



Agenda Date: 12/19/2006  
Agenda Placement: 6V

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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

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### **RECOMMENDATION**

County Executive Officer/Purchasing Agent and Director of Public Works request the following:

1. 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) and
2. Declare certain items of personal property as surplus and no longer required for public use, and authorize the Purchasing Agent to dispose of these items by donating them to the following tax-exempt Health and Human Service organizations:
  - a. Cyber Mill, Inc.
  - b. Napa Valley Personal Computers User Group

### **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.

The Public Works Department has also accumulated certain surplus computer items and is recommending these items be donated to tax-exempt Health and Human Service organizations. California 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 any organization exempt from taxation pursuant to 26 U.S.C. Sec. 501(c) (3), that is organized to provide health or human services. The Board may impose on the donation any terms and conditions that it determines to be appropriate.

**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. The donated items will not provide any 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**

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Some of the surplus computer equipment recommended for donation was originally purchased for the County's Department of Child Support Services through the auspices of the California Department of Child Support Services (DCSS). DCSS has clarified with the Office of Child Support Enforcement, Region IX, that title to this computer equipment vests with the County and that the Local Child Support Agency (LCSA) may transfer, sell or otherwise dispose of the equipment using county disposition rules.

The following lists identify which surplus items are being sent to auction and which are being donated to non-profit organizations:

- 1 Attachment A is a list of antiquated office furniture and other non-fixed asset items being sent to auction.

- | Attachment B is a list of computers being sent to auction and not being donated.
- | Attachment C is a list of computers being donated to Cyber Mill Inc. a private, non-profit organization operating a 21st century community technology "Club House" with the mission of giving people the opportunity to access, use and benefit from today's technology.
- | Attachment D is a list of Child Support Services surplus computers being sent to auction.
- | Attachment E is a list of Child Support Services surplus computers and monitors being donated to the Napa Valley Personal Computers User Group, a health and human services tax exempt organization established and incorporated as an educational resource for the residents of Napa County.

### **SUPPORTING DOCUMENTS**

- A . Attachment A
- B . Attachment B
- C . Attachment C
- D . Attachment D
- E . Attachment E

CEO Recommendation: Approve

Reviewed By: Andrew Carey