

ORDINANCE NO. **9150**

AN ORDINANCE assigning responsibility for care of King County personal property and establishing procedures and repealing Ordinance 9089.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Ordinance 9089, Sections 1 through 4, is repealed.

SECTION 2. King County employees shall be held accountable and responsible for all of the various personal property assigned to them during the course of their employment with King County.

A. Written documentation, by employee, of all changes in assigned capitalized items from the agency inventory reports will be recorded at the time of occurrence and kept in each county agency.

B. Facilities management shall provide a report of losses to the King County Council, Budget Office, and Risk Management.

C. Facilities management shall recommend to the agency manager corrective action for all capitalized items lost or misplaced due to employee negligence.

D. If the manager determines an employee to be negligent in his care of the property assigned to him or if a terminated employee fails to return personal property assigned to him, then the county may pursue any remedy available at law for recovery of loss of property. If an employee is disciplined, that employee has the right to the full protection of the county disciplinary-grievance process as established by applicable union bargaining agreements and the administrative guidelines for the career service.

SECTION 3. The Division of Personal Property of Facilities Management shall keep documentation of the County personal property inventory.

1           A. The Personal Property Branch shall review the agency  
2 inventory reports and investigate any large or unusual lost,  
3 stolen, or unlocatable inventory amounts. They shall compare  
4 current year amounts with previous years and to what is  
5 currently on hand. "Large" shall mean any dollar amount equal  
6 to, or in excess of, the current capitalization rate.

7           B. Facilities Management Personal Property Branch  
8 employees and members of their immediate families shall be  
9 prevented from purchasing or otherwise participating in the  
10 purchase of surplus personal property.

11           C. A bidder sign-up sheet shall be posted to indicate  
12 whether the bidder is employed by King County, if so, in which  
13 department, or whether any member of their immediate family is  
14 employed by King County.

15           D. Property disposal in any agency shall be initiated and  
16 conducted by one employee and approved by the agency  
17 management. Documentation shall require the signatures of both  
18 persons on the disposition forms sent to Facilities  
19 Management. No transactions will be valid without both  
20 signatures.

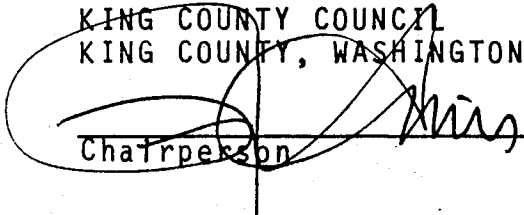
21           E. The Personal Property inventory shall include all items  
22 with a capitalization rate of \$500. All weapons shall continue  
23 to be capitalized.  
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1 F. Facilities Management will document each change that is  
2 made to the final property sale listing.

3 INTRODUCED AND READ for the first time this 18<sup>th</sup>  
4 day of September, 1989.

5 PASSED this 25<sup>th</sup> day of September, 1989.

7 KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

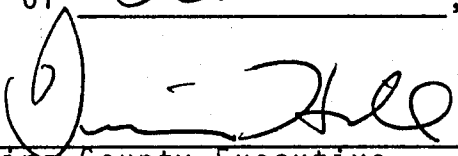
8   
Chairperson

9 ATTEST:

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11 Clerk of the Council

12 APPROVED this 5<sup>th</sup> day of October, 1989.

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15 King County Executive