



Agenda Date: 5/2/2006
Agenda Placement: 6M

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Ben Wilson - Director
Records Management
REPORT BY: Gail Vandeburgt, Staff Services Analyst I, 707-259-8666
SUBJECT: Budget Transfer - Establishing Fixed Asset (Shelving)

RECOMMENDATION

Records Manager requests approval of Budget Transfer No. 66 increasing appropriations in the Records Management/Mail Services budget with offsetting revenues from General Fund - County Contributions (\$27,246) and establishment of a fixed asset in the amount of \$27,246 for the purchase of shelving for the Records Center. (4/5 vote required)

EXECUTIVE SUMMARY

On April 25, 2006, the Board approved Amendment No. 2 to Lease Agreement No. 4313, authorizing the leasing of an additional 1,804 square feet of storage space at the Records Center. With the additional space secured and available, shelving is required to accommodate the boxed records designated for the new space. Three bids were submitted and Hopley Co., Inc. of Santa Rosa is the low bidder. Hopley Co., Inc. installed the original shelving at the Records Center as well as additional shelving approximately three years ago.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	General Fund - County Contributions budget.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Records Center is currently filled to capacity and has had to turn away records for storage. This has caused a hardship on County departments seeking alternate solutions for the storage of their records. Approval of funds to purchase shelving for the additional space approved in Amendment No. 2 to

Lease Agreement No. 4313 will allow the space to be optimally used.

Is the general fund affected? Yes

Future fiscal impact: Departments will be able to store their records at the Records Center instead of outsourcing to private storage facilities.

Consequences if not approved: The County will incur higher expenses of off-site storage.

Additional Information:

ENVIRONMENTAL IMPACT

General Rule. It can be said with certainty that there is no possibility the proposed action may have a significant impact on the environment and therefore CEQA is not applicable. [See Guidelines For the Implementation of the California Environmental Quality Act, 14 CCR 15061(b)(3)].

BACKGROUND AND DISCUSSION

The Records Center currently occupies 5,280 square feet at 994 Kaiser Road. The space includes 3,820 square feet for general records storage, 950 square feet for the archives, 1,230 square feet for the County Mail Processing Center and associated office and utility space. The current capacity of the general records storage area is 12,012 boxes. With the approval on April 25, 2006 of Amendment No. 2 to Lease Agreement No. 4313, an additional 1,804 square feet is now available. The purchase of sufficient shelving will maximize the storage capability of the new space, increasing the capacity by 4,032 additional boxes and bringing the total general records storage capacity to 16,044 boxes (not including the archives). The additional capacity is based on the acquisition of shelving for 56 new storage units of the type and configuration currently used at the Records Center (the units are 12' high with 6 shelves each accommodating 12 boxes per shelf for a total 72 boxes per unit). With ongoing regular purge activity, the additional space and shelving should accommodate the anticipated storage needs for at least the next three years (which is the period of the renegotiated lease).

Hopley Co., Inc. provided the low bid for the shelving purchase which is the basis for the requested budget transfer. This vendor was the source for the original shelving acquisition (in 2000), as well as for an expansion within the Records Center approximately three years ago. Hopley Co., Inc. is the local distributor for the particular type of shelving used at the Center (Clipper shelving from Penco). Purchase of the same brand and type of shelving maximizes current and future flexibility.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Gratton