



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 1/24/2017

Agenda Placement: 6B

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Paul Reyes for Lenard Vare - Director
Corrections
REPORT BY: Paul Reyes, Supervising Staff Services Analyst - 707-299-1784
SUBJECT: Increase Appropriations for Commercial Freezer Units

RECOMMENDATION

Director of Corrections requests repurposing the appropriation previously approved for the purchase of a commercial kettle in the amount of \$20,000 to increase appropriations for two commercial freezers for a total of \$80,770 and to establish two fixed assets in the revised amounts of \$42,545 and \$38,225. (4/5 vote required)

EXECUTIVE SUMMARY

On November 22, 2016, the Board of Supervisors authorized the Department of Corrections to purchase two commercial freezer units. However, the actual cost of the assets is more than the amount originally approved. The Department of Corrections is requesting to repurpose the appropriation previously approved for the purchase of a commercial kettle in the amount of \$20,000 to increase the appropriation for two commercial freezers for a total of \$80,770. The current commercial freezer units, which are used for storage of food for Napa County inmates, are no longer functioning properly and need to be replaced.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Corrections - \$72,306 has been budgeted for the purchase of two commercial freezer units. The additional cost of approximately \$9,000 will be absorbed by the Department of Corrections' budget by repurposing the appropriation previously approved for the purchase of a commercial kettle in the amount of

	\$20,000.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	There is no mandate to use commercial freezers. The current commercial freezer units need to be replaced. The freezers are necessary to store food that will be served to Napa County inmates. Frozen food storage provides a cost saving as it allows the Department of Corrections to purchase in bulk at a discount versus buying smaller quantities of non-frozen food items.
Is the general fund affected?	Yes
Future fiscal impact:	The future fiscal impact related to the maintenance of the freezer units will be absorbed by the Department of Corrections' budget.
Consequences if not approved:	Without a new commercial freezer the Department of Corrections will have the added expense of frequent costly repairs. A third party has evaluated the current freezer units and has recommend complete replacement. A complete failure would also result in the added expense of replacing spoiled frozen food.
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

The Department of Corrections produces over 200,000 inmate meals per fiscal year. Producing these inmate meals requires adequate and operational frozen food storage. The Department of Corrections originally budgeted \$15,000 for the replacement of some of the internal freezer equipment. However, after frequent system failures and costly repairs the Department obtained an independent inspection of the freezer units. The inspection report recommended complete replacement of both freezer units. During the independent inspection of the freezer units, staff was informed that the lifespan of these units is approximately 10 - 12 years. The current freezer units at the department are both over 20 years old and well past their normal lifespan.

On November 22, 2016, the Board of Supervisors authorized the purchase of two commercial freezer units in the amount of \$72,307. However, this estimate did not account for prevailing wages. The revised cost of the two freezer units is approximately \$81,000. Approval of the purposed action will allow the Department of Corrections to fund the increased cost of the two commercial freezer units by repurposing the appropriation previously approved for the purchase of a commercial kettle in the amount of \$20,000. The kettle is still functioning and will not need to be replaced this fiscal year. The Department will return to the Board at a later date when replacement is needed.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi