



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 1/12/2021

Agenda Placement: 6C

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Helene Franchi for Minh Tran - County Executive Officer
Housing and Homeless Services
REPORT BY: Molly Rattigan, Deputy County Executive Officer - 253-4112
SUBJECT: Purchase of Freezers for Farmworker Centers

RECOMMENDATION

Executive Director requests the following:

1. Approval of Budget Adjustment No. NCH001 establishing fixed assets in the amount of \$6,420 each for the purchase of a commercial freezer in the following subdivisions with offsetting revenue in Donations and Contributions (4/5 vote required):
 - a. River Ranch Farmworker Center
 - b. Calistoga Farmworker Center
 - c. Mondavi Farmworker Center; and
2. Acceptance of a donation totaling \$19,260 for three fixed assets from the St. Helena Farmworker Committee.

EXECUTIVE SUMMARY

Today's action establishes a fixed asset for each of the farmworker centers for the purchase of a new commercial freezer for the kitchen. This purchase is funded through a generous donation from the Farmworker Committee.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Donation from Farmworker Committee

Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This item is discretionary in that there is no mandate to have a commercial freezer on site. However, each site operates a commercial kitchen to provide meals for 60 lodgers and a freezer helps run and efficient kitchen.
Is the general fund affected?	No
Future fiscal impact:	None
Consequences if not approved:	If this item is not approved, the farmworker centers will either not have a freezer or will have an unreliable freezer to assist with food storage.
County Strategic Plan pillar addressed:	Healthy, Safe, and Welcoming Place to Live, Work, and Visit Livable Economy for All
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

Each of the three farmworker centers contains a commercial kitchen from which all meals are prepared and served. As such, the kitchens experience a lot of wear and tear serving three meals per day for 60 lodgers at each center. The freezers are at least 14 years old as they were existing when the County took over management and eventual ownership of the centers.

The freezer at the Mondavi Center has stopped working completely and a service call has determined that it is no longer viable to repair the unit. The Farmworker Committee has agreed to cover the cost of three new units as a generous donation to the Housing Authority. Because the units are over \$5,000, they need to be recognized as capital assets, the old freezers must be removed from inventory and a budget adjustment must be completed to recognize the donation.

The cost per freezer is \$6,420.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Samuel Ross