



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 3/21/2017

Agenda Placement: 6Z

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Alice Hughey for Leanne Link - County Executive Officer  
County Executive Office

**REPORT BY:** Jeff Brooner, Purchasing Manager - 707-259-8188

**SUBJECT:** Disposal of County Surplus - Modular Office Buildings

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### **RECOMMENDATION**

County Executive Officer/Purchasing Agent requests the following actions:

1. Declare one non-capitalized and six capital asset modular office buildings as surplus and no longer required for public use;
2. Authorize the Auditor-Controller to remove the surplus capital assets from the capital asset listing; and
3. Authorize the sale of modular office buildings at auction (4/5 vote required).

### **EXECUTIVE SUMMARY**

As a result of the Health and Human Services Agency's (HHSA) move from the Old Sonoma Road campus to the Napa Valley Corporate Park in 2016, seven modular office buildings are no longer required for public use. Six of the buildings are recorded as Capital Assets. As they are no longer needed for public use, staff is recommending the Board declare these buildings as surplus property and authorize the sale at public auction.

In addition to checking with County departments to see if there is a use for these buildings, staff advertised the modular buildings for possible donation to other local government agencies, local school and community college districts, and local non-profit organizations. While there was some level of interest, none of the interested parties decided to ultimately take any of the modular buildings.

The Board of Supervisors, by a 4/5 vote, is authorized by California Government Code Section 25363 to sell surplus property at public auction. If sold, these buildings will be removed and transported to new locations at no cost to the County and with appropriate insurance coverage. It is anticipated that any building not sold at auction will be demolished on site. Public Works staff is planning to bring a demolition plan to the Board at a later date.

**FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	There is potential for revenue for the County from sale of buildings at public auction.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Sale at auction may reduce the cost of demolishing the buildings on the Old Sonoma Road Campus.
Is the general fund affected?	No
Future fiscal impact:	Sale at auction may reduce the cost of demolishing the buildings on the Old Sonoma Road Campus which is anticipated for Fiscal Year 2018.
Consequences if not approved:	Modular buildings would not be declared surplus or authorized for sale at auction; and they would not be able to be removed from the Old Sonoma Road Campus.
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**

In 2016, the County of Napa completed construction remodeling space in the Napa Valley Corporate Park for the majority of Health and Human Services Agency (HHSA) functions. This has resulted in the discontinued use of space in the majority of buildings located at their former Old Sonoma Road facility. By mid-2017, there will be no remaining HHSA functions at this site.

The site contains seven (7) modular buildings, and all but building M are recorded as capital assets. The buildings were installed at various dates during HHSA's history on the site to provide office and service space. As they are no longer needed for County use, staff is recommending the Board declare these buildings as surplus property and then sold at auction (4/5 vote required). Any removal of facilities by auction could reduce costs of any future demolition.

The buildings include:

Building D: Inclusive of D-1 a 84' x 40' office building and D-2 a 72' x 40' office building

Building E: 60' x 35' office building

Building F: 84' x 40' office building

Building G: Inclusive of G-1 a 132' x 40' office building and G-2 a 144' x 40' office building

Building H: Inclusive of H-1 a 143' x 40' office building and H-2 a 143' x 40' office building

Building J: 70' x 50' office building

**Building M: 20' x 40' office building**

In February of this year, and after checking for other uses within the County, staff solicited interest from other local government agencies, local school and community college districts, and local non-profits in an attempt to donate the buildings. While there was some interest from these agencies and organizations, ultimately none of the buildings were selected for donation.

If today's action is approved, the County will attempt to sell the remaining buildings via online, absentia, auction through First Capitol Auction of Vallejo, CA. It is anticipated the auction will take place on either April 21 or 22, 2017 with the buildings remaining on the Old Sonoma Road campus for removal by the auction winner. Any building sold at auction will be removed and transported to their new locations by the auction winner at no cost to the County and with appropriate insurance coverage as determined by the County Risk Manager.

It is anticipated that any building not sold at auction will be demolished on-site. County Public Works intends to bring an agenda item to the Board in June 2017 for approval of a demolition construction project to take place in the fall of 2017.

The removal of any capital asset from the County's Capital Asset Listing would not take place until the property is either sold at auction and removed from the campus, or demolished.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Carlos Solorio