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Date: September 5, 2023

To: Mahesh Sharma, County Administrator

From: Vanessa Wierman, Human Resources Director

Subject: General Policies 10 and 45 Updates

From time to time the County's General Policies are reviewed and updated to align with current practices and to ensure compliance with applicable polices, regulations and laws. The following two policy drafts were reviewed by Department Heads last month.

General Policy 10 "Property Capitalization and Inventory" updates reflect the Budget and Administrative Services Department as the department maintaining the inventory system, the increase from \$10,000 to \$15,000 when referring to a tangible asset, and the addition of a Right to Use Asset definition when describing an item that may not have physical format or primary ownership by another entity, such as a lease, but has a determinable value in excess of \$25,000.

General Policy 45 "Key and Access Card Control" updates include clarifying language when lost keys must be reported, how payment for those lost keys may be processed and replacement card cost information.

10. PROPERTY CAPITALIZATION AND INVENTORY POLICY

DRAFT

POLICY

It is the policy of Scott County to have a capitalization policy and a comprehensive inventory system. The Financial Review Committee shall be responsible for making recommendations concerning capitalization thresholds. The Director of ~~Facility and Support~~Budget and Administrative Services shall be responsible for developing, implementing and administering the asset management system.

DEFINITIONS

Tangible Asset - An item of value that has a physical form with a value at the time of acquisition in excess of \$~~10~~15,000. Examples include but are not limited to: land, buildings, equipment, construction-in-progress, vehicles, machinery and infrastructure. Like items may be tracked together for capitalization purposes.

Intangible Asset - An item of value that may not have a physical form that has a determinable value at the time of acquisition that is in excess of \$25,000. Examples include but are not limited to: on premise software and data.

Right to Use Asset - An item of value that may not have physical format that has a determinable value at the time of acquisition that is in excess of \$25,000. The item of value is a contract that conveys control of the right to use another party's asset (lease) or information technology software (subscription - based information technology arrangement (SBITA)).

Physical Inventory - A process whereby assets are verified by physically locating items, verifying their continued existence and updating the corresponding asset record.

Construction-in-progress - An asset with an estimated "total value" in excess of the capitalization threshold that is not complete during a particular reporting period. Examples include but are not limited to: a large software development project, a building addition or a roadway resurfacing project, any of which are in process and completed during two or more fiscal year periods.

Non-consumable asset - An asset or property other than a consumable supply-type item with a definable useful life of at least two years and having a measurable residual value at the conclusion of said useful life.

Capitalized Asset - An asset that is included in the Asset Management System, subject to periodic physical inventory and reported as part of the Annual Comprehensive Annual Financial Report. If applicable, depreciation amounts are also reported for capitalized assets.

SCOPE

The property of all County Offices, Departments and financial component units shall be included in the inventory program.

All non-consumable tangible assets with a value exceeding \$~~40~~15,000 shall be capitalized and included in the inventory program. All intangible and right to use assets with a value exceeding \$25,000 shall be capitalized and included in the inventory program. County Offices and Departments will work with the County Risk Management Coordinator and Director of Budget and Administrative Services to maintain any other equipment listings in spreadsheet format for tangible items with a purchase value greater than \$1,000 but less than \$~~40~~15,000 for insurance purposes.

PURPOSE

The purpose of this policy is:

- A. To establish and maintain an inventory of County property for the purpose of better management of County assets.
- B. To have inventory data available in the event the County would initiate the disaster recovery process.
- C. To insure inventory accountability of all County offices and departments.
- D. To provide data for accounting, reporting and insurance purposes. The capitalization amount for the County's Annual Comprehensive Annual Financial Report is \$~~40~~15,000 for tangible assets and \$25,000 for intangible assets / right to use assets.

ADMINISTRATIVE PROCEDURES

- A. Physical Inventory
 1. A comprehensive physical inventory of County property will be coordinated every five (5) years by the Facility and Support Services Administration Department.
 2. A computerized asset management system of capitalized assets will be maintained and updated quarterly by the Facility and Support Services Administration Department. Data from said system shall be used in preparing annual accounting reconciliations and reporting.

