

# MEMORANDUM

OFFICE OF THE  
COUNTY EXECUTIVE

COUNTY OF PLACER

**TO:** Honorable Board of Supervisors  
**FROM:** David Boesch, County Executive Officer  
By: Allison Carlos, Principal Management Analyst  
**DATE:** November 20, 2012  
**SUBJECT:** Amend an Employee Contract Agreement and job specification

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**Action Requested:**

Amend an Employee Contract Agreement for the position of Redevelopment Successor Agency Director with technical title changes and extension of the term through May 3, 2013 with an increase in amount of \$32,906, for a total contract cost not to exceed \$232,906. There is no net county cost with this action, funding is included in the FY 2012-13 budget.

**Background:**

On January 24, 2012, your Board approved an Employee Contract Agreement for a Redevelopment Department Director position to lead the wind down activities of the Placer County Former Redevelopment Agency. The contract was for a one year period February 11, 2012-February 11, 2013 with a contract amount not to exceed \$200,000.

The wind down activities are proceeding. However, with passage of AB 1484 on June 27, 2012, processes and procedures have been added to redevelopment dissolution efforts that affect the implementation schedule. Staff is recommending amending the contract for about two months, establishing the term of February 11, 2012 to May 3 2013, for a total contract amount of \$232,906.

Staff is also requesting a technical change within the contract to identify the position as "Redevelopment Successor Agency Director" instead of "Redevelopment Department Director". Among other things, AB 1484 required the designation of successor agencies to be separate "public entities". Therefore, on July 24, 2012, your Board formally established the Placer County Redevelopment Successor Agency (Agency) and deleted Placer County Code provisions pertaining to a Redevelopment Department. The technical change requested today will align the position title with the Agency title.

**Environmental Impact**

Under the California Environmental Quality Act (CEQA) guidelines, continuing administrative activities do not constitute a project and are therefore exempt from review.

**Fiscal Impact:**

There are no fiscal impacts to the County identified with this action, funding has been included in the FY 2012-13 budget.

Attachments: Exhibit A – Amended contract  
Exhibit B – Job description

CONTRACT NO: _____ BEGINS: February 11, 2012 ENDS: May 3, 2013
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DESCRIPTION:

EMPLOYMENT AGREEMENT

Rae James, Director, Placer County Redevelopment Successor Agency

**EMPLOYMENT AGREEMENT  
Placer County Redevelopment Successor Agency Director**

**CONTRACT AMENDMENT**

THIS AGREEMENT, originally between the County of Placer and Rae James ("Contract Employee") as of February 11, 2012, is amended as follows:

RECITALS

- C. The Placer County Successor Agency must ensure that all assets of the former redevelopment agency are properly disposed of, and all enforceable obligations, contracts, debt, staff, and other elements are appropriately dealt with according to law. To oversee this effort, it is necessary to appoint someone with requisite experience as the Placer County Redevelopment Successor Agency Director. As former Redevelopment Agency Deputy Director, Rae James has such experience and is willing to perform the duties set forth in this contract.

AGREEMENT

1. APPOINTMENT

Placer County hereby appoints Rae James as Placer County Redevelopment Successor Agency Director, a full-time appointment at a wage of \$61 per hour, plus full management benefits for a term ending May 3, 2013, for a total contract cost not to exceed \$232,906.

2. DUTIES

Contract Employee shall devote such time as is reasonably necessary to perform assigned duties. The position is considered full-time and is exempt from overtime under the federal Fair Labor Standards Act. Employee shall work a forty-hour week until February 8, 2013, thereafter until the end of the contract period employee shall work a 33 hour week.

3. TERM

A. Unless terminated by either party in accordance with the provisions set forth herein, this Agreement ends May 3, 2013.

B. Contract Employee agrees to remain in the exclusive employ of Placer County during the term of this agreement and affirms that she will not take any other position, paid or otherwise, which may to any degree conflict or appear to conflict with the duties inherent in the position of Placer County Redevelopment Successor Agency Director.

The parties have entered into this agreement as of the date first above written.

Date \_\_\_\_\_

\_\_\_\_\_  
Rae James,  
Contract Employee

Date \_\_\_\_\_

\_\_\_\_\_  
David Boesch,  
Placer County Executive Officer

Date \_\_\_\_\_

\_\_\_\_\_  
Nancy Nittler,  
Placer County Personnel Director

APPROVED AS TO FORM:

Date \_\_\_\_\_

\_\_\_\_\_  
Mark W. Rathe,  
Deputy Placer County Counsel

**Placer County Redevelopment Successor Agency Department Director Job Duties****DEFINITION**

To plan, organize, direct and manage the wind down activities of the former Placer County Redevelopment Agency. This includes but is not limited to: oversight of the disposition of all assets that have been transferred to Placer County as the Successor Agency and associated functions.

