

**RESOLUTION NO. 2016-662**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WAITSBURG,  
WASHINGTON, APPROVING UPDATES TO THE CITY OF WAITSBURG FINANCIAL  
POLICY RELATED TO SURPLUS PROPERTY

THE CITY COUNCIL OF THE CITY OF WAITSBURG, WASHINGTON, HEREBY  
RESOLVES AS FOLLOWS:

**Section 1.** The following provisions of the City of Waitsburg’s Surplus Real and Personal  
Property Disposal - Policy and Procedures are hereby amended:

**The introductory policy statement is amended as follows:**

**Policy**

Surplus of real and personal property with commercial value will be disposed of in a cost  
effective and efficient manner that achieves the ~~highest net resale proceeds~~ **best value** for the  
City of Waitsburg. The surplus of real property is addressed in Section two of this Policy

**“Section I: Surplus of Real Property” is amended as follows:**

**Procedure**

Upon approval of Mayor, the City Clerk and or Public Works Director have the authority to  
declare property with little or no commercial value surplus, initiating the disposal of those  
certain items. The City Clerk or Public Works Director shall complete the surplus item request  
form including a complete description of the item, location, condition, reason for request and  
estimated fair market value. The employee requesting that the item be declared surplus must sign  
the completed form before sending it to the Mayor for concurrence and approval **by the City  
Council for transactions related to real property.**

If the item is sold, the proceeds will be deposited into the fund that accounts for the asset within  
a **timely fashion after** the transaction. Checks for surplus items are to be made payable to the  
City of Waitsburg.

**The following language is inserted as the last paragraph of Section II: Surplus of Real  
Property:**

**“Exception to Procedures under Section II:** In the event that the City Administrator  
determines that the City owns land that has limited potential for being improved for a useful  
purpose due to the parcel configuration or is valued at less than \$5,000, the City Administrator  
may seek to surplus the property following the procedures set forth in Section I above.”

The Council hereby approves the update to the Financial Policy this 20<sup>th</sup> day of July 2016

Approved;

Attest:

\_\_\_\_\_  
Walt Gobel, Mayor

\_\_\_\_\_  
Randy Hinchliffe, City Clerk

Approved as to form:

\_\_\_\_\_  
Jared Hawkins, City Attorney