



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 4/8/2014

Agenda Placement: 7K

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** JASON CAMPBELL for Steven Lederer - Director of Public Works  
Public Works

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

**SUBJECT:** Disposal of County Surplus Property

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### **RECOMMENDATION**

County Executive Officer/Purchasing Agent and Purchasing Manager request the following:

1. Declare certain items of personal property, which are fixed and non-fixed assets, as surplus and no longer required for public use;
2. Authorize the disposal of non-fixed asset surplus property items by donation;
3. Authorize the disposal of fixed and non-fixed asset surplus property items at public auction (4/5 vote required); and
4. Accept a report of items disposed of by means of recycling, e-waste, and disposal.

### **EXECUTIVE SUMMARY**

The Equipment Pool has accumulated a number of vehicles and pieces of equipment; and the Purchasing Division has accumulated a variety of surplus items on behalf of County departments that have outlived their useful life, have been removed from service, and are no longer required for public use. The Purchasing Division is recommending disposal of these items either by donation or auction. Additionally, the Purchasing Division has disposed of certain items by way of recycling, e-waste, and disposal.

The Board of Supervisors is authorized under the conditions set forth in California Government Code Section 25372 to donate any real or personal property which the Board declares to be surplus; the County, before recommending items to be sent to auction, provides a list of anticipated surplus to the local non-profits and volunteer fire stations. The Board of Supervisors is also authorized under the conditions set forth in California Government Code Section 25363 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 (4/5 vote).

The Purchasing Agent is authorized by section 12-4(c) of the County Purchasing Manual to discard or otherwise dispose of damaged, useless, or valueless surplus property when costs associated with selling such goods at public auction would exceed the anticipated revenues to be realized from the auction.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The sale of surplus property will result in revenue to the General Fund and the Fleet Replacement Funds.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The items recommended for donation, auction, and disposal have outlived their usefulness, have been removed from service, and are no longer required for public use.
Is the general fund affected?	Yes
Future fiscal impact:	Funds that come from vehicle auctions, and placed in the Fleet Replacement Funds, can be used for future vehicle purchases.
Consequences if not approved:	Accumulated surplus property would exceed existing storage capacity.
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**

The Equipment Pool has accumulated 17 vehicles and 2 pieces of equipment; and the Purchasing Division has accumulated a variety of surplus items on behalf of County departments. The Purchasing Division is recommending disposal of these items either by donation or auction. Additionally, the Purchasing Division has disposed of certain items by way of recycling, e-waste, and disposal. These items have outlived their useful life, have been removed from service, and are no longer required for public use.

The Board of Supervisors is authorized under the conditions set forth in California Government Code Section 25372 to donate any real or personal property which the Board declares to be surplus. The attached list of donated items will be distributed as indicated to the following non profit and educational entities:

- 1 **Napa Valley TV** is a non-commercial TV station offering community members, schools, non-profits, and local government in Napa County the tools and training to produce their own TV programs.
- 1 **Legal Aid of Napa County** provides free bilingual legal assistance to seniors, immigrants, and low income residents of Napa County.
- 1 **Disability Services and Legal Center** is dedicated to enhancing the lives of and advancing the rights of

people with disabilities in Sonoma, Napa, Lake and Mendocino Counties.

- | **Healthy Cooking with Kids** is a cooking and tasting program that engages elementary school children in hands-on learning with fresh, affordable foods from diverse cultures to improve children's health.
- | **Progress Foundation** provides community-based residential treatment and supported housing programs as an alternative to institutional treatment for individuals with mental disabilities in San Francisco, Sonoma, and Napa Counties.
- | **On the Move** develops young people as leaders by building programs that challenge inequities in their communities.
- | **Children's Health Initiative** is dedicated to achieving 100% healthcare coverage for all Napa County children, from prenatal through age 18.
- | **Family Services of Napa** is dedicated to the emotional health and wellness of our community through accessible and affordable mental health services.
- | **Arts Council of Napa County** provides leadership that unites, supports, and advances the arts and cultural community.
- | **United Cerebral Palsy (UCP) of the North Bay** envisions a future where people with disabilities live with dignity, participate meaningfully and experience success.
- | **COPE Family Center** empowers families to create happy and healthy lives for children.
- | **Fair Housing Napa Valley** works to eliminate housing discrimination and to ensure equal housing opportunities for all people.
- | **Solano Napa Habitat for Humanity** brings people together to build decent, affordable homes and empower families through home ownership.
- | **Napa Valley College**

The Board of Supervisors is also authorized under the conditions set forth in California Government Code Section 25363 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 (4/5 vote). A list of general goods and material, and a list of vehicles and heavy equipment recommended for auction is attached. The vehicles and heavy equipment sold at auction will be removed from the County's inventory after the auctions are complete and the proceeds have been received by Auditor-Controller. As a general practice, the Equipment Pool attempts to fully depreciate vehicles before identifying them as surplus. Typically, fleet vehicles are fully depreciated when they have been driven 80,000 miles, while patrol vehicles are fully depreciated when they have been driven 90,000 miles.

The Purchasing Agent is also authorized by section 12-4(c) of the County Purchasing Manual to discard or otherwise dispose of damaged, useless, or valueless surplus property when costs associated with selling such goods at public auction would exceed the anticipated revenues to be realized from the auction. A list of items disposed of via recycling, e-waste, and general disposal is attached.

### **SUPPORTING DOCUMENTS**

- A . Donation
- B . Auction - Vehicles and Equipment
- C . Auction - General Goods and Material
- D . Recycle, E-Waste, and Disposal

CEO Recommendation: Approve

Reviewed By: Molly Rattigan