**DISTINGUISHING CHARACTERISTICS**

The Director level recognizes this position as responsible for the operations of a County Department and one that provide full line and functional management responsibility within the department.

**SUPERVISION RECEIVED AND EXERCISED**

Receive direction from the County Executive Officer or Assistant County Executive Officer, or their designee. Exercise direct supervision over management, professional, technical, and clerical staff.

**Examples of Essential Duties - Duties may include but are not limited to:**

Plan, organize, direct and manage Redevelopment Agency dissolution activities including, but not limited to: Assets assessment and disposal; operational and organization requirements; coordination with other parties, entities, public boards, and agencies as necessary; project planning; budgeting; and management;

Negotiate modifications to disposition and development agreements, owner participation agreements, and contracts with developers engaged in projects involving the dissolution of the Redevelopment Agency;

Develop and implement goals, policies, programs, and priorities established by the County Executive Officer or designee;

Analyze and ensure compliance with changes in the laws, regulations, and rules pertaining to the former Placer County Redevelopment Agency ~~and/or Redevelopment Department~~;

Coordinate disposition of redevelopment related and affordable housing activities with the County Departments, and other public boards and agencies;

Participate in the selection process and monitor the performance of engineering, fiscal, legal, and other consultants engaged to perform a variety of special studies associated with Placer County Redevelopment Successor Agency Department projects and activities;

Prepare and provide periodic and special reports and budget status of dissolution activities in accordance with Auditor and/or State Controller requirements;

Gather and evaluate data for various redevelopment analyses and activities as directed;

Provide or coordinate staff training, conduct performance evaluations, recommend and implement discipline;

Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service;

Represent the County to outside agencies and organizations; participate in outside community and professional groups and committees. Provide technical assistance as necessary;

Provide analysis and expertise in legislative affairs pertaining to Placer County redevelopment, including but not limited to, any proposals for re-establishment of former or newly constructed Redevelopment agency or as other entity;

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

- Principles, practices and legal requirements of redevelopment, affordable housing finance, and economic development.
- General goals, policies and procedures of redevelopment programs.
- Pertinent laws and practices relating to the acquisition of land in a redevelopment environment.
- Federal, California State and local laws pertaining to redevelopment programs.
- Various redevelopment and economic development funding mechanisms such as tax assessments, tax allocation bonds, tax exempt bonds, special districts, grants, loan agreements, and other debt financing.
- Redevelopment and public housing processes and Housing Authority activities; working knowledge of the technical components of redevelopment as related to housing finance programs.
- Principles and practices of negotiations, conflict resolution, and contract administration, policy development and implementation.
- Advanced principles of financial administration, including public budgeting, financial forecasting, and financial analysis.
- Principles and practices of management, administration, resource allocation, planning and budget procedures and techniques; financial reporting and budget preparation.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of supervision, training and personnel management.
- Statistical and research methods.
- Principles and practices of business correspondence and report writing.

### Ability to:

- Prepare, plan, organize, direct, and review the work of a Placer County Redevelopment Successor Agency—Department including program development, land acquisition; and project planning, development and management.
- Prepare and administer a program budget.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; apply laws, regulations and codes; observe performance and evaluate staff; problem-solve related issues; remember various rules, and explain and interpret policy.
- On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; communicate through oral and written means.
- Interpret and apply existing federal, state and local laws and regulations.

- Identify appropriate methods to provide effective and efficient redevelopment; economic development and construction programs.
- Effectively negotiate and administer contracts and agreements.
- Coordinate the structuring of tax allocation bonds and other debt financing.
- Interpret, analyze and explain economic studies, financial statements, marketing studies, plans, specs, and bid documents.
- Communicate effectively and persuasively in both oral and written form.
- Gain cooperation through discussion and persuasion.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Effectively work with County employees and representatives of outside agencies, businesses and the community; work fairly independently and exercise judgment.
- Supervise, direct, organize, prioritize and evaluate the work of others.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendation in support of goals.

#### Experience and Training

##### **Experience:**

Seven years of professional experience in redevelopment involving planning, development, financing, negotiation, implementation and monitoring of development agreements and contracts with developers engaged in development and/or redevelopment projects. Four (4) of the five years of experience must have been in supervisory capacity.

##### **Education:**

Bachelor's degree from an accredited college or university with a major in finance, economics, planning, public administration, or closely related field.

##### **License or Certificate:**

Need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.