



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/2/2016

Agenda Placement: 6B

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Equipment Pool

REPORT BY: Jeff Brooner, Purchasing Manager - 707-259-8188

SUBJECT: Establish Three (3) Fixed Assets for Replacement of Spanish Flat Fueling System from Unused Appropriations

RECOMMENDATION

Director of Public Works requests the following:

1. Establishment of an electronic fuel card reader and two fuel pumps as fixed assets totaling the amount of \$44,000 for the replacement of the fueling system at the Spanish Flat Roads Yard utilizing unused appropriations in the Fleet Management equipment fund; (4/5 vote required)
2. Declare one broken electronic card reader and two outdated fuel pumps as surplus and no longer required for public use; and
3. Authorize the disposal of one broken electronic card reader and two outdated fuel pumps.

EXECUTIVE SUMMARY

The electronic fuel card reader at the Spanish Flat Roads Yard is no longer working, not repairable, and needs to be replaced in order to accurately capture fuel usage and charges. The two fuel pumps are old, outdated, not compatible with current technology, and need to be replaced in order to work with a new card reader.

It is intended that the existing card reader and fuel pumps will be removed and disposed of by the contractor who replaces the equipment.

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted?	No
What is the revenue source?	Fleet Management Equipment Fund (Fund 4100, Subdivision 4101000).
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The current electronic fuel card reader is no longer working, not repairable, and needs to be replaced in order to accurately capture fuel usage and charges. Additionally, the two fuel pumps are old, outdated, not compatible with current technology, and need to be replaced in order to work with a new card reader. The combination of these actions allows for the accurate tracking of usage and cost of fuel.
Is the general fund affected?	No
Future fiscal impact:	None.
Consequences if not approved:	There will be no way to electronically record fuel usage and costs at the Spanish Flat Roads Yard. Tracking would be manual and there could be difficulties accurately monitoring usage and costs associated with individual vehicles and equipment.

Additional Information:

ENVIRONMENTAL IMPACT

Consideration and possible adoption of a Categorical Exemption Class 1: It has been determined that this type of project does not have a significant effect on the environment and is exempt from the California Environmental Quality Act. [See Class 1 (“Existing Facilities”) which may be found in the guidelines for the implementation of the California Environmental Quality Act at 14 CCR §15301; see also Napa County’s Local Procedures for Implementing the California Environmental Quality Act, Appendix B.]

BACKGROUND AND DISCUSSION

Our fuel vendor currently provides bulk fuel at the Spanish Flat Roads Yard. Although the fuel is stored and dispensed by County owned equipment, transfer of ownership of the fuel does not take place until the fuel is removed from the storage tank. In order to accurately track usage and costs to purchase the fuel, an electronic fuel card tracking system is used. The usage data is transmitted to our vendor who provides monthly billing to the County. The current electronic fuel card reader at the Spanish Flat Roads Yard is no longer working, not repairable, and needs to be replaced in order to accurately capture fuel usage and charges. Additionally, the two fuel pumps are old, outdated, not compatible with current technology, and need to be replaced in order to work with a new card reader. Until the system is replaced, the fuel vendor has agreed to a manual, honor system, tracking method on an interim basis.

The total replacement cost for the equipment, including installation and all taxes is estimated at \$44,000. The electronic card reader is estimated to cost \$19,200 and the two gas pumps are estimated to cost \$12,400 each. A budget adjustment is not necessary as the purchase will be made from existing estimated unused appropriations within the fixed asset equipment line. The appropriations are available as unused because actual prices of equipment 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.

It is intended that the existing card reader and fuel pumps will be removed and disposed of by the contractor who replaces the equipment. The construction contract to perform the work will be executed following approval of this agenda item.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula