TO:	ALL COUNTY PERSONNEL
FROM:	VERDENIA C. BAKER COUNTY ADMINISTRATOR
PREPARED BY:	OFFICE OF FINANCIAL MANAGEMENT & BUDGET (OFMB)
SUBJECT:	TAGS, REGISTRATIONS AND TITLES FOR COUNTY VEHICLES
PPM #:	CW-O-074
ISSUE DATE	EFFECTIVE DATE
November 13, 2019	November 13, 2019

PURPOSE:

To establish responsibility and provide guidance relating to the original documentation pertaining to the tags, registrations, and titles for County vehicles acquired by purchase or donation.

UPDATES:

Future updates to this PPM are the responsibility of the Director of the OFMB.

AUTHORITY:

- Florida Statutes, Chapters 317, 319, 328, and 329, as amended
- Federal Aviation Administration, Title 14, Chapter 1, as amended
- Florida Department of Highway Safety and Motor Vehicles Procedures, Rate Charts, and Fees, as amended

DEFINITIONS:

<u>County Vehicle:</u> For purposes of this PPM, motorized on- and off-road vehicles and equipment may include but are not limited to the following: sedans, trucks, SUVs, tractors, vessels (boats), trailers (weighing 2,000 lbs. or more require both a title and tag while those weighing 1,999 lbs. or less require a tag but no title), buses, mobile equipment mounted on wheels for on- and off-road operation, mobile homes, mobile office buildings, motorcycles, golf or utility carts, and ATVs.

<u>Tag and Plate:</u> For purposes of registering County vehicles, the terms tag, plate or license plate are interchangeable; they have the same meaning.

POLICY:

The Fixed Assets Management Office (FAMO) is responsible for the centralized custody and management of the original documents evidencing ownership of, and the right to operate, County vehicles.

Fleet Management, Fire-Rescue, Palm Tran, and Department of Airports (DOA) are responsible for submitting the properly completed, signed, and dated original documents evidencing ownership of, and the right to operate, County vehicles to FAMO on a timely basis. Departmental procedures should be maintained to ensure the timely transfer of all required documentation to FAMO.

PROCEDURES:

Initial Processing of Vehicles

- 1. Upon receipt of a County vehicle by Fleet Management, Fire-Rescue, Palm Tran, or DOA, an inspection shall be performed to ensure the following:
 - the vehicle matches the specifications contained in the purchase order;
 - the original documents (see Procedure 3. below) pertaining to each vehicle have been provided by the seller, i.e., the dealership, or donor; and
 - o the documents have been properly completed, signed, and dated, where required.

Any and all discrepancies must be corrected before the packet of original documents is submitted to FAMO.

FAMO will return incomplete or inaccurate documents for completion and corrective action by the respective County Department/Division or Agency. Missing, improperly filled in or inaccurate documents will delay the tag and title process and could result in late fees imposed by the Tax Collector.

- 2. County vehicles will have fixed asset bar code decals immediately affixed by Fleet Management, Fire-Rescue, and Palm Tran staff upon the receipt of vehicles into their respective fleets. DOA will affix its own fixed asset bar code decals for each vehicle received.
- 3. Original documents which evidence ownership of, and the right to operate, County vehicles must be submitted on a timely basis to FAMO by Fleet Management, Fire-Rescue, Palm Tran, and DOA. They are as follows:
 - a. Manufacturer's Certificate of Origin of Title (MCO) or Duplicate MCO with applicable affidavit if the original is lost or stolen -- furnished by the manufacturer to the dealership

it must be properly assigned by the seller (dealership) to the Board of County Commissioners of Palm Beach County.

b. Application for Certificate of Title with/without Registration (HSMV 82040) or Duplicate or Lost in Transit/Reassignment Title (HSMV 82101) – the dealership completes its portion of the document. The County's portion of the document is completed by FAMO. For a County vehicle purchased from an Out-of-State dealer, an affidavit is required for the Palm Beach County Tax Collector (PBCTC) to process the Title (PBCTC Form 138). Form 138 is a multi-purpose affidavit which can also be used to denote whether or not a vehicle is to be operated on public streets and highways in Florida and the United States. (Forms can be found on the Florida Department of Highway Safety and Motor Vehicles (HSMV) website: <u>www.flhsmv.gov</u> or the Palm Beach County Tax Collector's website: www.pbctax.com/online-forms.)

[Note: double-wide mobile homes require each section to be titled and issued a separate tag. Each section of a double-wide mobile home will be assigned a separate fixed asset barcode decal by the appropriate fleet operation.]

