



**COMMISSION
AGENDA MEMORANDUM**

Item No. 8e

ACTION ITEM

Date of Meeting January 9, 2018

DATE: December 13, 2017

TO: Dave Soike, Interim Executive Director

FROM: Rudy Caluza, Director, Accounting & Financial Reporting

SUBJECT: Resolution No. 3743 – Delegation of authority to sell and convey Port personal property for 2018 not exceeding a value of \$19,000

ACTION REQUESTED

Request introduction of Resolution No. 3743: A Resolution of the Port Commission of the Port of Seattle, authorizing the Executive Director to sell and convey Port personal property in 2018 in accordance with RCW 53.08.090 with a value not greater than \$19,000.

EXECUTIVE SUMMARY

The Port of Seattle regularly determines that personal property is no longer needed for port district purposes and prepares accordingly for its disposal. Commission authorization is required to grant the Executive Director authority to sell and convey port district personal property of \$19,000 or less in value in accordance with RCW 53.08.090.

JUSTIFICATION

Pursuant to RCW 53.08.090, the Commission may, by resolution renewed from year to year, authorize the managing official of a port district to sell and convey port district personal property of \$10,000 or less in value. RCW 53.08.090(2) requires yearly adjustment of the \$10,000 limit based on the governmental price index. Such adjustment results in a \$19,000 limit for 2018, the same level as 2017. It is now the appropriate time for the Commission to renew the Executive Director's authority for the year 2018.

Surplus items that fall within the \$19,000 fair market value limit have been well utilized over the years with many having reached the end of their useful lives. The Port on average surpluses, through either sale or disposal, about \$15,000-\$30,000 in equipment, furnishings and computer/mobility devices, and about \$30,000 in rolling stock/vehicles, each year. Also, Chapter 39.33 RCW in part authorizes the Port to sell, transfer or exchange surplus property to the state or other local jurisdictions. Port staff has proactively reached out to jurisdictions in 2017, including the Seattle School District, Highline School District and Seattle Housing Authority, and has transferred certain surplus Port property, primarily computer mobility devices. Seattle School District received 19 iPhones and 26 iPads. Highline School District received 232 iPhones and 25 iPads. The differences in number of iPhones for the two school

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districts is due to the fact that Highline was willing to take older iPhones (5 and 6) than Seattle (6 only). Each school district said they were going to use the devices for the younger grades. Seattle Housing Authority received 13 iPads for use by their residents. They were not interested in iPhones. Another distribution is likely in Spring 2018.

ATTACHMENTS TO THIS REQUEST

- (1) Draft Resolution No. 3743

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

March 10, 2017 – The Commission adopted Resolution No. 3730, authorizing the Chief Executive Officer to sell and convey Port personal property in accordance with RCW 53.08.090.

January 17, 2017 – The Commission approved for First Reading, Resolution No. 3730: A Resolution of the Port Commission of the Port of Seattle, authorizing the Chief Executive Officer to sell and convey Port personal property in 2017 in accordance with RCW 53.08.090 with a value not greater than \$19,000. The Commission requested staff to provide at second reading: (1) an overview of the types and dollar value of items determined surplus and disposed of; and (2) an update on the ability of the Port to transfer surplus property to school districts and progress made.

February 23, 2016 – The Commission adopted Resolution No. 3715, authorizing the Chief Executive Officer to sell and convey Port personal property in accordance with RCW 53.08.090.