



Policy Name:	Surplus Property Disposition Policy		Policy Number:	5.1.3
Approval Authority:	Gunnison County Board of County Commissioners		Adoption Document	Resolution #2019-24
Date of Initial Adoption:	9/20/2016	Effective Date:	11/19/2019	Policy Custodian: Administration Department
Last Review / Revision Date:	11/19/2019	Review Frequency:	Every one (1) year.	Next Review Due: 11/19/2020

PURPOSE

This policy outlines the authorities and processes related to the disposition of surplus property owned by Gunnison County.

SCOPE

This policy applies to all County property (personal or real estate) identified as surplus by a department head or elected official.

DEFINITIONS

- Surplus Property. Personal or real property that exceeds Gunnison County’s needs and is not required for Gunnison County’s foreseeable needs. The term includes used or new property that retains some usefulness for the purpose for which it was intended or for another use.
- Disposal of Surplus Property. Methods of disposal include resale, donation, destruction or auction.

POLICY STATEMENTS

Authorizations

- Up to \$4,000.00. The Gunnison County Sustainable Operations Director may authorize the disposal of surplus property valued up to four-thousand dollars (\$4,000.00) without further action from the County Manager or Board of County Commissioners.
- Over \$4,000.00 and up to the County Manager’s Current Contracting Authority Limit. A request to dispose of any surplus property valued between four-thousand dollars (\$4,000.00) and the County Manager’s current contracting authority limit outlined in Policy 1.2.1.2 must be submitted by the Gunnison County Sustainable Operations Director to the Gunnison County Manager for approval. The County Manager is authorized, without further action from the Board of County Commissioners, to perform all actions in his or her capacity as County Manager or Commissioner of Deeds, including execution of contracts, documents of title or other necessary documents, to dispose of such property.
- Over the County Manager’s Current Contracting Authority Limit. Disposition of any surplus property valued at more than the County Manager’s current contracting authority limit shall require formal action of the Board of County Commissioners before disposition.

Review and Report

- Contracts. The Gunnison County Sustainable Operations Director and/or the County Manager shall provide to the Gunnison County Attorney for review and written approval any proposed contract for the disposition of surplus property.

COMPLIANCE

All policies are subject to amendment. Refer to the Gunnison County website (www.GunnisonCounty.org/Policies) for the official, most recent version of any policy adopted by the Gunnison County Board of County Commissioners.

This policy shall be complied with in all respects. Revisions to this policy may occur. However, when deemed necessary in order to fully protect the County's interests, the interest of the public, and to more fully protect the safety of the public, including employees governed by this policy, this policy may be changed without notice.

APPLICABLE LEGISLATION AND/OR RELATED REGULATIONS, POLICIES AND FORMS

- Gunnison County Policy #1.2.1.2 – Gunnison County Manager Contract-Execution Authority Policy
- Gunnison County Policy #1.2.1.3 – Gunnison County Procurement Policy