

April 27, 1998

clerk 4/28/98

Introduced By:

ROB MCKENNA  
KENT PULLEN

Proposed No.:

98-289

MOTION NO. **10477**

1  
2 A MOTION establishing policies guiding the distribution of  
3 surplus property to nonprofit organizations serving King  
4 County residents.  
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6 WHEREAS, the King County council amended Ordinance 12045 and K.C.C.  
7 4.56.100 to allow for the donation of personal and real property in Ordinance 12989, and

8 WHEREAS, the King County council established policy direction for the  
9 transportation and distribution of food to citizens in need in Motion 10186, and

10 WHEREAS, the King County council recognized that there are many nonprofit  
11 organizations that need assistance in transporting people, goods and materials in order to  
12 fulfill their missions;

13 NOW, THEREFORE BE IT MOVED by the Council of King County:

14 The King County council hereby establishes the following policies for guiding the  
15 distribution of King County surplus property to nonprofit organizations.

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A. Eligibility. Nonprofit organizations must provide one or more of the following services to King County residents to be eligible to receive donated personal property:

- Storage, transportation and distribution of food to citizens in need.
- Transportation of youth and elderly to government or community services.
- Services to special populations such as the disabled, mentally ill, homeless, victims of domestic violence or abuse, veterans and refugees.
- Counseling, crime prevention, health, advocacy and crisis intervention services to low-income populations.
- Affordable housing or related services.
- Children and family services.

B. Personal property - furniture, office equipment and other minor items of personal property. Donations of personal property, excluding vehicles, shall be made on a "first come, first served" basis.

C. Personal property - vehicles. Donations of King County vehicles shall be based on the following criteria:

- Vehicles are central to accomplishing some aspect of the organization's mission such as transportation of goods or individuals.
- The size of the organization's clientele requiring transportation or volume of goods transported in relation to the vehicles currently owned or available to them.

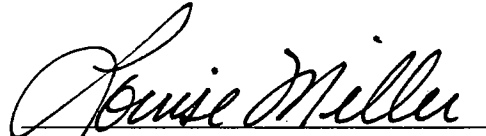
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- Historic availability of funding for, or donations of, vehicles from other sources.
- Availability of funding to maintain and operate vehicles.
- Ability to provide King County indemnification and vehicle liability insurance.
- Equitable distribution throughout the county.


PASSED by a vote of 12 to 0 this 15<sup>th</sup> day of June

19 96

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

  
Chair

ATTEST:

  
Clerk of the Council

Attachments: None

**Donation of Surplus Property to Non-Profit Organizations**  
*Administrative Procedures*

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**Purpose:** The purpose of these procedures is to establish guidelines for donating real and personal surplus property to non-profit organizations.

**Limitations and Restrictions:** The procedures contained herein apply primarily to unrestricted funds, such as, the Current Expense Fund. Additional restrictions on use of funds may be necessary due to limitations imposed by State law, Federal law, grant and bond covenants or other overriding restrictions.

**Financial Limitations:** Donation of surplus property shall be limited so as not to have a harmful impact on the donating program or fund. Programs and funds may only donate surplus property to the extent the loss of revenues does not undermine the program or fund's ability to perform its underlying mission.

**Automatic eligibility:** Non-profit organizations that serve the poor and infirm and currently contract with King County to provide one or more of the Council adopted service priorities are automatically eligible.

**Eligibility via application:** Non-profit organizations providing social and or health related services to the poor and infirm or other services that benefit the public who do not contract with King County may be designated eligible via an application process. The organization will complete a brief questionnaire indicating target population served (type of need, income level, etc.) and nature of service provided. The questionnaire will be returned to the Department of Community and Human Services (DCHS) for review and determination of eligibility. Organizations that meet the Council adopted service priority areas and are found to serve the poor and infirm will be made eligible.

