



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 11/22/2016

Agenda Placement: 6C

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: Approval of Budget Transfer for the Purchase of Commercial Freezer Units

RECOMMENDATION

Director of Corrections requests approval of Budget Transfer No. COR002 transferring \$57,307 from Services and Supplies accounts to Equipment account within the Corrections budget unit and establishing two fixed assets in the amounts of \$42,240 and \$30,067 for two commercial freezer units (4/5 vote required).

EXECUTIVE SUMMARY

The Department of Corrections is requesting to purchase two commercial freezer units. 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?	No
What is the revenue source?	Department of Corrections (14000)
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. Approval of the requested budget transfer and establishment of two fixed assets will allow the Department to reliably store inmate food.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi