



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 11/26/2013

Agenda Placement: 7E

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Public Works

REPORT BY: Scott Catania, Staff Services Analyst I - 259-8363

SUBJECT: Budget transfer and establish a fixed asset for the purchase of a leased vehicle for the District Attorney

RECOMMENDATION

Director of Public Works requests approval of Budget Transfer No. DPW005 increasing appropriations in the Fleet Management - Vehicle Replacement Fund budget with a corresponding reduction in the Fleet Management - Vehicle Replacement Fund Balance and establishment of a fixed asset in the amount of \$14,196 for the sole source purchase of a leased vehicle assigned to the District Attorney's Office. (4/5 vote required)

EXECUTIVE SUMMARY

In December of 2010, the County entered into a vehicle lease for use by an investigator assigned to a multi-jurisdictional high technology crimes grant in the District Attorney's office. At the time of the grant award and lease agreement, the position was anticipated to be for a limited term of three years. Today, the program established by the grant is ongoing as a 2011 Public Safety Realignment funded program. As the lease term is expiring on November 30, 2013, the District Attorney's Office would like to continue use of the vehicle for their program.

The 2011 Ford Escape hybrid is in very good condition and would be a good addition to the County fleet. Therefore, Public Works is recommending to purchase the vehicle as opposed to renewing the lease. The purchase of the vehicle will be a sole source purchase from Hansel Leasing of Santa Rosa, CA.

Fund Balance in the Fleet Management - Vehicle Replacement Fund will be used to purchase the vehicle. Budget Transfer No. DPW005 will appropriate \$14,196 for the purchase. Ongoing vehicle replacement maintenance and repairs will be borne by the District Attorney's operating budget.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Fleet Management - Vehicle Replacement Fund Balance.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The leased vehicle is needed for staff to perform their job duties. With ongoing funding for the program now provided by Realignment rather than a year to year grant, it is more economically beneficial to purchase the vehicle rather than continuing a lease.
Is the general fund affected?	No
Future fiscal impact:	Vehicle replacement, maintenance and repair costs will be included in the current and future budget for the District Attorney in place of the current appropriation for the leased vehicle expense.
Consequences if not approved:	The District Attorney's Office will continue to incur about \$6,800 in lease expenses per year with no funds collected towards replacement of the vehicle.
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 an investigator position in the District Attorney's Office is currently being leased for about \$6,800 a year as part of a high technology crimes task force grant project. The District Attorney's Office has been leasing a vehicle for the grant project since 2005, due to prior uncertainty regarding continued funding for the grant from year to year. However, funding for the ongoing grant program is now provided through Realignment. The high technology crimes investigator continues to require the use of a vehicle for ongoing program activities and purchasing the leased vehicle is a more cost effective alternative than purchasing a new vehicle or leasing another vehicle.

The term of the current vehicle lease expires in November 2013, so the vehicle must be turned in or purchased. The vehicle is a 2011 Ford Escape, with a purchase cost of \$14,196. Funding for the vehicle purchase will come from the Fleet Management - Vehicle Replacement Fund, with ongoing costs for replacement and maintenance to be borne by appropriations in the District Attorney's operating budget.

Napa County Code 2.36.090 provides that the purchase of any single items costing more than ten thousand dollars (\$10,000) without securing competitive bids or quotations be reported to the Board of Supervisors with the reasoning therefore. By nature, the purchase of a leased vehicle does not allow for the opportunity to obtain competitive bids and therefore becomes a sole source purchase.

This action will allow the District Attorney's Office to maintain an adequate number of vehicles for their operations.

Should the District Attorney's programmatic needs change, this vehicle could be reassigned to another department or would become a pool vehicle.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan