



A Tradition of Stewardship
A Commitment to Service

Board of Supervisors

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Alfredo Pedroza
Chairman

May 24, 2016

The Honorable Mark S. Boessenecker
Presiding Judge
Superior Court of California, County of Napa
825 Brown Street
Napa, CA 94559

FILED

MAY 26 2016

Clerk of the Napa Superior Court

By: *C. Brennan*
Deputy

Dear Judge Boessenecker:

As required by Penal Code Section 933(c), enclosed are responses to the 2015-2016 Final Report "Facility Mngement Will the Lights Stay On When the Power Goes Out?" and "Review of Responses to the 2014-2015 Grand Jury Reports". The Grand Jury has submitted its final report on "Gang Activity in Napa County" however, this was submitted for information only and did not require any response from the County.

Grand Jury activity takes place over the course of a number of months. The Board acknowledges the members of the 2015-2016 Grand Jury for the time they have devoted in preparing the reports.

Sincerely,

A handwritten signature in black ink, appearing to be "AP", written over a horizontal line.

Alfredo Pedroza, Chairman
Napa County Board of Supervisors

Enclosures

Cc: Foreman, 2015-2016 Grand Jury

Brad Wagenknecht
District 1

Mark Luce
District 2

Diane Dillon
District 3

Alfredo Pedroza
District 4

Keith Caldwell
District 5

NAPA COUNTY
RESPONSE TO THE GRAND JURY FINAL REPORT ON
FACILITIES MANAGEMENT WILL THE LIGHTS
STAY ON WHEN THE POWER GOES OUT
APRIL 29, 2016

The Grand Jury requested responses from the Board of Supervisors are included below.

Finding 1: The Public Works Department is maintaining county facilities in a way that provides county employees and citizens with clean, safe, and pleasant buildings in which to conduct the county's business.

Board of Supervisor's Response: The Board agrees with this finding.

Finding 2: The Public Works and Information Technology Services Departments did a masterful job of earthquake recovery. Over 400 people were relocated to temporary spaces and were back in operation in only two days. Except for the historic courthouse and the Hall of Justice, which both incurred significant structural damage, earthquake repairs were completed in little over a year. The Public Works Department took the opportunity to include building system upgrades and maintenance items while the impacted spaces were vacant. The displaced departments, except the ones housed in the historic courthouse and the Hall of Justice, were smoothly and efficiently moved back to their permanent spaces as the renovations were completed.

Board of Supervisor's Response: The Board agrees with this finding.

Finding 3: RFPs for maintenance contracts for critical building systems were not sent out on time, allowing the existing contracts to expire on July 1, 2015 without renewal or replacement. Although a basic level of inspection and testing was done by county maintenance personnel and some inspection and repair work was done by vendors on a purchase order by purchase order basis, the inspection regimen by third party experts on HVAC equipment, elevators, and emergency power generators was suspended with the expiration of the maintenance contracts on July 1, 2015. Elevator inspections continued on a month-to-month basis until October 31, 2015, but were suspended thereafter. The lack of regular thorough inspection and testing by third party specialists could lead to the increased risk of failure of this critical equipment when it is needed most.

Board of Supervisor's Response: The Board agrees with this finding.

County Executive Officer: The County Executive Officer agrees in part with this finding. However, at no point was there an increased risk of failure. County staff continued onsite inspections and called in third party experts and contractors on an as needed basis.

See additional response under Recommendation 2.

Recommendation No. 1: The County Board of Supervisors should commend the Public Works and Information Technology Services Departments for the post earthquake recovery work they performed.

Board of Supervisor's Response: The recommendation has been implemented.

Recommendation No. 2: The County Board of Supervisors should direct the County Executive Officer to compile a list of contracts for the maintenance of critical equipment and services and to institute a policy that RFPs for replacement contracts be distributed at least sixty days in advance of the expiration dates of such contracts. This policy should be in place by December 31, 2016. Any deviations from this policy should be approved by the County Executive Officer on a case by case basis.

Board of Supervisor's Response: The Board of Supervisors disagrees with this recommendation. The recommendation will be implemented as follows:

It is the responsibility of the Director of Public Works to establish departmental policies, procedures and goals. A policy will be in effect by May 31, 2016 which will provide for the timely contracting of maintenance services. The Public Works Department has compiled a list of contracts for the maintenance of critical equipment and services, including:

- Elevators: Awarded to KONE, Inc. on April 19, 2016
- Generators: Awarded to Peterson Power Systems, Inc. on April 19, 2016
- Heating Ventilation and Air Conditioning (HVAC): Awarded to Bell Products, Inc. on May 10, 2016
- Fire alarms and sprinklers: Expected award date is August 2, 2016

The Director of Public Works will annually review services provided beginning in June, 2017, will track changes to equipment that may impact the scope of work included in the contract, and will develop a timeline to ensure that a request for proposal process will be undertaken and a new contract is in place at least 60 days prior to expiration of the existing service contract.

County Executive Officer: The County Executive Officer agrees with the recommendation of the Board of Supervisors.