



**SOLANO  
COUNTY**

**COUNTY ADMINISTRATOR'S OFFICE**

To: Board of Supervisors  
From: Birgitta Corsello, County Administrator  
Date: April 28, 2014  
Subject: Significant Issues Update

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### **1) Senate Bill (SB) 1022 Adult Local Criminal Justice Facilities Construction Program Conditional Award and Project Planning/Development**

- On March 18, 2014, Solano County received congratulatory notification from the California Board of State and Community Corrections (BSCC) of a conditional award of up to \$23,037,000 (see attached letter) to improve local criminal justice facilities.
- On October 22, 2013 the Board approved \$2.6 million in local cash and in-kind match, authorized the use of up to \$1.3 million in Public Facilities Fees and \$440,000 in AB109 funds as a lawfully available and dedicated funding source for the County's cash contribution, with the remaining \$849,000 in-kind local match through land value conveyed at the proposed Claybank Campus site.
- On February 26, 2013, the Board authorized the Solano County Sheriff-Coroner's Office to submit a response to the Request for Proposal (RFP) under the State of California's SB1022 financing program for construction of adult local criminal justice facilities administered by the BSCC.

County project staff is actively working to organize the SB 1022 project and will present a series of actions on May 13, 2014.

Contact Ian Goldberg, Principal Management Analyst, County Administrators Office, (707) 784-6116

### **2) Road Maintenance Projects for Spring 2014**

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.

- Spanning approximately 4 weeks from May 15<sup>th</sup> to June 13<sup>th</sup>, Operations will be applying dust control material (aka Magnesium Chloride) on various sections of gravel roads throughout the unincorporated areas to minimize dust caused by traffic in areas near homes and certain types of agricultural production. This work covers approximately 42 locations and 25 miles throughout Solano County.
- Our Spring Chip Seal Program is planning to start June 16<sup>th</sup> and conclude by June 27<sup>th</sup>. Chip sealing is a road surface treatment of applied asphalt oil with small gradation of rock (5/16" in size) imbedded in the curing oil. This process seals the road surface from water penetrating the road base which can contribute to road failures. We will be chip sealing various sections of roads

covering approximately 22 miles in the Dixon/Rio Vista areas of Solano County. Some of the roads planned to chip seal are Hackman Road, Binghampton Road, and Liberty Island Road in the Dixon area and Montezuma Hills Road, Birds Landing Road, and Little Honker Bay Road in the Rio Vista area.

Contact: Wayne Spencer, Public Works Operations Manager, (707) 421-6055

### **3) Unaccounted Fixed Assets**

Pursuant to Government Code Section 24051 and in accordance with the County's Fixed Assets Accountability and Control Policy, each County department head, elected or appointed, is responsible for all property purchased for, assigned to, or otherwise provided to his/her department. Each respective department is responsible for conducting an annual physical inventory of the fixed assets as of June 30 and is required to submit a signed copy of the inventory list to the Auditor-Controller by September 30.

On February 5, 2008, the Board of Supervisors delegated the authority to release a department head from accountability of unaccounted fixed assets to the County Administrator under the following conditions: a) Unaccounted Fixed Asset has a Fair Market Value of less than \$5,000; or b) Fixed Asset is stolen and has a Fair market Value of less than \$5,000, department has provided a copy of a police report and the CAO has determined no negligence.

The Fixed Asset Inventory for FY2012/13 identified four unaccounted items for a historical cost of \$11,384; \$9,233 is for items more than five years old and \$2,151 is for one item less than five years. Unaccounted items were reported in County Counsel, Department of Information Technology, Agriculture, and Resource Management. The Auditor-Controller's Office has reminded the departments of the County's Fixed Asset Policy specifically as it relates to disposition of assets.

The fair market value of the unaccounted items is \$1,401 and meets the requirements of the authority delegated by the Board. The County Administrator's Office is evaluating the report and working with the affected departments to determine final disposition.

Contact: Sheila Turgo, Deputy Auditor-Controller, (707) 784-2956

→ **For report please see page 3 of this document**

### **4) County Vacancy Report as of April 12, 2014**

There were 2781.20 allocated positions in the County as of the April 12, 2014 pay period, of which 243.05 or 8.74% were vacant. Departments obtained authorization to fill 217 of those vacant positions, which represents a vacancy rate of 7.88% for requested positions. A spreadsheet detailing the vacancies by department is attached.

