



Agenda Date: 9/19/2006
Agenda Placement: 6M

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Stoltz for Robert Peterson - Director
Public Works
REPORT BY: Stacy Petross, BUYER , 253-4476
SUBJECT: Disposal of County Surplus Property

RECOMMENDATION

County Executive Officer/Purchasing Agent and Director of Public Works request the following:

1. Declare certain items of personal property, which are also fixed assets, as surplus and no longer required for public use;
2. Declare certain other items of personal property, which are non-fixed assets, as surplus and no longer required for public use; and
3. Authorize the disposal of the fixed asset and non-fixed asset surplus property items at public auction. (4/5 vote required)

EXECUTIVE SUMMARY

The Public Works Department has accumulated a variety of surplus items and is recommending 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:

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

Attachment A, "Surplus Property List for Auction" itemizes the non-fixed assets items, primarily antiquated office furniture and computers recommended for disposal at public auction. In addition, two fixed assets, Pitney Bowes mail machines, are listed at the end of Attachment A. The recommended surplus items have been determined to either be of very limited or no use to the County as they are antiquated, damaged, fail to meet current ergonomic standards (for furniture), fail to meet current county connectivity or performance standards (for computer equipment), and have been identified as nonfunctional.

One of the fixed assets was purchased in 1991 for approximately \$10,118 and the other in 1999 for approximately \$7,409. These machines were used by the Record Center for the processing of mail, and have recently been replaced with equipment whose technology conforms to the new Postal standards and will provide more efficient processing of the County's mail.

Surplus items sent by departments to Purchasing are screened to determine whether the items may be used by other departments prior to being placed on the list for disposal at auction. Surplus computer equipment that no longer meets county standards is offered to eligible non-profit organizations before being sent to surplus, if the computer equipment is determined to be potentially useful. In this case, the computer equipment on the surplus property list is so antiquated as to not be useful to eligible non-profit organizations.

There is, however, another request on today's Agenda Calendar to approve the donation of surplus computer equipment to the Napa Valley Personal Computer Users Group, as that equipment was determined to still have a useful life expectancy.

SUPPORTING DOCUMENTS

A . Surplus Property List for Auction

CEO Recommendation: Approve

Reviewed By: Andrew Carey