



Napa County

Board Agenda Letter

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Board of Supervisors

Agenda Date: 12/6/2022

File ID #: 22-1788

TO: Board of Supervisors
FROM: Wendi Agans for Oscar Ortiz, Sheriff-Coroner
REPORT BY: Rollie Soria, Staff Services Analyst II
SUBJECT: Capital Asset and Budget Transfer for Storage Sheds

RECOMMENDATION

Sheriff requests the following actions regarding purchase of two storage units:

1. A waiver of competitive bidding requirements and sole source award to The Home Depot of Louisville, Kentucky, for purchase of two storage units in the amount of \$24,154; pursuant to County Ordinance § 2.36.090; and
2. Establishment of capital assets in the total amount of \$24,514 for two Tuff Shed storage units; and
3. Approval of a Budget Transfer in Sheriff's Operations Budget (1000-1360000) increasing appropriations by \$24,154 in Equipment (55400) offset by a commensurate decrease in Office Furniture/Fixtures (53105). (4/5 vote required)

EXECUTIVE SUMMARY

Approval of today's requested actions will allow the Sheriff's Office to purchase two exterior storage units for quick access to emergency preparedness supplies and equipment. The Home Depot is an official distributor of Tuff Shed products and offers a lower price than purchasing directly from Tuff Shed.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Sheriff's Operations Budget (Org 1360000, Obj 53105)
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Sheriff's Office needs exterior storage space for quick access to emergency preparedness supplies and equipment.

Is the general fund affected?	Yes
Future fiscal impact:	Future costs will be budgeted accordingly.
Consequences if not approved:	If not approved, Sheriff's Office would still need to find a quick access storage solution for emergency preparedness supplies and equipment.
County Strategic Plan pillar addressed:	Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Over the years, Sheriff's Office has seen an increased role as first responders during natural disasters, such as earthquakes and wildfires. This role requires quick access to emergency preparedness equipment and supplies (chainsaws, safety gear, emergency lighting, portable generators, flares, etc.). Since moving to its current location in 2005, Sheriff's Office has grown and now has limited space for additional storage.

Therefore, Sheriff requests establishment of capital assets for two Tuff Shed storage units, one 12' x 16' unit for \$12,031 and one 14' x 16' unit for \$12,123, and a budget transfer in the amount of \$24,154 in Sheriff's Operations Budget (1000-1360000), moving budgeted funds from Office Furniture/Fixtures (53105) to Equipment (55400). In addition, Sheriff requests a waiver of competitive bidding and sole source award to The Home Depot of Louisville, KY for purchase of two Tuff Shed storage units. The Home Depot, an official distributor and installer of Tuff Shed products, is able to purchase Tuff Shed products in bulk from the manufacturer which allows them to offer the most competitive pricing.