



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 1/8/2019

Agenda Placement: 6J

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Jon Gjestvang - Chief Information Officer
Information Technology Services
REPORT BY: Shawn Smith, Supervising Staff Services Analyst - 707.259.8665
SUBJECT: Removal of capital assets from ITS inventory, e-Waste Disposal

RECOMMENDATION

County Executive Officer and Chief Information Officer request the following:

1. Declare certain items of capital asset property as surplus and no longer required for public use;
2. Authorize removal of the capital assets from the Information Technology Services' capital asset inventory;
and
3. Authorize e-waste disposal.

EXECUTIVE SUMMARY

This action will remove fully depreciated, obsolete and unusable equipment from the ITS capital asset inventory and allow the equipment to be properly disposed.

FISCAL IMPACT

Is there a Fiscal Impact? No

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

All capital asset items on the attached list have become obsolete and deemed unusable.

Today's requested action will authorize removal of the capital asset items from the Information Technology Services' capital asset inventory and allow all items to be disposed of through proper e-waste disposal. All listed capital assets are fully depreciated with no net book value.

SUPPORTING DOCUMENTS

A . Capital Assets

B . Non-Capital Assets

CEO Recommendation: Approve

Reviewed By: Helene Franchi