



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 9/14/2010  
Agenda Placement: 7J

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Jon Gjestvang - Chief Information Officer  
Information Technology Services  
**REPORT BY:** Maiko Klieman, STAFF SERVICES MANAGER - 707-259-8665  
**SUBJECT:** Removal of fixed assets from ITS inventory

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### **RECOMMENDATION**

Chief Information Officer requests authorization to remove \$1,181,235 of fully depreciated fixed assets from the Information Technology Services' fixed asset inventory as of June 30, 2010.

### **EXECUTIVE SUMMARY**

This action will remove fully depreciated, obsolete and unusable equipment from the Information Technology Services' fixed asset inventory.

### **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**

The requested action removes obsolete and unusable equipment from the Information Technology Services' fixed asset inventory. The items are listed in Attachment A. These items are no longer in use and are fully depreciated with no net book value. The discrepancy was noted by the Napa County Auditor-Controller's Office through the year end accounting process that includes reviewing fixed assets inventories. Today's requested action removes these items from the books as of June 30, 2010.

**SUPPORTING DOCUMENTS**

A . Surplus List

CEO Recommendation: Approve

Reviewed By: Karen Collins