



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 10/13/2015

Agenda Placement: 6E

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Public Works

REPORT BY: Scott Marsh, STAFF SERVICES ANALYST II - 707-259-8363

SUBJECT: Establish Fixed Asset for Replacement of Wrecked Environmental Management Vehicle from Unused Appropriations

RECOMMENDATION

Director of Public Works requests the following:

1. Establishment of a fixed asset vehicle in the amount of \$30,000 for the replacement of a totaled vehicle assigned to PBES-Environmental Health from existing unused appropriations in the County Vehicle Replacement Fund; (4/5 vote required)
2. Declare a certain fixed asset vehicle as surplus and no longer required for public use; and
3. Authorize the sale of a certain fixed asset surplus vehicle at public auction. (4/5 vote required)

EXECUTIVE SUMMARY

A vehicle assigned to PBES-Environmental Health was involved in an accident and damaged sufficiently that it is deemed necessary to replace it. Previously collected vehicle replacement dollars will be used to fund the replacement. Existing unused appropriations in the Fiscal year 2015-16 Vehicle Replacement Fund will be used for the purchase of the replacement.

Additionally, the wrecked vehicle will be declared surplus and subsequently sold at public auction to the highest bidder.

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted?	No
What is the revenue source?	Previously collected replacement charges allocated to the Vehicle Replacement Fund (Fund 4100, Sub-Division 4102000).
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?	No
Future fiscal impact:	None.
Consequences if not approved:	PBES-Environmental Health will be assigned a vehicle from the shared vehicle pool that may not meet the Department's needs. The shared vehicle pool will be reduced by one vehicle and may impact other Departments by having one less vehicle available.

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 Environmental Health within the Planning, Building and Environmental Services Department was involved in an accident. It is necessary to replace the vehicle due to the severity of the damage. Funds from collected replacement charges will be used to fund the replacement. The vehicle, unit No. 0208, a 2007 Ford Ranger (Property #27168, VIN #1FTZR45E47PA80560), will be replaced with an all-wheel-drive Ford Escape.

The replacement cost for the vehicle is estimated at \$30,000 of which \$16,344.54 will come from previously collected replacement charges and the remainder will come from the Fleet Vehicle Replacement Fund Balance. A budget adjustment is not necessary as the purchase will be made from existing estimated unused appropriations. The appropriations are available as unused because actual prices of vehicles purchased this year have been lower than budgeted. The Public Works Department will continue to monitor purchases and the budget for any issues that may arise.

This action will allow Environmental Health to maintain the current number and type of vehicles necessary to adequately support their activities.

Additionally, the Director of Public Works requests that the damaged vehicle, unit 0208, be declared as surplus and subsequently sold at auction to the highest bidder. The proceeds from the sale will go back into the Vehicle Replacement Fund.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Liz Habkirk