

Policy Name: Disposal of Surplus Property
Section: 3000 Operational: 3100 Administrative
Policy Number: 0000

Purpose: To establish standards for the disposal of surplus personal property including vehicles and non-tech equipment

Reference: RCW 35.61.132

Policy:

Authority to Dispose of Personal Property

RCW 35.61.132 authorizes the Park District to sell, exchange or dispose of any personal property acquired for park purposes when such property is no longer suitable for park or other recreational purposes. The supplies, materials, and equipment not needed for public use may be disposed of pursuant to this section.

When a department makes a determination that an asset is surplus to its needs, notification shall be made to the Executive Director, and for items in excess of \$2500 to the Board of Commissioners well. The first option will be to reassign the asset within the District where it can be of use or value.

A. Personal property with an estimated value of less than \$2500 per item as estimated by the Executive Director or designee may be declared surplus by the Executive Director, and disposed of in a manner determined by the Executive Director or his/her designee to be most advantageous to the District.

B. Personal property with an estimated value in excess of \$2500 per item as estimated by the Executive Director or designee may be declared surplus and disposed of with authorization from the Board of Commissioners, including minimum sale price, if any, and the manner of disposal.

C. Personal property may be traded as consideration in the acquisition of replacement personal property when such replacement property is included as an authorized expenditure in the District's current operating budget.

D. Salvage/junk metals that have accumulated for purposes of sale as scrap metals may be disposed of by the Department Manager having responsibility for such materials, in which case the metals shall be sold (or disposed of) to the local dealer(s) offering the best value to the District determined by telephone survey or other reasonable means.

E. Notice will be given to the Board of Commissioners prior to disposing of any surplus items in excess of \$2500.

F. The District 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.

Minimum Requirements:

If it is not possible to be reassigned, the Executive Director or his/her designee shall project a determination of value, and may declare the asset surplus if the value per item is less than \$2500, or seek a declaration of surplus by the Park Board if the items are valued in excess of \$2500 each. Each asset requiring a declaration of surplus must have a value assigned and a recommended method of disposal.

Advertisement of Sale of Personal Property:

When a public auction or sale is the determined method of disposal, the District shall publish an advertisement of public auction or sale once each week for two successive weeks in the official District newspaper and for two

weeks on the District's web site. The advertisement for bids must particularly describe the property proposed to be sold or shall refer to approved specifications on the District's web site, designate the place and the time when the bids will be opened, and shall set forth the minimum price established by the District. In the event that surplus property is to be sold by consignment or internet auction, the District should give reasonable notice to potential buyers.

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.

Bill of Sale to Personal Property:

Upon the sale of any property the District shall have the necessary bill of sale issued and executed as required by law

Prohibited Benefit:

The Park District's Board of Commissioners, the Executive Director, and staff are prohibited by state law from personally benefiting from the disposal of the District's public assets by state law.