

# COUNTY ADMINISTRATOR'S OFFICE

**BIRGITTA E. CORSELLO**  
COUNTY ADMINISTRATOR  
COUNTY OF SOLANO

COUNTY ADMINISTRATOR'S OFFICE  
675 TEXAS STREET, SUITE 6500  
FAIRFIELD, CA 94533-6342  
(707) 784-6100



To: Board of Supervisors  
From: Birgitta Corsello, County Administrator  
Date: August 12, 2013  
Subject: Biweekly Update of Significant Issues

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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:

- Child Support Services, a contract with Intresys (effective July 1, 2013 to June 30, 2016) for subscription service for TurboCourt which allows customers to apply for services and submit state required documents via the web, for a total of \$33,100.
- Risk Management, a contract with Occlink, LLC (effective July 1, 2013 to December 31, 2013) to conduct an independent review of the workers' compensation program, for a total of \$45,000.
- Human Resources, a contract with Randy Young (effective July 1, 2013 to June 30, 2014) to provide classification and compensation services, for a total of \$39,200.
- Human Resources, a contract with Phase II Systems (effective July 1, 2013 to June 30, 2015) to provide PARS trust administration services, for a total of \$48,000.
- County Administrator's Office, a contract amendment of \$9,900 with Economic and Planning Systems Inc., (effective July 1, 2013 to September 30, 2014) for additional time than anticipated to complete the five-year comprehensive analysis of the County's Public Facilities Fee, for a total of \$108,915.

## **2. Resolution Reached on Mandatory Garbage Account Dispute With Robert Woodward**

On July 2, 2013, a noticed public hearing was held by the Board of Supervisors to consider adopting a resolution confirming delinquent accounts for mandatory garbage collection, disposal, and recycling services in the unincorporated areas of Vallejo. Affected property owners were provided notice that they could appear before the Board at the public hearing to object to the delinquent charges. Robert Woodward, owner of the property located at 1224 Belmont Avenue in Vallejo, appeared before the Board to object to the delinquent charges, and claimed he was being charged in error for garbage service he was not receiving. The Board excluded his account from the confirmed list of delinquent accounts, and instructed staff to return with an update within 60 days if a resolution regarding the charges and garbage service could not be reached.

Recology, the provider of garbage collection, disposal, and recycling services for the unincorporated areas of Vallejo, confirmed that the account for 1224 Belmont Avenue has been accurately billed, and all services have been, and continue to be, provided; however, Mr. Woodward had not been placing the containers out for servicing. In good faith, Recology agreed to write off past due amounts previously sent to collections as a result of their omission from the lien process by direction of the Board of Supervisors. Additionally, as first offered to Mr. Woodward in July 2012, Recology reaffirmed its commitment to provide collection services for 1224 Belmont Avenue off Carrot Lane. Recology has indicated that Mr. Woodward verbally agreed to this resolution in a phone conversation on July 29, 2013. Recology provided written communication of this resolution to Mr. Woodward on July 30, 2013, and requested a signed acknowledgement in return.

- Contact: Keith Hanson, Real Estate Manager, Department of General Services, 784-7906

### **3. New State Responsibility Area Maps for Fire Protection Affect 2014 Billings**

ABx1 29 was signed into law on July 7, 2011 and establishes an annual fee to pay for fire prevention services within the State Responsibility Area (SRA). The fee applies to owners of habitable structures on properties located in the SRA. The Board of Equalization (BOE) will be staggering the mailing of the 2013 fee notices, and Solano County residents are slated to be part of the mailings released by October 21, 2013.

An estimated 2,127 property owners in Solano County are affected by the fire prevention fee, which is \$150 per habitable structure. Habitable structures within the boundaries of a local fire protection agency will receive a reduction of \$35 per habitable structure.

The California Department of Fire and Forestry Protection (CAL FIRE) conducted its five-year review of State Responsibility Areas (SRA) and approved changes on May 8, 2013. This new SRA map will be used to determine structures in the SRA for the fire prevention fee effective July 1, 2013. The 2014 bills will reflect these changes. Detailed maps of the 117 acres of property in Solano County that will shift from state responsibility to local responsibility are available at [http://frap.fire.ca.gov/projects/sra\\_review/sra\\_review\\_table.html#Solano](http://frap.fire.ca.gov/projects/sra_review/sra_review_table.html#Solano).

