



Agenda Date: 4/18/2006
Agenda Placement: 6T

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Stoltz for Robert Peterson - Director
Public Works
REPORT BY: Nancy Oweyong, STAFF SERVICES ANALYST I , 253-4476
SUBJECT: Donation of Surplus Property

RECOMMENDATION

County Executive Officer/Purchasing Agent and Director of Public Works request authorization to donate a mobile file system to the Napa Valley Unified School District on the condition that the District remove the file system from its present location by May 1, 2006 at District cost, and hold the County harmless from any liability related to the file system and its removal.

EXECUTIVE SUMMARY

On March 14, 2006, Child Support Services (CSS) requested the Board to declare as surplus Asset #8844, a mobile file system, and to authorize the Purchasing Agent to sell by sealed bid at a public auction. Approval was granted and a public auction was noticed. No bids were received. The Purchasing Agent recommends disposal of the file system by donating it to the Napa Valley Unified School District. California Government Code 25372 requires Board approval for such a donation. The Board may impose any terms and conditions on the donation it determines appropriate.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

Categorical Exemption Class 3: It has been determined that this type of project does not have a significant effect on the environment and is exempt from the California Environmental Quality Act. The project will not impact an environmental resource of hazardous or critical concern, has no cumulative impact, there is no reasonable possibility that the activity will have significant effect on the environment due to unusual circumstances, will not

result in damage to scenic resources, is not located on a list of hazardous waste sites, cause substantial adverse change in the significance of a historical resource or extract groundwater in excess of the Phase 1 groundwater extraction standards as set by the Department of Public Works. [See Class 3 ("New Construction or Conversion of Small Structures") which may be found in the guidelines for the implementation of the California Environmental Quality Act at 14 CCR §15303; see also Napa County's Local Procedures for Implementing the California Environmental Quality Act, Appendix B.]

BACKGROUND AND DISCUSSION

In 2001, CSS purchased a mobile file system (System) and installed it in their leased space at 1546 First Street. Due to State budget reductions and a corresponding reduction in staff, CSS has vacated the leased space at 1546 First Street and is housing its entire staff at the Parkway Mall location. A structural engineer was contacted to determine if it was feasible to relocate the System from First Street to Parkway Mall facility and it was concluded that the second floor of Parkway would not accommodate the system's weight.

CSS made an extensive outreach to County Departments and other local agencies to ascertain if there were a need or interest in acquiring this System. There were no offers forthcoming.

On March 14, 2006, the Board authorized the System be declared surplus and the Purchasing Agent to sell the System, for cash, at public auction, with a minimum price of not less than \$500. Notice of sale was published in the newspaper for five days and the notice was posted in three public places in the County. Individuals were allowed to view the System by appointment and bids were scheduled to be opened on Friday April 7, 2006 at 10:00 a.m.. There were no requests to view the System and no bids were received.

The Napa Valley Unified School District (NVUSD) has requested that the System be donated to the District and agreed to arrange for its dismantling and removal by May 1, 2006. The May 1 date is critical in order to install replacement carpet in the leased space before the lease expires on June 30, 2006. If the System is not donated to the NVUSD, the cost to the County to dismantle and transport to auction would be \$9,625.

Government Code Section 25372 authorizes the Board to donate any real or personal property that the Board has declared surplus to any public agency or to any organization exempt from taxation. The NVUSD, as a school district, meets the requirement of Government Code Section 25372 to receive donations of county surplus property.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey