



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/5/2020

Agenda Placement: 6A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Kim Henderson for JOHN ROBERTSON JR. - Sheriff - Coroner
Coroner

REPORT BY: Rollie Soria, STAFF SERVICES ANALYST II - 707-259-8307

SUBJECT: Ratify the Acceptance of a Donation From Hub City Terminals, Inc.

RECOMMENDATION

Sheriff requests approval of the following actions related to the donation of a 53 foot refrigerated trailer to the Coroner's Office from Hub City Terminals, Inc. (4/5 vote required):

1. Ratify the acceptance of the donation;
2. Establish a capital asset in the amount of \$12,000 for the refrigerated trailer; and
3. Approval of Budget Transfer No. SHE002, increasing appropriations in the Sheriff-Coroner's budget with offsetting revenues in the amount of \$12,000 to recognize the value of the donation.

EXECUTIVE SUMMARY

In accordance with Board Resolution No. 05-40 and the Recommended Procedure for the Acceptance and Disbursements of Gifts, Bequests, or Devices in excess of \$1,000.

On April 7, 2020 the Board adopted Resolution No. 2020-47 delegating authority to the County Executive Officer / Director of Emergency Services or designee to accept donations of any kind to assist with the response to COVID-19. Due to the timing and specific purpose of the donation, the Sheriff's Office, with the approval of the County Executive Officer and Director of Emergency Services, accepted the donation of the refrigeration trailer to be placed at Respite Cove. This agenda item has been prepared: to ratify the acceptance of the donation from Hub City Terminals, Inc., to establish the capital asset in the amount of \$12,000, and to approve the budget transfer to recognize and record the monetary value of the trailer.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Hub City Terminals, Inc. is donating a refrigerated trailer valued at \$12,000 to the Sheriff-Coroner's Office.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Sheriff-Coroner's Office could utilize the refrigerated trailer to increase its capacity to store decedents during a natural disaster, pandemic, or other mass casualty occurrence.
Is the general fund affected?	No
Future fiscal impact:	The refrigerated trailer's repair, service, and vehicle registration will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If the requested actions are not approved, the acceptance of the refrigerated trailer will not be ratified, and the Sheriff-Coroner's Office would not have an additional storage unit in the event of mass casualty.
County Strategic Plan pillar addressed:	Healthy, Safe, and Welcoming Place to Live, Work, and Visit
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

On April 2, 2020, the Sheriff-Coroner's Office, with the approval of the County Executive Officer and Director of Emergency Services, accepted the donation of a 53-foot 2004 Wabash refrigerated trailer from Hub City Terminals, Inc. The refrigerated trailer will be used to increase the Sheriff-Coroner's Office storage capacity for decedents during the COVID-19 event, natural disasters, pandemics, or other mass casualty occurrences.

In accordance with Board Resolution 05-40 and the Recommended Procedure for the Acceptance and Disbursement of Gifts, Bequests, or Devices in excess of \$1,000, this agenda item has been prepared to ratify the acceptance of the refrigerated trailer valued at \$12,000. In addition, the Sheriff requests approval to establish the refrigerated trailer as a capital asset and approval of a budget transfer to establish appropriation authority for the capital asset offset with the donation value.

SUPPORTING DOCUMENTS

A . Hub City thank you letter

CEO Recommendation: Approve

Reviewed By: Susan Kuss