



Agenda Date: 7/11/2006  
Agenda Placement: 6U

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

---

**TO:** Board of Supervisors  
**FROM:** Michael Stoltz for Robert Peterson - Director  
Public Works  
**REPORT BY:** Nancy Oweong, Staff Services Analyst I, 253-4476  
**SUBJECT:** Disposal of County Surplus Property

---

### **RECOMMENDATION**

County Executive Officer/Purchasing Agent and Director of Public Works request the following actions (4/5 vote required):

1. Declare certain items of personal property, which are fixed assets, as surplus, no longer required for public use, and authorize their removal from the fixed asset inventory;
2. Declare certain items of personal property, which are non-fixed assets, as surplus and no longer required for public use; and
3. Authorize the disposal of the fixed and non-fixed asset surplus property at public auction.

### **EXECUTIVE SUMMARY**

The Property Management and Equipment Pool divisions of Public Works have accumulated a variety of surplus items and are recommending 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 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.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The proceeds from the sale of vehicles will be deposited in the Equipment Pool Replacement Fund. The sale of surplus personal property will result in unanticipated revenue for 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**

The Property Management and Equipment Pool divisions of Public Works have 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 fixed and non-fixed assets items, primarily antiquated office furniture and computers, to be disposed of at public auction. The items identified 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 in order to determine whether the items may be used by other departments prior to being placed on the list for disposal at auction. Computer equipment is offered to eligible non-profits by ITS before being sent to surplus.

Attachment B contains a list of surplus vehicles to be disposed of at public auction. These vehicles have outlived their useful life, have been removed from service, and are no longer required for public use. These vehicles will be removed from the County's inventory after they have been sold at auction 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 between 90,000 miles.

In some instances, vehicles that have been fully depreciated, may be retained if their maintenance costs and condition warrant continued use. On the other hand, some vehicles are declared surplus and disposed of before they have been fully depreciated because the costs to maintain and/or repair them are not justified. Vehicles that have suffered major collisions, that require major engine or transmission work, or that have experienced excessive wear or exposure to extremely harsh conditions, are generally declared surplus and sold at auction if the costs of making the necessary repairs or providing continued maintenance are not justified. These decisions are made on

a case-by-case basis by the Equipment Pool Supervisor and the Facilities and Fleet Manager.

**SUPPORTING DOCUMENTS**

A . Attachment A

B . Attachment B

CEO Recommendation: Approve

Reviewed By: Andrew Carey