



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 7/10/2012

Agenda Placement: 7T

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Steven Lederer - Director  
Environmental Management  
**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 fixed asset and non-fixed asset surplus property items at public auction (4/5 vote required);
3. Authorize the disposal of non-fixed asset surplus property items by donation: and
4. Accept a report of items disposed of by means of disposal and recycling.

### **EXECUTIVE SUMMARY**

The Purchasing Division has accumulated a variety of surplus items on behalf of county departments and is recommending disposal of these items either by auction, direct sale, donation, recycling or discarding. These items have outlived their useful life, have been, or will be 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 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.

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 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.

The Purchasing Division is planning to hold a warehouse sale in August where items declared to be surplus, and not otherwise disposed of, can be sold to the general public. Authorization for a sale of this nature is not required by the Board of Supervisors (California Government Code Section 25504) however is being included in this agenda item to provide a complete picture of staff's plan for disposing surplus property.

### **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, have been, or will be 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:	

### **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 Purchasing Division has accumulated a variety of surplus items on behalf of county departments and is recommending disposal of these items either by auction, direct sale or donation. The purchasing division has also accumulated a variety of broken and otherwise unusable items on behalf of county departments and is providing a list of said items that have been discarded by means of E-Waste, recycling, or disposal. These items have outlived their useful life, have been or will be removed from service, and are no longer required for public use.

The items identified in the attachments have been determined to be of limited or no use because they are antiquated, damaged, fail to meet current ergonomic standards (for furniture), fail to meet current county connectivity or performance standards (for computer equipment), have been identified as nonfunctional, and/or are not required by other County departments. Surplus items sent by departments to Purchasing are screened to determine whether the items may be used by other departments prior to being placed on the list for disposal. Surplus equipment that no longer meets county standards is offered to eligible non-profit organizations prior to

being placed on the list for auction, direct sale or disposal.

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. Included in the auction items are three vehicles from the Fire Department: a Ford Ranger, a Ford Aerostar, and an International 4400 truck with service body. Non vehicle items recommended for auction might also be sold to the general public at a warehouse sale that staff is anticipating holding in August. Authorization for a sale of this nature is not required by the Board of Supervisors (California Government Code Section 25504) however is being included in this agenda item to provide a complete picture of staff's plan for disposing surplus property.

The Purchasing Agent is authorized by Section 12-4(c) of the County's 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.

Government Code Section 25372 authorizes the Board of Supervisors to approve the donation of any real or personal property that is declared surplus, to public agencies, public schools, and tax exempt health and human services organizations. Staff is taking a more active role in placing surplus items with other County departments and non-profit agencies to promote sustainability and the highest and best reuse of the items. Surplus furniture, equipment and computers will be donated to the following 501 (c) (3) non-profit organizations:

- **St. Helena Family Center** connects community members with the information, guidance, and services they need to fully develop their own strengths and be productive members of their families and of our community.
- **Legal Aid of Napa Valley's** mission is to provide free legal assistance to senior, immigrant, and low-income residents of Napa County.
- **Cybermill** is dedicated to providing an environment for students where learning, sharing and creativity come to life through multimedia projects.
- **Donaldson Way Elementary School** is in American Canyon serving grades K-5 and is a part of the Napa Valley Unified School District.

Four items being requested by Donaldson Way Elementary School are currently still in service at the American Canyon Library. If these items are approved for donation, the school will pick them up from the Library's current location after August 1st when furniture being moved to the Library's new location has been removed.

### **SUPPORTING DOCUMENTS**

- A . Auction and Sale Items - Non Vehicle
- B . Auction Items - Vehicles
- C . Items for Donation
- D . E-Waste, Recycle, and Disposal

CEO Recommendation: Approve

Reviewed By: Molly Rattigan