



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C12

For the meeting of: May 8, 2018

Date: April 24, 2018
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)

RECOMMENDATION(S):

That the Board of Supervisors 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).

SOURCE OF FUNDING:

ADA Compliance Internal Service 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 qualified individuals with disabilities from discrimination based on disability. The consent decree requires the county to make 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 require ADA barrier removal.

Prepared by	Karen Clower	CAO Approval	<i>E. Ashworth</i>
REVIEW:			
Auditor	<i>CD</i>	County Counsel	Human Resources <i>KLB</i> Other
TYPE OF ITEM:			
<input checked="" type="checkbox"/> Consent			
<input type="checkbox"/> Departmental			
<input type="checkbox"/> Public Hearing			
<input type="checkbox"/> Other			
PREVIOUS ACTION/REFERRAL:			
Board Order No. _____			
Meeting of: _____			
BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT			
Upon motion of Supervisor <i>Wilson</i> Seconded by Supervisor <i>Bass</i>			
Ayes <i>Bass, Fennell, Sundberg, Bohn, Wilson</i>			
Nays			
Abstain			
Absent			
and carried by those members present, the Board hereby approves the recommended action contained in this Board report.			
Dated: <i>5/8/18</i>			
By: <i>[Signature]</i>			
Kathy Hayes, Clerk of the Board			

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 those facilities not specifically mentioned in the consent decree that provide programs, services and activities to the public. This equates to approximately 125 county facilities that the ILA is required to assess and the county is required to remove barriers pursuant to the consent decree.

The consent decree contains 3, 9, 12, 15, 18, 21, 27, 30, 33 and 36-month timelines with identified barriers to accessibility to county facilities that the county must address. Each barrier requires the county to take action to remediate it where technically 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 until the program, service or activity has been relocated to an ADA accessible location.

The county currently has an estimated 47 Consent Decree construction projects of varying complexity from owned to leased facilities. For owned facilities, 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 are prepared and the project is bid, awarded and constructed. In addition, the construction project requires project management from inception to completion before the project can receive a final assessment from the ILA to be deemed compliant. For leased facilities, the CAO Project Managers work closely with property owners/managers and their contractors by providing information and clarification to ensure the barrier removal meets ADA regulations.

The current ADA Compliance team has a 1.0 FTE CAO Project Manager, 2.0 FTE ADA Coordinators, with one position vacant, and two extra-help CAO Project Managers who will both be ending their assignments prior to May 30, 2018. The ADA Coordinators' roles and responsibilities are administrative in nature and include providing guidance and developing ADA appropriate policies; website accessibility; addressing ADA accommodation requests; investigating and tracking ADA complaints, and serving as a community liaison on ADA related topics. The CAO Project Managers, on the other hand, administer and provide oversight for construction projects by preparing task orders and agreements, preparing bid documents, awarding construction agreements and project coordination and closeout.

Due to the imminent departure of the two extra-help CAO Project Managers and the volume of existing and future construction projects, the CAO has identified the need for an additional 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.

FINANCIAL IMPACT:

Funding for the proposed position in budget unit 152 for the current fiscal year will be approximately \$9,810 and will come from salary savings. The full-year cost of the CAO Project Manager position at salary range 493, step A, is estimated to be approximately \$117,721, which includes all benefits. During the development of the fiscal year 2018-19 budget staff costs for budget unit 152 were allocated to county departments. Departmental charges will not need to be adjusted for fiscal year 2018-19. 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 FY 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:

None.