Contact: Marc Fox, Human Resources Director, (707) 784-2552

→ **For report please see page 4 of this document**

**COUNTY OF SOLANO  
UNACCOUNTED FIXED ASSET INVENTORY STATUS  
JUNE 30 2013**

Dept#	Department Name	TAG #	Description	Acquisition Date	Historical Cost Assets LESS 5 Years	Historical Cost Assets OVER 5 Years	Historical Cost Total	Book Value	Fair Market Value	EXPLANATION PROVIDED BY DEPARTMENT
1400	County Counsel	1010502	Dell Laptop	10/27/2008	\$ -	\$ 1,956.44	\$ 1,956.44	\$ -	\$ 116.00	Last viewed in March 2013. Item was placed in County Counsel's storage room; unable to locate during the FY12/13 inventory.
1870	DOIT	113827	Poweredge Rack	6/12/2002	-	5,458.96	5,458.96	-	172.00	Left the item at the old location (at 354 Parker St.)
2830	Agriculture	1007378	Dell Laptop	11/28/2006	-	1,817.37	1,817.37	-	113.00	The department has tried extensively to locate this item but was unsuccessful. Possibly traded in or sent to surplus without proper documentation.
2917	Resource Management	1012500	Port Odor Measure Device	12/28/2010	2,151.24	-	2,151.24	-	1,000.00	Item was stolen; the department filed a copy of the police report.
<b>GRAND TOTAL</b>					<b>\$ 2,151.24</b>	<b>\$ 9,232.77</b>	<b>\$ 11,384.01</b>	<b>\$ -</b>	<b>\$ 1,401.00</b>	



