

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF THE COUNTY OF SAN BERNARDINO
AND RECORD OF ACTION**

November 17, 2020

FROM

TERRY W. THOMPSON, Director, Real Estate Services Department

SUBJECT

Employment Contract for the Real Estate Services Department – Assistant Director

RECOMMENDATION(S)

1. Approve employment **Contract No. 20-1086** with Kevin Ryan, Assistant Director, for an estimated annual cost of \$235,399 (\$153,629 Salary, \$81,770 Benefits), for the period of December 5, 2020 through December 4, 2023.
2. Authorize the Director of the Real Estate Services Department to execute amendments to extend the term of the contract for a maximum of three successive one-year periods on behalf of the County, subject to County Counsel review.
3. Direct the Director of the Real Estate Services Department to transmit all documents in relation to the contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Terry Thompson, Director, 387-5104)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The estimated annual cost of the contract is \$235,399, which will be funded by the department through salary savings in FY 2020-21. In FY 2021-22 and beyond, the cost will be offset by the deletion of the Deputy Director positions of both Project Management and Leasing and Acquisition. Sufficient appropriation is included in the Real Estate Services Department (RESD) Administration and Finance (7831001000) 2020-21 budget, and will be included in future recommended budgets.

BACKGROUND INFORMATION

Approval of this item will allow RESD to commence with a reorganization of the department to include the addition of an Assistant Director position. This new position is recommended to be a contracted position and oversee the Project Management and Facilities Management sections of RESD. Additionally, RESD will delete the Deputy Director positions of both Project Management and Leasing and Acquisition in fiscal year 2021-22 budget. The reorganization of the department will allow for a more efficiently managed operation of RESD.

RESD is recommending an employment contract with Kevin Ryan for the Assistant Director position. The employment contract shall be effective December 5, 2020 through December 4, 2023, subject to the termination provisions of the contract. Authorization is requested for the

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Director of Real Estate Services Department to execute amendments to extend the term of the contract for a maximum of three successive one-year periods. Notwithstanding the foregoing, either party may terminate the contract at any time without cause upon 14 days prior written notice to the other party. The County may terminate the contract immediately for just cause.

PROCUREMENT

Mr. Kevin Ryan has over 20 year of experience in the public sector with the City of Fontana and the City of Menifee where he has served as a Principal Planner, a Strategic Transportation Engineering Manager and Planning Manager. He has significant leadership experience and government process experience with Public Contract Code over the course of his career in the public sector, including the management of the City of Fontana's Capital Improvement Program. Based on Mr. Ryan's education and experience, RESD recommends an employment contract as an Assistant Director of RESD at an hourly rate of \$73.86, contingent upon Board approval.

REVIEW BY OTHERS

This item has been reviewed by Human Resources (Gina King, Human Resources Division Chief, 387-5571) on October 28, 2020; County Counsel (Cynthia O'Neill, Supervising Deputy County Counsel) on October 30, 2020; Real Estate Services (Jennifer Costa, Assistant Director, 387-5000) on October 30, 2020; Finance (Carl Lofton, Administrative Analyst, 387-5404) on November 2, 2020; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on November 2, 2020.

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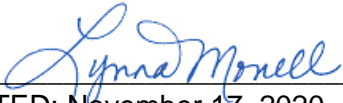
Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Robert A. Lovingood Seconded: Josie Gonzales

Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: November 17, 2020



cc: RESD- Thompson w/agree
Contractor- C/O RESD w/agree
File- w/agree
LA 11/19/2020