A Tradition of Stewardship
A Commitment to Service

# NAPA COUNTY BOARD OF SUPERVISORS
# Board Agenda Letter

**TO:**            Board of Supervisors

**FROM:**       Jon Gjestvang - Chief Information Officer
                     Information Technology Services

**REPORT BY:**   Maiko Klieman, STAFF SERVICES MANAGER - 707-259-8665

**SUBJECT:**    Disposal of County Surplus Property for Donation

## RECOMMENDATION

County Executive Officer/Purchasing Agent and Chief Information Officer request 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 Cyber Mill, a tax-exempt Health and Human Service organization.

## EXECUTIVE SUMMARY

Information Technology Services (ITS) has accumulated certain surplus computer items, which no longer meet the County's equipment standards and requirements, but which still have potential for use by local tax exempt health and human service organizations.  ITS is recommending these items be donated to Cyber Mill, Inc. pursuant to California Government Code Section 25372, which authorizes the Board of Supervisors, by majority vote, to donate any real or personal property that the Board declares to be surplus to public agencies, public schools, and any organization exempt from taxation pursuant to 26 U.S.C. Sec. 501(c) (3), that is organized to provide health or human services.  Cyber Mill, which meets the requirements of Government Code 25372, operates a "21st century community technology 'Club House' with the mission of giving people the opportunity to access, use and benefit from today's technology."

## 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**

Information Technology Services (ITS) tries to replace computers used by the County employees every 4 years. Reasons for replacing the computers after 4 years are:

- Warranties on the computers are three years and the cost of repairing a computer over 4 years of age can be costly. When taking the cost of repair and considering how much time is left on the computer, it makes sense to replace with a new computer.
- Older computers face more system failures as well as higher maintenance costs.
- Older systems are more likely to see power supply failures, network component failures and hard drive failures leading to nonproductive employee time.

ITS does not currently have set schedules for replacing the monitors and other computer peripherals. They are replaced on an as needed basis as the older equipment fails. As a result of replacing the computers on a regular basis and also replacing monitors and other peripherals on an as needed basis, there is a need to surplus older equipment that does not benefit the County any longer. Attachment A is a list of computers, monitors and computer peripherals recommended for donation to Cyber Mill Inc.

In making the decision to recommend whether surplus computer equipment is to be donated or sent to public auction, staff considers a few variables:

- Does the surplus computer equipment have any significant dollar value that the County could reasonably recover;
- What is the general condition and usefulness of the surplus computer equipment; and
- Has there been any expressed need for surplus computers by eligible schools and tax exempt health or human service organizations

Cyber Mill has contacted ITS and requested a donation of County surplus computer equipment when and if equipment becomes available. Cyber Mill is a non-profit organization and meets the requirements of Government Code Section 25372 which authorizes the Board of Supervisors to approve the donation to public agencies, public schools, and tax exempt health and human services organizations, of any real or personal property that is declared surplus. Cyber Mill is working with the County of Napa ITS Department to distribute gently used County computer equipment into the community by the formation of the Napa County Technology Advisory Group (NCTAG). This group will work under the Cyber Mill organization to obtain and distribute the donations. NCTAG's vision is to make information technology accessible to Napa County residents who are not yet receiving technology's benefits. NCTAG, through community collaborations, provides hardware, software, training, internet access and technical support to enable community organizations and private citizens to participate in the digital age. The computer equipment will be distributed to Napa County nonprofits, community-based organizations, schools and foster families.

Attached is a list of donation items.  C tag numbers are for the Computers.  There are also computers with numbers starting with 28 from the Health & Human Services Agency that were purchased with State funding and were given those special numbers to make them easy to track.


**<u>SUPPORTING DOCUMENTS</u>**

A . Donation List


CEO Recommendation:  Approve

Reviewed By: Helene Franchi