

# **COUNTY-OWNED PERSONAL PROPERTY DISPOSAL POLICY**

## **POLICY**

It is the policy of Black Hawk County to dispose of County personal property which is no longer needed by awarding the property to the highest responsible bidder at public auction, including online auction services, or donating the property to a qualified public service agency or governmental body within the County, or discarding of the property as refuse, as the Board of Supervisors determines to be in the best interests of the County.

## **SCOPE**

This policy is applicable to all elected officials, offices and departments within Black Hawk County government, with the written concurrence of autonomous County boards and commissions.

## **DEFINITIONS**

Personal property is portable equipment, including vehicles, or items such as personal computers, desks, chairs, unattached shelving, etc. Personal property does not include real estate or fixed assets.

Fixed assets are any property attached to real estate.

## **ADMINISTRATIVE PROCEDURES**

1. **NOTIFICATIONS.** All offices and departments shall notify the Building Maintenance Department and the Board of Supervisors by email of unneeded County-owned personal property. The Building Maintenance Department will evaluate said property to determine if it should be made available to other county departments, or is of such minimal value that it should be sold by auction, or disposed of as trash.

- a. The Building Maintenance Department will notify all county offices and departments by email of personal property made available by these means, and of a deadline by which to request said property. If more than one department requests the property, the Board of Supervisors will determine the property's disposition.
- b. If no department requests the property, the Building Maintenance Department will contact by email eligible public service agencies that have expressed an interest in unneeded County-owned personal property. If more than one eligible public service agency requests the property, the Board of Supervisors will determine the property's disposition.
- c. Property not disposed of by these means may be removed to a storage facility where it will be periodically made available for sale by auction.
- d. The Board of Supervisors shall approve the disposition of any item valued at \$1,000 or greater by the Building Maintenance Department.

2. **CAPITAL ASSET POLICY MANUAL.** Offices and departments disposing of personal property shall act in accordance with the provisions of the Black Hawk County Capital Asset Policy Manual wherever applicable.

3. **PUBLIC AUCTION.** Personal property may be sold at any type of public auction either by total lot or individually following publication of notice in an official Black Hawk County newspaper.

The Building Maintenance Department shall notify the Board of Supervisors of its intention to sell personal property at a public auction. Personal property may be sold at a County-held auction by consignment at a privately-owned auction concern, or through an online auction service such as E-bay. The Board of Supervisors shall by formal action approve, amend, or deny the list of items to be sold at auction.

4. **COUNTY-HELD AUCTIONS.** Auctioned property shall be sold to the highest responsible bidder. Either a cash payment or a personal check, certified check or bank check made payable to the Black Hawk County Treasurer for the entire amount must be received by the end of the auction and prior to removing the property from the premises.

The successful bidder must furnish all labor and/or equipment for removing property from the premises. The property shall be forfeited to the County should the successful bidder not remove the property in its entirety by close of business on the day of the sale or by a time specified by Black Hawk County.

Black Hawk County will not be liable for accidents or injuries to anyone during inspection, auctioning, and/or removal of property.

A detailed listing of all County personal property disposed of shall be filed with the Board of Supervisors and the Auditor's Office showing the date of sale and the new owner.

5. **TRADE-INS.** Should a County department choose to replace unneeded county-owned personal property using said property for a "trade-in" allowance, that department shall notify the Auditor's Office, in compliance with the Capital Asset Policy Manual, in writing so that the relevant records, including the identification numbers, may be updated accordingly.

6. **TRANSFERS.** Should property be transferred between County departments without being sent to the Building Maintenance Department, written notification shall be given after approval by the Board of Supervisors to the Auditor's Office, in compliance with the Capital Asset Policy Manual, so that relevant records, including the identification numbers, may be updated accordingly.

7. **DONATIONS.** All requests for property to be donated to a qualified public service agency or governmental body within Black Hawk County, including in this instance any county department governed by a separate board or commission, must be made in writing to the Board of Supervisors. After Board approval, the property must be picked up by the agency, or delivery arrangements must be made with the Building Maintenance Department.

8. **HAZARDOUS MATERIALS OR PROPERTY HAVING UNUSUAL OR UNIQUE DISPOSAL REQUIREMENTS.** Property having a potential for classification as hazardous material (such as batteries) and property having a unique disposal requirement (such as used wood, tires, or steel from county bridges) may be sold after obtaining the approval of the Board of

Supervisors and informal bids from three prospective commercial recycling or salvage businesses. If the estimated value of the items to be sold under this section exceeds \$500, all prospective commercial bidders shall be given an opportunity to bid.

9. DISPOSITION OF PROPERTY HAVING NO VALUE. If a department head determines that property in the department's possession has no value and cannot be salvaged, then the property should be disposed of in an appropriate disposition setting (such as a landfill, or other authorized destruction process site) after documenting the same and submitting a report to the Board of Supervisors concerning such disposition. The Board of Supervisors shall by formal action approve, amend, or deny the list of items to be disposed of.