NAPA COUNTY BOARD OF SUPERVISORS
Board Agenda Letter

TO:        Board of Supervisors
FROM:      DINA JOSE - Director Corrections
REPORT BY: Wendi Agans, Supervising Staff Services Analyst - (707) 253-6133
SUBJECT:   Removal of Capital Assets from Corrections Inventory

RECOMMENDATION
County Executive Officer and Director of Corrections request the following:

1. Declare certain items of capital asset property as surplus and no longer required for public use;
2. Authorize removal of the capital assets from Corrections' capital asset inventory; and
3. Authorize disposal by means of e-waste and recycling. (4/5 vote required)

EXECUTIVE SUMMARY
This action will remove fully depreciated, obsolete and unusable equipment from Corrections' capital asset inventory and allow for proper disposal.

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

Today's requested actions will authorize removal of a Gembo 500 Controller Kit Z4 (Asset Tag ID# 27448) and a 40 Gallon Tilting Gas Kettle (Asset Tag ID# 26972) from Corrections' capital asset inventory and allow them to be properly disposed of. Both capital assets have become obsolete, were replaced and are fully depreciated with no net book value.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve
Reviewed By: Susan Kuss