



# SOLANO COUNTY

## COUNTY ADMINISTRATOR'S OFFICE

To: Board of Supervisors  
From: Birgitta Corsello, County Administrator  
Date: May 29, 2014  
Subject: Significant Issues Update

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### **1) County Administrator's Update on Contracts**

The County Administrator signed the following contracts of significance since the last Significant Issues update:

- Department of Human Resources, an amendment to a service agreement to conduct the recruitment of the Director of Health and Social Services. The original contract amount was \$27,300. The current amendment is \$10,000, updating the total amount of the contract to \$37,300. The amendment was within the delegated authority that the Board granted the County Administrator.

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

### **2) Tax-Defaulted Auction Results**

On February 11, 2014, the Board authorized the Tax Collector to conduct a sale of 100 tax-defaulted commercial and residential parcels in accordance with Revenue and Taxation Code Section §3692. These 100 delinquent parcels, in aggregate, represented \$2,657,960 of base taxes, penalties, interest, and costs.

All of the parcels authorized for the sale had been tax defaulted for a minimum of three years for commercial properties and five years for residential properties. During the defaulted period, the owner of record is provided an annual notice of delinquency. At the end of the defaulted period, the Tax Collector publishes a public notice listing all parcels subject to a tax sale.

In addition to the above notifications, the Tax Collector staff went to extraordinary means to ensure every owner was aware of the impending sale, and when appropriate, referred to outside agencies or other county departments for help or assistance. In some cases this referral process entails staff reaching out directly to the assistance-providing entity to make them aware of the situation. This takes place most often in cases where the property owner is entitled to public assistance in some form, but is reluctant to or incapable of requesting it.

As a result of the outreach efforts, of the 100 authorized for sale, 64 were redeemed and the County recovered \$1,438,259.10 prior to the auction. An additional 24 were removed from the tax sale for various reasons and may be offered at a future tax sale.

The remaining 12 parcels were offered for sale via an internet auction that began on May 3 and concluded on May 6. Ten of these were sold, and the County recovered \$392,597 in additional base

taxes, penalties, interest, and costs. No occupied residences were sold at the sale. The two parcels that did not sell are vacant lots and will be reoffered within 90 days at a reduced minimum bid.

For parcels that sold for more than the amount of taxes owed, qualified claimants can file a claim for excess proceeds with the Tax Collector's office up to one year from the date the new deed was filed. Excess proceeds are distributed by the Auditor-Controller with approval from County Counsel.

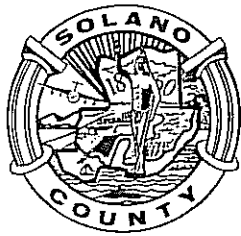
Contact: Chuck Lomeli, Treasurer-Tax Collector-County Clerk, 784-3419

### **3) County Vacancy Report as of May 24, 2014**

There were 2781.20 allocated positions in the County as of the May 24, 2014 pay period, of which 250 or 9.00% were vacant. Departments obtained authorization to fill 196 of those vacant positions, which represents a vacancy rate of 7.19% 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 Contract Review Worksheet

YVONNE X-6180

Authority:

- Dept Head Execute
- CAO Execute
- BOS Approval Required

**NOTE: Please review all instructions on the back of this worksheet before you begin processing.**

1. Department/Division: Human Resources		2. Date: 05/07/2014		
3. Contract Administrator: Marc Fox		4. Phone Ext: 2552		
5. Contract Attributes:		<input type="checkbox"/> Original <input checked="" type="checkbox"/> Amendment/Change Order		
<input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Revenue	<input type="checkbox"/> Bid/RFP Required? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> Sole Source Contract? <input type="checkbox"/> YES <input type="checkbox"/> NO	Amendment/Change Order Number: 1	
<input type="checkbox"/> Intergovernmental <input checked="" type="checkbox"/> Personal/Professional Svcs <input type="checkbox"/> Purchase of Goods <input type="checkbox"/> Lease <input type="checkbox"/> Construction <input type="checkbox"/> Other	Bid/RFP No: Date: / / Please attach copy of Bid/RFP or justification.	Contract No: Date: / / Please attach copies of original/amendments.		
6. Description of Contract: Amendment to service agreement to conduct the recruitment of the Director of Health and Social Services.				
7. Name of Contractor: W. Brown Creative Partners		8. EIN - SSN - -		
9. Is Contractor a California Public Pension Plan Retiree? If yes: Name of Public Pension Plan:		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Date of Retirement:		
10. Has County contracted with Contractor previously during this fiscal year? Please list County department if other than the department listed on number 1 above.		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
11. Effective Date: 03/14/2013		12. Termination Date: 12/31/2014		
13. Contract Budget:		14. Payment Terms:		
Original Contract Amount: \$ 27,300	<input type="checkbox"/> Prepaid <input checked="" type="checkbox"/> Arrears <input type="checkbox"/> Fixed <input type="checkbox"/> Actual <input type="checkbox"/> Estimate	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Progress <input checked="" type="checkbox"/> Other	15. Source of Funds:	
Total of Previous Amendments: \$ 0				<input type="checkbox"/> Fed/State Grant <input type="checkbox"/> State Allocation <input checked="" type="checkbox"/> County Fed Catalog No: State Legislation: AB
Current Amendment: \$ 10,000				
Total Amount of Contract \$ 37,300				
16. Fund: 001 Budget Unit: 7502 Sub-object: 2250		17. Current Appropriation Sufficient? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
18. Proposed Board of Supervisors Agenda Date, if required. Please attach agenda summary and ATR request. / /				
19. Remarks: Amendment #1 to the contract.				
20. Signature Route:				
 Department Contract Administrator		 County Counsel		
Dated 5/12/14		Dated 5/7/14		
Risk Manager		 CAO Analyst		
Dated		Dated 5-13-14		