**Procedures for donation of Personal Property**  
**Office Equipment and Vehicles**

**Procedures for donation of office equipment and furniture and other minor items**

- DCHS shall compile a list of eligible non-profits. Other King County departments may forward the names of non-profit organizations that wish to receive surplus property to DCHS. DCHS shall maintain a list of eligible non-profit organizations.
- DCHS shall send fliers to eligible non-profit organizations twice a year advertising the ongoing process by which surplus property may be transferred to eligible non-profits.
- Eligible organizations may contact the King County Property Services Division (PSD) to inquire about the availability of desired equipment.

- If the desired equipment is available, the eligible organization may inspect the equipment during the routine weekly viewing time. Inspections will take place in designated PSD surplus property storage facilities.
- If the equipment meets the eligible organization's needs, the eligible organization may then claim the equipment on a "first come, first served" basis.
- PSD and the eligible organization will then complete a transfer of property agreement and the eligible organization will remove the equipment from the surplus property facility.

#### **Procedures for donation of vehicles**

- The County Executive shall recommend to the Council need priorities (food banks, youth transportation, senior and disabled etc.) for donation of surplus rolling stock. The Council will approve the priorities via motion.
- Working with King County agencies, DCHS will create a list of organizations whose services or target groups fit the priorities established by the Executive and the Council. The list will be created from eligible organizations with King County contracts and, when necessary, by canvassing the community (for services like food banks that are not represented in the county contract list).
- With the assistance of King County agencies, DCHS will notify listed organizations of the potential for vehicle donation and will request that they submit a letter of interest, complete a brief questionnaire, provide proof of liability to defend and indemnify King County against any liability, and identify the source and amount of operating funds available to operate the vehicle.
- DCHS and PSD will work with King County agencies that own and maintain vehicles (Fleet Administration, Transit, Water Quality and Solid Waste) to inquire about the availability of surplus vehicles.
- In the event that there are more interested eligible organizations than vehicles, a committee chaired by DCHS with representatives from departments who contract with or serve the same populations as eligible non-profit organizations will determine which of the eligible organizations will be offered a vehicle. Using information obtained from the brief questionnaires and supporting information submitted by the eligible organization, the committee will rank the eligible organizations using the following criteria:
  - The mission of the applicant organization is consistent with the Executive and Council priorities for vehicle donation.
  - Vehicles are central to accomplishing some aspect of the organization's mission such as transporting goods or individuals

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- The size of the organizations clientele requiring transportation or volume of goods transported in relation to the vehicles currently owned or available to them
  - Historic availability of funding for or donations of vehicles from other sources.
  - Availability of funding to maintain and operate vehicles.
  - Ability to provide King County indemnification and vehicle liability insurance.
  - Equitable distribution throughout the county.
- The eligible organizations chosen by the committee are contacted and offered a specific vehicle. If the organization declines, the next organization in line in the ranking will be offered a vehicle until all vehicles are claimed or eligible organizations have been contacted.
  - After Executive selection of eligible organizations, the Executive prepares a motion recommending a list of eligible organizations to receive donated vehicles. The motion is transmitted to Council for review and approval.
  - After Council approval of the motion approving those organizations to receive the donated vehicles, PSD prepares a contract and title transfer document for signature by the director of the County agency owning the vehicle and the Executive or his designee.
  - PSD sells and/or transfers ownership to the non-profit organization.
  - The estimated market value of donations or assets sold below market value will be calculated and published annually for each fund, including real property, equipment and vehicles.

#### **Procedures for donation of Real Property**

- The donation of surplus real property will be considered prior to public sale as part of the review process outlined in King County Code 4.56.070.
- The Property Services Division may seek reimbursement for administrative costs associated with the transfer of title to any recipient non-profit organization. "Reimbursement of administrative cost from benefiting organizations" refers to the administrative or closing costs associated with the transfer of real estate ownership. The cost may include staff time, unpaid taxes, appraisal, escrow and recording fees.