

DISPOSITION OF SURPLUS PROPERTY		
DPP NUMBER	DPP 500 P III-802	
EFFECTIVE DATE	11/08/2023	SUPERSEDES 01-31-79
APPROVED BY	<i>/ s / by Mike Haynes, Interim General Manager</i>	

1.0 **PURPOSE:**

To provide a uniform guide for the disposition of surplus real property belonging to the City Light Department.

2.0 **POLICY:**

2.1 It shall be the policy of the City Light Department to dispose of surplus properties in accordance with federal, state, and local laws and to obtain a fair market value for the disposition of such properties, consistent with Resolution 31829.

2.2 No real property shall be disposed of without the review of appropriate City Light organizational units to determine if the City Light Department may have a present or future use for the property.

2.3 No real property shall be transferred or sold without the approval of the City Council by ordinance. The City Light Department (i.e., the General Manager/ Chief Executive Officer) has the authority to propose such legislation for the disposition of surplus fee-owned properties.

3.0 **ROLES / RESPONSIBILITIES:**

3.1 City Light's responsibilities include:

3.1.1 The disposal of surplus fee-owned properties in accordance with this policy.

3.1.2 To have each surplus property disposal reviewed in conformance with this policy.

3.1.3 Reviewing any and all appraisals used to establish the value of the surplus property for accuracy and to adjust the appraisals, if necessary, to reflect the true market value.

- 3.1.4 Assuring that surplus properties are advertised when necessary.
- 3.1.5 Implementing the substantive and procedural requirements of Resolution 31829.
- 3.1.6 Negotiating sales of property.
- 3.1.7 Circulating surplus property proposals as required.
- 3.1.8 Billing for all fees and/or payments due in connection with the disposition of surplus properties and for collection of all delinquent fees and/or payments due in connection with the disposition of surplus properties.
- 3.1.9 Ensuring that any environmental contamination on a surplus property is appropriately resolved prior to sale or transfer.

4.0 **PROCEDURES:**

- 4.1 City Light will review proposals for surplus property internally and with other departments and agencies in accordance with Resolution 31829 and this policy.
- 4.2 While complying with Resolution 31829 as applicable, City Light will use the following priorities in this order as a guideline in recommending the purchaser of a surplus property:
 - 4.2.1 Another City department by TJO;
 - 4.2.2 Another Governmental agency;
 - 4.2.3 City Light may make the property available to the general public through a brokered sale or by public bid.

5.0 **DEFINITIONS:**

- 5.1 Surplus Property – That fee-owned real property under the jurisdiction of the City Light Department determined to be surplus to the present and future needs of the City Light Department.
- 5.2 Transfer of Jurisdiction Ordinance (TJO) – An ordinance transferring jurisdiction of real property from one City department to another.

6.0 **REFERENCES:**

- 6.1 The Charter of the City of Seattle: Article IV, Section 14

- 6.2 State Constitution: Article 8, Section 7
- 6.3 State Accountancy Act: RCW 43.09.210
- 6.4 Third Substitute House Bill 2322 (3SHB 2382), enacted by the Washington State Legislature as Chapter 217, Laws of 2018 of the Washington State Legislature, and effective June 7, 2018
- 6.5 City of Seattle Resolution 31829, dated July 30, 2018, including Exhibit A thereof, entitled "Revised Procedures for Circulation, Public Outreach and Public Hearings for Disposition of Surplus Properties under the Jurisdiction of Seattle City Light", and as amended.

7.0 **APPENDIX:**

- 7.1 Distribution: Posted online @ <https://www.seattle.gov/city-light/about-us/what-we-do/public-policies> and [Internal SCL SharePoint Site](#)

REVISION HISTORY:

DATE	CHANGES MADE	REVISED BY
11/08/23	Revised policy and procedure to align with current business practices.	Author: Greg Sancewich & Tim Croll Coordinator: Kim Kinney