



June 4, 2024

Board of Supervisors
County of Ventura
800 South Victoria Avenue
Ventura, CA 93009

HUMAN SERVICES AGENCY

855 Partridge Drive
Ventura, CA 93003
805-477-5100

JENNIE PITTMAN
Deputy Director
Administrative Services

VICTORIA JUMP
Deputy Director
Aging & Disability Services

DAVID SWANSON HOLLINGER
Deputy Director
Children & Family Services

MARISSA MACH
Deputy Director
Community Access & Engagement

ELAINE MARTINEZ
Deputy Director
Community Services

Subject: Approval of, and Authorization for the Human Services Agency Director or Purchasing Agent to Sign, Two Contracts with Fishy Finds, LLC, Effective June 1, 2024–June 30, 2025, and Century 21 Alliance: Kay Wilson-Bolton Real Estate Broker, Effective June 1, 2024–June 30, 2027, for Client Probate Liquidation of Assets, Paid on Commission Only; Authorization for the Human Services Agency Director or Purchasing Agent to Approve and Sign Limited Contract Modifications Upon Certain Conditions; and Authorization for the Human Services Agency Director or Purchasing Agent to Enter Into and Sign Future Contracts for Client Probate Liquidation of Assets, that are Similar in Scope and are Paid on Commission Only, Subject to County Executive Office and County Counsel Review and Approval.

Recommendations:

1. Approve, and authorize the Human Services Agency (HSA) Director, or Purchasing Agent or designee, to sign, two contracts with Fishy Finds, LLC, effective June 1, 2024–June 30, 2025, and Century 21 Alliance: Kay Wilson-Bolton Real Estate Broker, effective June 1, 2024–June 30, 2027, for Client Probate Liquidation of Assets, which shall be paid on commission only, per the California Probate Code (Exhibit 1).
2. Authorize the HSA Director, or Purchasing Agent or designee, to approve and sign limited contract modifications to (a) extend the time for performance by up to two years, and (b) make corrections, clarifications and technical changes, when the changes are consistent with the original purpose of the contract, subject to County Executive Office and County Counsel review and approval.
3. Authorize the HSA Director, or Purchasing Agent or designee, to enter into and sign future contracts and amendments for Client Probate Liquidation of Assets that are similar in scope and are paid on commission only, subject to County Executive Office and County Counsel review and approval.

Fiscal/Mandates Impact:

There is no fiscal impact nor County funds associated with this item. These contracts are commission-based compensation with payment for services made directly from the estate of the client(s) whose assets are sold, per the California Probate Code.

Discussion:

Per California Statute, the Public Administrator is charged with investigating and administering the estates of persons who die with no will, or without an appropriate person willing or able to act as an administrator of their estate. The services and responsibilities of the Public Administrator include making appropriate funeral and burial arrangements; conducting thorough investigations to discover all of the decedent's assets; protecting the decedent's property from waste, loss or theft; ensuring the estate is administered according to the decedent's wishes; locating persons entitled to inherit from the estate and ensuring those individuals receive their inheritance; selling of assets; and paying the decedent's bills and taxes.

Through the Client Probate Liquidation of Assets contracts, Fishy Finds will liquidate personal belongings (household furnishings, clothing, books, jewelry, coins, vehicles, etc.) and Century 21 Alliance: Kay Wilson-Bolton Real Estate Broker will list and sell real property and mobile homes for individuals within the jurisdiction of the Public Administrator. These responsibilities include conducting appraisals, advertising the items or property for sale, conducting the sale, handling escrow and the transfer of titles and/or legal deeds (where necessary), and returning to County the proceeds of each sale, less the agreed upon commission, for distribution to the decedents' heirs. A seller's commission has been negotiated at 25% for vehicles sold for less than \$2,000, \$500 for vehicles sold for \$2,000 or above, 40% for other personal belongings, 2.5% for real estate, and 3% for mobile homes. A buyer's commission for real estate and mobile homes will be negotiated separately for each transaction and is not included in these contracts.

A request for qualifications and quotes (RFQ) was released in January 2024 seeking a licensed real estate agent who is experienced in handling property sales through the probate process to manage the sale of real property and mobile homes of clients of the Public Administrator. Eight proposals were received and Century 21 Alliance: Kay Wilson-Bolton Real Estate Broker was selected to be the provider of services for a three-year period, with an option for the County to extend the contract for additional year(s) based on performance. An additional RFQ will be released in Winter 2024/2025 for renewed competition for the liquidation of personal belongings.

We ask your Board to approve, and authorize the HSA Director or Purchasing Agent to sign the contracts with Fishy Finds and Century 21 Alliance, and authorize the HSA Director or Purchasing Agent to sign limited contract modifications as detailed in recommendation two. Additionally, we ask your Board to authorize the HSA Director or Purchasing Agent to enter into and sign future contracts for Client Probate Liquidation of Assets that are similar in scope and are paid on commission only, subject to County Executive Office and County Counsel review and approval.

Strategic Plan:

The Public Administrator serves vulnerable adults in Ventura County by ensuring the fair dissolution of their estates. The Client Probate Liquidation of Assets contracts contribute to the Board of Supervisors' 2024-2027 Strategic Plan priority to meet/sustain basic needs and be a reliable safety net for our vulnerable populations.

This item has been reviewed by the County Executive Office, the Auditor-Controller's Office, the County Purchasing Agent, and County Counsel. If you have any questions, please contact me at 805-477-5301, or Victoria Jump, Deputy Director, Aging & Disability Services, at 805-477-7300.

A handwritten signature in black ink, appearing to read "Melissa Livingston". The signature is fluid and cursive, written over a light blue horizontal line.

Melissa Livingston
Director

Attachments:

Exhibit 1 – Fishy Finds, LLC, Contract

Exhibit 2 – Century 21 Alliance: Kay Wilson-Bolton Real Estate Broker Contract