



Agenda Date: 1/29/2008
Agenda Placement: 6H

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Stoltz for Robert Peterson - Director
Public Works
REPORT BY: Nancy Oweong, Staff Services Analyst I - 253-4603
SUBJECT: Budget transfer and establish a fixed asset for replacement vehicle

RECOMMENDATION

Director of Public Works requests approval of Budget Transfer No. 17 increasing appropriations in the Equipment Pool budget with offsetting revenue and establishment of a fixed asset in the amount of \$19,000 for the purchase of a replacement vehicle assigned to Public Works. (4/5 vote required)

EXECUTIVE SUMMARY

A vehicle assigned to Public Works has been involved in an accident and it is necessary to replace the vehicle due to the severity of the damage. Funds from insurance proceeds, collected depreciation, and unused appropriations from salary savings will be used to offset the costs of replacing the vehicle.

FISCAL IMPACT

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|-----------------------------------|--|
| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | No |
| What is the revenue source? | Offsetting revenue will be obtained from the following sources: collected depreciation of \$498, insurance proceeds of \$14,350, salvage value of \$1,650 and salary savings of \$2,502. |
| Is it Mandatory or Discretionary? | Discretionary |
| Discretionary Justification: | The replacement vehicle is needed for staff to perform their job duties. |
| Is the general fund affected? | Yes |
| Future fiscal impact: | None, except the usual collection of maintenance and operation and depreciation. |

Consequences if not approved: The fleet will be reduced by one vehicle and staff will not be able to perform their job duties in an efficient and effective manner.

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

A vehicle assigned to Public Works has been in an accident and it is necessary to replace the vehicle due to the severity of the damage. Funds from insurance proceeds, collected depreciation, and unused appropriation from salary savings will be used to replace the vehicle. The vehicle, a 2007 Ford Ranger, Vehicle No. 1028, will be replaced with a 2008 Ford Ranger 4x4 at a replacement cost of \$19,000.

Approval of this request will allow Public Works to replace a vehicle that staff uses for surveying, field inspections and investigations, often in remote locations which requires a four wheel drive vehicle.

The Ford Ranger will meet federally mandated Tier 2 Bin 5 emissions standards, and also complies with California ultra low emissions vehicle (ULEV) standards.

As part of current best management practices, an accident report is filed by the employee and reviewed by Department Management and the Risk Manager. If warranted, corrective action is taken. Public Works is coordinating efforts with Risk Management to update the County Vehicle Use policy as may be necessary to ensure that County vehicles are operated in a safe and appropriate manner.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi