



NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Martha Burdick for Robert Peterson - Director
Public Works
REPORT BY: Nancy Oweyong, Buyer II , 253-4476
SUBJECT: Disposal of Surplus Fixed Asset

RECOMMENDATION

County Executive Officer/Purchasing Agent and Director of Public Works request the following concerning disposal of a fixed asset:

1. Declare Asset # 8844, a mobile file system, as surplus and no longer required for public use; and
2. Authorize the Purchasing Agent to sell Asset # 8844, for cash, by sealed bid public auction in accordance with Government Code Section 25363 and Napa County Code Sections 2.36.040 and 2.36.130. (4/5 vote required)

EXECUTIVE SUMMARY

A mobile file system, which is a fixed asset, has been identified as surplus and no longer required for County use. California Code Section 25363 authorizes the Board of Supervisors, upon 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. Board approval for the sale of the file system at the minimum price of not less than \$500 is requested.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Sale of the file system will provide unanticipated revenue in the Child Support Services budget.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The mobile file system is no longer required for public use.

Is the general fund affected? No

Future fiscal impact: None.

Consequences if not approved: Alternative methods of disposing of the mobile file system will have to be sought.

Additional Information: There is no impact to the General Fund. However, since these items were purchased by the Napa County Department of Child Support Services with state funds (and not general fund dollars), the net proceeds of the auction will be used by CSS to abate their claims to the state.

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

A mobile file system (System), listed as a fixed asset, has been identified as surplus and no longer required for County use. Child Support Services purchased and installed the System in 2001 in leased space at 1546 First Street, with State funds, at a cost of \$76,596. At that time, the Napa County Child Support Services employed a staff of 51 with an operational budget of \$4.1 million. In 2005 the Department's budget remains at \$4.1 million, however due to increased operational costs, staff levels have fallen to 41. In an effort to balance the Department's budget for fiscal year 2006/07, three positions will be left unfilled and the 5,000 square feet of leased space at 1546 First Street will be vacated. All staff will be housed at the Parkway Mall facility. A structural engineer was contacted to determine if it was feasible to relocate the filing system from First Street to the Parkway facility. It was determined that the second floor of Parkway will not accommodate the system's weight.

Child Support Services has made an extensive outreach to County Departments and other local agencies to ascertain if there is a need or interest in purchasing this System. However, due to the high relocation costs there have been no takers, as the estimated cost of dismantling and relocating and reassembling the System to a new location is \$30,075. The cost to the County to have the file system dismantled and taken to auction would be \$9,625.

Approval of today's request will authorize the Purchasing Agent to sell the System, for cash, at public auction, at a minimum price of not less than \$500. The successful bidder will bear all costs and responsibility for dismantling and removing the System, and will be subject to the conditions set forth in the proposed sale notice. Notice of the sale, as set forth in Attachment A, shall be posted at the Library, the Historic Courthouse and the Administration Building and will also be advertised for five days in a newspaper published in the County. Confirmation of the highest bid meeting the conditions of sale, or the rejection of all bids, is anticipated to be included for action on the Board's regular meeting on April 18, 2006.

All future purchases of this type of system will require advance review and approval by the County Executive Office and Public Works.

SUPPORTING DOCUMENTS

A . Attachment A

CEO Recommendation: Approve

Reviewed By: Andrew Carey