



Agenda Date: 1/6/2021

Agenda Placement: 7E

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors

FROM: Timothy Healy - General Manager
NS-Administration

REPORT BY: WILLIAM MCWHIRT, SAFETY TRAINING & FLEET MAINT OFFICER - 258-6000 ext520

SUBJECT: Declare Two NapaSan Vehicles Surplus and Authorize Disposal

RECOMMENDATION

Declare 2008 Ford Escape (Vehicle #175) and Ford F-350 Service Body Truck (Vehicle #174) surplus and authorize disposal.

EXECUTIVE SUMMARY

NapaSan maintains a fleet of vehicles used solely for purposes related to the direct maintenance and operations of NapaSan facilities. When a vehicle is purchased, it is placed in the Fleet Vehicle Replacement Plan, where it is managed accordingly to preserve the useful life of the vehicle and to do the job it was intended to perform. When a vehicle nears the end of its useful life, it is evaluated according to Replacement Plan criteria to determine whether replacement is in the best interest of NapaSan.

Vehicle #175 is a 2008 Ford Escape SUV. After review of the maintenance records of this vehicle, and analyzing whether the vehicle would be suitable for use within other departments, staff has determined that this vehicle has reached the final end of its useful life, where the cost of maintenance outweighs its usefulness in the fleet. Staff recommends that this unit be declared surplus. Replacement of the vehicle is in the current year Capital Improvement Plan, estimated to cost \$28,400. The used vehicle could receive up to \$1,500 when sold at auction.

Vehicle #174 is a 2008 Ford F-350 service body truck. Staff has determined that this vehicle has reached the final end of its useful life, where the cost of maintenance outweighs its usefulness in the fleet. Specifically, this vehicle has experienced chronic exhaust emission failures. Staff recommends that this unit be declared surplus, rather than pay for expensive repairs. Replacement of the vehicle is in the current FY 20-21 Capital Improvement Plan, estimated to cost \$57,000. The used vehicle could receive up to \$10,000 when sold at auction.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Replacement of these two vehicles is budgeted in the Capital Projects Fund as part of the FY 20-21 Capital Improvement Plan: \$31,000 Vehicle #175 - Ford Escape \$75,700 Vehicle #174 - Ford F-350, Service Body Truck
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The vehicles have reached the end of their useful lives. A replacement for these vehicles is in the approved FY 20-21 Capital Improvement Plan.
Is the general fund affected?	No
Future fiscal impact:	This action will eliminate the need for more expensive and frequent maintenance actions of these older vehicles.
Consequences if not approved:	The vehicles would remain in the fleet, but have limited use.
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

None.

SUPPORTING DOCUMENTS

- A . Surplus Property Disposal Authorization Vehicle #175
- B . Surplus Property Disposal Authorization Vehicle #174

Napa Sanitation District: Approve

Reviewed By: Timothy Healy