COUNTYWIDE VACANCY REPORT

Department	Current # Allocations	Current # Filled	Current # Vacant	Current # Req's	Current % Requested to Fill	Pay Period of 05/24/14		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	3	100.00%	9.09%	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	21	3	1	33.33%	4.55%	12.50%	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	N/A	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 Corrcrtns Prtnrshp	1	0	1	0	N/A	0.00%	100.00%										
- CAO - First 5	7	6	1	1	100.00%	14.29%	14.29%	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	102	5	1	20.00%	0.97%	4.67%	1.89%	2.80%	0.00%	0.00%	4.72%	4.72%	0.94%	0.94%	0.00%	0.95%
Information Technology	55	50	5	5	100.00%	9.09%	9.09%	0.00%	3.77%	1.96%	5.66%	1.96%	3.85%	3.85%	3.85%	0.00%	0.00%
District Attorney	125	114.5	10.5	7	66.67%	5.76%	8.40%	4.85%	4.07%	0.86%	1.71%	8.51%	8.12%	0.00%	3.67%	1.89%	4.39%
General Services	93.6	88.6	5	4	80.00%	4.32%	5.34%	3.28%	3.28%	2.28%	5.52%	1.15%	5.52%	0.00%	4.44%	0.00%	2.25%
Health & Social Services	1200.05	1046.15	153.9	113	73.42%	9.75%	12.82%	14.01%	13.80%	11.84%	13.81%	9.09%	12.48%	7.77%	12.59%	5.12%	9.60%
- H&SS - Admin	73.5	68.5	5	3	60.00%	4.20%	6.80%	6.80%	8.05%	5.88%	8.57%	4.41%	5.80%	2.94%	7.04%	2.99%	10.96%
- H&SS - CWS	124	102.5	21.5	21	97.67%	17.00%	17.34%	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	355.25	38.9	34	87.40%	8.73%	9.87%	9.25%	8.07%	11.91%	12.87%	6.43%	6.70%	12.15%	13.66%	7.80%	8.10%
- H&SS - FHS	183.3	136.4	46.9	22	46.91%	13.89%	25.59%	28.51%	29.06%	22.65%	26.58%	25.07%	37.27%	11.54%	21.94%	13.79%	26.04%
- H&SS - IHSS	5	4	1	0	N/A	0.00%	20.00%	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	5	90.91%	58.82%	61.11%										
- H&SS - MH	147	132.75	14.25	14	98.25%	9.54%	9.69%	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	55.5	2	2	100.00%	3.48%	3.48%	3.60%	6.96%	7.14%	7.14%	5.41%	6.25%	1.83%	3.60%	1.83%	3.60%
- H&SS - PHS	136.1	121.25	14.85	11	74.07%	8.32%	10.91%	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	49	2	1	50.00%	2.00%	3.92%	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	103.75	3.75	4	106.67%	3.71%	3.49%	1.89%	4.38%	0.94%	3.00%	1.86%	5.16%	1.80%	2.02%	0.00%	1.10%
Probation	216.5	203.5	13	9	69.23%	4.24%	6.00%	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	1	100.00%	1.29%	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	8	100.00%	6.96%	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	4	133.33%	6.25%	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	485	452	33	37	112.12%	7.57%	6.80%	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	13.5	0	0	N/A	0.00%	0.00%	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>2530.80</b>	<b>250.40</b>	<b>196.00</b>	<b>78.27%</b>	<b>7.19%</b>	<b>9.00%</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>