

**PORT OF SEATTLE**  
**MEMORANDUM**

**COMMISSION AGENDA**

Item No. 6b

Date of Meeting October 26, 2010

**DATE:** October 19, 2010

**TO:** Tay Yoshitani, Chief Executive Officer

**FROM:** Tim Jayne, Sr. Manager Procurement Services *TJ*

**SUBJECT:** Resolution No. 3644, First Reading. Declaring certain Port personal property surplus and authorizing its sale by public auction, transfer, or disposal

**Estimated Resale Value: \$104,500**

**ACTION REQUESTED:**

First Reading of Resolution No. 3644 declaring certain Port of Seattle personal property surplus and no longer needed for its intended Port purpose and authorizing the Chief Executive Officer to take all necessary steps to arrange for the sale of this surplus personal property by public auction or other legal means and to execute all documents necessary to accomplish its disposal in accordance with the Revised Code of Washington 53.08.090. The estimated resale value of the personal property is \$104,500.

**SYNOPSIS:**

The Port has accumulated personal property that is no longer being used for Port purposes, such as motor vehicles, equipment and furniture. With Commission approval, the Port plans to auction off these items November 20, 2010, or subsequently dispose of them, in accordance with RCW 53.08.090, which requires the Commission to pass a resolution declaring the property surplus before any sale or other disposition may occur. Port Commissioners or employees (or members of their immediate families) are not allowed to buy any of the property without the specific approval of the Commission.

**BACKGROUND:**

Over the years, the Port has accumulated a variety of furniture, fixtures, materials, vehicles, and equipment no longer necessary for Port purposes. Those items are currently located in various areas of the Port's buildings and grounds. This collection is the result of facility modernization, office moves, and upgrades. The Port wishes to declare this personal property surplus and hold an auction to sell it in accordance with RCW 53.08.090. This effort will dispose of non-essential property and equipment and allow for consolidation and better management and tracking of useable inventory while reducing the overall square foot storage needs.

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If approved by the Commission, Port property suitable for public auction will be collected and assembled at the existing warehouse facility which is a Port property located near 180<sup>th</sup> Ave. and Des Moines Way South. This building is currently being used for storage and staging area for the requested public auction.

We have contacted a reputable auction house which is prepared to conduct the auction, tentatively scheduled for November 20, 2010. The estimated resale value of this property is \$104,500, but it is always difficult to gauge whether the sale of the property will bring in more or less than the estimate. Items not claimed by auction will be properly disposed of in compliance with all applicable Port, local, state or federal statute or requirements. Remaining items may either go to the State of Washington Department of General Administration or disposed of with environmental consideration.

As stated in Port policy PUR-1, in no case shall any such property be sold to any Port Commissioner or Port employee or to members of their immediate families without the specific approval of the Port Commission..

### **SCHEDULE:**

The auction is scheduled to be held November 20, 2010.

### **ALTERNATIVES CONSIDERED:**

Other Port of Seattle departments have been offered the property appropriate to their operations. Direct disposal of items were considered but rejected, as there would be associated disposal costs for the entire collection of items.

### **COMMUNITY/CUSTOMER/ORGANIZATION IMPACTS**

Disposal of this surplus property has no direct impact on the community, customers or organization. Auction items have been collected from departments throughout the organization.

### **OTHER DOCUMENTS ASSOCIATED WITH THIS REQUEST:**

Resolution No. 3644

### **PREVIOUS COMMISSION ACTIONS:**

None.