



Agenda Date: 11/20/2007
Agenda Placement: 6W

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Martha Burdick for Peterson, Robert - Director
Public Works
REPORT BY: Stacy Petross, Buyer , 253-4476
SUBJECT: Disposal of County Surplus Property

RECOMMENDATION

County Executive Officer/Purchasing Agent and Director of Public Works request authorization to declare certain items of personal property as surplus and no longer required for public use, remove them from inventory, and dispose of them at public auction. (4/5 vote required)

EXECUTIVE SUMMARY

The Public Works Department has accumulated a variety of surplus items and is recommending disposal of these items at public auction. These items have outlived their useful life, have been removed from service, and are no longer required for public use. California Code Section 25363 authorizes the Board of Supervisors, upon a four-fifths vote, to sell at public auction, and convey to the highest bidder, for cash, any property belonging to the county and not 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 General Fund.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The items recommended for disposal have outlived their usefulness, been removed from service, and are no longer required for public use.
Is the general fund affected?	Yes

Future fiscal impact: None.

Consequences if not approved: Accumulated surplus property would exceed existing storage capacity.

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

The recommended surplus items have been determined to either be of very limited or no use to the County as they are antiquated, damaged, fail to meet current ergonomic standards (for furniture), fail to meet current county connectivity or performance standards (for computer equipment), and have been identified as nonfunctional. Attachment A is a list of antiquated office furniture and other non-fixed asset items. Attachment B is a list of computers.

Surplus items sent by departments to Purchasing are screened to determine whether the items may be used by other departments prior to being placed on the list for disposal at auction. Surplus computer equipment that no longer meets county standards and is determined to be potentially useful is offered to eligible nonprofit organizations before being sent to surplus. In this case, the computer equipment listed on Attachment B is so antiquated as to not be useful to eligible nonprofit organizations.

SUPPORTING DOCUMENTS

A . Attachment A

B . Attachment B

CEO Recommendation: Approve

Reviewed By: Helene Franchi