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EXECUTIVE ORDER NO. 24

TO: **All Agencies Under the Mayor**

FROM: **Michael Johnston, Mayor**

DATE: **June 30, 2026**

SUBJECT: **Surplus and Lost and Found Supplies, Equipment, and Personal Property Control and Disposition**

Purpose: This Executive Order establishes the policy of the City and County of Denver related to the control and disposition of City surplus, and lost and found, supplies, equipment, and personal property. Executive Order No. 24, dated February 25, 2002, is hereby canceled and superseded by this Executive Order.

1. **Applicable Authority:** The applicable authority relevant to the provisions and requirements of the Executive Order No. 24 is found in Charter Section 2.9.3 as amended, and Section 42-76, et. seq. of the Denver Revised Municipal Code, and Section 54-816 of the Denver Revised Municipal Code.
2. The authority, custody, and disposition of City surplus, and lost and found, supplies, equipment, and personal property for all departments and agencies, boards, commissions, and authorities is hereby centralized in the Department of General Services unless otherwise specified in applicable law.
3. The Department of General Services Executive Director, or their designee, may maintain a pool of items obtained from City surplus property inventory such as office furniture, exercise equipment, and tools. These items will be available for loan or permanent assignment, at no cost, to City departments or agencies. The number and type of items maintained in the pool will be determined by the Department of General Services Executive Director, or their designee, based upon historical usage and available storage space.
4. The Department of General Services Executive Director, or their designee, shall dispose of City surplus, and lost and found, supplies, equipment, and personal property as provided by applicable law.
5. All proceeds from the sale of City surplus supplies, equipment, and personal property acquired with General Fund monies and all proceeds from the sale of lost and found supplies, equipment, and personal property shall be deposited into the General Fund unless otherwise specified by law. Proceeds from the sale of City surplus supplies, equipment, and personal

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property originally acquired with Proprietary Funds will be apportioned to such funds as directed by the Department of Finance in accordance with the Charter of the City and County of Denver.

6. All costs incurred by the Department of General Services in connection with the sale of City surplus, and lost and found, supplies, equipment, and personal property shall be paid from sales proceeds. Proprietary Funds shall be charged their proportionate share of expenses against sales proceeds.

7. City surplus supplies, equipment, and personal property shall be reported to the Department of General Services by the using department or agency and managed in compliance with procedures set forth in Memorandum No.24A attached.

8. Lost and found supplies, equipment, and personal property which comes into the possession of any department or agency, shall be reported to the Department of General Services and managed in compliance with procedures set forth in Memorandum No.24A attached.

9. The procedure for implementing this Executive Order shall be defined by Memorandum attachments to the Executive Order, which shall become a part of the Executive Order. The Department of General Services Executive Director shall have the authority to issue policy and procedure Memoranda relative to this Executive Order. Further, the Department of General Services Executive Director shall have the authority to issue Memorandum attachments relative to the Executive Order, which shall be attached to and become a part of this Executive Order.

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Executive Order 24 is Approved:

Signed by:
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Michiko Ando Brown
City Attorney

Signed by:
Michael Johnston
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Michael Johnston
Mayor

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Executive Director
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Interim Chief Executive Officer
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Human Rights & Community Partnerships

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MEMORANDUM NO. 24A

TO: **All Agencies Under the Mayor**

FROM: **Michael Johnston, Mayor**

DATE: **June 30, 2026**

SUBJE.CT: **Procedures for Implementing Executive Order No. 24, "Surplus and Lost and Found Supplies, Equipment, and Personal Property Control and Disposition".**

Purpose: This Memorandum shall be attached to and become a part of Executive Order No. 24 dated June 2026, subject "Surplus and Lost and Found Supplies, Equipment, and Personal Property Control and Disposition". Memorandum No. 24A, dated February 25, 2002, is hereby canceled, and superseded by this Memorandum No. 24A attached to Executive Order No. 24.

