



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 9/23/2014

Agenda Placement: 7L

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Jon Gjestvang - Chief Information Officer
Information Technology Services

REPORT BY: Wendi Talley, Staff Services Analyst I - (707) 259-8666

SUBJECT: Approval of Establishment of fixed assets for the Communications budget in order to relocate County offices

RECOMMENDATION

Chief Information Officer requests retroactive approval of establishment of fixed assets in the amount of \$78,600 for the 12 telephone related network switches purchased on August 25, 2014 that were used to relocate various county offices due to the damage caused by the recent South Napa Earthquake. (4/5 vote required)

EXECUTIVE SUMMARY

The South Napa Earthquake occurred at 3:20 am on Sunday, August 24, causing many buildings, including several County buildings to be severely damaged. Many County offices were deemed unsafe for County employees to work in, making it necessary to quickly find alternate office locations so vital County services could continue. The decision was made to relocate offices to available space in the Library, Administration Building basement, and newly acquired County South Campus, formerly known as the Mylan or Dey Labs campus.

In order to accommodate all the relocated County offices, there was an immediate need to buy 12 telephone related network switches. Total price for the 12 switches was \$78,600 (\$6,550/each), requiring the Board to approve the establishment of these items as Fixed Assets. Due to the urgent need for office relocation, the purchase of these switches was done the morning of August 25. Today's request is for the Board to retroactively approve the establishment of the Fixed Assets.

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted?	No
What is the revenue source?	These Fixed Asset items were not included in the budget. However, a special subdivision in the General Fund has been set up to account for all purchases resulting from the South Napa Earthquake that occurred on Sunday, August 24, 2014.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	These items were not included in the budget. However, a special subdivision in the General Fund has been set up to account for all purchases resulting from the South Napa Earthquake that occurred on Sunday, August 24, 2014. In order to accommodate the move of several County offices to County South Campus and other locations, telephone related network switches were needed to be deployed at various locations for relocated County staff.
Is the general fund affected?	Yes
Future fiscal impact:	Since these items are fixed assets, appropriate depreciation amounts will be included as part of the future budgets.
Consequences if not approved:	Staff relocated to the South Campus and various other locations will not have adequate network connectivity and therefore will be unable to perform their work efficiently.
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 South Napa Earthquake occurred at 3:20 am on Sunday, August 24. Centered between Napa and American Canyon, it caused many buildings, including several County buildings to be severely damaged. Part of the Administration Building, Carithers Building and several buildings at the Health and Human Services Agency (HHS) Campus were deemed unsafe for the County employees to work in, making it necessary to quickly find new locations to move staff so County business could continue.

In December of 2013, the County acquired an approximately 25.32 acre site located at 2751 Napa Valley Corporate Drive, formerly known as the Mylan or Dey Labs campus, for the purpose of consolidating and relocating many of the HHS functions that are currently provided at the County's Old Sonoma Road campus and other remote locations to the property. Due to the earthquake, many of the relocated County offices will now be temporary moving to this new site, County South Campus.

In order to accommodate all the relocated County offices, there was an immediate need to buy 12 telephone related network switches. Total price for the 12 switches was \$78,600 (\$6,550/each), requiring the Board to approve the establishment of these items as Fixed Assets. Today's request is for the Board to retroactively approve this purchase.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi