



AGENDA ITEM NO.
C-18

COUNTY OF HUMBOLDT

For the meeting of: March 22, 2016

Date: March 1, 2016

To: Board of Supervisors

From: *(P)* Thomas K. Mattson, Public Works Director

Subject: Allocate One Full-Time Senior Real Property Agent position; Approve the attached Memorandum of Understanding between the Humboldt County Department of Health and Human Services (DHHS) and Humboldt County Department of Public Works; Approve the Supplemental Budget for Facility Management Division – 1100162 (Supplemental Budgets require 4/5 vote)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the allocation of one full-time Senior Real Property Agent (class 0629, salary range 406), in budget unit 162 effective at the beginning of the next bi-weekly pay period following approval;
2. Approve the attached Memorandum of Understanding (MOU) between the Department of Health and Human Services and the Public Works Department effective at the beginning of the next bi-weekly pay period following approval; and
3. Approve the following supplemental budget for Facility Management Division 1100162 (4/5 vote required):

Expenditures:

| | | |
|--------------|-------------------------------|-----------|
| 1100162-1100 | Salaries and Wages | \$ 12,000 |
| 1100162-1450 | Unemployment Insurance | \$ 90 |
| 1100162-1470 | Health Insurance | \$ 2,000 |
| 1100162-1471 | Life and Air Travel Insurance | \$ 36 |
| 1100162-1472 | Dental Insurance | \$ 220 |

Prepared by Thomas Mattson/jg CAO Approval *Amey Rosen*
 REVIEW: DHHS *OK* Personnel *OK* Auditor *NSM* County Counsel *Sm* CAO _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
 Upon motion of Supervisor *Fennell* Seconded by Supervisor *Bass*
 Ayes *Sundberg, Fennell, Lovelace, Bohn, Bass*
 Nays _____
 Abstain _____
 Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *March 17, 2016*
 By: *Kathy Hayes*
 Kathy Hayes, Clerk of the Board

| | | |
|--------------|----------------------------|-------------|
| 1100162-1475 | Salaries Reimbursed | \$ (18,426) |
| 1100162-1500 | Retirement | \$ 2,810 |
| 1100162-1600 | FICA | \$ 910 |
| 1100162-1700 | Worker's Compensation | \$ 360 |
| 1100162-2117 | Office Supplies | \$ 3,500 |
| 1100162-2317 | Office Expense – Equipment | \$ 2,500 |
| 1100162-9346 | Public Works Services | \$ (6,000) |

SOURCE OF FUNDING:

Reimbursement from the Department of Health and Human Services (DHHS) Fund 1160516-3928

DISCUSSION:

The Department of Public Works Division of Facility Management seeks authorization to add one full-time Senior Real Property Agent position to accommodate the real property-related work requirements of DHHS in budget 162 effective at the beginning of the next bi-weekly pay period following approval.

DHHS currently occupies numerous buildings throughout Humboldt County including 37 leased facilities as well as 9 county owned facilities. Throughout the years, the workload to manage these facilities and provide adequate space has expanded as the need for additional space and modifications to existing facilities has increased for all county departments. DHHS, along with other county departments, is also anticipating further expansion of its programs to outlying areas within the county which will continue to increase the workload for the Senior Real Property Agent.

Currently there is one Senior Real Property Agent who manages all of the leases for the majority of the county departments, including DHHS, Sheriff, Library, Public Defender, District Attorney, Purchasing, Courts, Probation, Public Works and the container sites. With the current and anticipated increased workload for the management and contractual obligations of the Senior Real Property Agent, it is recommended to add one full-time Senior Real Property Agent to accommodate the work requirements of DHHS.

Should the Board grant approval to this request, the Facility Management division will hire one full time Senior Real Property Agent which DHHS will fund per the attached Memorandum of Understanding.

FINANCIAL IMPACT:

Per the MOU between the Department of Health and Human Services and the Public Works Department, both departments agree to develop, implement, and provide increased real property-related tasks for DHHS. Public Works will select personnel for hire, provide day to day assignments, handle disciplinary matters and provide on-site supervision. Cost of recruitment, salaries, benefits, overtime, transportation, office equipment, office furniture, supplies and incidental expenses to conduct the functions of these positions will be provided by DHHS. The Department of Health and Human Services will provide funding through fund transfers for this position effective at the beginning of the next bi-weekly pay period following approval. These fund transfers will be journaled from fund 1160, budget unit 516, line item 3928 to fund 1100 budget unit 162 line item 1475 and 9346 on a monthly basis. At the end of each fiscal year, Public Works will submit a final journal to DHHS for any remaining expenses incurred in relation to this position. The cost for the proposed position is estimated at \$24,426 for the three-month period through the end of FY 2015-16 assuming that it is filled starting April 1, 2016. There is no impact to the General Fund.

The requested action conforms to the Board of Supervisors' Priorities of managing resources and ensuring sustainability of services.

