

COUNTY PERSONAL PROPERTY DISPOSITION POLICY

POLICY

It is the policy of Woodbury County to dispose of County personal property when necessary by one of the following methods; auction services, donation, permanent disposal, purchase offer sale, salvage, trade-in, or transfer.

SCOPE

This policy is applicable to all departments, offices, employees, and elected officials within Woodbury County.

DEFINITIONS

Personal property includes but is not limited to; fixed assets, vehicles, portable equipment, desks, chairs, case goods, workstations, shelving, televisions, computers, I-pads, monitors, copiers, printers, faxes, electronic hardware/ software devices, cellular telephones, telephones, photo/ video equipment, security/ surveillance equipment, office, snow removal, lawn or landscape equipment, ATV, UTV, or other items.

Personal property does not include real estate or permanently attached fixtures.

AUTHORITIES

The Woodbury County Board of Supervisors shall review County Personal Property for disposition on a monthly basis. All County Personal Property Dispositions shall be approved by the Board prior to further action or administration.

DESIGNATED AGENT/ REPRESENTATIVE

A "Designated Agent" is defined as an entity of public capacity which has been authorized by the Board of Supervisors or their Representative, to administer the disposition of County personal property for a fee or percentage of sale proceeds.

A "Representative" is defined as a Woodbury County Board of Supervisors authorized department head, or Woodbury County elected official that have been authorized to administer the disposition of County Personal Property. A Representative's responsibility shall be determined by personal property type as listed 1.a thru 1.c herein.

1. County Representatives
 - a. The County Auditor shall be the Representative for the administration of County personal property identified as; vehicles with a gross weight of 1,500

Lbs. or greater either purchased and/or obtained by other means, cellular telephones not containing County stored information, property with an original purchase value of \$5,000 (Five-Thousand) Dollars or greater recorded with a County asset number. Personal Property cellular telephones shall be the property of Woodbury County and will be returned by employees upon termination. The County reserves the right to retain or disburse these devices as necessary.

- b. The Building Services Director shall be the administrative Representative of County personal property identified as, but not limited to; portable equipment, desks, chairs, case goods, workstations, shelving, televisions, monitors 28" or larger, photo/ video equipment, security/ surveillance equipment, copiers, printers, faxes not containing county stored information, snow removal, lawn or landscape equipment, ATV, UTV, and all other items.
- c. The WCICC Director shall be the administrative Representative of County personal property identified as; computers, monitors less than 28", desktop telephones, or electronic hardware/ software devices containing County stored information. WCICC shall be responsible for removal of hard drives or other County stored information from any Personal Property prior to disposition.

NOTIFICATIONS

Public Review of Woodbury County Personal Property Dispositions shall be available on the Woodbury County Web Page at www.woodburycountyiowa.gov

RESPONSIBILITIES

Offices and Departments

- a. All county offices and departments shall provide e-mail notification to the appropriate authorized Representative of unneeded County-owned personal property. Notification shall include an attached Woodbury County "Personal Property Disposition" form identifying items. Disposition forms shall include estimated item values by the office or department submitting.
- b. The County Auditors' Office, Building Services, & WCICC Departments will coordinate the County Personal Property Disposition forms utilizing shared electronic file source. Monthly WCICC shall post the Personal Property Disposition list approved by the Board of Supervisors to the County Web Site.

DISPOSITION

Disposition of County personal property shall be approved by the Woodbury County Board of Supervisors. Designated Agent's, or authorized Representative's may act as administrators and shall be governed by requirements of the following methods;

1. AUCTION. Personal property may be sold by public or online auction services. Personal property may be auctioned individually or by total lot. All items require Board of Supervisors approval. Individual or multiple lot items with estimated pre-sale market values greater than \$15,000 (Fifteen Thousand) Dollars require a publication of sale notice in an official Woodbury County newspaper. Estimated pre-sale market values shall be determined by the office or department disposing of items at time of disposal notification as indicated on disposition form.
2. DONATION. Property identified as donation shall be items that are considered surplus, of no use, or practical need to Woodbury County. Donations may only be made for a public purpose to a public service agency or governmental body within Woodbury County. All items shall be administered as directed by the Board of Supervisors.
3. DISPOSAL. Property identified as disposal shall be items that have reached useful life, is outdated, non-repairable, and has minimal or no market value. Disposal property containing known hazardous materials, or those with unique disposal requirements shall be subject to local, state, and federal guidelines.
4. PURCHASE OFFER SALE. Property identified for purchase offer sale shall be items that receive independent offers to purchase by a buyer. Offers to purchase County personal property shall be received by submission of the County "Personal Property Disposition" form. All items shall be administered by direction of the Board of Supervisors.
5. SALVAGE. Property identified as salvage shall be items that have reached useful life, is outdated, non-repairable, construction/demolition, or materials with salvage value only. Offers to salvage County personal property shall be received by submission of a County "Personal Property Disposition" form. All items shall be administered by direction of the Board of Supervisors.
6. TRADE-IN. Property identified as trade-in shall be items having a monetary value when utilized for personal property replacement to reduce purchase price. Trade-in property with allowance values shall be referenced and listed in detail on

replacement property bill of sales, statements, and original invoice. All items shall be administered by direction of the Board of Supervisors.

7. TRANSFER. Personal property may be transferred between County departments by the authorized administrative Representative. Personal property with an assigned asset number must receive County Auditor notification prior to transfer.

MULTIPLE FUNDING AREAS

Multiple funding areas are departments or offices that are governed and/or funded by multiple authorities, boards, commissions, or departments.

Multiple funding areas shall firstly abide by the disposition of personal property policy as governed by their most direct authorities. Should no formal disposition policy of these areas exist and whereby initial funding of fifty-percent (50%) or greater was provided by Woodbury County the Woodbury County disposition policy shall be followed. Multiple funding areas may include but are not limited to Secondary Roads, Conservation, Social Services Administration, Emergency Services, Department of Human Services, Sheriff's Office, and City Assessor.

NON-DISBURSED PERSONAL PROPERTY

Personal property identified on the monthly listing that has not received purchase offer, been auctioned, or otherwise transferred will be disbursed only by approval of the Woodbury County Board of Supervisors.

DISPOSITION REPORT

A Monthly Personal Property disbursement report will be on electronic file and available for review on the Woodbury County Web Site.

PAYMENTS

Woodbury County Disposition payments shall be made to:

Woodbury County General Fund

620 Douglas Street,

Sioux City Iowa 51101

Payments must be received within 72 (Seventy-Two) hours of purchase acceptance notification. Payment's that have not been received within 72 (Seventy-Two) hours of acceptance notification will automatically subject the item to forfeiture.

Where excluded by existing policy, multiple funding areas shall receive payments as governed by respective area.

PURCHASE CLAIMS

Personal Property sale items must be claimed and taken into possession of within 5 (Five) calendar days (expiration period) following payment. Items that have not been claimed by taking possession prior to the expiration period will be forfeited to Woodbury County.

Approved and Adopted Date


Board Chair


Attestor

Approved May 21, 2019