TOWN OF FAIRFAX
STAFF REPORT
December 4, 2013

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager GT

SUBJECT: Discussion/consideration of Disposition of Town Surplus Personal Property

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RECOMMENDATION

1) Approve the disposition of Army Cots per PARC's recommendation.
2) Provide direction on the development of Surplus Personal Property Policy.

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 would like to know if the Council is interested in developing a policy to address the disposition of surplus personal property in the future. Many communities have an administrative policy to address the surplus personal property issue. Council has several options which include:

1) Continue to decide on a case by case basis.
2) Set a threshold for the disposition of personal property and direct staff to develop an administrative policy. One suggestion would be to establish an aggregate value for personal property less than or equal to a specific amount, say $1,500. Any personal property under that amount could be disposed of by staff in consultation with PARC. The personal property could be sold with proceeds going to an identified project/program or donated to a non-profit. Any personal property valued above $1,500 requires Council approval.
3) Request staff to further research policies and report back.

FISCAL IMPACT

Potential proceeds from the sale of the cots.

AGENDA ITEM # 23