

COUNTY ADMINISTRATOR'S OFFICE

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COUNTY OF SOLANO

COUNTY ADMINISTRATOR'S OFFICE
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To: Board of Supervisors
From: Birgitta Corsello, County Administrator
Date: May 31, 2011
Subject: Biweekly Update of Significant Issues

1. County Administrator's Update on Contracts

The County Administrator did not sign any contracts of significance since the last Significant Issues update.

2. E&ES to Automate Intake Process With New Document Imaging System

The Employment & Eligibility Services Division of Health & Social Services will be implementing a new document imaging system on Monday, June 6, 2011 to automate the flow of documents from intake through back office processing. This will significantly reduce delays in routing paperwork between offices and improve customer service by preventing lost or misrouted documents.

In preparation for this transition, staff will be trained during the first week of June. Each of the regional offices will be closed for one day to accommodate this just-in-time training within a short time period:

- Vacaville – Wednesday, June 1, 2011
- Fairfield (Beck) – Friday, June 3, 2011
- Vallejo – Monday, June 6, 2011

Signage will be posted at each office in advance, and contact information for the other offices will be posted on the day of each closure. The other two regional offices will still be open on each closure day, so clients who have emergencies will be able to get assistance. The Benefits Action Center (BAC) will not close, although call wait times may increase while BAC staff attends training.

- Contact: Christiana Smith, H&SS Deputy Director for Employment & Eligibility Services, 553-5173

3. Road Maintenance Projects for Spring 2011

The Public Works Operations Division of Resource Management will be involved in the road maintenance projects listed below. Throughout all the projects, all efforts will be made to minimize traffic delays.

Dust Control: From May 16 to June 3, Public Works crews will be applying dust control material (magnesium chloride) on County maintained gravel roads to minimize dust caused by traffic in areas near homes and certain types of agricultural production. This effort covers approximately 40 different locations and 25 miles of roadway throughout the unincorporated areas of Solano County.

Chip Seal: From June 13 to June 24, work crews will be chip sealing about 20 linear miles of County maintained roads. Chip sealing is a road surface treatment of applied asphalt oil with a small gradation of rock (5/16") imbedded in the curing oil. This process seals the road surface from water penetration to the base, which can contribute to road failures.

- Contact: Wayne Spencer, Public Works Operations Manger, 421-6055

4. Resource Management Awards Paving Project Contracts

Bids were opened on May 11 for construction of STP (Surface Transportation Program) Overlay Project 2011. The project consists of overlaying 13.8 miles of 13 different County road segments (consisting of portions of Allendale Road, Bunker Station Road, Cantelow Road, King Road, Lewis Road, Meridian Road North, Pedrick Road, Pleasants Valley Road, Putah Creek Road, Sweeny Road and Tremont Road) with asphalt concrete and striping the completed roads with thermoplastic traffic stripes. Seven bids were received for the project. The low bidder was Ghilotti Construction Company of Santa Rosa, with a bid of \$2,158,973. Construction is scheduled to start in mid-June. The project is largely funded with federal STP funds, with the 20 percent local match coming from the County Road Fund.

Bids were also opened on May 11 for construction of Paving Project 2011. The project consists of overlaying 6.9 miles of six different County road segments (consisting of portions of Casey Road, Green Valley Road, Miller Road, Robben Road, Runge Road and Schroeder Road) with asphalt concrete and striping the completed roads with thermoplastic traffic stripes. In addition, several of the narrower roads will have minor widening to bring the roads up to a standard lane width for traffic safety purposes. Seven bids were received for the project. The low bidder was Bay Cities Paving and Grading, Inc. of Concord, with a bid of \$1,030,349. Construction is scheduled to start in mid-June. The project is funded by the County Road Fund.

- Contact: Paul Wiese, Engineering Manager, 784-6072

5. Future Leaders Program

In FY2010/11, two cohorts representing 50 managers from 15 departments have come together to complete their formal leadership development by attending five workshops, one group coaching session and one group mentoring session. This final phase of formal development will prepare the managers to support the leadership pipeline for years to come and assist in the development of upcoming managers. On May 11, 2011, the managers participated in the final two-hour workshop entitled, *Advanced Leadership Skills*, with Dr. Paul Porter. The session focused on 10-plus truths about leadership from Jim Kouzes and Barry Posner. Immediately following the session, Birgitta Corsello, County Administrator and several department heads addressed the group on the benefits and value of the Future Leaders Program to the County. Many of the managers expressed appreciation of the opportunity to participate and the positive results they have seen in their department after applying the skills learned in the program.

- Contact: Georgia Cochran, Interim Human Resources Director, 784-3406