



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 3/2/2010  
Agenda Placement: 7K

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Jon Gjestvang - Chief Information Officer  
Communications  
**REPORT BY:** Eric Parks, Communications Manager - 299-1300  
**SUBJECT:** Approval of Budget Transfer and Purchase of Fixed Asset

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### **RECOMMENDATION**

Chief Information Officer requests the following actions in relation to the purchase of a standby diesel generator and automatic transfer switch:

1. Approval of Budget Transfer No. ITS002, transferring funds within the Communications budget to establish a fixed asset in the amount of \$33,268 (4/5 vote required); and
2. Waiver of competitive bidding requirements and authorization for a sole source award for the purchase of the generator and switch from Peterson Power Systems.

### **EXECUTIVE SUMMARY**

Staff recommends Board approval of the requested actions in order to mitigate risks associated with a failed standby generator at the Mount St. Helena communications site. The replacement of the failed unit is required because dependable power supply to the communications tower at the site is necessary to ensure 24/7/365 law, fire, medical and local government public safety radio communications.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	A transfer of funds within the Communications budget, from an existing appropriation for Services and Supplies, to an Equipment account line, to

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	enable the establishment of a Fixed Asset and the purchase of a generator costing more than \$5,000.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The need to purchase the generator was not anticipated and therefore was not included in the Communications Fiscal Year 2009-2010 adopted budget. However, the standby generator serving the Mount St. Helena communications site failed and needs to be replaced. If the power fails at the site, without a standby generator, communications within County, Federal State and local agencies will be disrupted. Communications made possible through the communications tower at the site is essential during disasters and other emergencies.
Is the general fund affected?	Yes
Future fiscal impact:	\$2,500 per year will be budgeted for in future years to have a vendor maintain, test and repair (if necessary) the new generator to be purchased, in accordance with the Public Works Department's generator maintenance policy.
Consequences if not approved:	If not approved, a power failure to the radio site will stop all law, fire, medical and local government public safety radio communications to a large part of Napa County.
Additional Information:	Approval of the requested actions will enable the transfer of \$33,268 from the SDE:MINOR EQUIPMENT account line to an Equipment (Fixed Asset) account line. Additionally, an estimated \$7,700 for the electrical hook-up will be paid directly from the same account. The appropriation for SDE:MINOR EQUIPMENT is used for radio equipment (under the \$5,000 Fixed Asset level) purchases.

## **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 County of Napa has two prime radio sites that cover the majority of the county with public safety radio communications. The communication towers are located at Atlas Peak and on the south peak of Mount St. Helena. These sites provide 24/7/365 radio communications for Sheriff, County Fire, Napa Police, ambulance service, local government, County Road department, and other State and local agencies. The operation of these sites is imperative for the safety of life and property of the citizens of Napa County, as well as the safety of public safety personnel responding to aid the citizens.

The recent snow storms of the winter of 2009/2010 knocked out power to the Mount St. Helena site, requiring the existing standby generator to supply power to the radio site. During the time the power supply was out, the County's standby generator failed too. Staff acquired a rental standby generator and placed it on site to temporarily supply

standby power to the site. Once standby power was established, the County's 9-year old generator was looked at by a generator specialist along with County staff to determine the cause of failure to the existing unit. Overheating issues were determined to be catastrophic to the existing unit, and the process to find a modern more reliable unit was started.

County Communications and Public Works searched for a suitable replacement generator for the site, and located appropriate equipment from Peterson Power Systems, a current vendor of the County. Peterson Power Systems is a vendor under the National Joint Powers Alliance (NJPA) contract for supplying Caterpillar equipment to the region. The NJPA contract is recognized by the County of Napa as a competitively bid contract. Staff therefore requests a waiver of competitive bidding requirements and authorization for a sole source award for the purchase of the generator at a cost of \$33,268 from Peterson Power Systems.

The rental generator currently on-site has a very limited run time, requiring communications staff to refuel the unit every 24 hours it runs. It has also already been replaced once with a different rental generator because of a failure of the first unit when power was lost a second time. Currently, regular utility power supply has been consistently available; however, power outages are common on the mountaintop site, especially when bad weather causes power lines to fail. For now, the rental generator is the only backup power serving the communications tower on the site.

Board approval of the requested actions will: 1) authorize the transfer of funds within the Communications budget from an appropriation for Services and Supplies to an Equipment account line; 2) establish a fixed asset for the purchase of the generator; 3) waive competitive bidding requirements for the purchase of the generator. These actions are required to mitigate risks associated with an occurrence of loss of power at the site, and a consequential inability to ensure continued 24/7/365 radio communications to all public safety, other County and outside agency staff from the Mount St. Helena communications site.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Ziálcita