



CITY OF KIRKLAND
Department of Finance & Administration
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MEMORANDUM

To: Kurt Triplett, City Manager

From: Tracey Dunlap, Director of Finance and Administration
Barry Scott, Purchasing Agent

Date: September 19, 2013

Subject: Revision to KMC 3.86 – Sale of surplus personal property to city employees

RECOMMENDATION:

Council approves ordinance revising KMC 3.86.060 – Sale of surplus personal property to city employees.

BACKGROUND DISCUSSION:

Staff is in the process of revising Administrative Policy 6-1, the Wireless Communication Device Policy. During this process, it was determined that it may be more advantageous to the City to allow departing employees the opportunity to purchase the City owned cellular telephone that was provided to them for City business rather than disposing of the phone as surplus property. In most cases, these phones are not repurposed due to age. If the phone has not passed its useful life, the employee would be required to pay a prorated share of the value. The revision to KMC 3.86.060 is requested to allow for this to occur.

ORDINANCE O-4418

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO THE SALE OF SURPLUS PERSONAL PROPERTY TO CITY EMPLOYEES AND AMENDING SECTION 3.86.060 OF THE KIRKLAND MUNICIPAL CODE.

The City Council of the City of Kirkland do ordain as follows:

Section 1. Kirkland Municipal Code Section 3.86.060 is amended to read as follows:

3.86.060 Sale of surplus personal property to city employees.

Councilmembers and city employees involved in declaring an item of city personal property surplus may not purchase that item directly from the city, regardless of the value of the item. In order to prevent the appearance of a conflict of interest, no city employee or member of the employee's immediate family may directly acquire personal property from the city if the employee had any role in declaring an item surplus or establishing the value or price of the personal property. Councilmembers or city employees may purchase city surplus personal property when such property is offered to the general public at an auction conducted by a private party, or if the purchase is authorized by a city administrative policy and has been determined to be in the best interest of the city. Councilmembers or city employees will not receive preferential treatment in the disposal or sale of city surplus personal property.

Section 2. This ordinance shall be in force and effect five days from and after its passage by the Kirkland City Council and publication, as required by law.

Passed by majority vote of the Kirkland City Council in open meeting this ____ day of _____, 2013.

Signed in authentication thereof this ____ day of _____, 2013.

MAYOR

Attest:

City Clerk

Approved as to Form:

City Attorney