

GENERAL SERVICES DEPARTMENT

MICHAEL J. LANGO
DIRECTOR



ARCHITECTURAL SERVICES
CENTRAL SERVICES
FACILITIES OPERATIONS
FLEET OPERATIONS
REAL ESTATE SERVICES
NUT TREE AIRPORT

August 14, 2012

The Honorable Paul Beeman
Presiding Judge of the Superior Court
Solano Superior Court
600 Union Avenue
Fairfield, CA 94533

RE: Response to the FY2011/2012 Grand Jury Report – Registrar of Voters

Dear Honorable Presiding Judge Beeman:

Pursuant to Penal Code sections 933(c) and 933.05, I am responding to the findings and recommendations in the FY2011/12 Grand Jury Report received on June 20, 2012 on the Registrar of Voters that pertain to matters under my control as the Director of General Services.

Finding 18

Unsorted mail was brought by Registrar of Voters' staff from the mail center and left unattended thereby increasing the possibility of lost, misplaced, or stolen mail addressed to other County departments and agencies.

Response to Finding 18

General Services partially disagrees with this finding. During times of elections, resulting in a heavy increase in mail volume, ROV staff will visit the mail room and retrieve incoming voter ballots. On rare occasions a piece of regular mail may get intermixed with the voter ballots. When such an event occurs, the process is to place the misdirected mail in the designated outgoing mail tub for Courier pickup. There is no additional exposure to theft or loss as the mail tubs are in secure locations within all County departments.

Recommendation 18

Director, General Services Department, establish and enforce a policy that prohibits unsorted mail from leaving the mail center.

Response to Recommendation 18

This recommendation will not be implemented. The Department of General Services' Couriers follow a strictly prescribed mail-handling protocol.

Finding 21

The warehouse used by General Services to archive voting materials, including voted ballots, was not adequately protected. Specifically, the warehouse contained neither a system to restrict, track, and record access, nor a video-surveillance system.

Response to Finding 21

General Services partially disagrees with this finding. The building is protected by an alarm system that is monitored twenty-four hours a day, seven days per week. The alarm system must be de-activated each time a staff person enters the facility. The monitoring system records the date and time of alarm activation or de-activation. Access to the County's record storage system is restricted to four people: the Central Services Manager, the Inventory Coordinator who manages the day-to-day operations at the records center, the Facilities Operations Manager, and the property owner. By procedure, the facility has restricted access to only authorized personnel.

Recommendation 21

Director, General Services Department, improve security of the warehouse used to archive voting materials. Specifically, obtain and install systems to:

- *restrict, track, and record access*
- *monitor activity*

Response to Recommendation 21

General Services will not implement this recommendation because it is not warranted. The existing system as described as described in the response to Finding 21 meets the objectives described in this recommendation.

Respectfully submitted,



Michael J. Lango
Director of General Services

cc: Grand Jury
Board of Supervisors
Birgitta Corsello, County Administrator
Dennis Bunting, County Counsel
Ira Rosenthal, Registrar of Voters
Marc Fox, Director of Human Resources