1. Definitions:

1.1. **Surplus Property:** all supplies, equipment, and personal property owned by the city which is no longer in use and declared surplus by any department, agency, board, authority, or commission of the city. Surplus property includes and is not limited to furniture, supplies, tools, parts, equipment, vehicles, scrap metal, bison, working animals, and other personal property. Surplus property does not include solid waste, hazardous waste, or used consumables. Surplus property does not include property purchased with Federal, State, or private grant funds unless title to such property is vested indefeasibly in the city.

1.2. **Lost and Found Property:** lost, or abandoned supplies, equipment, and personal property, including monies, which has been delivered to the Denver Police Evidence & Property Section OR which has come into the possession of any city department, agency, board, commission, or authority and which is generally described as "lost and found" property. Lost and found property does not include instances of illegal dumping. Lost and found property does not include instances of homeless encampment cleanups.

1.3. **Custodian of Property:** that person at a department or agency assigned the responsibility of securing, controlling, examining, disposing, and transporting to the General Services Surplus Warehouse, lost and found supplies, equipment, and personal

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property discovered at their department or agency locations. This does not include the Denver Police Evidence & Property Custodian whose authority and responsibilities are set forth in D.R.M.C. Section 42-76 et. seq.

1.4. **Finder of Property:** any person who discovers lost and found supplies, equipment, and personal property on city-owned or city-leased, or city-rented premises and who releases the lost and found supplies, equipment, and personal property to an officer or employee of the city. When an officer or employee of the city discovers lost and found supplies, equipment, and personal property in the course of their employment, the city shall be deemed the finder, and such property shall be delivered to the Custodian of Property either at the department or agency where the property was found or to the Department of General Services.

1.5. **Unclaimed Property:** lost and found supplies, equipment, and personal property not recovered by owner and escheated to the city in accordance with D.R.M.C. Section 42-84.

2. Surplus Property

City-owned supplies, equipment, and personal property declared surplus shall be reported as such to the Department of General Services by the using department or agency. Projects which will result in substantial surplus supplies, equipment, and personal property, shall be reported to the Department of General Services well in advance of project inception as in the best interests of the city and sustainability and diversion efforts.

2.1. Departments or agencies may not dispose of surplus supplies, equipment, and personal property without the approval of the Department of General Services Executive Director, or their designee.

2.2. Departments or agencies may not transport surplus supplies, equipment, and personal property to the Surplus Warehouse without authorization of the Department of General Services Executive Director, or their designee.

2.3. Surplus supplies, equipment, and personal property which cannot be transported to the Department of General Services Surplus Warehouse due to size and/or weight shall be sold onsite at using/owning department or agency location.

2.3.1. Onsite sales shall require using/owning department or agency assistance with logistics of sale.

2.4. Departments or agencies may request that surplus supplies, equipment, and personal property be directly transferred to another department or agency. Such requests shall be approved by the Department of General Services Executive Director, or their designee.

2.5. Departments or agencies may request that surplus supplies, equipment, and personal property be traded-in for a reduced price on a good or service. Such requests shall be approved by the Department of General Services Executive Director, or their designee.

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2.6. Departments or agencies may request that surplus supplies, equipment, and personal property be donated to a non-profit or charitable organization. Such requests shall be reviewed by the Department of General Services Executive Director.

2.6.1. If a donation request is approved by the Department of General Services Executive Director, the department or agency requesting the donation shall be required to seek approval of the Mayor and Council through the ordinance process per Denver Revised Municipal Code. If approved by the Mayor and City Council, the Department of General Services will work with the requesting department or agency to complete the donation.

2.7. Departments or agencies shall notify the Department of General Services when declared surplus supplies, equipment, and personal property are designated as capital or controlled assets by the Department of Finance. Departments or agencies shall provide the Department of General Services with the assigned asset ID number and transfer the capital or controlled assets in the system of record according to Fiscal Accountability Rules.

3. Lost and Found Property

All directors and/or managers of departments and agencies of the city, other than the Denver Police Department (whose duties are in accordance with D.R.M.C. Sections 42-76 et seq.), which accumulate lost and found supplies, equipment, and personal property shall be responsible for:

3.1. Providing a secure (locked and limited access) space at the department or agency where lost and found supplies, equipment, and personal property can be safely stored for a minimum of thirty (30) calendar days.

