



Agenda Date: 8/1/2006
Agenda Placement: 6L

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:

1. Declare one (1) Touchprint fingerprint machine, fixed asset number 3896, as surplus, no longer required for public use, and authorize its removal from the fixed asset inventory;
2. Declare certain other 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 asset and non-fixed asset surplus property items at public auction. (4/5 vote required)

EXECUTIVE SUMMARY

The Public Works Department has accumulated a variety of surplus items and is 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 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, 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:

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 supporting document (Attachment A) contains a list of non-fixed assets items, primarily antiquated office furniture and computers, and one fixed asset to be disposed of at public auction. The items identified have been determined to be of very limited or no use to the County 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 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. Typically, surplus computer equipment that no longer meets county standards is offered to eligible non-profit organizations by Information Technology Services before being sent to surplus, if the computer equipment is determined to be potentially useful. In this case, the computer equipment on the attached surplus property list is so antiquated as to not be useful to eligible non-profit organizations.

The fixed asset to be disposed of is a Touchprint fingerprint machine that was purchased in 1997 for approximately \$50,000 for use by the Corrections department with grant monies from the State of California. This piece of equipment has been removed from service and sent to surplus because it no longer meets the Department of Justice's requirements and has been replaced with more modern equipment, which was also purchased with a state grant.

SUPPORTING DOCUMENTS

A . Attachment A

CEO Recommendation: Approve

Reviewed By: Andrew Carey