

**RESOLUTION NO. 1122**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ESTABLISHING PROPERTY PURCHASE GUIDELINES AND CHECKLIST FOR REAL PROPERTY PURCHASES.**

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WHEREAS, the City Council of Gig Harbor recognizes the value of real property acquisition for the benefit of the City and the citizens thereof; and

WHEREAS, the City Council of Gig Harbor periodically desires to purchase real property and, therefore, wishes to explore such feasibility, and

WHEREAS, the City Council of Gig Harbor recognizes that it is essential for the City to perform adequate due diligence for real property purchases; and

WHEREAS, the City Council of Gig Harbor recognizes the importance of having clear guidelines and procedures for real property purchases and of maintaining complete and accurate records of such purchases, and

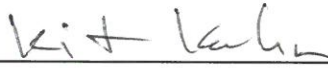
WHEREAS, the City's Finance and Safety Committee members considered and provided input on these guidelines at their meetings on December 18, 2017, April 16, 2018 and June 18, 2018, ultimately recommending City Council approval by resolution,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

That for the purposes of purchasing real property, the Property Purchase Checklist attached hereto as Exhibit "A" will be used to complete due diligence and verify that comprehensive records are kept for each property purchase transaction.

RESOLVED this July 9, 2018.

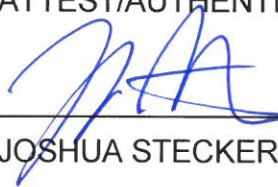
APPROVED:



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MAYOR KIT KUHN

ATTEST/AUTHENTICATED:



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JOSHUA STECKER, ASSISTANT CITY CLERK

FILED WITH THE CITY CLERK: 07/02/18  
PASSED BY THE CITY COUNCIL: 07/09/18  
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## EXHIBIT "A"

City of Gig Harbor Property Purchase Checklist				
Property Name:				
Address/Parcel No.:				
#	STEP <sup>1</sup> DESCRIPTION	STATUS DATE	STATUS <sup>2</sup>	COMMENTS
1	Identify land to be acquired. Gather general information.			
2	Ensure that property is properly zoned for intended use.			
3	Identify funding source.			
4	Discuss general information regarding the property with Council in executive session if public knowledge would cause a likelihood of increased price. Council shall provide direction regarding purchase price, appraisal, and level of due diligence.			
5	Council authorizes Mayor to execute purchase and sale agreement in open session. The motion may also include authorization for the Mayor to execute closing documents if deemed appropriate. Purchase and sale agreement may specify the due diligence work and time period necessary to complete.			
6	Obtain and review official title report.			
7	Obtain Waiver of Retroactivity			
8	Record of survey			
9	Conduct Phase 1 Environmental Assessment and subsequent environmental assessments as required.			
10	Obtain a property appraisal as required by the Council.			
11	Staff Inspection			
12	Conduct any other due diligence required, such as Arborist Report, GeoTech etc.			
13	Seller provides a draft deed for the property. Discuss with council.			
14	Obtain documents necessary to clear title, such as discharge of mortgage.			
15	Discuss any potential litigation in executive session. If an extension of the due diligence period is needed, authorize the Mayor to execute the extension in open session.			
16	Request Council to authorize the Mayor to execute closing documents if authority has not already been provided.			
17	Obtain Settlement Statement showing closing adjustment and funds to be disbursed. This will be shared with the Finance Department.			
18	Finance Director confirms required payment/transfer of funds for purchase.			
19	Purchase documents are recorded.			

Notes:

- 1 Recommended steps but may be reordered, amended, and/or removed as prescribed by Mayor and City Council.
- 2 N/I - Not initiated
  - I - Initiated
  - C - Completed
  - N/A - Not applicable