3. Offices and Departments shall send any changes (additions, disposals or damage) to capitalized assets at least quarterly to the ~~Facility and Support Services~~Administration Department. ~~Facility and Support Services~~Administration shall incorporate said changes into their quarterly updates of the asset management system.
4. A computer print-out or on-line report of departmental inventories will be distributed to each County Office and Department on an annual basis, at the conclusion of each fiscal year. Each department will be responsible to verify the accuracy of this print-out or on-line report and make any changes that are necessary. Any discrepancies between the physical inventory and the computer listing or on-line report will be resolved by the ~~Facility and Support Services~~Administration Department and the respective County Office or Department. Once the inventory is reconciled the department head or elected official or their designee will indicate their concurrence.
5. In the event there is a change in the department head or elected official a physical inventory will be taken immediately by the ~~Facility and Support Services~~Administration Department if requested by the Board of Supervisors or the incoming department head or elected official.
6. For ~~fixed-capital~~ assets acquired using grant monies, ~~FSS~~Administration shall conduct inventory in all fiscal years ending in an even number (every two years) to ensure compliance with grant requirements. Grant recipient departments or offices may also be required to keep inventory for non-capitalized assets (under \$~~1015~~,000) purchased using grant proceeds. Those departments or offices should coordinate efforts with ~~FSS~~Administration to ensure proper record keeping for grant compliance.

B. Identification of Property

1. All non-consumable County property with a value exceeding \$1,000 shall have an inventory tag attached to the item whenever physically possible. This is especially important for items that do NOT have a unique identifier such as a serial number, detailed description, model number, in-service date. Unique identifiers shall be provided to Administration for recording in accounting financial records.
2. ~~When new purchases are made, offices and departments shall request asset tag(s) from the Facility and Support Services Department Purchasing Division. Facility and Support Services shall keep a spreadsheet indicating the department and a brief item description for each tag issued. This inventory tag number shall be affixed, by the department, to the item when received. Offices and~~

~~Departments shall also use the tag number for tracking within their non-capitalized listing of assets.~~

45. Key and Access Card Control

DRAFT

POLICY

It is the policy of Scott County to integrate the best practices of safety and security by limiting and tightly controlling the number of keys and access cards issued for Scott County facilities and by issuing keys and access cards in a manner that prevents unauthorized access to Scott County facilities, enhances cost control, integrates personal accountability for keys and access cards, and provides a safe working environment for employees.

SCOPE

This policy is applicable to all offices and departments within Scott County or those offices located in Scott County facilities, including component or authorized agencies which utilize Scott County for their keying and access cards, and all vendors or contractors working for Scott County. It applies to all facilities owned, leased, or otherwise occupied by Scott County.

REQUESTS FOR KEY ISSUANCE

Keys and access cards will be issued to employees of departments or offices located at Scott County facilities. All keys and access cards will be issued by Scott County Facility and Support Services. The recipient will be required to complete the appropriate acknowledgment forms required for key and access card issuance. As a general policy, keys will not be issued to an individual for an area that can be accessed via the card access system. In the event that an employee bypasses the access control card system and utilizes a key at that location, that employee may be subject to disciplinary action.

If there is a need for a contractor or vendor, doing business in a county facility to be issued a key or access card, that request must be approved by the Director of Facility and Support Services or their designee.

Scott County may issue keys or access cards for component or authorized agencies as mutually agreed upon by each party.

A. KEY REQUESTS - All requests for keys must be submitted through the work ticketing system. This allows for review of submitted requests, assignment of requests, and documenting on whose authority a key was issued.

- a. Individual or Operational door keys - These keys will typically open only one door. The request must be initiated by an employee's supervisor, Elected Official or Department Head.
- b. Department sub-master keys - These keys will typically open many doors in a department assigned to the same key sequence. The request must be initiated by an employee's Elected Official or Department Head.
- c. Master Key - These keys will typically open all doors within a facility. It is the practice of Scott County to limit the number of master keys that are placed into distribution. A master key request must have a proven business need, will not be issued for convenience purposes, and will require the approval of the Director of Facility and Support Services. Master keys are not to be placed on individual's personal key rings and shall not leave the work place. Master keys need to be accounted for at all due to the increased risk associated with their issuance.
- d. Grand Master - Scott County **will not** issue grand master keys.