Property owners can call (888) 310-6447 or visit [www.firepreventionfee.org](http://www.firepreventionfee.org) for more information about the fee.

- Contact: Stephen Pierce, Senior Management Analyst, County Administrator's Office, 784-6122

### **4. County Vacancy Rate Report as of August 3, 2013**

There were 2,682.15 allocated positions in the County as of the August 3, 2013 pay period, of which 256.05 or 9.55% were vacant. Departments obtained authorization to fill 223 of those vacant positions, which represents a vacancy rate of 8.42% for requested positions. A spreadsheet detailing the vacancies by department is attached.

- Contact: Marc Fox, Human Resources Director, 784-2552



COUNTYWIDE VACANCY REPORT

| Department                           | Current # Allocations | Current # Filled | Current # Vacant | Current # Req's | Current % Requested to Fill | Pay Period of 08/03/13               |              | Pay Period of 12/22/12               |              | Pay Period of 07/07/12               |              | Pay Period of 12/24/11               |              | Pay Period of 07/09/11               |              | Pay Period of 12/25/10               |              |
|--------------------------------------|-----------------------|------------------|------------------|-----------------|-----------------------------|--------------------------------------|--------------|--------------------------------------|--------------|--------------------------------------|--------------|--------------------------------------|--------------|--------------------------------------|--------------|--------------------------------------|--------------|
|                                      |                       |                  |                  |                 |                             | Vacancy Rate for Requested Positions | Vacancy Rate | Vacancy Rate for Requested Positions | Vacancy Rate | Vacancy Rate for Requested Positions | Vacancy Rate | Vacancy Rate for Requested Positions | Vacancy Rate | Vacancy Rate for Requested Positions | Vacancy Rate | Vacancy Rate for Requested Positions | Vacancy Rate |
| Agriculture                          | 18                    | 18               | 0                | 0               | N/A                         | 0.00%                                | 0.00%        | 0.00%                                | 5.56%        | 0.00%                                | 2.86%        | 5.71%                                | 5.71%        | 0.00%                                | 0.00%        | 0.00%                                | 0.00%        |
| Assessor/Recorder                    | 47                    | 47               | 0                | 0               | N/A                         | 0.00%                                | 0.00%        | 0.00%                                | 0.00%        | 2.11%                                | 3.13%        | 2.13%                                | 2.13%        | 2.22%                                | 10.20%       | 7.69%                                | 9.43%        |
| Auditor/Controller                   | 32                    | 31               | 1                | 0               | N/A                         | 0.00%                                | 3.13%        | 9.09%                                | 6.25%        | 0.00%                                | 0.00%        | 0.00%                                | 0.00%        | 0.00%                                | 3.33%        | 3.23%                                | 3.23%        |
| Board of Supervisors                 | 10                    | 9.75             | 0.25             | 0               | N/A                         | 0.00%                                | 0.00%        | 0.00%                                | 2.50%        | 0.00%                                | 2.50%        | 0.00%                                | 0.00%        | 0.00%                                | 0.00%        | 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        | 23                    | 21               | 2                | 0               | N/A                         | 0.00%                                | 8.70%        | 4.35%                                | 4.35%        | 4.35%                                | 8.33%        | 0.00%                                | 4.17%        | 4.00%                                | 7.69%        | 4.00%                                | 7.69%        |
| - CAO - Administration               | 14                    | 13               | 1                | 0               | N/A                         | 0.00%                                | 7.14%        | 7.14%                                | 7.14%        | 7.14%                                | 7.14%        | 0.00%                                | 0.00%        | 7.14%                                | 13.33%       | 7.14%                                | 13.33%       |
| - 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 - 1st 5                        | 7                     | 6                | 1                | 0               | N/A                         | 0.00%                                | 14.29%       | 0.00%                                | 0.00%        | 0.00%                                | 0.00%        | 12.50%                               | 0.00%        | 0.00%                                | 0.00%        | 0.00%                                | 0.00%        |
| County Counsel                       | 17.55                 | 16.55            | 1                | 1               | 100.00%                     | 5.70%                                | 5.70%        | 10.78%                               | 5.70%        | 0.00%                                | 0.00%        | 0.00%                                | 0.00%        | 0.00%                                | 6.76%        | 0.00%                                | 2.11%        |
