A Tradition of Stewardship
A Commitment to Service

NAPA COUNTY BOARD OF SUPERVISORS
Board Agenda Letter

TO: Board of Supervisors

FROM: Jon Gjestvang - Chief Information Officer
Information Technology Services

REPORT BY: Shawn Smith, Supervising Staff Services Analyst - 707.259.8665

SUBJECT: Disposal of County Surplus Property for Donation

RECOMMENDATION

County Executive Officer and Chief Information Officer request the following:

1. Declare certain items of personal property as surplus and no longer required for public use; and
2. Authorize the Purchasing Agent to dispose of these items of personal property by donating them to Computers for Classrooms.

EXECUTIVE SUMMARY

Information Technology Services (ITS) has accumulated certain surplus computer items, which no longer meet the County's equipment standards and requirements but still have potential for use by local entities that meet the criteria set forth in California Government Code Section 25372. Under the code, the Board of Supervisors, by majority vote, can donate any real or personal property the Board declares to be surplus to public agencies, public schools and any organization exempt from taxation pursuant to 26 U.S.C. Sec. 501(c) (3), that is organized to provide health or human services. Today's request to donate personal computers (PCs), monitors, printers, and miscellaneous equipment is for Computers for Classrooms, which meets the requirements of Government Code Section 25372.

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

Information Technology Services (ITS) tries to replace computers used by County employees every 4 years. Reasons for replacement are:

- Warranties on the computers are three years and repairing a computer over 4 years of age can be costly.
- When taking the cost of repair and considering how much time is left on the computer, it makes sense to replace with a new computer.
- Older computers face more system failures as well as higher maintenance costs.
- Older systems are more likely to see power supply failures, network component failures and hard drive failures leading to nonproductive employee time.

As a result of replacing the computers on a regular basis, there is a need to surplus older equipment that no longer benefits the County.

In making the decision to recommend whether surplus computer equipment is to be donated or sent to public auction, staff considers a few variables:

- Does the surplus computer equipment have any significant dollar value the County could reasonably recover?
- What is the general condition and usefulness of the surplus computer equipment?
- Has there been any expressed need for surplus computers by eligible schools and tax exempt health or human service organizations?

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Computers for Classrooms helps provide refurbished computers to California schools, nonprofits, seniors and citizens with low income. At this time, there are no immediate needs from the Napa County Health and Human Services Agency's clients or local schools.

List of donation items is attached.

SUPPORTING DOCUMENTS

A . Printers and Monitors

B . PCs

CEO Recommendation: Approve

Reviewed By: Helene Franchi