



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-16

For the meeting of: July 11, 2017

Date: June 26, 2017

To: Board of Supervisors

From: Amy S. Nilsen, County Administrative Officer *AN*

Subject: Allocation of a CAO Project Manager for Americans with Disabilities Act (ADA) Projects and Supplemental Budget (4/5 vote required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Allocate a 1.0 full-time equivalent (FTE) CAO Project Manager position (class 0198, salary range 493) in fund 3552 budget unit 152 (ADA Compliance); and
2. Approve the attached supplemental budget in the amount of \$101,572 in fund 3552 budget unit 152 (ADA Compliance) for fiscal year 2017-18.

SOURCE OF FUNDING: ADA Compliance Internal Service Fund and ADA Trust Fund

DISCUSSION:

In 2016, your Board entered into a consent decree with the Department of Justice (DOJ) to enforce the county's compliance with Title II of the Americans with Disabilities Act (ADA) of 1990. Title II applies to programs, services and activities provided by state and local government entities to ensure the protection of

Prepared by Amy S. Nilsen CAO Approval *[Signature]*

REVIEW: Auditor _____ County Counsel _____ Human Resources *KKB* Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

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

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

Dated: *July 11, 2017*
By: *[Signature]*
Kathy Hayes, Clerk of the Board

qualified individuals with disabilities from discrimination on the basis of disability. The consent decree requires the county to make such accommodations, such as facility modifications, to ensure that programs, services and activities are accessible for individuals with disabilities.

As a provision of the consent decree, the county is required to hire an Independent Licensed Architect (ILA) and for the ILA to certify alterations, additions or modifications to county facilities as ADA compliant. The consent decree specifically mentions over 50 facilities that need improvements. In addition, the consent decree states the county and ILA will ensure compliance with the requirements of Title II for all of the county's facilities, which includes both owned and leased. Therefore, the ILA is required to assess all of the county's facilities, even those not specifically mentioned in the consent decree, where programs, services and activities are offered to the public. This equates to approximately 125 such county facilities that the ILA will need to assess pursuant to the consent decree.

The consent decree also contains 3, 9, 12, 15, 18, 21, 27, 30, 33 and 36 month timelines that the county must meet to address identified barriers to accessibility at county facilities. Each barrier requires the county to take action to remediate it where feasible by performing a facility modification (construction project). If the remediation is not feasible, the county must provide a reasonable accommodation on a temporary basis, up to 6 months, until the program, service or activity has been relocated to an ADA accessible location.

The county currently has an estimated 62 consent decree construction projects of varying complexity before it. The County Administrative Office (CAO) through a request for quotation has contracted with four architectural firms to assist with the increased workload. In order to complete a construction project, an architect must survey the project and prepare architectural plans and specifications. Once plans are complete, those plans must be approved by a Certified Access Specialist (CASp). After approval, construction bid documents must be prepared, the project put out to bid, the project awarded and then finally construction can begin. In addition, the construction project needs to be managed, completed and receive a final assessment from the ILA to be deemed compliant.

The current ADA Compliance team has a 1.0 FTE ADA Coordinator allocated and an extra-help CAO Project Manager. The ADA Coordinator's responsibilities are administrative in nature and include providing guidance and developing ADA appropriate policies while working with county departments, website accessibility, addressing ADA accommodation requests, investigating and tracking ADA complaints, and serving as a community liaison on ADA related topics. The extra-help CAO Project Manager, on the other hand, provides support on construction projects by preparing task orders and agreements, coordinating site surveys, and facilitating assessments. However, due to the volume of construction projects, the CAO has identified the need for a full-time project manager position to manage the process of initiating and completing ADA projects throughout the county. Staff, therefore, recommends allocating a 1.0 FTE CAO Project Manager to manage ADA construction projects and assist with facility planning efforts.

Because of the broad scope of the consent decree and the deterioration of many of the county's facilities it may not be feasible to alter facilities to come into compliance with the ADA. Your Board during the fiscal year 2017-18 budget process recognized this dilemma and began to allocate funds to staffing and facility/asset management software. Because the consent decree mentions all facilities, staff hopes to place the remaining facilities into an ADA transition plan, which warrants the continuation of full-time staff to move ADA construction projects forward.

It should be noted, the CAO has a 1.0 FTE CAO Project Manager allocated to Information Technology (IT) in budget unit 118. This CAO Project Manager splits her time between IT and Management and Budget.

Team (MBT) projects Since the inception of the consent decree the current CAO Project Manager has taken on significant duties related to the ADA consent decree and has been unable to continue work on IT projects Therefore, the current CAO Project Manager will likely be transferred to the ADA Compliance budget unit, freeing up the CAO Project Manager allocation in IT for IT to recruit a new project manager This transition will affect MBT responsibilities such as budget preparation, agenda item review and organization of the budget roadshow therefore, staff may return to your Board at a later date to address those duties

FINANCIAL IMPACT

The position is proposed to be funded using an existing budget allocation of \$50,000 as appropriated by your Board in the fiscal year 2017-18 budget and a transfer in the amount of \$101,572 from the ADA trust fund The full-year cost of a new position at salary range 493, step E, with longevity is estimated to be approximately \$151,572 including all benefits Therefore, the attached supplemental budget is for \$101,572 In fiscal year 2018-19 ADA staffing costs will be allocated out to county departments Allocation of this position is expected to help complete construction projects in order to maintain compliance with the ADA consent decree as well as begin work on long-term facility planning

This action supports your Board's Strategic Framework, Priorities for New Initiatives, by providing our core services in ways that safeguard the public trust through managing our resources to ensure sustainability of services In addition, this aligns with your Board's key goal for 2017-18 of continuing to examine streamlining the inventory of county properties (including through repurposing and/or sale where appropriate), using an asset management program for all current and future resources including financial and capital

OTHER AGENCY INVOLVEMENT None

ALTERNATIVES TO STAFF RECOMMENDATIONS Board's discretion

ATTACHMENTS

- 1 Supplemental Budget

Attachment 1 – Supplemental Budget

Revenue.

3552152-706051	Transfer from ADA Trust	101,572 00
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Expenditure

3552152-1100	Salaries & Wages	52,494 00
3552152-1450	Unemployment Insurance	205 00
3552152-1470	Health Insurance	15,805 00
3552152-1471	Life & Air Travel Insurance	58 00
3552152-1472	Dental Insurance	708 00
3552152-1500	Retirement	23,949 00
3552152-1510	PARS	512 00
3552152-1600	FICA	<u>7,841 00</u>
		101,572 00