



Agenda Date: 3/8/2005

Agenda Placement: 6J

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Britt Ferguson for Nancy Watt - County Executive Officer
County Executive Office
REPORT BY: Nancy Oweong, Buyer II , 253-4476
SUBJECT: Disposal of County Surplus Property

RECOMMENDATION

County Executive Officer/Purchasing Agent requests authorization to declare certain items as surplus and no longer required for public use, remove them from inventory, and dispose of them at public auction. (4/5 vote required)

EXECUTIVE SUMMARY

Purchasing has accumulated a variety of surplus items (mostly antiquated office equipment and furniture), and recommends 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 Government 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.

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 in the general fund of approximately \$100 - \$500.
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: None

ENVIRONMENTAL IMPACT

There is no Environmental Impact for this item.

BACKGROUND AND DISCUSSION

Purchasing has accumulated a variety of surplus items of personal property and recommends 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 Government 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.

Attachment A contains a list of non-fixed assets items, primarily antiquated office furniture and computers, to be disposed of at public auction. The items identified in Attachment A have been determined to be of very limited or no use to the County because they are antiquated, damaged, fail to meet current ergonomic standards (for furniture), fail to meet current County connectivity or performance standards (for computer equipment), have been identified as nonfunctional, and/or are not required by other County departments. Surplus items sent by departments to Purchasing are screened in order to determine whether the items may be used by other departments prior to being placed on the list for disposal at auction.

The auction proceeds for the non-fixed asset items identified in Attachment A will be deposited in the General Fund.

SUPPORTING DOCUMENTS

A . Attachment A

CEO Recommendation: Approve

Reviewed By: Britt Ferguson