



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: May 8, 2018

Subject: Local 21 Side Letter - Real Property Agent Advanced Certificate Differential

RECOMMENDATION(S):

ADOPT Resolution No. 2018/171 approving the side letter between Contra Costa County and Local 21 modifying Section 42.21 – Real Property Agent Advanced Certificate Differential of the Memorandum of Understanding to increase the existing differentials by five percent (5%), effective the first day of the month after Board of Supervisors adoption.

FISCAL IMPACT:

Potential annual increased cost of \$35,000, which will be charged out to users. Majority of the funding is special revenue funds.

BACKGROUND:

This Side Letter arises out of the need to recruit and retain real property agents with appropriate certification/training. In order to retain the Real Estate Level 3 State certification, Public Works needs to hire and retain qualified individuals. The certification allows Public Works to do all right of way work and certify all projects that have State and Federal funds for the County and other public agencies. This streamlines processes, accelerates project delivery, enables agencies to obtain state and federal dollars

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **05/08/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: May 8, 2018

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Lisa Driscoll (925)
335-11023

BACKGROUND: (CONT'D)

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reducing local costs, and eliminates delays from depending solely on Caltrans. The County is one of only a handful of agencies in northern California with a level 3 certification and the only one that provides right of way services to other agencies. The increase for the Real Property Agent Advanced Certificate Differential will assist the department in hiring and retaining staff with valid certification from the International Right of Way Association or Building Owners and Managers Institute.

CONSEQUENCE OF NEGATIVE ACTION:

It will continue to be difficult to recruit and retain property agents with the certifications required to perform the functions of the division.

ATTACHMENTS

Resolution No. 2018/171

Local 21 Side Letter dated April 25, 2018