B. ACCESS CARD REQUESTS

- a. County employees or tenants working in county buildings - requests will be entered into the work ticketing system by FSS staff after the photo for the card has been taken. Employees must note on the photo ID sheet which supervisor is requesting the access card be issued.
- b. Component or authorized agencies - may submit requests via the work ticketing system or via email as mutually agreed upon.
- c. Vendors - requests for access cards for vendors must be submitted through the work ticketing system by the requesting department. Requests must demonstrate a business need rather than a convenience request. These requests must contain the following information:
 - 1. Confirmation from the Sheriff's office that the proposed recipient has passed a background check
 - 2. The name of the individual to be issued an access card

3. The company name that the individual works for
4. Building(s) and access levels being requested for the individual

C. ADDITIONAL REQUIREMENTS RELATED TO ACCESS CARDS

- a. The official photograph displayed on an access control card shall be taken or approved by Scott County Facility and Support Services. Facility and Support Services may waive the photo identification requirements where deemed appropriate.
- b. Access cards shall not be altered in any way including changing or covering photos or names displayed on the cards.
- c. Access cards shall be worn and displayed prominently when on site in a County owned, leased or otherwise occupied Scott County Facility.
- d. Access levels are determined by Facility and Support Services in conjunction with the Elected Official or Department head. Change in access requests should be submitted through the work ticketing system, which allows for review of submitted requests, assignment of requests, and documenting on whose authority change in access was made.

At NO time should an access cards be loaned to another individual or used by any person including co-workers, other than to whom the card is assigned. An employee shall not allow another employee or individual to access the building on their swipe when a building is not open to the public. Additionally, employees should not allow access into an area on their swipe unless they know for certain that the individual is still an active employee and that that the individual has badge access into the area in question at the time of entry.

From time to time there may be requests for access that fall outside the groups above, those will be evaluated on a case by case basis by the Facility and Support Services Director.

FEES

A. KEY FEES

If an assigned key(s) is lost or stolen a supervisor and the Director of Facility and Support Services must be notified immediately or as soon as practicable and a police report must be filed. A \$25.00 fee will be assessed for each lost key. Prior to a replacement key being

cut, the key holder will be required to provide a copy of the police report and the \$25.00 replacement fee. A lost or stolen key not needing to be replaced will still be subject to the \$25.00 lost key fee. Payment must be arranged with Facility and Support Services and may be processed through payroll deduction. Employees should not loan their assigned key to other any other person, including co-workers.

- a. County employees - Keys will be issued without charge to staff members to whom the key(s) is assigned. Keys are issued with the expectation that they are necessary to perform job duties and that the user will return all keys at the completion of their need to possess them.
- b. Tenant, component, or authorized agency employees - initial key cost is billed to the appropriate agency rather than the individual employee.
- c. Contractors - Construction projects or repairs of Scott County facilities which require the issuance of a key to a contractor must be approved by the Director of Facility and Support Services, or their designee. Prior to receiving keys, a release must be signed by the contractor agreeing to deduct the replacement cost from their fee if a key is lost. Keys must be returned to Facility and Support Services Management as soon the work is complete or at the end of the duration of the project with prior approval from the Facility and Support Services Director.
- d. Vendors - Businesses that service equipment in County facilities which likely involves the need for 24/7/365 access to the facility for troubleshooting and equipment repair needs or a vendor that routinely provides services, requiring access to the facility outside of regular business hours may be issued an access card. Requests for the issuance of an access card must be approved by the Director of Facility and Support Services, or their designee.

B. ACCESS CARD FEES

If an access report is lost or stolen, it must be reported to the Facility and Support Services Director immediately.

- a. County Employees - initial access card is issued at no cost to the employee. Subsequent replacements due to cards being lost, stolen, or damaged due to neglect will be assessed to the card holder based on the fee schedule below.