OTHER AGENCY INVOLVEMENT:

Personnel

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to not approve funding by DHHS of this position. This is not recommended as DHHS real property-related needs continue to increase and the Public Works Department is unable to provide the needed services under its current funding/staffing level.

ATTACHMENTS:

County Personnel Report – Senior Real Property Agent
Inter-Departmental Memorandum of Understanding

JAN 22 2016

RECEIVED

DEC 21 2015

PERSONNEL DEPT.

1/22/16

CLASSIFICATION REVIEW REQUEST

This form is intended for use in routine audits such as requests for additional allocated positions to existing job classifications. Please send the completed form and an organizational chart showing new positions to Personnel prior to the effective date of the new allocation. This form is to be submitted two-sided.

NOTE: This form should not be used for audits of existing positions or new job classifications.

Department: Public Works Date: Dec 18, 2015

Division/Unit/Location of new position: Facility management / 1100162 / PW

Name of contact person: Ronda Kime

Position status (check one) Regular Grant Other

If position is in a new grant or program, explain the general purpose or function of the program:

NA

Anticipated start date: March 2016 Duration of grant: NA

FTE of new position: 1.0 Budget unit: Facility Management / 1100162

Name and title of person supervising this position: Public Works Deputy Director - Facilities

Name and title of anyone currently in your department performing the same or similar duties:

Ronda Kime, Senior Real Property Agent

Please list the primary duties of this position on the reverse side.

PERSONNEL USE ONLY

RECOMMENDATION: Senior Real Property Agent DATE: 1/21/16

NAME OF ANALYST: Ron Halverson

Personnel notes: Based upon the information provided on this form and my conversation with Ronda Kime, HR recommends the appropriate job class for this position is Senior Real Property Agent. You will need to prepare a report to the Board with the following recommendation: "That the Board of Supervisors approve the allocation

List the primary duties of the proposed position: Senior Real Property Agent

Locating real properties suitable for the delivery of County programs, negotiating contracts to the mutual benefit of all parties, maintaining accurate records, and implementing procedures for the maintenance and improvement of leased facilities.

Communicating in writing and verbally with businesses, private property owners, repair personnel, and county staff regarding procedures for efficient and economical management of real property owned and leased by County. Reviewing written and verbal reports to the County Board of Supervisors.

Additional information: Desirable for applicant to have experience in real estate sales, purchasing, real property evaluation, real property management and government leasing policies.

Indicate any required licenses: CA Driver's license

Add any additional information, which might be useful for this review: _____

Department head signature Steve H. [Signature] Date 12/18/15

PERSONNEL USE ONLY

of one 1.0 FTE Senior Real Property Agent (job class 0629, salary range 406) position, in budget unit 162, effective —."

Please attach a copy of this form with your report to the Board.

**INTER-DEPARTMENTAL
MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE HUMBOLDT COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
AND
THE HUMBOLDT COUNTY DEPARTMENT OF PUBLIC WORKS**

This Inter-Departmental Memorandum of Understanding ("MOU"), entered into this ____ day of _____, 2015, by and between the Humboldt County Department of Health and Human Services, hereinafter referred to as "DHHS," and the Humboldt County Department of Public Works, hereinafter referred to as "DPW," is made upon the following considerations:

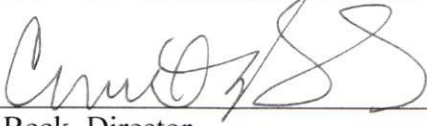
1. DHHS and DPW hereby agree to collaborate and cooperate to develop, implement, and provide specialized professional-level work related to various real property transactions such as appraisal, acquisition, management, transfer, sale, disposal and leasing of real property.
2. DPW agrees to take over the supervision of one (1) Senior Real Property Agent position ("Position"). Selection of the person to fill the Position shall be DPW's responsibility. The person selected to fill the Position shall be required to successfully pass an oral and/or written exam, possess sufficient formal and/or informal education and experience for successful job performance, possess sufficient licenses and/or certifications for the Position, or obtain all appropriate licenses and/or certifications, including possession of a valid California Driver's License. The person selected to fill the position must also complete and pass the DHHS background process, including, without limitation, livescan for criminal history. If required by the Position, the person selected must be able to work overtime as necessary.
3. The person selected to fill the Position will perform the duties summarized in Exhibit A – Summary of duties, which is attached hereto and incorporated herein by reference, at 40 hours per week. DPW time cards will be completed and signed by the DPW Deputy Director for Facilities or designee thereof.
4. DHHS agrees to maintain funds in Facility Management Budget Unit 162 to pay the salary, benefits, workers' compensation insurance and any approved overtime, transportation, training and all other incidental expenses incurred by, and for the supervision of, this Position. Fund transfers shall be journaled to DPW from DHHS on a monthly basis through DPW's normal project transfer expense process. At the end of each fiscal year, DPW will submit a final journal to DHHS for any remaining expenses incurred in relation to this Position.
5. Scheduling, time off and overtime will be determined by the DPW Deputy Director for Facilities or designee thereof.
6. Day-to-day assignments shall be provided by DPW. On-site supervision at DHHS facilities shall be done by the DPW Deputy Director for Facilities or designee thereof.
7. This Position is subject to any and all laws, policies, rules and regulations related to the safe and secure performance of duties in DHHS facilities. Any violation of such laws, policies, rules and regulations by the person assigned to the Position may result in the temporary or permanent revocation of his or her access into DHHS facilities.

