

City of Urbandale
Surplus Property Disposal Policy
Adopted: August 2013 Updated: September 2014
(Last Reviewed October 2018)

I. GENERAL

- A. "Surplus property" is defined as City owned property that no longer is needed or has no practical use to a particular City Department (hereafter "Surplus Property" or "Property").
- B. Items seized, confiscated, or found by the Police Department shall be handled and disposed of in accordance with applicable Federal, State, and local requirements (hereafter "Seized Property" or "Unclaimed Property").
- C. Surplus property shall be disposed of in accordance with this policy. Seized Property and Unclaimed Property may be disposed of in accordance with this policy. All Surplus, Seized and Unclaimed Property is disposed of "as is" and "where is", with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or use-ability of the property offered.
- D. It is critical to maintain a trail of documentation for audit purposes regarding the disposition of Property of the City of Urbandale (hereafter "City").

II. RESPONSIBILITIES

- A. It shall be the responsibility of the department with the Property to notify the City Manager's (CM's) designee of Property it has in its possession.
- B. The method of disposal shall be determined by CM's designee in accordance with this Policy. The Department with Property for disposal is responsible to provide information to the CM's designee including a photo, brief description and estimated value. Each department will maintain storage of Property until final disposal. If applicable, departments shall provide information regarding the best time and day the Property can be viewed and or picked up.
- C. The CM or designee shall be responsible for coordination of the disposal process for all Property except as indicated below:
 1. Disposition of real estate or any interest in land requires a resolution of the City Council after published notice and public hearing in accordance with the Code of Iowa. All dispositions of real estate or land interest shall conform to existing Council policy, and will be the responsibility of the City Attorney's office.
 2. Seized and Unclaimed Property within the Police Department shall be handled and disposed of in accordance with applicable Federal, State, and local requirements.
 3. Items purchased with grant funds shall be disposed of in accordance with applicable grant requirements.
 4. Computer and Electronic Data Storage Equipment are defined as any equipment that contains electronic data, has contained electronic data, or is procured or managed by the Information Technology (IT) Department. Such items shall be returned to the IT Department for proper data wiping and disposal. This includes, but is not limited to Computers, Laptops, Tablets, Servers, Backup Tapes and Media Switches, Routers and Hubs, Phones, Printers, Fax Machines, Copiers, Scanners, Monitors, and External Hard Drives.
 - i. IT staff will wipe any data or configuration on the equipment as deemed appropriate by current IT standards. For servers, backup media, or any equipment in which data wiping is not feasible, staff will physically remove the data storage components for destruction of the data or configuration by physical or other permanent means.

- ii. When deemed appropriate, some computer and electronic data equipment may be disposed of in accordance with section III of this Policy.
- iii. Flash memory devices, such as USB thumb drives or SD cards, may be disposed of by the individual department so long as the memory does not, nor has ever contained City data. If the device has contained City data, it shall be turned into the IT Department for proper wiping and disposal.
- iv. Any optical media, including writable CD and DVD media, containing City data shall be disposed of by individual departments using the City's shredding procedures.
- v. Any electronic data consisting of records covered by the record retention manual shall be retained until such time as noted in the record retention manual, where under storing the records is no longer required or that the records have no further value.

III. METHODS OF DISPOSAL

The CM's designee shall notify the appropriate department(s) of the transfer, sale or disposal of any item. This shall be coordinated to update City records, for example Equipment Replacement Fund documents, insurance records, audit lists and grant requirement documentation.

Based on review by the CM's designee, with input from department representatives, the following methods will be considered for disposal of surplus property:

A. Transfer to other departments:

- 1. Surplus Property may be transferred to another City department.
- 2. The departments involved in the transfer shall exchange purchase information, service manuals and service records and all other applicable information regarding the Property.

B. Trade-in of Surplus Property:

- 1. Surplus Property may be used in trade if determined to provide maximum return for the City.

C. Sale of Surplus Property:

- 1. The Department representative shall provide an estimated value of the Surplus Property sought for sale to the CM's designee.
 - i. Property estimated in excess of \$25,000 requires City Council approval prior to sale.
 - ii. Property estimated in value less than \$25,000 requires CM designee approval prior to sale.
- 2. Surplus Property may be sold by public auction, including public auctions of other government agencies.
 - i. Surplus Property may be sold at public auction if the quantity and types of Property on hand warrant such action.
 - ii. The department that is in possession of the Property shall coordinate auctions with the CM's designee.

- iii. It is the responsibility of the department with possession of the Property to provide administration and logistical support of the auction item/event. Any expense incurred in conducting the auction shall be deducted from the auction receipts.
 3. Surplus property may be sold using internet auction sites.
 - i. It is the responsibility of the department having possession of the Property to provide administration and logistical support of the auction item. Any expense incurred in conducting the auction shall be deducted from the auction receipts.
 - ii. The selling department shall provide photo, brief description, and estimated value of the Property. All Property will be posted for auction at least two times with each auction lasting a minimum of 10 calendar days. If the Property does not sell after the second auction, the CM's designee will then determine the best method of disposal, as provided by this Policy.
 4. Surplus Property may be sold by soliciting written bids/quotations or other similar means (3 external bid minimum), all as approved by the CM's designee.
 5. Scrap metal may be sold through a reputable metals recycling dealer without competitive bids if the value of the scrap metal is estimated at less than \$1,000.

