

## 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 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 Administrator. Prior to bringing the item to the City Council for a declaration of surplus, the first option will be 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 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 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 it 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 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 Administrator 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 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 Medical Lake City Council members are prohibited by state law from benefitting from the disposal of public

assets of the City of Medical Lake. The City Council may elect to delegate the task of declaring items surplus to the Mayor 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 benefitting from the disposal of public assets is extended to the Mayor, if the Mayor is delegated, or the Mayor and City Administrator if the City Administrator is delegated.

CITY OF MEDICAL LAKE RESOLUTION NO. 300

A resolution of the City of Medical Lake, Washington amending Resolution No. 296 and setting guidelines for the disposal of surplus City assets.

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

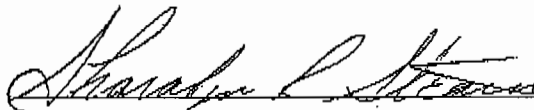
WHEREAS, the City Council has the responsibility to dispose of property pursuant to Section 35A.11.010 RCW; and

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


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

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE that the attached DISPOSAL OF SURPLUS CITY ASSETS POLICY is hereby adopted.

Adopted by the City Council this 1 day of October, 1996.

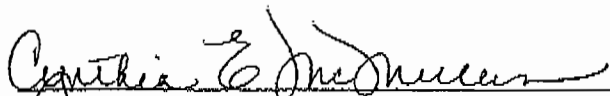
  
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ATTEST:

  
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FINANCE MANAGER

APPROVED AS TO FORM:

  
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CITY ATTORNEY