



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 1/29/2019

Agenda Placement: 6Q

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Minh Tran - County Executive Officer  
County Executive Office  
**REPORT BY:** Jeff Brooner, Purchasing Manager - 707-259-8188  
**SUBJECT:** Disposal of County Surplus Property

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### **RECOMMENDATION**

County Executive Officer requests the following:

1. Declare warehouse racking, which are not capital assets, as surplus and no longer needed for public use;
2. Authorize the disposal of warehouse racking by direct sale.

### **EXECUTIVE SUMMARY**

On behalf of Public Works, the Purchasing Division is requesting the disposal, via direct sale, of three sections of warehouse racking located at leased property at 994 Kaiser Road that are no longer needed for public use. Fair market value has been determined and payment would come to the County via a onetime reduced lease payment for the warehouse space currently vacated by the Records Center.

California Government Code Section states that the County Purchasing Agent, in the County's case this is the County Executive Officer, may by direct sale or otherwise sell, lease, or dispose of any personal property belonging to county not required for public use, subject to such regulations as may be provided by the Board of Supervisors. Napa County Code Section 2.36.040(F) allows the Purchasing Agent to "...sell any personal property belonging to the county and found by the Board of Supervisors not to be required for public use..."

### **FISCAL IMPACT**

Is there a Fiscal Impact?            Yes  
Is it currently budgeted?            No

What is the revenue source?	The sale of surplus personal property will result in unanticipated revenue to the Records Center (4200-420011) as a result of reduced future lease/rent payments in the amount of \$2,734 .
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The items recommended for sale have outlived their usefulness and are no longer required for public use.
Is the general fund affected?	No
Future fiscal impact:	None.
Consequences if not approved:	Accumulated surplus property would exceed existing storage capacity, and the Records Center would not have the benefit of the rental reduction.
Additional Information:	

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

On behalf of Public Works, the Purchasing Division is requesting the disposal of three sections of warehouse racking that are no longer needed for public use. With the consolidation of the Records Center into a smaller space at the 994 Kaiser Road facility, the County is removing the racking system that has been used to store boxed records. While most of the racking in the Records Center is being reused elsewhere in the County, there are three section that are not needed. Staff is recommending that the remaining three sections be sold to the owner of the leased warehouse eliminating the need to remove and store the unneeded storage racks..

The owner of the warehouse space and Public Works have tentatively agreed that an amount equal to fair market value of the racks can be deducted from the County's lease payment. Approval of today's request will authorize the sale of the warehouse racks, with payment coming to the County via a one-time reduced lease payment. Fair market value (\$2,734) has been determined by examining the original price of the racks (\$3,216) and reducing that amount by three years of depreciating value, based on a twenty year life cycle.

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### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi