



To: Board of Supervisors
From: Birgitta Corsello, County Administrator
Date: January 12, 2015
Subject: Significant Issues Update

1) County Administrator's Update on Contracts

The County Administrator did not sign any contracts of significance since the last Significant Issues Update on December 15, 2014.

2) Post Office Lease Extension

The Real Estate Services division of the Department of General Services has successfully negotiated a new lease extension with the current tenant, the United States Postal Service, for the County-owned property at 600 Kentucky Street in Fairfield.

The new 5-year term is from April 1, 2016 to March 31, 2021. The negotiated rent schedule for the new term is exactly the same as the rent schedule for the current term, which results in \$108,209 more in rent over the 5-year term than if current fair market rents had been accepted.

The tenant agreed to the rent premium in exchange for the County completing already-funded repairs and capital building improvements. The Solano County Board of Supervisors delegated authority to the County Administrator to execute any lease extensions in 2009 when the current lease term was approved.

Contact: Keith Hanson, Real Estate Manager, General Services Department
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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:

- 1) Unaccounted Fixed Asset has a Fair Market Value of less than \$5,000; or
- 2) 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 FY2013/14 identified five unaccounted items for a historical cost of \$17,272 all of which is for items more than five years old. Unaccounted items were reported from Sheriff, Parks and Health and Social Service departments. The Auditor-Controller's Office has reminded the departments of the County's Fixed Asset Policy as it relates to disposition of assets.

The fair market value of the unaccounted items is \$5,599 and meets the requirements of the authority delegated to the CAO. The County Administrator's Office is working with the affected departments to determine final disposition.

(See attached 2013-14 Unaccounted Fixed Assets document – Attachment A)

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4) Human Resource Audit Verifies County's Personnel Systems are in Compliance with State and Federal Requirements

The Human Resources Department was audited recently to verify that the County's personnel systems are in conformance with federal and state requirements. The audit was within the federal and state funded programs of social services and child support services, covering the six merit system principles. The audit, conducted under contract with the California Department of Human Resources (CalHR) by CPS HR Consulting, reviewed:

1. Recruitment and Selection – Employees are recruited, selected and advanced on the basis of their relative ability, knowledge and skills, including open consideration of qualified applicants for initial appointments.
2. Compensation – Employees are paid equitable and adequate compensation.
3. Training – Employees are trained as needed to assure high quality performance.
4. Retention of Permanent Employees – Employees are retained on the basis of their adequacy of their performance, inadequate performance is corrected, and when inadequate performance cannot be corrected, employees are separated.
5. Fair Treatment – Applicants and employees are treated fairly in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, religious creed, age or handicap and with proper regard to their privacy and constitutional rights as citizens. This "fair treatment" principle includes compliance with the Federal equal employment opportunity and nondiscrimination laws.
6. Political Rights and Prohibitions – Employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.

The audit report (copy is attached) states, "Based upon a thorough assessment of the County's personnel system for both Health and Social Services and Child Support Services Departments in relationship to the six federal merit standards, the County is in full compliance."

(See attached performance review document – Attachment B)

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