



Agenda Date: 8/16/2005  
Agenda Placement: 6N

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Britt Ferguson for Nancy Watt - County Executive Officer  
County Executive Office  
**REPORT BY:** Nancy Oweong, Buyer II , 253-4476  
**SUBJECT:** Disposal of County Surplus Property

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### **RECOMMENDATION**

County Executive Officer/Purchasing Agent requests the following actions (4/5 vote required):

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 County's fixed asset inventory;
3. Declare certain other items of personal property, which are not fixed asset items, to be surplus and no longer required for public use; and
4. Authorize the disposal of the fixed and non-fixed asset surplus property at public auction.

### **EXECUTIVE SUMMARY**

Purchasing has accumulated a variety of surplus items (mostly antiquated office equipment and furniture) 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 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: 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**

Purchasing has 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-fifth 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 non-fixed assets items, primarily antiquated office furniture and computers, to be disposed of at public auction. The items identified in Attachment A 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/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.

The following fixed assets assigned to Juvenile Probation no longer work and are unrepairable and have been removed from service:

Unimac UC35MN Washer Extractor	Asset ID 6974	Purchased in 2000 for \$5,837
Dishwasher	Asset ID 7234	Purchased in 2000 for \$6,070
Fingerprinting Equipment	Asset ID 8219	Purchased in 2001 for \$49,728

The auction proceeds for the fixed and non-fixed asset items will be deposited into the General Fund Revenues.

**SUPPORTING DOCUMENTS**

A . Attachment A

CEO Recommendation: Approve

Reviewed By: Britt Ferguson