D. Cannibalizing:

1. Property may be disassembled and used for parts when this is the most cost-effective method of disposal for the City.

E. Transfer to Other Public Agency or Charity:

1. No Property shall be transferred to another public agency or charity before it is first offered to City departments, as outlined in section "A".
2. When the value of the Property is estimated at \$25,000 or less, the CM's designee, shall approve its sale or transfer to another Iowa public agency or charitable organization exempt under Section 501(c)(3) of the Internal Revenue Code, without competitive bid. Public agency means the State of Iowa or any agency or subdivision thereof, any city, county, special district, or school district.
3. When the value of the Property is estimated to be more than \$25,000, the sale or transfer to another Iowa public agency without competitive bid shall be approved by the City Council.
4. The transfer of Property, of any value, to a non-Iowa public agency shall be approved by the City Council.
5. Publication requirements do not apply when Property is transferred to another governmental agency.

F. Property Having No Value:

1. Property that has no practical salvage or scrap metal value may be disposed of in the proper manner for the item.
2. If Property cannot be recycled or disposed of in the regular solid waste disposal process, departments shall take or make arrangements to take them to the appropriate disposal location.
3. No Property shall be given to or salvaged by City Officials or employees.

IV. City Officials and Employees:

- A. Employees shall be defined as any full-time or part-time/seasonal employee of the City of Urbandale.
- B. City Officials shall be defined as elected officials, commission members, board members, and committee member (hereafter "City Officials").
- C. City Officials and Employees are eligible to bid on Property listed for disposal in section III within this Policy, unless specifically prohibited by State, Federal, or departmental guidelines (ie: police investigation related items or federally seized items).
- D. City Officials and Employees shall not bid on Property while on duty nor while acting in official capacity of the City.

V. Unauthorized Personal Scrapping, Recycling or Disposal of Trash or Junk:

- A. Transferring, selling, donating, scrapping, recycling or disposing of Property by City Officials or Employees for personal gain or to benefit the interest of any person or party other than the City of Urbandale, including handling or disposal of trash or junk except as directed by City management personnel lawfully and duly authorized and designated to direct such activity, is strictly forbidden.
- B. City Officials and Employees shall not claim ownership of, give away, recover, or salvage any materials abandoned, disposed or stored upon City premises, including trash or other materials, placed in, upon or in the vicinity of recycling or collection cans, dumpsters or bins located on City premises, or collection or debris piles, or other City storage or disposal facilities or refuse sites, and including any such facility or site belonging to any City tenant. Furthermore, City Officials and Employees shall not obtain Property or the proceeds from the disposal of Property designated for disposal as trash, scrap, or as recyclables, except as lawfully authorized by the City Manager. This prohibition includes giving any such Property or proceeds to any person or party other than for the duly authorized benefit and interest of the City of Urbandale, or authorizing any other person or party to accept, receive or take any such surplus property to benefit their own interest, except as provided herein above.
- C. **Disciplinary Action(s):**
 - 1. Appropriate disciplinary action, up to and including termination, will be taken should an employee be found, through proper investigation, to:
 - i. have failed to promptly remit to persons officially designated to receive proceeds, including cash or other consideration, from the sale of City Property, as defined herein, including the proceeds from the sale, scrapping or recycling of any such property belonging to City tenants;
 - ii. have failed, in the performance of their duties, to promptly place in appropriate City containers, bins, dumpsters, or other collection facilities, equipment or containers, or have received, taken, given away, collected, stored or retained in other than appropriate City containers, bins, or collection facilities, or dump sites, City scrap, recyclables, trash or any such Surplus Property belonging to City tenants;
 - iii. have engaged in selling, scrapping, recycling or handling of City Property in violation of this Policy or the Procedures set forth herein, including having engaged in any such activity for their personal interest or gain, or in aid of others doing the same for their respective interest or gain;

- iv. have used City vehicles, facilities or equipment to collect, store, or transport Surplus Property to sites, locations, or facilities, including the facilities of scrap vendors or recycling centers, except as specifically directed by authorized City management, in accordance with this Policy and the Procedures set forth herein.
- v. have failed to notify his/her Department Director in a prompt and timely manner after having observed any individual engaging in any of the above-described act(s) or having learned that such act(s) were being committed by other City employees.

VI. Examples of Surplus Property (but not limited to):

- Automobiles/Vehicles
- Athletic and Sporting Equipment
- Bicycles
- Cabinets, Lockers, Bins
- Electronics
- Electrical Supplies
- Furniture
- Generators
- Seized and Unclaimed Property approved for release by the Police Department
- Library Equipment
- Lost and found Items
- Machinery & tools
- Miscellaneous Equipment
- Motorcycles
- Mowing Equipment
- Office Machines
- Play Ground Equipment