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Agenda Placement: 60

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Britt Ferguson for Nancy Watt - County Executive Officer
County Executive Office
REPORT BY: Andrew Carey, Management Analyst, 253-4477
SUBJECT: Donation of surplus office furniture

RECOMMENDATION

County Executive Officer/Purchasing Agent requests the following:

1. Declare certain items of personal property as surplus and no longer required for public use; and
2. Authorize the Purchasing Agent to dispose of these items of personal property by donating them to the Progress Foundation.

EXECUTIVE SUMMARY

California Government Code Section 25372 authorizes the Board of Supervisors to donate any real or personal property which the Board declares to be surplus. Any organization which provides health or human services and is tax-exempt pursuant to 26 U.S.C. Sec. 501(c) (3) is eligible to receive such surplus items. The Board may impose any terms and conditions it determines to be appropriate on the donation. The Progress Foundation, a health and human service tax exempt organization, has requested a donation of surplus office furniture for the Emancipated Teen Center.

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

Government Code Section 25372 authorizes the Board of Supervisors to donate any real or personal property that the Board declares to be surplus to public agencies, public schools, and tax-exempt health and human service organizations. In this instance, Progress Foundation has contacted the Health and Human Services Agency and requested a donation of County surplus office furniture for the Emancipated Teen Center. Progress Foundation meets the requirements of Government Code 25372 for receiving donations of County surplus property.

The Progress Foundation, the Child Welfare division of HHSA, Juvenile Probation, ALDEA and On The Verge, are all participating in the opening of a center for teens who are currently in, or who have recently graduated from, foster care. The Emancipated Teen Center will be a place for these teens to go to learn life skills which will help them become independent adults.

The Health and Human Services Agency currently has a number of pieces of office furniture which have been removed from service and are considered surplus because they are no longer actively used by HHSA. The Agency has no storage space available in which to set them aside. If these items were not made available for donation, the Board would be requested to authorize their disposal at public auction, where the proceeds from the sale of surplus office furniture are generally very minimal. Therefore, the CEO/ Purchasing Agent has recommend that these items be made available for donation.

In making decisions as to whether to recommend surplus office furniture be donated or sent to public auction, variables such as whether the surplus furniture has any significant dollar value that the County could reasonably recover, the general condition and usefulness of the surplus furniture, and any expressed need for such items by tax-exempt health or human service organizations are considered. (In general, there is not a great demand among eligible organizations for County surplus office furniture.) With the Board's approval, the surplus office furniture identified in attachment A will be donated to Progress Foundation.

SUPPORTING DOCUMENTS

A . Surplus property donation list

CEO Recommendation: Approve

Reviewed By: Britt Ferguson