

PUBLIC BUILDINGS AND PROPERTY COMMITTEE

District Attorney - Building 221

515 Main Street

District Attorney Annex - Building 226

525 Main Street

Victim/Witness Assistance Program - Building

520 Main Street

Placerville

Reason for the Report

The Grand Jury selected the offices of the District Attorney, Placerville, as one of its general reviews for 2002/2003.

Scope of the Investigation

The members of the Grand Jury:

- Made an unannounced visit to the offices of the District Attorney, Placerville, including the District Attorney Annex and Victim/Witness Assistance Program on December 5, 2002;
- Were given an extensive tour of the facilities and grounds by the Chief Assistant District Attorney;
- Were briefed on the District Attorney operations;
- Inspected the buildings and grounds;
- Reviewed previous Grand Jury reports for year's 1999/2000, 2000/2001 and 2001/2002.

Background

Premises for the District Attorney Offices are divided between three locations in close proximity to each other. The premises consist of the Main, Annex, and Victim/Witness Assistance Program Buildings. The premises' interiors appear clean and adequate; however, all three premises have dirty HVAC vents/registers, which pose health concerns.

Several areas of concern were noted for the main building. The first front entry step is too high and has a separation between it and the sidewalk, creating a safety hazard to users and a potential liability to the County. The size of the parking lot is inadequate for use of the building. In addition, the paint on the building exterior is peeling and the paint on the exterior wrought iron fixtures is chipped and rusting.

The main building basement is not fully utilized due to previous flooding. Several concerns were noted for the utilized area. The conference and map rooms are cluttered. In addition, the conference room ceiling paint is chipping. Two rooms being used for storage appear disorganized and cluttered. One of these rooms is full of older computer equipment waiting disposition by Information Services.

While the Annex has a fire sprinkler system, the other two premises do not. Although procedures are established, fire drills are not periodically conducted. In the Main Building the hallways are utilized for storing files, which may pose a fire exit hazard.

Findings

District Attorney, Placerville – Building 221

F1. First front entry step is too high and there's a separation between it and sidewalk, creating a potential liability.

Response to F1: The respondent agrees with the finding.

F2. The size of the parking lot is inadequate for the use of the building.

Response to F2: The respondent agrees with the finding.

F3. The building exterior paint is peeling.

Response to F3: The respondent agrees with the finding.

F4. Paint on exterior wrought iron fixtures is chipped and rusting.

Response to F4: The respondent disagrees partially with the finding.

F5. The building HVAC vents/registers are dirty and pose health concerns.

Response to F5: The respondent disagrees partially with the finding. The respondent agrees that HVAC vents and registers are dirty and in need of cleaning. The respondent is not aware of any health issues relevant to the HVAC vents and registers being dirty.

F6. The conference room and the map room are cluttered.

Response to F6: The respondent agrees with the finding

F7. The conference room ceiling paint is chipping.

Response to F7: The respondent agrees with the finding

F8. There is a room full of older computer equipment waiting disposition by Information Services.

Response to F8: The respondent agrees with the finding

F9. Hallways are utilized for storing files.

Response to F9: The respondent agrees with the finding

F10. Although there are fire drill procedures, no fire drills have been held.

Response to F10: The respondent agrees with the finding

F11. The building has no fire sprinkler system.

Response to F11: The respondent disagrees partially with the finding. The response is qualified as follows: Due to the age of the building, fire code does not require a sprinkler system until a major remodel is done.

District Attorney Annex – Building 226

F12. The exterior walls are cracked.

Response to F12: The respondent agrees with the finding.

F13. There is evidence of previous water leaks on the ceiling.

Response to F13: The respondent agrees with the finding.

F14. The building HVAC vents/registers are dirty and pose health concerns.

Response to F14: The respondent disagrees partially with the finding. The respondent agrees that HVAC vents and registers are dirty and in need of cleaning. The respondent is not aware of any health issues relevant to the HVAC vents and registers being dirty.

F15. Although there are fire drill procedures, no fire drills have been held.

Response to F15: The respondent agrees with the finding

Victim/Witness Program - Building

F16. Ceiling tiles are cracked and/or chipped.

Response to F16: The respondent agrees with the finding

F17. The building HVAC vents/registers are dirty and pose health concerns.

Response to F17: The respondent disagrees partially with the finding. The respondent agrees that HVAC vents and registers are dirty and in need of cleaning. The respondent is not aware of any health issues relevant to the HVAC vents and registers being dirty

F18. Although there are fire drill procedures, no fire drills have been held.

Response to F18: The respondent agrees with the finding.

F19. The premises have no fire sprinkler system.

