AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Policy 5.1.3, Surplus Property Disposition

Action Requested:

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

This updated policy language has been approved by Sustainable Operations Director John Cattles, and it reflects current practices.

Fiscal Impact: See document

Submitted by: Katherine Haase **Submitter's Email Address:** khaase@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns, ln.

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 11/5/2019

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok db 11/15/19

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 11/15/2019 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\khaase Discharge Date: 11/15/2019

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 11/19/2019

Revised April 2015

BOARD OF COUNTY COMMISSIONERS OF GUNNISON COUNTY, COLORADO
RESOLUTION NO. 2019-24

A RESOLUTION ADOPTING THE REVISED SURPLUS PROPERTY DISPOSITION POLICY

WHEREAS, Gunnison County has established a uniform policy format and an adoption and periodic review process to promote consistency and uniformity throughout the organization; and

WHEREAS, the attached Surplus Property Disposition Policy (Exhibit A) was created to reflect Gunnison County's current practices.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Gunnison County, Colorado that, effective immediately:

1. The attached Gunnison County Surplus Property Disposition Policy (Exhibit A) is adopted; and
2. The attached Resolution #2016-38, A Resolution Establishing a Surplus Disposition Policy (Exhibit B), adopted by the Board of County Commissioners on September 20, 2016 is hereby rescinded.

INTRODUCED by Commissioner _____, seconded by Commissioner _____, and adopted this 19th day of November, 2019.

BOARD OF COUNTY COMMISSIONERS
OF GUNNISON COUNTY, COLORADO

_____
Phil Chamberland, Chairperson

_____
Jonathan Houck, Commissioner

_____
John Messner, Commissioner

Attest:

_____
Deputy County Clerk

EXHIBIT A

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:	11/19/2019	**Effective Date:**	11/19/2019	**Policy Custodian:**	Administration Department
Last Review / Revision Date:	9/20/2016	**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

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

EXHIBIT B

Gunnison County, CO
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BOARD OF COUNTY COMMISSIONERS
OF GUNNISON COUNTY
RESOLUTION NO. 2016-38

A RESOLUTION ESTABLISHING A SURPLUS PROPERTY DISPOSITION POLICY

WHEREAS, the Board of County Commissioners of Gunnison County, Colorado has established a disposition policy for surplus property in Resolution No. 99-41; and

WHEREAS, the Board of County Commissioners of Gunnison County, Colorado wishes to repeal Resolution No. 99-41 and supersede said policy with the instant Resolution;

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Gunnison County, Colorado that this Resolution, including the authorities and requirements set forth herein regarding surplus property in custody and control of Gunnison County, shall be in full force and effect upon the adoption of the instant Resolution, shall thereafter govern the designation and disposition of surplus property by Gunnison County, repealing and superseding Resolution No. 99-41.

ARTICLE I. IN GENERAL

1. Applicability. This Resolution shall be applicable to any County property (personal or real estate) identified as surplus by a department head or elected official.
2. Surplus Property Defined. "Surplus property" means 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 purpose.

ARTICLE II. DISPOSITION

1. County Facilities Director Authorized. The Gunnison County Facilities 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.
2. County Manager Authorized. A request to dispose of any surplus property valued between four thousand dollars ($4,000.00) and one hundred thousand dollars ($100,000.00) must be submitted by the Gunnison County Facilities Director to the County Manager of Gunnison County, Colorado for approval. The County Manager is authorized, without further action from the Board, to perform all actions in his capacity as County Manager or Commissioner of Deeds, including execution of contracts, documents of title or other necessary documents, to dispose of such property.
3. Board Action Required. Disposition of any surplus property valued at more than one hundred thousand dollars ($100,000.00) shall require formal action of the Board before disposition.

ARTICLE III. REVIEW

1. Review of Contracts. The Facilities Director and/or County Manager shall provide to the Gunnison County Attorney for review and written approval any proposed contract for the disposition of surplus property.
2. Annual Report. The Facilities Director and County Manager shall provide, annually, to the Board, a written report identifying disposition of property valued more than $4,000.00 or disposed of before end of useful life, if useful life is at least 10 years, in the preceding year.

ARTICLE IV. REPEALER

1. Resolution No. 99-41 is hereby repealed and rescinded upon the adoption of the instant Resolution.

INTRODUCED by Commissioner Chamberland, seconded by Commissioner Houck, and adopted this 20th day of September, 2016.

BOARD OF COUNTY COMMISSIONERS
OF GUNNISON COUNTY, COLORADO

By _____
Paula Swenson, Chairperson

By _____
Jonathan Houck, Vice Chairperson

By _____
Phil Chamberland, Commissioner

ATTEST:

_____
Deputy County Clerk

GUNNISON COUNTY SEAL COLORADO