



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 9/21/2010

Agenda Placement: 7F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Don Ridenhour - Director
Public Works
REPORT BY: Nancy Owyong, Staff Services Analyst I - 253-4603
SUBJECT: Budget transfer and establish a fixed asset

RECOMMENDATION

Director of Public Works requests approval of Budget Transfer No. HHS002 increasing appropriations in the Equipment Pool budget with offsetting revenue and establishment of a fixed asset in the amount of \$27,876 for the purchase of a vehicle for the Women, Infants and Children (WIC) program in the Public Health Division of the Napa County Health and Human Services Agency. (4/5 vote required)

EXECUTIVE SUMMARY

Approval of this action will permit the purchase of a vehicle for the Women, Infants and Children (WIC) program in the Public Health Division of Napa County Health and Human Services Agency. The WIC program is a 100 percent federally funded health and nutrition program. There is sufficient funding available from this source to fund the purchase of the vehicle. Budget Transfer No.HHS002 will appropriate \$27,876 in the Equipment Pool budget (4030).

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Public Health
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This action is a discretionary activity in that there is no mandate to acquire a

	specific vehicle for administering WIC services. However, WIC has funding to purchase the vehicle which will provide reliable and safe transportation to and from satellite offices where participants would be unserved or underserved.
Is the general fund affected?	No
Future fiscal impact:	Appropriations for maintenance, insurance and operations will budgeted for future fiscal years.
Consequences if not approved:	There will not be adequate transportation to provide services to WIC participants.
Additional Information:	The WIC program is a 100 percent federally-funded health and nutrition program for women, infants and children.

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 Women, Infant and Children (WIC) program provides nutrition education, breastfeeding support and supplemental food vouchers to low-income women and children ages 0-5 years old. The program acts as a supplemental food program for clients at nutritional risk including pregnant and breastfeeding women. The WIC program serves 4,100 people countywide each month. To provide these services in a way that meets funding requirements WIC staff regularly travels to satellite offices located throughout the County.

The Health and Human Services Agency (HHS) has a fleet of county vehicles available for employee use. It is often the case that the HSHA fleet vehicles that are large enough to accommodate WIC's needs are not available. The purchase of this vehicle will guarantee that a vehicle is available for WIC staff to perform their mandated services. The WIC program is a 100 percent federally funded health and nutrition program. There is sufficient funding available from this source to fund the purchase and ongoing expenses of the vehicle.

The vehicle will be owned by the State of California Department of Public Health. The County of Napa will be the registered owner. HHS will not need to budget for replacement or pay depreciation costs for the vehicle. When the vehicle has reached the end of its useful life it will be returned to State of California Department of Public Health.

Public Works and WIC staff analyzed the program needs to determine what type of vehicle would be best suited for the WIC program use. They determined that either a van or a vehicle like a Ford Flex would be the best choice. The requested vehicle is a 2011 Ford Flex crossover which will hold seven passengers and has room for cargo. The vehicle will provide reliable and adequate transportation for the WIC program staff and needed equipment to travel to satellite offices. Additionally, the Ford Flex is easier for staff to load which will reduce the risk of injuries, smaller than a van making it safer to operate and gets better gas mileage than a van making it the greenest choice. WIC Staff provides services for WIC participants located in communities of Calistoga, St. Helena, Napa and will soon be providing services in American Canyon.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi