



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/21/2017

Agenda Placement: 6R

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Jon Gjestvang - Chief Information Officer
Information Technology Services
REPORT BY: Wendi Agans, Staff Services Analyst I - (707) 253-6133
SUBJECT: Removal of capital assets from ITS inventory, e-Waste Disposal

RECOMMENDATION

Chief Information Officer and County Executive Officer/Purchasing Agent request the following:

1. Declare certain items of property, capital assets and non-capital assets, as surplus and no longer required for public use;
2. Authorize removal of the capital assets from the Information Technology Services' capital asset inventory.
3. Authorize disposal by means of e-waste disposal.

EXECUTIVE SUMMARY

This action will remove fully depreciated, obsolete and unusable equipment from the ITS capital asset inventory and allow the equipment to be properly disposed of.

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

All capital asset and non-capital asset items on the attached list have become obsolete and unusable.

Today's requested action will authorize removal of the capital asset items from the Information Technology Services' capital asset inventory and allow all items to be disposed of through proper e-waste disposal. All listed capital assets are fully depreciated with no net book value.

SUPPORTING DOCUMENTS

A . ITS Capital and Non-Capital Asset Disposal List

CEO Recommendation: Approve

Reviewed By: Molly Rattigan