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| Title: DISPOSAL OF SURPLUS ASSETS | Policy: CP 020 |
| Section: Corporate | |

ACCOUNTABILITY TO VISION STATEMENT

Flagstaff County is committed to responsible and sustainable asset management that ensures the transparent, environmentally sustainable, and fiscally responsible disposal of surplus assets.

POLICY STATEMENT

Flagstaff County may declare materials, vehicles, and equipment that are no longer required for service delivery as surplus. These surplus assets will be disposed of through a transparent and accountable process.

This policy does not apply to the disposal of County-owned land, engineered structures, or buildings.

GUIDELINES

1. Conditions of Sale

- a) All surplus assets are sold “as is, where is,” with no warranties or guarantees.
- b) Approval of the sale or disposal of surplus assets is delegated to the Chief Administrative Officer.

2. Methods of Disposal

- a) Surplus assets not required by another County department may be disposed of by:
 - Sale by public tender.
 - Sale by public auction or through a third-party consignment.
 - Guaranteed buy-back or trade-in.
 - Donation to non-profit organizations.
 - Nominal values assets – disposed of internally at market price.
- b) If these methods are unsuccessful or inappropriate, an alternative, environmentally sustainable method of disposal may be used.

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| Council Approved: October 15, 2025 | Resolution #: FC20251015.1007 |
| Reference: | Signature:  |

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| Review Cycle: | Next Review Year: |
| Every three (3) years | 2028 |