



Agenda Date: 2/6/2007  
Agenda Placement: 6U

## 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 Cyber Mill, Inc., a tax-exempt health and human service organization.

### **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 consist primarily of antiquated office furnishings and equipment, including obsolete computer equipment. 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, 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. The Public Works Department 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?	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 following provides information regarding which surplus items the department of Public Works is recommending be sent to auction and which are being recommended for donation:

- | 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 antiquated computer equipment being sent to auction and not being donated.
- | Attachment C is a list of computers being donated to The Public Works Department

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

- | does the surplus computer equipment have any significant dollar value that the County could reasonably recover;
- | what is the 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 Inc. has contacted ITS and requested a donation of County surplus computer equipment when and if equipment becomes available. Cyber Mill Inc. 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.

**SUPPORTING DOCUMENTS**

- A . ATTACHMENT A
- B . ATTACHMENT B
- C . ATTACHMENT C

CEO Recommendation: Approve

Reviewed By: Andrew Carey