COUNTYWIDE VACANCY REPORT

Department	Current # Allocations	Current # Filled	Current # Vacant	Current # Req's	Current % Requested to Fill	Pay Period of 04/12/14		Pay Period of 12/23/13		Pay Period of 07/06/13		Pay Period of 12/22/12		Pay Period of 07/07/12		Pay Period of 12/24/11	
						Vacancy Rate for Requisitioned Positions	Vacancy Rate	Vacancy Rate for Requisitioned Positions	Vacancy Rate	Vacancy Rate for Requisitioned Positions	Vacancy Rate	Vacancy Rate for Requisitioned Positions	Vacancy Rate	Vacancy Rate for Requisitioned Positions	Vacancy Rate	Vacancy Rate for Requisitioned Positions	Vacancy Rate
Agriculture	18	16	2	2	100.00%	11.11%	11.11%	0.00%	0.00%	0.00%	0.00%	0.00%	5.56%	0.00%	2.86%	5.71%	5.71%
Assessor/Recorder	49	48	1	0	N/A	0.00%	2.04%	2.08%	4.08%	2.13%	2.13%	0.00%	0.00%	2.11%	3.13%	2.13%	2.13%
Auditor/Controller	33	30	3	4	133.33%	11.76%	9.09%	9.38%	9.38%	3.23%	6.25%	9.09%	6.25%	0.00%	0.00%	0.00%	0.00%
Board of Supervisors	10	9.75	0.25	0	N/A	0.00%	2.50%	0.00%	2.50%	0.00%	2.50%	0.00%	2.50%	0.00%	2.50%	0.00%	0.00%
Cooperative Extension-UC	2	2	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
County Administrator's Office	24	22	2	0	0.00%	0.00%	8.33%	16.00%	12.50%	4.55%	8.70%	4.35%	4.35%	4.35%	8.33%	0.00%	4.17%
- CAO - Administration	14	13	1	0	0.00%	0.00%	7.14%	7.69%	14.29%	0.00%	7.14%	7.14%	7.14%	7.14%	7.14%	0.00%	0.00%
- CAO - Clerk of the BOS	2	2	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
- CAO - Community Corrcctns Prtnrshp	1	0	1	0	N/A	0.00%	100.00%										
- CAO - 1st 5	7	7	0	0	N/A	0.00%	0.00%	14.29%	14.29%	14.29%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	12.50%
County Counsel	17.55	17.55	0	0	N/A	0.00%	0.00%	0.00%	0.00%	5.70%	5.70%	10.78%	5.70%	0.00%	0.00%	0.00%	0.00%
Child Support Services	107	100	7	5	71.43%	4.76%	6.54%	1.89%	2.80%	0.00%	0.00%	4.72%	4.72%	0.94%	0.94%	0.00%	0.95%
Information Technology	55	51	4	3	75.00%	5.56%	7.27%	0.00%	3.77%	1.96%	5.66%	1.96%	3.85%	3.85%	0.00%	0.00%	
District Attorney	124	117.5	6.5	6	92.31%	4.86%	5.24%	4.85%	4.07%	0.86%	1.71%	8.51%	8.12%	0.00%	3.67%	1.89%	4.39%
General Services	93.6	89.6	4	2	50.00%	2.18%	4.27%	3.28%	3.28%	2.28%	5.52%	1.15%	5.52%	0.00%	4.44%	0.00%	2.25%
Health & Social Services	1201.05	1044.50	156.55	141	90.07%	11.89%	13.03%	14.01%	13.80%	11.84%	13.81%	9.09%	12.48%	7.77%	12.59%	5.12%	9.60%
- H&SS - Admin	74.5	67.5	7	5	71.43%	6.90%	9.40%	6.80%	8.05%	5.88%	8.57%	4.41%	5.80%	2.94%	7.04%	2.99%	10.96%
- H&SS - CWS	125	104.5	20.5	22	107.32%	17.39%	16.40%	13.97%	14.42%	7.91%	8.07%	6.11%	5.70%	3.70%	4.59%	3.00%	3.00%
- H&SS - E&ES	394.15	363.25	30.9	30	97.09%	7.63%	7.84%	9.25%	8.07%	11.91%	12.87%	6.43%	6.70%	12.15%	13.66%	7.80%	8.10%
- H&SS - FHS	182.3	127	55.3	47	84.99%	27.01%	30.33%	28.51%	29.06%	22.65%	26.58%	25.07%	37.27%	11.54%	21.94%	13.79%	26.04%
- H&SS - IHSS	5	5	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	0.80%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
- H&SS - Inter Trnsfer Div	9	3.5	5.5	4	N/A	53.33%	61.11%										
- H&SS - MH	146	130.75	15.25	14	91.80%	9.67%	10.45%	16.77%	16.23%	12.65%	13.11%	9.28%	13.15%	6.26%	10.97%	0.79%	7.13%
- H&SS - ODAS	57.5	54.5	3	3	100.00%	5.22%	5.22%	3.60%	6.96%	7.14%	7.14%	5.41%	6.25%	1.83%	3.60%	1.83%	3.60%
- H&SS - PHS	137.1	124	13.1	13	99.24%	9.49%	9.56%	16.67%	13.73%	8.65%	13.10%	8.04%	11.43%	5.89%	20.17%	1.71%	9.28%
- H&SS - Substance Abuse	19.5	17.5	2	0	N/A	0.00%	10.26%	19.51%	23.26%	11.43%	20.51%	0.00%	2.86%	0.00%	0.00%	0.00%	0.00%
- H&SS - Welfare Admin	51	47	4	3	75.00%	6.00%	7.84%	6.00%	7.84%	6.12%	8.00%	6.00%	6.00%	3.77%	5.56%	2.96%	8.39%
Human Resources	27	25	2	1	50.00%	3.85%	7.41%	3.85%	7.41%	7.69%	7.69%	20.00%	23.08%	15.38%	15.38%	0.00%	3.85%
Library	107.5	104.75	2.75	3	109.09%	2.78%	2.56%	1.89%	4.38%	0.94%	3.00%	1.86%	5.16%	1.80%	2.02%	0.00%	1.10%
Probation	217.5	204.5	13	9	69.23%	4.22%	5.98%	5.87%	11.09%	8.80%	10.98%	6.65%	9.43%	5.26%	10.89%	7.35%	8.60%
Public Defender	77.5	76.5	1	7	700.00%	8.38%	1.29%	7.41%	3.23%	2.68%	2.03%	1.40%	2.08%	0.00%	0.00%	4.17%	2.82%
Resource Management	115	107	8	7	87.50%	6.14%	6.96%	5.38%	4.52%	2.78%	4.55%	0.00%	2.70%	1.83%	3.17%	2.74%	4.48%
- Delta Water Act Division	1	0	1	0	N/A	0.00%	100.00%	0.00%	100.00%	0.00%	100.00%	0.00%	100.00%	0.00%	100.00%	0.00%	0.00%
- Public Works	63	60	3	3	100.00%	4.76%	4.76%	6.35%	3.28%	0.00%	1.64%	0.00%	1.64%	1.64%	0.83%	5.04%	6.61%
- Resource Management	51	47	4	4	100.00%	7.84%	7.84%	4.12%	4.12%	6.25%	6.25%	0.00%	2.04%	2.08%	4.08%	0.00%	2.00%
Sheriff's Office	484	456	28	26	92.86%	5.39%	5.79%	8.28%	9.05%	4.19%	4.19%	6.59%	6.80%	5.09%	4.87%	6.37%	6.35%
Treasurer-Tax Collector-County Clerk	13.5	12.5	1	1	100.00%	7.41%	7.41%	0.00%	0.00%	0.00%	3.85%	0.00%	0.00%	7.14%	0.00%	8.33%	15.38%
Veterans Services	5	4	1	0	N/A	0.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Countywide Total</b>	<b>2781.20</b>	<b>2538.15</b>	<b>243.05</b>	<b>217.00</b>	<b>89.28%</b>	<b>7.88%</b>	<b>8.74%</b>	<b>9.17%</b>	<b>9.68%</b>	<b>7.05%</b>	<b>8.55%</b>	<b>6.67%</b>	<b>8.81%</b>	<b>5.02%</b>	<b>7.87%</b>	<b>4.18%</b>	<b>6.60%</b>