

**Purpose:**

This policy establishes uniform procedures for the identification, declaration, and disposition of surplus property owned by the City of Colusa. The goal is to ensure that surplus property is managed in an efficient, transparent, and fiscally responsible manner.

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## **1. Definition of Surplus Property**

Surplus property includes any City-owned personal property (equipment, materials, supplies, vehicles, etc.) that is:

- No longer needed for current or future City operations.
  - Obsolete, broken, or beyond economical repair.
  - Replaced by a newer item; or
  - Otherwise deemed unnecessary by the department responsible.
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## **2. Declaration of Surplus**

- Department heads shall review their inventory and identify surplus items.
  - A written request to declare property as surplus shall be submitted to the City Administrator (or designee), including a description, condition, and estimated value.
  - The City Manager will review the request and, if appropriate, declare the property as surplus or present the matter to the City Council for approval if required by local ordinance or value thresholds.
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## **3. Disposition Methods**

Once declared surplus, the property may be disposed of using one or more of the following methods:

- **Public Auction or Sealed Bid Sale:** Conducted in-person or online, open to the public, with fair notice.
  - **Donation:** To non-profit or public agencies, with City Manager approval.
  - **Trade-In:** As credit toward the purchase of replacement items.
  - **Reassignment:** Transferred to another City department, if usable.
  - **Recycling or Disposal:** For items with no resale or reuse value, disposed of in an environmentally responsible manner.
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## **4. Value Thresholds and Approvals**

- Property with an **estimated value over \$10,000** requires **City Council approval** prior to disposal.
  - Property under that threshold may be approved for disposal by the City Manager.
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## **5. Recordkeeping**

The City Clerk or designee shall maintain a record of:

- Surplus declarations.
  - Method and date of disposal.
  - Parties involved in the sale or donation.
  - Final sale price or disposal cost.
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## **6. Prohibited Actions**

- Employees, elected officials, or their immediate families are prohibited from purchasing surplus items unless the sale is conducted through a competitive process (e.g., public auction) open to the general public.
  - No property may be given away, sold, or disposed of without proper authorization.
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## **7. Review and Updates**

This policy shall be reviewed at least once every five years and updated as necessary to ensure compliance with applicable laws and best practices