

RESOLUTION NO. 236

A RESOLUTION OF THE CITY OF WOODINVILLE, WASHINGTON,  
ESTABLISHING THE DISBURSEMENT OF SURPLUS ASSETS

WHEREAS, the City from time to time has assets that become surplus to its needs; and

WHEREAS, the City Council has the responsibility to dispose of property pursuant to  
Section 35A.11.010 RCW; and

WHEREAS, the City Council must assure that these responsibilities are carried out in  
the public interest by the City; and

WHEREAS, the City Council wishes to establish a policy governing the disposal of  
surplus City assets; now therefore

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODINVILLE  
THAT THE ATTACHED DISPOSAL OF SURPLUS CITY ASSETS POLICY IS  
HEREBY ADOPTED THIS 7<sup>TH</sup> DAY OF OCTOBER.

APPROVED:



\_\_\_\_\_  
Scott Hageman, Mayor

ATTEST/AUTHENTICATED:



\_\_\_\_\_  
Sandra Parker  
City Clerk

## DISPOSAL OF SURPLUS CITY ASSETS POLICY

1. **Council Determines Surplus:** Assets of the City that are no longer useable, are no longer of value to the City, or are surplus to the City's needs may not be removed from City ownership, sold, or in any other way disposed of without a declaration by the City Council.
2. **Reassignment of Assets:** When a City department makes a determination that an asset is surplus to its needs, notification shall be made to the City Manager [*Mayor, City Administrator*]. Prior to bringing the item to the City Council for a declaration of surplus, the first option will be to reassign the asset within the City where it can be of use or value.
3. **Minimum Requirements:** If it is not possible to be reassigned, the City Manager [*Mayor, City Administrator*] shall prepare the asset for a determination by the City Council. Each asset requiring a declaration of surplus must have a value assigned and a recommended method of disposal.
4. **Methods of Disposal:** Primary methods of disposal to the general public are recognized as direct sale, sealed bid, trade-in or auction. Other methods of disposal to the general public must be clearly detailed in writing and must have the consent of the City Council.

The City Council may transfer a surplus asset to another public agency upon written request and a determination that is in the public interest to do so. Such request shall specify the asset and the inability of the agency to otherwise afford to buy it. The City Council may elect to trade assets, authorize the Mayor [*City Manager*] to negotiate payment or transfer it without compensation.

5. **Additional Requirements; Assets Over \$50,000; Utility Assets:** If the asset proposed as surplus is evidence released by the Court, seized assets, or unclaimed property, the City Manager shall review the appropriate statutes prior to asking the City Council to declare it surplus. If the value of the asset is estimated to be more than \$50,000, and if the sale or conveyance is to another governmental entity, the provisions of Section 39.33.020 RCW shall apply. This includes several requirements, including a public hearing and certain notice provisions. If the asset was originally purchased for utility purposes, the provisions of Section 35.94.040 shall apply. This includes several requirements, including a resolution and public hearing.
6. **Final Determination of Value:** When disposal is made to the general public through direct sale, sealed bid or auction, final determination of value shall be the highest responsible bid or offer.

7. **Prohibited Benefit; Delegation of Authority:** It is recognized that City Council members are prohibited by state law from benefiting from the disposal of public assets of the City. The City Council may elect to delegate the task of declaring items surplus to the Mayor [*City Manager or City Administrator*] by amending or adding to this policy and identifying the conditions thereof within this policy. If such a delegation is made, the prohibition of benefiting from the disposal of public assets is extended to the Mayor [*City Manager*], if the Mayor [*City Manager*] is delegated, or the Mayor and City Manager if the City Manager is delegated.