Response to F19: The respondent disagrees partially with the finding. The response is qualified as follows: Due to the age of the building, fire code does not require a sprinkler system until a major remodel is done.

Recommendations

District Attorney, Placerville - Building 221

R1. First front entry step and sidewalk should be corrected to meet current code requirements.

Response to R1: The recommendation has not yet been implemented, but will be implemented in the future. The sidewalk falls under the City of Placerville's jurisdiction. General Services will request that the City of Placerville repair the sidewalk, and meanwhile will place a "caution" sign on steps. General Services will make the request to the City of Placerville by September 1, 2003, but will place the caution sign on the steps immediately. General Services will follow-up with the City of Placerville until the condition has been corrected.

R2. The building exterior and wrought iron paint should be properly maintained.

Response to R2: The recommendation has not yet been implemented, but will be implemented in the future. General Services is in the process of awarding a contract for the painting of the entire exterior of this building. An element of this work will include the painting of the wrought iron fixtures. The repainting of the building and wrought iron fixtures is scheduled to be complete by September 2003.

R3. The building HVAC vents/registers should be periodically cleaned.

Response to R3: The recommendation has not yet been implemented, but will be implemented in the future. General Services has scheduled to clean the vents and registers. The work will be completed by October 31, 2003.

R4. The conference room and map room should be clear of clutter.

Response to R4: The recommendation has implemented. The conference room has been cleared of all clutter except for computer stations set up on the conference table. These computer stations are used for training purposes. The map room has also been cleared of clutter with the exception of on-going projects or work in progress.

R5. The conference room ceiling paint should be properly maintained.

Response to R5: The recommendation has not yet been implemented, but will be implemented in the future. General Services is currently requesting proposals for this project. The work will be completed by October 31, 2003.

R6. The unutilized older computer equipment should be removed from the building.

Response to R6: The recommendation has not yet been implemented, but will be implemented in the future. The District Attorney's office will initiate the Surplus Property procedures. The unutilized computer equipment will be surplus by September 30, 2003.

R7. Fire drills should be held on a periodic basis.

Response to R7: The recommendation has not yet been implemented, but will be implemented in the future. Per Board Policy K-3, Emergency Management Policy, all County departments will conduct fire drills twice annually. A fire drill will be conducted prior to October 30, 2003.

District Attorney – Annex – Building 226

R8. The building HVAC vents/registers should be periodically cleaned.

Response to R8: The recommendation has not yet been implemented, but will be implemented in the future. General Services has scheduled the cleaning of the vents and registers. The work will be completed by October 30, 2003.

R9. The exterior walls should be properly maintained.

Response to R9: The recommendation has not yet been implemented, but will be implemented in the future. General Services is in the process of awarding a contract for the repair of this crack together with the painting of the exterior of the building. The work will be completed by September 30, 2003.

R10. Water leakage source should be investigated and repaired as needed.

Response to R10: The recommendation has been implemented. The roof leak was repaired in January 2003.

R11. Fire drills should be held on a periodic basis.

Response to R11: The recommendation has not yet been implemented, but will be implemented in the future. Per Board Policy K-3, Emergency Management Policy, all County departments will conduct fire drills twice annually. A fire drill will be conducted prior to October 30, 2003.

Victim/Witness Assistance Program – Building

R12. The building HVAC vents/registers should be periodically cleaned.

Response to R12: The recommendation has not yet been implemented, but will be implemented in the future. General Services will notify the building owner of its responsibility to maintain the HVAC system under the terms of the County’s lease agreement with the Lessor and request compliance within 30 days of notification. General Services will make notification by September 1, 2003, and follow-up to ensure the 30 day compliance.

R13. Cracked and chipped ceiling tiles should be replaced.

Response to R13: The recommendation has not yet been implemented, but will be implemented in the future. While there are some cracked and/or chipped ceiling tiles in the facility, General Services does not believe they represent a health or safety issue. General Services will request the building owner replace said ceiling tiles when the lease is renegotiated in March 2004 and will follow up to make sure that the ceiling tiles are replaced by May 31, 2004.

R14. Fire drills should be held on a periodic basis.

Response to R14: The recommendation has not yet been implemented, but will be implemented in the future. Per Board Policy K-3, Emergency Management Policy, all County departments will conduct fire drills twice annually. A fire drill will be conducted prior to October 30, 2003.

Responses Required for Findings

F1 through F19

El Dorado County Board of Supervisors
El Dorado County District Attorney
El Dorado County General Services

Responses Required for Recommendations

R1 through R14

El Dorado County Supervisors
El Dorado County District Attorney
El Dorado County General Services