- c. In addition to the most frequently used original documents used for County purposes described above, there are other original documents which may be required to complete a County vehicle packet. Among the more common of these original documents are the following:
 - Motor Vehicle Title Reassignment Supplement (HSMV 82994) furnished by the seller (dealership) to document any dealer to dealer transfer of the vehicle for purposes of maintaining the chain-of-title
 - Affidavit for Change/Alteration of Body (HSMV 82100) furnished by the seller (dealership), when applicable. Alternatively, a Second-Stage Manufacturer's Statement of Origin is equally acceptable per Fleet Management.
 - Declaration Affidavit for a Motor Vehicle which will be Titled and Registered in Another State or Country (HSMV 84061 Equivalent)
 - Notice of Reassignment of Permanent Florida Governmental Agency License Plate (HSMV 83036) – to be completed by one of the respective County fleet operations when reassigning tags within its inventory of vehicles
 - Vessel Registration Renewal Notice Sent by the Tax Collector's Office requiring yearly renewal fees for each vessel owned by the Palm Beach County Board of County Commissioners.

4. A Check (Warrant) Request is initiated by Fleet Management, Fire-Rescue, Palm Tran, or DOA for submission to Finance's Special Payables in order to provide payment to the Tax Collector for each vehicle title fee, registration fee (new tag or tag reassignment), and late fee (if thirty (30) days or more past the date of receipt). The Request must also include the accounting line to be charged, the fixed asset bar code number assigned, vehicle description, and vehicle identification number (VIN). The original Request along with a copy of the Division of Motor Vehicles (DMV) fee schedule is forwarded to Special Payables with a copy attached to the document packet for FAMO.

[Notes: For vehicles and equipment acquired with bond proceeds (Bond Funded Assets) or State or Federal Grant Funds (Grant Funded Assets), refer to PPM CW-O-026 (Physical Identification and Management of County-Owned Fixed Assets) for guidance. FAMO must be made aware of the bond and/or grant covenants, conditions and restrictions relating to their acquisition. Refer to PPM # CW-F-037, Donations Policy, for guidance pertaining to the receipt of a donated vehicle asset. County departments and agencies should work with Fleet Management, Fire-Rescue, Palm Tran, or DOA, as appropriate, and FAMO to properly process a donated vehicle to be used for purposes consistent with County policy. The original title must be signed over to the Palm Beach County Board of County Commissioners with an accurate odometer reading declaration, and an independent or objectively determined fair market value (FMV) of the vehicle must be provided by the donor as well as proof that there are no liens against the asset.]

- 5. When FAMO receives the document packet, the vehicle data is entered into the County's fixed asset master record database, a vehicle file containing the original documents is established, and the file is safeguarded in a fire-proof filing cabinet within FAMO's office.
- 6. Special Payables notifies FAMO when the check for the Tax Collector is available for pick-up.
- 7. For expediency, FAMO hand delivers the original documents with the check to the Tax Collector's Office then retrieves the documents when the Tax Collector has completed the vehicle's processing.
- 8. FAMO updates the fixed asset master record in the database for the new tag and title numbers.
- 9. FAMO notifies the respective County fleet operation that the new tag and registration are available for pick-up in the Fixed Assets Management Office. (Two (2) copies of the registration are provided to the respective operation with one of them to be placed in the vehicle.)
- 10. FAMO makes a copy of the tag and places it along with the original registration and title in the vehicle file.

Surplus Vehicles

- 1. When a County vehicle is turned in to FAMO's Surplus Disposal Program, the tag must be removed immediately and returned to the appropriate fleet operation.
- 2. When a surplus County vehicle is sold, donated, or otherwise disposed, ownership documents and keys will be transferred by FAMO to the purchaser or recipient in the manner as prescribed by the Florida Statutes, the Department of Highway Safety and Motor Vehicles including its DMV, the Palm Beach County Tax Collector's Office, in accordance with direction provided by the Board of County Commissioners, County Administration, and the County's Policies and Procedures including its Auction Rules & Procedures, as warranted.

(During the course of a given disposal process, FAMO may have to work with Risk Management to obtain a Salvage Title (HSMV 82363) or Certificate of Destruction (HSMV 82012) in order to bring the disposal process to an appropriate conclusion.)

[Note: When Bond or Grant Funded Vehicle and Equipment Assets are transferred to FAMO as surplus assets, the title (bond or grant name and unique identification criteria), and acquisition accounting line distribution, i.e., Fund/Department/Unit/Object Code, should be provided and itemized on the Transfer to FAMO form.]

FAMO will maintain and update the vehicle files accordingly.

3. Partner Agencies of the Fixed Assets Management Office Surplus Disposal Program's Thrift Store may provide aircraft and/or law enforcement vehicles to be sold. Transfer of ownership documents for airplanes and helicopters will be processed in accordance with Chapter 329, Florida Statutes, and the Federal Aviation Administration (FAA) requirements – FAMO will require the assistance of the Partner Agency, i.e., Palm Beach Sheriff's Office (PBSO), to conduct the transfer process properly. For the Thrift Store to sell dedicated law enforcement vehicles, the Title must be branded – that is, the Title must clearly identify the vehicle as such – that is, a law enforcement asset.

VERDENIA C. BAKER COUNTY ADMINISTRATOR

Supersession History

- 1. PPM# CW-O-074, effective 1/12/01
- 2. PPM# CW-O-074, effective 8/31/11
- 3. PPM# CW-O-074, effective 12/12/11
- 4. PPM# CW-O-074, effective 11/07/16