

HOME RULE RESOLUTION NO. HR 2003-13

**A RESOLUTION RELATING TO THE DISPOSITION OF OBSOLETE, SURPLUS, UNUSED,
OR UNNEEDED PERSONAL PROPERTY OF SHAWNEE COUNTY**

WHEREAS, the Board of County Commissioners of the County of Shawnee, Kansas possesses home rule authority pursuant to K.S.A. 19-101 *et seq.*; and

WHEREAS, the Board of County Commissioners of the County of Shawnee, Kansas resolves to exercise its home rule authority to regulate the disposition of obsolete, surplus, unused, or unneeded personal property of Shawnee County.

NOW, THEREFORE, the Board of County Commissioners of the County of Shawnee, Kansas, meeting in regular session this 22nd day of October, 2003, and intending to exercise its powers of home rule pursuant to K.S.A. 19-101a, does hereby resolve as follows:

1. The Purchasing Department shall be responsible for the disposition of all obsolete, surplus, unused, or unneeded personal property of Shawnee County, Kansas.

2. A department head who wishes to dispose of obsolete, surplus, unused, or unneeded personal property shall, at a minimum, submit to the Purchasing Department the following information regarding the property: 1) a detailed description of the item, 2) the item's fixed asset number (if there is such a number), 3) the item's serial number (if there is such a number), 4) the item's approximate value, 5) the date of the disposal request, and 6) the name and/or signature of the department head. This information shall be kept on file for a period of three (3) years in the office of the Purchasing Department.

3. If the department head and the Purchasing Department agree that any County owned personal property has no value, other than salvage value, then the Purchasing Department can, in its discretion, cause the disposal of such property. The Purchasing Department shall maintain a record explaining how the property was disposed, along with the information required in paragraph 2, above, for a period of three (3) years.

4. The Purchasing Department may dispose of County property estimated by the department head and the Purchasing Department to have a fair market value of less than One Thousand and No/100 Dollars (\$1,000.00) through a public auction, private negotiated sale, or consignment. Before concluding any such disposition, the Purchasing Department shall petition the Board of County Commissioners for authority to do so. The Purchasing Department shall furnish the Board with a description of the property proposed to be disposed of, evidence of the Purchasing Department's and the department head's concurrence that the fair market value of the property does not exceed One Thousand and No/100 Dollars (\$1,000.00), and the names and prices offered by prospective purchasers of the property. When any such property is disposed of and the

value of the property is Fifty and No/100 Dollars (\$50.00) or greater, public notice of the disposition shall be given in accordance with K.S.A. 19-211.

5. Any County property deemed by either the department head or the Purchasing Department to be valued in excess One Thousand and No/100 Dollars (\$1000.00) shall be disposed in accordance with K.S.A. 19-211.

6. When the Purchasing Department conducts a sale of County property, it may also include property owned by any other public entity or private party, provided that the Purchasing Department receives an administrative fee that will cover all of its costs related to the sale of such property.

7. If County property is to be traded in or applied toward the purchase of new or replacement property, a record of any such disposition shall be maintained as provided in paragraph 3 of this Resolution and notice of the disposition shall be provided in accordance K.S.A. 19-211.

8. The Board of County Commissioners of Shawnee County, Kansas reserves the right, upon majority vote, to dispose of County property in any manner it deems prudent and in the public interest. Notice of any such disposition shall be made in accordance with K.S.A. 19-211.

9. Home Rule Resolution No. HR 93-9 is hereby rescinded and repealed.

10. This resolution shall become effective upon publication in the official County newspaper.

**BOARD OF COUNTY COMMISSIONERS
SHAWNEE COUNTY, KANSAS**

Vic Miller, Chairman

Theodore D. Ensley, Vice-Chairman

Marice A. Kane, Member

ATTEST:

Cynthia A. Beck, Shawnee County Clerk