



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 9/13/2022

To: Sonoma County Board of Supervisors

Department or Agency Name(s): General Services

Staff Name and Phone Number: Johannes J. Hoevertsz: 707-565-2550

Vote Requirement: Majority

Supervisorial District(s): All

Title:

Real Estate Services Professional Services Agreement

Recommended Action:

Authorize the Director of General Services to execute a new Professional Services Agreement with Michael K. Wagner for as-needed real estate services in support of General Services, in an amount not-to-exceed \$120,000.

Executive Summary:

This Board item requests approval of a new Professional Services Agreement for real estate services. Previously, under delegated authority, the General Services Department entered into an Agreement with consultant Michael K. Wagner for interim real estate services. That agreement is now recommended to be terminated and the proposed Agreement be approved to expand the County's indemnification of the consultant, add certain other provisions, and increase the contract Not to Exceed amount from \$50,000 to \$120,000.

Discussion:

General Services is experiencing a critical need in the Real Estate Division resulting from a recent vacancy of the Real Estate Manager position. The County has numerous leases which are in need of renewal and special projects requiring urgent attention. Due to the specificity of the position and the small pool of qualified candidates, the Department is working with an outside consulting firm to assist with recruitment of a new Real Estate Manager.

Former Real Estate Manager Mike Wagner, employed by the County from 1991-2012, is presently available to assist the County on a contractual basis. Since Mr. Wagner is very familiar with: (i) the commercial real estate market in Sonoma County, (ii) the County's leased and owned-property portfolio, the Government Code, County Code as well as internal processes to administrate and approve real estate agreements, he is an ideal candidate for this work assignment on a temporary basis until a new Real Estate Manager is hired. Mr. Wagner has extensive experience in acquisitions, dispositions, leases, subleases, radio communication site and facility leases and subleases, license agreements, rights-of-entry, public sector financing leases, and other agreements.

Since his tenure with the County, Mr. Wagner has remained in the commercial real estate industry, and continues to be a key subject matter expert in this area. Given his familiarity with the work and with the

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County's portfolio and the expectations for the position, Mr. Wagner can quickly fill this role without extensive training and guidance. This is critical for continuity operations and to maintain momentum on active projects. Other candidates were considered but were not pursued due to geographic proximity and experience. Ultimately, Mr. Wagner is the most qualified to perform this work, is located within Sonoma County, and has capacity to assist on an interim basis.

A single source waiver for the new Agreement has been approved by Purchasing, in accordance with County Code section 2-58.

Strategic Plan:

N/A

Prior Board Actions:

None

FISCAL SUMMARY

Expenditures	FY 22-23 Adopted	FY23-24 Projected	FY 24-25 Projected
Budgeted Expenses	\$120,000		
Additional Appropriation Requested			
Total Expenditures	\$120,000		
Funding Sources			
General Fund/WA GF	\$120,000		
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources	\$120,000		

Narrative Explanation of Fiscal Impacts:

The General Services Real Estate Division has sufficient appropriations in the Fiscal Year 2022-23 budget to cover the cost of this Agreement, as salary savings has occurred with the vacancy of the Real Estate Manager position.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

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Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

Professional Services Agreement

Related Items “On File” with the Clerk of the Board:

None