8. Any disciplinary matters related to this Position will be handled by the DPW Director or designee thereof.
9. Any and all equipment, materials, mileage and other incidental expenses incurred as a result of the Position shall be charged to DHHS through monthly journals from DPW.
10. This MOU will be reviewed annually and may be modified only upon the written agreement of the DHHS Director and DPW Director. Any increase in staffing levels under this MOU shall require approval of the Board of Supervisors.
11. The term of this MOU shall begin upon execution and shall remain in full force and effect until June 30, 2018. This MOU shall be automatically renewed for additional periods of one (1) year, unless sooner terminated as provided herein.
12. Either party may terminate this MOU, upon thirty (30) days advance written notice, either without cause or upon the occurrence of any of the following events:
 - 13.1) Non-delivery of services set forth herein;
 - 13.2) Employee's performance is below acceptable work standards; or
 - 13.3) Funding for the Position by DHHS becomes unavailable.
13. In the event either department wishes to terminate this MOU, the Senior Real Property Agent position created under this MOU will be disallocated from the DPW Facility Management division.
14. The parties agree to make their best efforts to resolve disputes that occur under this MOU by good faith discussion whenever possible. If either party believes that a violation of this MOU has occurred, or is occurring, or is not satisfied that a dispute between the parties has been resolved, either party may request to meet and confer with the County Administrative Officer and the other party.

[Signatures on the Following Page]

IN WITNESS WHEREOF, the parties hereto have entered into this MOU as of the first date written above.

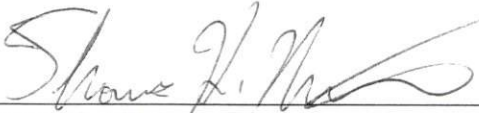
HUMBOLDT COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES:



Connie Beck, Director
(Pursuant to the authority delegated by the Humboldt
County Board of Supervisors on)

2-24-16
Date

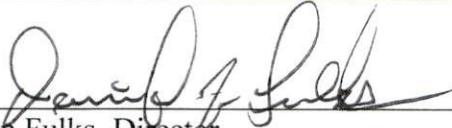
HUMBOLDT COUNTY DEPARTMENT OF PUBLIC WORKS:



Thomas K. Mattson, Director
(Pursuant to the authority delegated by the Humboldt
County Board of Supervisors on)

3/1/16
Date

HUMBOLDT COUNTY DEPARTMENT OF HUMAN RESOURCES:



Dan Fulks, Director
(Pursuant to the authority delegated by the Humboldt
County Board of Supervisors on)

2/29/16
Date

Exhibit A
Summary of Duties

EXAMPLE OF DUTIES:

- Performs complex, technical and/or specialized work related to the appraisal, acquisition, management, transfer, sale and disposal of real property.
- May provide work direction, review and training in work procedures to lower level professional and support staff.
- Negotiates complex solutions for the purchase, sale, lease and improvement of real property required for public and County use; and processes abandonments.
- Performs property appraisals as assigned; directs and reviews real property appraisals provided under contract.
- Negotiates complex or difficult contract terms relating to real property transactions with businesses and private parties; prepares acquisition documents, legal descriptions, deeds and escrow instructions and analyzes conditions of title.
- Meets with property owners to present appraisal and formal purchase offer; obtains deeds and purchase contracts from property owners; initiates condemnation court orders if sale agreement cannot be secured.
- Directs the maintenance of records of County lease agreements; provides and negotiates repairs, modifications and maintenance for leased properties; maintains and updates County inventory of surplus land parcels.
- Performs studies regarding vacant or occupied properties for future purchase or use, including determining fair market or lease value.
- Attends public meetings as a representative of the County; attends Board of Supervisors meetings and presents information as required.
- Maintains or directs the maintenance of accurate real property records and files; prepares correspondence, reports and other written materials.

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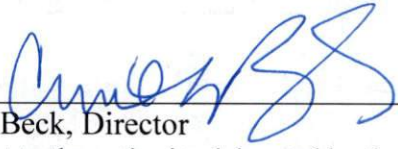
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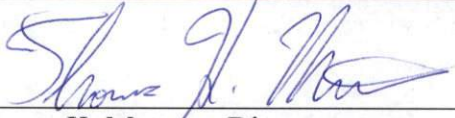
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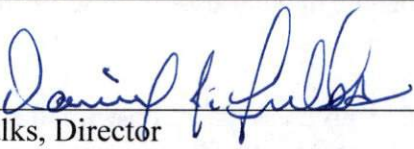
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DRAFT

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