



Agenda Date: 9/13/2005  
Agenda Placement: 6LL

## 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:** Andrew Carey, Management Analyst, 253-4477  
**SUBJECT:** Donation of surplus computer equipment

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### **RECOMMENDATION**

County Executive Officer/Purchasing Agent requests 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 the following organizations:
  - a. Donaldson Way Elementary School; and
  - b. Napa Valley Personal Computers User Group, a tax-exempt Health and Human Service organization.

### **EXECUTIVE SUMMARY**

California Government Code Section 25372 authorizes the Board of Supervisors to donate any real or personal property that 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. The Board may impose on the donation any terms and conditions that it determines to be appropriate.

The Information Technology Services (ITS) Director has recommend the donation of fifteen surplus monitors to the Napa Valley Personal Computers Users Group, a health and human service tax exempt organization established and incorporated as an educational resource for the residents of Napa County. The ITS Director has also recommended donation of eight surplus Central Processing Units (CPU's) and eight surplus monitors to Donaldson Way Elementary School in American Canyon.

### **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**

Twenty-three computer monitors and eight CPUs, which are not fixed assets, have been identified as surplus and no longer required for County use. Information Technology Services (ITS) has removed these items from service and has identified them as surplus equipment because they no longer meet the County's computer performance standards.

Although these monitors and CPUs are no longer suitable for use by the County, they do have the potential of being serviceable to local school districts or tax-exempt health or human service organizations that accept donations of surplus computer equipment. If these monitors and CPUs were not made available for donation, the Board would be requested to authorize their disposal at public auction, where the proceeds from the sale of surplus computer equipment are generally very minimal. Therefore, the ITS Director has recommend that these surplus monitors and CPUs be made available for donation.

Generally, when ITS has surplus computers that are no longer required for County use, but that may be suitable for donation to local schools or tax-exempt health or human service organizations, ITS would contact the Napa Valley Personal Computer Users Group (NVPCUG), a local tax-exempt human service organization that, in addition to providing computers and training as educational resources for Napa County residents, configures and installs computers for the Napa Valley Unified School District. If NVPCUG does not express a need for surplus computers for educational purposes, and if no individual Napa public school has expressed a need for surplus computer donations, then other tax-exempt health and human service organizations that have previously expressed an interest in receiving donated County surplus computers may also be contacted prior to any decision to recommend that surplus computers be disposed of at public auction.

In making such decisions as to whether to recommend surplus computer equipment be donated or sent to public auction, variables such as whether the surplus computer equipment has any significant dollar value that the County could reasonably recover, the general condition and usefulness of the surplus computer equipment, and any expressed need for surplus computers by eligible schools and tax-exempt health or human service organizations are considered. (In general, there is not a great demand among eligible organizations for County surplus computer equipment.)

Government Code Section 25372 authorizes the Board of Supervisors to donate any real or personal property that the Board declares to be surplus to public agencies, public schools, and tax-exempt health and human service organizations. In this instance, NVPCUG and the Donaldson Way Elementary School have both contacted ITS and requested a donation of County surplus computer equipment. Both organizations meet the requirements of Government Code 25372 for receiving donations of County surplus property. With the Board's approval, 15 surplus monitors will be donated to NVPCUG and eight surplus CPUs and eight surplus monitors will be donated to Donaldson Way Elementary School. Attachment A contains a list of the surplus monitors to be donated.

**SUPPORTING DOCUMENTS**

A . Surplus computer equipment donation list

CEO Recommendation: Approve

Reviewed By: Britt Ferguson