

Adopted: 10/25/2023

Effective: 11/04/2023

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

ORDINANCE NO. 23-095

PROCEDURES FOR MANAGEMENT AND DISPOSITION OF COUNTY-OWNED  
VEHICLES, AMENDING CHAPTER 4.46 SCC

BE IT ORDAINED:

Section 1. Snohomish County Code Section 4.46.141, last amended by Amended Ordinance No. 16-122, on January 27, 2017, is amended to read:

**4.46.141 Personal property—Disposition of surplus property.**

The county may dispose of surplus property by:

- (1) Public sale;
- (2) Negotiated sale if the county offered the property for public sale and did not receive a bid within the advertised minimum value and terms;
- (3) Negotiated sale, lease, or trade to a governmental agency;
- (4) Negotiated sale of cut or fallen timber for firewood;
- (5) Trade for new equipment as provided in SCC 3.04.130(11);
- (6) Recycling;
- (7) Disposal or destruction;
- (8) Donation of vehicles to government agencies or bona fide non-profit organizations that provide services to the poor and infirm as provided in SCC 4.46.251;
- (9) Any method approved by council motion if the council also determines an emergency to exist with respect to the property; or
- ~~((9))~~ (10) Any method authorized by state law.

Section 2. Snohomish County Code Section 4.46.250, last amended by Amended Ordinance No. 14-080, on October 10, 2014, is amended to read:

**4.46.250 Disposition administration—Advertising requirements.**

(1) The property management division shall advertise sales in a manner most appropriate to effect an advantageous sale, which shall include the following minimum requirements:

(a) For public sale of property valued at less than \$5,000, by publishing notice at least five days before the sale in a legal newspaper of general circulation or a newspaper having general circulation in the county;

(b) For public sale of property valued at \$5,000 or more, by publishing a notice that describes the property and advises interested purchasers of the time and place of sale in a legal newspaper of general circulation at least once a week for two consecutive weeks, the last notice to appear no more than five days before the date of sale;

1 (c) For negotiated sales of property pursuant to SCC 4.46.141 (2) or  
2 SCC 4.46.46.181 (2) after an unsuccessful public sale, by publishing a notice that  
3 describes the proposed terms of sale, any non-negotiable terms, and whether the  
4 county will open the negotiated sale process to proposals from interested parties, in a  
5 legal newspaper of general circulation or a newspaper having general circulation in the  
6 county at least once a week for two consecutive weeks before an offer is accepted by  
7 the county; and

8 (2) The property officer may waive advertising requirements imposed by this section if:

9 (a) The cost of administration, advertisement, and maintaining property awaiting  
10 sale during the period required to follow the advertising requirements would exceed the  
11 value of the property;

12 (b) The council has determined an emergency to exist with respect to the  
13 property; or

14 (c) State law imposes different advertising requirements.

15 (3) When an advertisement is required or is waived under this section, the notice of  
16 sale shall be posted in the courthouse at least three days before the sale.

17 (4) In the case of real property, the notice shall describe the property by both its legal  
18 description and street address, or if there is no street address, by a vicinity description.  
19 If real property is offered for sale on other than a cash basis, the terms must be stated  
20 in the advertisement.

21 (5) This section shall not apply to the disposition of county vehicles conducted pursuant  
22 to SCC 4.46.251.

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24 Section 3. A new section is added to Chapter 4.46 of the Snohomish County  
25 Code to read:

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27 **4.46.251 Disposition administration—Donation of surplus county vehicles.**

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29 (1) The county may dispose of surplus county vehicles by donation to government  
30 agencies or bona-fide non-profit organizations that provide services to the poor and  
31 infirm.

32 (2) In the case of a donation to a bona-fide non-profit organization, the following  
33 requirements shall apply:

34 (a) The non-profit organization provides services to the poor and/or infirm;

35 (b) The non-profit organization has the ability to provide Snohomish County  
36 indemnification and proof of vehicle liability insurance;

37 (c) The surplus county vehicle is in good working order and county data and  
38 inventory tags have been removed;

39 (d) The non-profit organization pays all licensing, registration and title transfer  
40 costs associated with the donation; and

41 (e) The non-profit organization agrees to pay to the county the fair market value  
42 of the donated vehicle, as determined pursuant to this chapter, if the vehicle is not used  
43 to provide services to the poor and/or infirm.

44 (3) Upon council approval by motion, the fleet manager or the property officer may  
45 conduct the disposition and enter into an agreement to donate the county vehicle.

1 (4) For purposes of this chapter, “county vehicle” does not include vehicles in the  
2 equipment rental and revolving plan or vehicles purchased with special revenue funds  
3 or grant proceeds.  
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5 Section 4. Snohomish County Code Section 4.46.300, last amended by Amended  
6 Ordinance No. 14-080, on October 10, 2014, is amended to read:  
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8 **4.46.300 Disposition administration—Payment of monetary consideration for**  
9 **personal property.**

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11 The county may not transfer possession of sold county personal property until all  
12 monetary proceeds are received in cash or by certified check, cashier’s check, or  
13 electronic funds transfer. Failure to comply with the terms of sale by the purchaser may  
14 result in forfeiture of any and all monies paid. This section shall not apply to the  
15 disposition of county vehicles conducted pursuant to SCC 4.46.251.  
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17 Section 5. Snohomish County Code Section 4.46.310, last amended by Amended  
18 Ordinance No. 14-080, on October 10, 2014, is amended to read:  
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20 **4.46.310 Disposition administration—Transfer of title.**

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22 In no case shall the title to county property be transferred until the purchase price has  
23 been paid. This section shall not apply to the disposition of county vehicles conducted  
24 pursuant to SCC 4.46.251.  
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27 PASSED this 25<sup>th</sup> day of October, 2023.  
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29  
30 SNOHOMISH COUNTY COUNCIL  
31 Snohomish County, Washington  
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33  
34 Jared Mead  
35 Council Chair  
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37 ATTEST:

38 M. G. ...  
39  
40 Deputy Clerk of the Council  
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- 42 (X) APPROVED  
43 ( ) EMERGENCY  
44 ( ) VETOED  
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DATE: October 25, 2023

  
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County Executive

ATTEST:

  
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Approved as to form only:

 09-05-2023  
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Deputy Prosecuting Attorney

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