



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 6/18/2019

Agenda Placement: 6SS

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: JoAnn Melgar for Jennifer Yasumoto - Director
Health & Human Services Administration

REPORT BY: JoAnn Melgar, Staff Services Analyst II - 707-253-4722

SUBJECT: Removal of Capital Assets from Health and Human Services Agency Inventory and Authorization for Household Hazardous Waste Disposal

RECOMMENDATION

County Executive Officer and Director of Health and Human Services request the following:

1. Declare certain items of capital asset property as surplus and no longer required for public use;
2. Authorize removal of the capital assets from the Health and Human Services Agency capital asset inventory;
and
3. Authorize Household Hazardous Waste disposal of the property.

EXECUTIVE SUMMARY

The County owns a Victory Freezer that was located in the kitchen at the facility operated by Center Point, Inc. (formerly operated by McAlister Institute for Treatment & Education, Inc.) on the Napa State Hospital grounds. The freezer is broken and cannot be repaired. It has since been moved to the Surplus area at the Health and Human Services Agency (HHS) South Campus. Staff is requesting permission to remove this from the capital asset list and dispose of this property through proper Household Hazardous Waste disposal.

In addition, staff is requesting that a Cisco VG248 (listed on the County's Inventory List as "Cysco VG248") analog phone gateway, which was replaced with an upgraded model and disposed of by Cisco, be removed from the HHS capital asset list.

FISCAL IMPACT

Is there a Fiscal Impact? No

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

Pursuant to California Government Code, Article 7, section 25504, the County Purchasing Agent, which is the County Executive Officer in Napa County, may sell, lease, or dispose of any personal property belonging to the county that is not required for public use, subject to such regulations as may be provided by the Board of Supervisors.

Today's requested action will enable Household Hazardous Waste disposal of a freezer that is no longer operational and cannot be repaired and removal of this item along with a Cisco VG248 (listed on the County's Inventory List as "Cysco VG248") analog phone gateway from the Health and Human Services capital assets list.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Ben Guerrieri