



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/27/2018

Agenda Placement: 6R

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Public Works

REPORT BY: Julie Kirk, Staff Services Analyst II - 259-8603

SUBJECT: Approval of Budget Transfer and Sole Source Purchase of a Transit Shelter for South Campus

RECOMMENDATION

Director of Public Works requests the following actions related to the transfer of a previously approved Capital Asset and purchase of a new transit shelter for South Campus:

1. Approval to transfer a \$11,970 transit shelter Capital Asset from Capital Improvement Program 11014 (Health & Human Services Agency's Campus Redevelopment Project) budget to Public Works Property Management budget;
2. A waiver of competitive bidding requirements and sole source award to Tolar Manufacturing Company, Inc. of Corona, CA for the purchase of one transit shelter for South Campus in the amount of \$6,000 pursuant to Napa County Code Section 2.36.090; and
3. Approval of Budget Transfer No. DPW050 decreasing the Maintenance-Buildings/Improvements account by \$17,970 and increasing the Capital Asset Equipment account by the same amount in the Property Management Division budget and establishing a Capital Asset in the amount of \$17,970 for the transfer of the original \$11,970 Capital Asset and \$6,000 for the purchase of a new transit shelter (4/5 vote required).

EXECUTIVE SUMMARY

On June 21, 2016 the Board approved a capital asset in the Capital Improvements Projects Division, Program 11014 (Health & Human Services Agency Campus Redevelopment) in the amount of \$11,970 for the purchase of a Transit Shelter for South Campus. Subsequently, the Board of the Napa Valley Commons Property Owners Association rejected the design of the purchased transit shelter. Staff has been working closely with the Association to design a new transit shelter for South Campus that meets the design requirements.

Today's action would transfer the \$11,970 capital asset expenditure out of the Capital Improvements Projects Division, Program 11014 (HHS Agency Campus Redevelopment) and into the Public Works Property Management

Division so the asset can be used for another purpose. The action will also authorize a waiver of competitive bidding and sole source award to Tolar Manufacturing Company, Inc. for the purchase of a new transit shelter for South Campus in the amount of \$6,000 and approve Budget Transfer No. DPW-050 decreasing the Maintenance-Buildings/Improvements account by \$17,970 and increasing the Capital Asset Equipment account by the same amount in the Property Management Division establishing a capital asset in the amount of \$17,970 for the transfer and purchase.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Public Works Property Management Maintenance subdivision 43000-00. Budget is being adjusted to move funds from the Maintenance-Buildings/Improvements account to the Equipment Capital Asset account in order to transfer the capital asset of the previously purchased transit shelter for South Campus from the Capital Improvements Projects Division, Program 11014 to Public Works Property Management Division and to purchase a new transit shelter for South Campus.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Napa Valley Transportation Authority provides service to County's South Campus facility. A shelter at the transit stop would provide passengers protection from the weather elements.
Is the general fund affected?	No
Future fiscal impact:	None.
Consequences if not approved:	The original transit shelter capital asset will not be transferred to Public Works Property Management and a new transit shelter for South Campus will not be purchased.

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 Napa Valley Transportation Authority (NVTA) has provided transit service to South Campus since the relocation of Health and Human Services Agency from the Old Sonoma Road Campus. A shelter at the transit stop within South Campus would protect passengers from weather elements. On June 21, 2016 the Board approved the purchase of a transit shelter and established a capital asset in the Capital Improvements Projects Division, Program 11014 (HHSA Campus Redevelopment) in the amount of \$11,970. Subsequently, the shelter was rejected by the Napa Valley Commons Property Owners Association. Since that time, staff has worked diligently

with the Association to design a transit shelter that would be acceptable to all parties.

NVTA purchases its transit shelters from Tolar Manufacturing Company Inc. Tolar Manufacturing has refined the design of the transit shelter for South Campus to satisfy the Napa Valley Commons Property Owners Association and yet remain consistent with the type/style of other transit shelters purchased and installed by NVTA.

Staff requests the original capital asset expenditure of \$11,970 be transferred from the Capital Improvements Projects Division, Program 11014 to Public Works Property Management. Approve Budget Transfer DPW-050 in the amount of \$17,970 to establish a capital asset for a \$6,000 sole source purchase of a newly designed transit shelter for South Campus with the remaining \$11,970 for the capital asset transfer.

Tolar Manufacturing Company Inc. is not a local vendor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula