



Agenda Date: 6/20/2006
Agenda Placement: 6EE

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Ben Wilson - Chief Information Officer
Information Technology Services
REPORT BY: Gail Vandeburgt, Staff Services Analyst I, 707-259-8666
SUBJECT: Disposal of Surplus Fixed Assets

RECOMMENDATION

Chief Information Officer requests the following actions:

1. Declare certain items of personal property, which are also fixed assets, as surplus and no longer required for public use;
2. Authorize their removal from the fixed asset inventory; and
3. Authorize the disposal by trade-in of Asset #3170, a CISCO 7010 router. (4/5 vote required)

EXECUTIVE SUMMARY

The following traded-in and obsolete assets have been identified by the Chief Information Officer as surplus and no longer required for County use:

1. **Trade In:** Cisco 7010 router, fixed asset #3170
2. **Obsolete:** Maxdoc Workgroup Edition software, fixed asset #1392
3. **Obsolete:** Night Vision Scope, fixed asset #2294

This action will remove the items from the department's fixed asset inventory.

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

The Information Technology Services department has identified three surplus items of personal property as follows:

1. CISCO 7010 router, Asset #3170:

The CISCO 7010 router was originally purchased for \$42,445 and placed in service in 1996. In March 2005, the CISCO 7010 router was traded-in to SBC DATACOM for a \$1,380 credit against the purchase of a CISCO 3845 router. County Code 2.36.040.F authorizes the Purchasing Agent to accept advantageous trade-in offers for surplus personal property when acquiring replacement equipment. Typically, the Board declares the property surplus and no longer required for public use prior to the trade-in. However, this action did not take place. Therefore, the Chief Information Officer now requests this declaration and authorization to remove Asset #3170 from the fixed asset inventory.

2. MAXDOC WORKGROUP EDITION software, Asset #1392:

Information Technology Services purchased the MAXDOC WORKGROUP EDITION software in 1995 for the amount of \$8,038.39. In August 2005, while conducting a review of the its fixed asset inventory, ITS identified the MAXDOC WORKGROUP EDITION as software which is no longer in use. The Chief Information Officer requests declaration that the item is surplus and no longer required for public use and requests authorization to remove this item from the fixed asset inventory.

3. Night Vision Scope, Asset #2294:

The Night Vision Scope purchased by the Communications Department in 1987 for the amount of \$5,983.43 became obsolete and was removed from service approximately ten years ago. However, this asset has not been removed from the fixed asset inventory list because there is no documentation concerning the disposal of the asset. In August 2004, and again in August 2005, the Communications Manager undertook a thorough physical inventory of all the items on the fixed asset list and has determined that the asset is no longer in the possession of the Communications division. A thorough search of the Communication division's records did not show whether the item was sent to auction or traded-in for replacement equipment, as would be normal for surplus equipment. Although the final disposition of this asset cannot be verified, the item is certainly no longer in the possession of the Communications division. Therefore, the Chief Information Officer requests declaration that the item is surplus and no longer required for public use and requests authorization to remove this item from the fixed asset inventory.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Gratton