- b. Tenant, component, or authorized agency employees - initial access card cost is billed to the appropriate agency rather than the individual employee. Subsequent replacements due to cards being lost, stolen, or damaged due to neglect will be assessed to the card holder based on the fee schedule below.
- c. Contractors - initial access card is issued at no cost to the contractor. Subsequent replacements due to cards being lost, stolen, or damaged due to neglect will be assessed to the card holder based on the fee schedule below. General Contractor will assist with collection if necessary and if, necessary, outstanding fees will be deducted from final pay application.
- d. Vendors - initial access card is issued at no cost to the vendor. Subsequent replacements due to cards being lost, stolen, or damaged due to neglect will be assessed to the card holder based on the fee schedule below.
- e. Replacement fee schedule: [See Appendix A](#)

1.	Replacement cards 1-3	10.00 each card
2.1.	Replacement cards 4-6	20.00 each card
3.1.	Replacement cards 7 and up	40.00 each card

KEY DUPLICATION

Scott County utilizes a proprietary keying system for individual, operational, sub-master and master keys. Keys are unable to be duplicated except by Facility and Support Services staff. Any attempt to duplicate a key without the appropriate authorization will result in disciplinary action up to and including termination.

LOST, STOLEN OR DAMAGED KEYS OR ACCESS CARDS

A. KEYS

Because of the security issues caused by lost or stolen keys, and the associated costs of rekeying a specific area or building having the potential to exceed \$100,000.00, lost or stolen keys require a police report and should also be reported to the Director of Facility and Support Services immediately. A copy of the police report and replacement key fee will be required prior to the

issuance of a replacement key. Employees who fail to report a lost or stolen key may be subject to discipline up to and including termination.

B. ACCESS CARDS

Lost or stolen access cards create a security risk as well. Lost or stolen access cards must be reported to an employee's supervisor and the Director of Facility and Support Services immediately. Employees who fail to report a lost or stolen access card may be subject to discipline up to and including termination.

C. BROKEN OR DAMAGED KEYS OR ACCESS CONTROL CARDS

If a broken or damaged key or access card is being replaced, all pieces of the key or access card must be turned in prior to a replacement being issued. There is no charge for a replacement when this procedure is followed.

LOCK REPLACEMENT

Certain lost or stolen keys may necessitate the change of all cores in an area or an entire building. This will be evaluated on a case by case basis. Evaluation includes but is not limited to the following criteria:

- A. Vulnerability (range of affected area by key loss)
- B. Possibility of loss to highly valued property
- C. Loss of several keys to the same area of a period of time
- D. Area has a high level of security and limited access
- E. Risk of personal injury to an employee

If a key lost by a contractor necessitates lock replacement, the contractor will be subject to an offsetting charge to their fee. This information will be included on the form that the contractor signs when they receive a key.

EMPLOYMENT TRANSFER, RETIREMENT, RESIGNATION OR TERMINATION

All keys issued must be returned to Facility and Support Services Management upon transfer, retirement, resignation or termination of employment. Facilities will check the keys back in and if needed, reissue keys to a new employee. Keys shall not be transferred from one employee to another by the department. As keys are property assigned to individual employees, a lost key or the failure to return a key and/or pay a lost key will

~~result in a fee which feemay be processed through payroll deduction will be deducted from the employee's final paycheck.~~

Commented [WV1]: Making this more general as an employee transferring would not have a final check.

KEY AUDIT

An inventory of keys will be conducted semi-annually by Facility and Support Services on even years. Any discrepancies must be noted and if a key has been lost or stolen a police report must be filed and the lost key fee collected.

APPENDIX A

- ~~1. Replacement cards 1-3 10.00 each card Current cost plus cost~~
- ~~2. 1.~~
- ~~4. Replacement cards 4-6 Current cost plus \$10.00/card 20.00 each card~~
- ~~2. 2.~~
- ~~3. Replacement cards 7 + and up Current cost plus \$20.00/card 40.00 each card~~

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

September 14, 2023

APPROVING CHANGES TO VARIOUS GENERAL POLICIES

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. General Policy 10 “Property Capitalization and Inventory” is updated to reflect the Budget and Administrative Services Department as department maintaining the inventory system, updating the value from \$10,000 to \$15,000 when describing a tangible asset, and the addition of a Right to Use Asset definition when describing an item that may not have physical format or primary ownership by another entity (lease) but has a determinable value in excess of \$25,000.

Section 2. General Policy 45 “Key and Access Card Control” is updated to clarify when lost keys must be reported, how payment for lost keys may be processed and replacement card cost information.

Section 3. This resolution shall take effect immediately. Section 1 may be applied to the fiscal year end June 30, 2023 accounting and reporting.