| Child Support Services               | 107                   | 106              | 1                | 1               | 100.00%                     | 0.93%                                | 0.93%        | 4.72%                                | 4.72%        | 0.94%                                | 0.94%        | 0.00%                                | 0.95%        | 3.85%                                | 4.76%        | 7.41%                                | 5.66%        |
| Information Technology               | 53                    | 51               | 2                | 0               | 0.00%                       | 0.00%                                | 3.77%        | 1.96%                                | 3.85%        | 3.85%                                | 3.85%        | 0.00%                                | 0.00%        | 0.00%                                | 1.92%        | 0.00%                                | 1.75%        |
| District Attorney                    | 119.25                | 115.25           | 4                | 1               | 25.00%                      | 0.86%                                | 3.35%        | 8.51%                                | 8.12%        | 0.00%                                | 3.67%        | 1.89%                                | 4.39%        | 1.91%                                | 10.15%       | 0.00%                                | 6.81%        |
| General Services                     | 90.6                  | 87.6             | 3                | 1               | 33.33%                      | 1.13%                                | 3.31%        | 1.15%                                | 5.52%        | 0.00%                                | 4.44%        | 0.00%                                | 2.25%        | 1.07%                                | 1.07%        | 0.86%                                | 2.53%        |
| Health & Social Services             | 1146.15               | 976.70           | 169.45           | 149             | 87.93%                      | 13.24%                               | 14.78%       | 9.09%                                | 12.48%       | 7.77%                                | 12.59%       | 5.12%                                | 9.60%        | 4.42%                                | 10.83%       | 3.13%                                | 7.20%        |
| - H&SS - Admin                       | 73.5                  | 62               | 11.5             | 6               | 52.17%                      | 8.82%                                | 15.65%       | 4.41%                                | 5.80%        | 2.94%                                | 7.04%        | 2.99%                                | 10.96%       | 9.66%                                | 12.08%       | 0.00%                                | 2.58%        |
| - H&SS - CWS                         | 114.1                 | 103.3            | 10.8             | 11              | 101.85%                     | 9.62%                                | 9.47%        | 6.11%                                | 5.70%        | 3.70%                                | 4.59%        | 3.00%                                | 3.00%        | 6.00%                                | 9.62%        | 0.00%                                | 1.90%        |
| - H&SS - E&ES                        | 384.15                | 330.15           | 54               | 54              | 100.00%                     | 14.06%                               | 14.06%       | 6.43%                                | 6.70%        | 12.15%                               | 13.66%       | 7.80%                                | 8.10%        | 5.50%                                | 10.43%       | 2.33%                                | 6.67%        |
| - H&SS - FHS                         | 167.8                 | 121.9            | 45.9             | 37              | 80.61%                      | 23.29%                               | 27.35%       | 25.07%                               | 37.27%       | 11.54%                               | 21.94%       | 13.79%                               | 26.04%       | 10.61%                               | 13.81%       | 4.72%                                | 8.50%        |
| - H&SS - IHSS                        | 4                     | 4                | 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%                                | 20.00%       |
| - H&SS - MH                          | 143                   | 125.25           | 17.75            | 20              | 112.68%                     | 13.77%                               | 12.41%       | 9.28%                                | 13.15%       | 6.26%                                | 10.97%       | 0.79%                                | 7.13%        | 0.68%                                | 15.32%       | 4.20%                                | 10.90%       |
| - H&SS - ODAS                        | 55.5                  | 52.5             | 3                | 3               | 100.00%                     | 5.41%                                | 5.41%        | 5.41%                                | 6.25%        | 1.83%                                | 3.60%        | 1.83%                                | 3.60%        | 3.60%                                | 10.08%       | 3.48%                                | 9.76%        |
| - H&SS - PHS                         | 134.6                 | 116.1            | 18.5             | 13              | 70.27%                      | 10.07%                               | 13.74%       | 8.04%                                | 11.43%       | 5.89%                                | 20.17%       | 1.71%                                | 9.28%        | 0.87%                                | 8.80%        | 6.69%                                | 8.72%        |
| - H&SS - Substance Abuse             | 19.5                  | 15.5             | 4                | 2               | 50.00%                      | 11.43%                               | 20.51%       | 0.00%                                | 2.86%        | 0.00%                                | 0.00%        | 0.00%                                | 0.00%        | 0.00%                                | 0.00%        | 0.00%                                | 0.00%        |
