



# TOWN OF FAIRFAX

## STAFF REPORT

### February 13, 2014

**TO:** Mayor and Town Council

**FROM:** Garrett Toy, Town Manager *GT*

**SUBJECT:** Adopt an administrative policy for the disposition of Town Surplus Personal Property

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#### **RECOMMENDATION**

- 1) Approve the disposition of Army Cots per PARC's recommendation.
- 2) Approve a policy for the disposition of surplus personal property.

#### **DISCUSSION**

In 2012, the Parks and Recreation Commission (PARC) discussed the clean-up of the Pavilion. As part of that discussion, PARC has recommended to the Council that the "army" cots stored upstairs in the Pavilion be listed on Craig's List for sale and/or otherwise sold. PARC would coordinate the effort and any proceeds received would go to the Pavilion Restoration Fund. Staff has checked with Police, Fire, and the Red Cross and they indicate that they would not use such cots in an emergency which are obsolete, bulky, and in musty condition. It is unknown how long the 60 plus cots have been stored in the Pavilion, but they have been there for at least 7 years. Staff is recommending the cots be disposed of per PARC's recommendation.

While the cots are a specific issue, staff recommends the approval of an administrative policy to address the disposition of surplus personal property in the future. This item has been placed on the Council agenda for several meetings, but has been continued due to meeting time constraints. This policy would allow staff to dispose of personal property in a timely manner and avoid saddling the Council with such minor administrative tasks. Many communities have an administrative policy to address the surplus personal property issue.

The administrative policy sets a threshold for the disposition of personal property. The aggregate value for personal property less than or equal to \$2,000 can be disposed of by staff. Any personal property valued above \$2,000 would require prior Council approval before it could be disposed of. This policy does not apply to Town owned vehicles. A list of surplus personal property would be included as part of the monthly financial reports submitted to Council. Public Works equipment included on the list could not be surplus until the Council accepts the report. Should staff want to donate any property, valued in excess of \$500, to a non-profit, staff would consult with PARC prior to the donation.

#### **FISCAL IMPACT**

Potential proceeds from the sale of the personal property.

#### **Attachments**

Administrative Policy

AGENDA ITEM # 4

**ADMINISTRATIVE POLICY  
DISPOSITION OF SURPLUS TOWN PERSONAL PROPERTY**

- 1) The Town Manager or his/her designee is authorized to dispose of or otherwise donate or sell surplus Town personal property with an aggregate value of less than or equal to \$2,000.
- 2) The value of the personal property shall be documented based on salvage value or thrift store value, whichever is higher.
- 3) Any revenue generated from the sale of the personal property shall be reserved for one-time expenses such as capital improvements.
- 4) Staff shall prepare a surplus property list to be included in the Town's monthly financial reports.
- 5) This policy does not apply to Town owned vehicles or Public Works equipment (e.g., asphalt equipment). Council approval is required to surplus any vehicles. Any Public Works equipment to be surplusd will be included on a list of surplus property attached to the monthly financial report to the Council. Staff will note if the equipment is planned to be replaced within the current fiscal year. Public Works equipment identified on the list shall not be surplusd until the Council accepts the report.
- 6) Personal property can only be donated to a non-profit or other governmental entity. Staff will consult with PARC prior to making any such donation if the value of the personal property exceeds \$500.
- 7) The disposition of any personal property valued above \$2,000 requires Council approval.
- 8) The Town Manager is authorized to make minor revisions to this administrative policy from time to time, but the maximum disposition value of \$2,000 and the provisions regarding vehicles and public works equipment cannot be modified without prior Council approval.
- 9) The Town Manager shall report annually to the Town Council any substantial revisions to this administrative policy.

Effective Date: \_\_\_\_\_