



Agenda Date: 4/4/2006  
Agenda Placement: 6H

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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

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### **RECOMMENDATION**

County Executive Officer/Purchasing Agent and Director of Public Works request authorization to declare certain items of personal property 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**

Public Works 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 Code 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.
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**

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**

Public Works 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 asset items to be disposed of at public auction. This list primarily consists of antiquated office furniture and equipment. These items have been examined by Public Works and determined to be of no further use to the County because they are antiquated, damaged, fail to meet current ergonomic or safety standards, or have been identified as nonfunctional.

### **SUPPORTING DOCUMENTS**

A . Attachment A

CEO Recommendation: Approve

Reviewed By: Andrew Carey