| - H&SS - Welfare Admin               | 50                    | 46               | 4                | 3               | 75.00%                      | 6.12%                                | 8.00%        | 6.00%                                | 6.00%        | 3.77%                                | 5.56%        | 2.96%                                | 8.39%        | 0.00%                                | 4.20%        | 4.32%                                | 5.67%        |
| Human Resources                      | 26                    | 24               | 2                | 2               | 100.00%                     | 7.69%                                | 7.69%        | 20.00%                               | 23.08%       | 15.38%                               | 15.38%       | 0.00%                                | 3.85%        | 0.00%                                | 5.66%        | 3.64%                                | 3.64%        |
| Library                              | 108.5                 | 104.75           | 3.75             | 4               | 106.67%                     | 3.68%                                | 3.46%        | 1.86%                                | 5.16%        | 1.80%                                | 2.02%        | 0.00%                                | 1.10%        | 0.00%                                | 3.22%        | 0.00%                                | 5.86%        |
| Probation                            | 207.5                 | 188.5            | 19               | 18              | 94.74%                      | 8.72%                                | 9.16%        | 6.65%                                | 9.43%        | 5.26%                                | 10.89%       | 7.35%                                | 8.60%        | 2.11%                                | 9.49%        | 0.92%                                | 1.83%        |
| Public Defender                      | 77.5                  | 72.5             | 5                | 6               | 120.00%                     | 7.64%                                | 6.45%        | 1.40%                                | 2.08%        | 0.00%                                | 0.00%        | 4.17%                                | 2.82%        | 4.35%                                | 4.35%        | 2.70%                                | 2.70%        |
| Resources Management                 | 110.6                 | 105              | 5.6              | 5               | 89.29%                      | 4.55%                                | 5.06%        | 0.00%                                | 2.70%        | 1.83%                                | 3.17%        | 2.74%                                | 4.48%        | 0.90%                                | 2.64%        | 2.74%                                | 2.71%        |
| - Delta Water Act Division           | 1                     | 0                | 1                | 0               | N/A                         | 0.00%                                | 100.00%      | 0.00%                                | 100.00%      | 0.00%                                | 100.00%      | 0.00%                                | 0.00%        | 0.00%                                | 0.00%        | 0.00%                                | 0.00%        |
| - Public Works                       | 61                    | 60               | 1                | 1               | 100.00%                     | 1.64%                                | 1.64%        | 0.00%                                | 1.64%        | 1.64%                                | 0.83%        | 5.04%                                | 6.61%        | 1.65%                                | 3.25%        | 4.72%                                | 4.72%        |
| - Resource Management                | 48.6                  | 45               | 3.6              | 4               | 111.11%                     | 8.16%                                | 7.41%        | 0.00%                                | 2.04%        | 2.08%                                | 4.08%        | 0.00%                                | 2.00%        | 0.00%                                | 1.96%        | 0.00%                                | 2.17%        |
| Sheriff's Office                     | 470                   | 433              | 37               | 35              | 94.59%                      | 7.48%                                | 7.87%        | 6.59%                                | 6.80%        | 5.09%                                | 4.87%        | 6.37%                                | 6.35%        | 2.22%                                | 2.45%        | 0.99%                                | 1.47%        |
| Treasurer-Tax Collector-County Clerk | 12.5                  | 12.5             | 0                | 0               | N/A                         | 0.00%                                | 0.00%        | 0.00%                                | 0.00%        | 7.14%                                | 0.00%        | 8.33%                                | 15.38%       | 7.69%                                | 7.69%        | 0.00%                                | 0.00%        |
| Veterans Services                    | 4                     | 4                | 0                | 0               | N/A                         | 0.00%                                | 0.00%        | 0.00%                                | 0.00%        | 0.00%                                | 0.00%        | 0.00%                                | 0.00%        | 20.00%                               | 0.00%        | 0.00%                                | 16.67%       |
| <b>Countywide Total</b>              | <b>2682.15</b>        | <b>2426.10</b>   | <b>256.05</b>    | <b>223.00</b>   | <b>87.09%</b>               | <b>8.42%</b>                         | <b>9.55%</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> | <b>2.93%</b>                         | <b>7.27%</b> | <b>2.32%</b>                         | <b>4.93%</b> |