3.2. Assigning at least one individual at the department or agency location to be responsible over lost and found supplies, equipment, and personal property and who shall be designated the Custodian of Property.

3.3. The Custodian of Property shall be responsible for:

3.3.1. Managing, securing, documenting, and handling lost and found supplies, equipment, and personal property.

3.3.2. Notifying the Denver Police Department of any weapons or illicit drugs found.

3.3.3. Properly handling, managing, and disposing of lost and found supplies, equipment, and personal property deemed hazardous according to Denver Department of Public Health & Environment requirements.

3.3.4. Disposing of lost and found supplies, equipment, and personal property that reasonably appears to immediately pose a sanitary or health risk which may include but not be limited to alcohol, soiled clothing or any other items soiled by unknown or unidentifiable substances.

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3.3.5. Maintaining a record of all discovered lost and found supplies, equipment, and personal property, which shall include but not be limited to the description of the property, location where the property was lost or found, date of discovery, date of owner notification, and disposition method.

3.3.6. Notifying owners where possible. If the owner of the lost and found supplies, equipment, and personal property is discovered, and an address (physical or email) or telephone number of owner is found, the Custodian of Property shall cause the owner to be notified in writing or telephonically. Notification shall inform owner that such property is in the possession of the department or agency, that it may be reclaimed at the department or agency, and that it will be sold or otherwise disposed of by the city unless the owner reclaims the property within thirty (30) calendar days after the date the notice is sent, or the telephonic notice is made. The Custodian of Property shall record the date notice was provided or sent.

3.3.7. The Custodian of Property and/or the Department of General Services shall have the authority to release lost and found supplies, equipment, and personal property to anyone claiming to be the owner after establishing satisfactory proof of ownership. Prior to releasing the lost and found supplies, equipment, and personal property to the owner; a printed, signed, and dated release receipt shall be obtained from the owner.

3.3.8. If, after thirty (30) calendar days of coming into the possession of the lost and found supplies, equipment, and personal property, or, if owner is discovered, after thirty (30) calendar days of owner notification, no owner reclaims the property, the property shall be delivered to the Department of General Services, along with a copy of the information contained in the record.

4. Unclaimed Lost and Found Property Policy and Transfer Requests

The Department of General Services may retain unclaimed lost and found supplies, equipment, and personal property in the surplus pool for future city use, permanently assign the property to city departments or agencies, or sell the property at public auction. Supplies, equipment, or personal property which is customarily purchased by city departments or agencies, or which has been demonstrated as necessary to meet special needs, will be considered for retention for city use. The Department of General Services will consider the potential savings to the city from assigning unclaimed lost and found supplies, equipment, and personal property to departments or agencies versus the potential loss in revenues generated by sale. The Department of General Services may disapprove any or all requests for transfer of unclaimed lost and found supplies, equipment, and personal property when it is deemed in the best interests of the city to do so.

4.1. Departments or agencies may submit requests for the transfer of unclaimed lost and found supplies, equipment, and personal property to the Department of General Services

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at any time on the "Request for Unclaimed Lost and Found Personal Property: Form G/S119". Requests must be signed by the department or agency head prior to submission to the Department of General Services. The Department of General Services will maintain a file of all requests and notify the department or agency if and/or when the requested item is available. Requests shall be handled on a "first come, first served" basis.

4.2. Departments or agencies may not view unclaimed lost and found supplies, equipment, and personal property prior to requesting the transfer of same. The Department of General Services will notify agencies which have requests on file of a date and time when they may view items which may fit their requests.

4.3. Departments or agencies must ensure that all unclaimed lost and found supplies, equipment, and personal property received, which is valued at or more than the amount specified in current Fiscal Accountability Rules for capital or controlled assets, be carried on internal inventory as designated by the Department of Finance.

4.4. Unclaimed lost and found technology equipment, to include but not be limited to desktops, laptops, tablets, or cell phones, may not be transferred for City use. Department or agency needs for this type of equipment must be filled by Technology Services.