



Agenda Date: 4/18/2006  
Agenda Placement: 6J

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Ben Wilson - Director of Information Technology Services  
Communications  
**REPORT BY:** Gail Vandeburgt, Staff Services Analyst I, 707-259-8666  
**SUBJECT:** Budget Transfer - Establishing Fixed Asset (Cisco Analog Phone Gateway)

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### **RECOMMENDATION**

Communications Manager requests approval of Budget Transfer No. 62 in the amount of \$6,005 increasing appropriations in the Communications budget with offsetting revenues from the Emergency Services budget and establishment of a fixed asset in the amount of \$6,005 for the purchase of a Cisco Analog Phone Gateway. (4/5 vote required)

### **EXECUTIVE SUMMARY**

The Assistant County Executive Officer executed a Proclamation of Local Emergency on Friday, December 30, 2005 due to a winter storm with associated severe flooding in the County of Napa. In response, the Communications Manager determined that the purchase of a piece of equipment (the Cisco Analog Phone Gateway) was needed to provide the necessary telephone capacity for any County department requiring relocation from flooded areas.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Emergency Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The equipment allows the County independence from the local telephone company in restoring telephone service. Reliance on the local telephone company may result in additional costs and interruption of service to the community.
Is the general fund affected?	No

Future fiscal impact: Future savings may be realized.

Consequences if not approved: The County will remain dependent on the local telephone company to restore telephone service in emergencies. Reliance on the local telephone company may result in additional costs and interruption of service to the community.

Additional Information: None

### **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**

On December 30, 2005 the Assistant County Executive Officer executed a Proclamation of Local Emergency due to a winter storm with severe flooding in the County of Napa, which was subsequently confirmed and extended by the Board of Supervisors through adoption of Napa County Resolution No. 06-02 at a Special Meeting of the Board of January 3, 2006. On January 4, 2006, a piece of communications equipment was purchased to provide telephone capacity to any County department requiring relocation due to rising water. As stated in the Napa County Purchasing Manual, Section 2-2.2, competitive bidding is not required during an emergency. However, the purchase exceeds \$5,000, thus requiring Board action to establish the equipment as a fixed asset.

It was unknown at that time which County departments would be relocated due to rising water. Rather than risk interrupting County telephone service or incur the additional expense of the local telephone company moving the lines, the Communications Manager determined it was appropriate to purchase a piece of equipment that reduces the County's dependency on the local telephone company. This equipment takes digital data signals and converts them into a working telephone. Simply put, employees are relocated to another County facility, their telephone numbers are forwarded to that new location via network service, and this new piece of equipment converts that signal into a working telephone.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Karen Gratton