section 1.2.6 – Disposal of Fixed Assets, to read; (page 14)

“All requests to dispose of fixed assets must be submitted for approval using the Asset Transfer and/or Disposal Form.

In accordance with “Article VII, §14 of the Louisiana Constitution, Donation, Loan, or Pledge of Public Credit, Section 14. (E) Surplus Property. A Political Subdivision may, “...pursuant to a written agreement, may donate or exchange movable surplus property between or among political subdivisions whose functions include public safety”.

In accordance with the Louisiana Revised Statutes, 49:125, PART VI-A. Sale of Surplus Property”, §125. Sale of surplus movable property at auction, “... any political subdivision of the state is hereby authorized to sell surplus movable property at public auction, in addition to the other methods provided by law for such sales”.

20) Delete Section 1.2.7.1 - Required Information, in its entirety (Original – page 19)

21) Section 1.2.7.2 – Approval Process (Original – page 19)

- Modify - Section 1.2.6.1 – Approval Process, to read (page 15)

“An Asset Transfer and/or Disposal Form must be completed prior to the transfer or sale of an asset. All forms must be authorized, and recommendations for the disposal of HANO assets must be approved by HANO’s Board of Commissioners”.

22) Section 1.2.7.3 Disposal – Donation (Original – page 20)

- Modify - Section 1.2.6.2 – Disposal Donation, to read; (page 15)

“If it is determined that an asset has no remaining useful life, HANO may choose to donate fixed asset(s) including electronic devices approved for disposal in those instances where federal and state law allow for the donation of the asset. All donations must be approved by the Executive Director/CEO and final determination as to which organization will receive the donated assets will be decided by the Executive Director/CEO”.

23) Delete Section 1.2.7.4 – Disposal Sale (Original – page 20)

- Modify - Section 1.2.7 – Disposal Sale, to read; (page 15)

“If it is determined that an asset has a remaining useful life, HANO may choose to auction fixed assets, including fleet vehicles, approved for disposal. All auctions/sales should be coordinated by the Procurement Department. Proceeds from auctions/sales should be deposited into HANO’s General Fund, or COCC Unrestricted Funds Account”.

24) Insert Section 1.2.7.1 Procedures for Sale of Surplus Moveable Property, et seq. – into the document (Pages 15 – 18)

25) Delete Section 1.2.7.5 Disposal – Trade-In, in its entirety. (Original – page 21)

26) Delete Section 1.2.7.6 Disposal – Trash, in its entirety. (Original – page 22)

27) Section 1.2.8 Special Situations (Original – page 23)

- Modify - Section 1.2.8 – “Special Situations”, to read; (page 18)

Section 1.2.8 – Special Situations

“1.2.8.1 Equipment Used by Non-HANO Managed Property

Occasionally, it may be necessary to take Movable equipment off site for use at Non-HANO managed residential sites, i.e. RMCs and third party managed residential sites, to facilitate work-related projects.

If equipment is removed from HANO's Central Office or a HANO-managed residential facility, an Asset Transfer and/or Disposal Form must be completed (*see Section **Error! Reference source not found.** – Transfer of Fixed Assets*). The Asset Transfer and/or Disposal Form must be completed and all approvals obtained before an asset can be moved to a Non-HANO managed property. A copy of the completed form should be provided to the Department of Finance, to ensure the Fixed Asset Registry is updated, and to the Managing Department's Director".

The Housing Authority of New Orleans (HANO) Procurement and Contracts Department hereby requests the Board of Commissioners to approve the revisions to HANO's Fixed Assets Policy, which incorporates the procedures for disposition of surplus moveable property.