



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 11/22/2016

Agenda Placement: 6V

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Liz Habkirk for Steven Lederer - Director of Public Works
Public Works

REPORT BY: Chris Lewis, Staff Services Analyst I - (707) 259-8363

SUBJECT: Disposal of County Surplus Vehicles and Equipment

RECOMMENDATION

County Executive Officer/Purchasing Agent and Purchasing Manager request the following:

1. Declare certain capital asset vehicles and equipment as surplus and no longer required for public use;
2. Authorize the Auditor-Controller to remove these surplus assets from the capital asset listing; and
3. Authorize the sale of capital asset surplus vehicles and equipment at public auction (4/5 vote required).

EXECUTIVE SUMMARY

The County has twelve (12) vehicles and three (3) pieces of equipment that have outlived their useful lives, have been or will be removed from service, and are no longer required for public use. With approval of today's action, these vehicles and equipment pieces will be declared surplus and sold at auction.

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?	Revenue from the sale of surplus vehicles and equipment will be deposited into the Vehicle Replacement fund and the Equipment Replacement fund of

the Fleet Management Division (Fund 4100; Subdivisions 4101000 and 4102000).

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: The vehicles and equipment recommended for surplus sale have outlived their usefulness, have been or will be removed from service, 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.

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

Twelve (12) vehicles and three (3) equipment pieces have outlived their useful lives, have been or will be removed from service, and are no longer required for public use. They will be removed from the County's inventory after they have been sold at auction and the proceeds have been received by the Auditor-Controller.

As a general practice, Fleet Management attempts to fully depreciate vehicles before identifying them as surplus. Typically, Fleet vehicles are fully depreciated when they have been driven 120,000 miles or are twelve years old; and patrol vehicles are fully depreciated when they have been driven 80,000 miles or are three years old. In some instances, vehicles that have been fully depreciated may be retained if their maintenance costs and condition warrant continued use. Conversely, some vehicles and equipment are declared surplus and disposed of before they have been fully depreciated because the costs to maintain and/or repair them are not justified. The current list of vehicles for surplus includes several that were included in the County "pool". Based on usage analysis these vehicles are no longer required. Additionally, vehicles that have suffered major collisions, require major engine or transmission work, or have experienced excessive wear or exposure to extremely harsh conditions are generally declared surplus and disposed of if the costs of making the necessary repairs or providing continued maintenance are not justified.

The Board of Supervisors is authorized under the conditions set forth in California Government Code Section 25363 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 (4/5 vote required).

SUPPORTING DOCUMENTS

A . Surplus Vehicles

CEO Recommendation: Approve

Reviewed By: Bret Prebula