



## Legislation Text

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### Memorandum

**Date:** February 6, 2024

**To:** The Honorable Lake County Board of Supervisors

**From:** Susan Parker, County Administration Officer  
Stephen L. Carter Jr., Assistant County Administrative Officer

**Subject:** Review and Consideration of Structural Changes to the Water Resources Department, and Provide Direction to Staff

#### Executive Summary:

On January 9, 2024, your board directed staff to return with cost estimates for the Water Resources Department after separation from the Public Works Department. The original proposal was to convert the Water Resources Deputy Director position into a Water Resources Director position to reduce expenses and keep the fiscal accountant under Public Works to maintain continuity. Your Board directed staff to bring back for consideration the estimate of the cost to add a new Water Resources Director position while keeping all other positions the same.

Currently, the Water Resources Department has 12 full-time equivalents (FTE) in budget unit 8107, which is supported by the department's 8 other budget units. The grants and other services provided by Water Resources currently produce sufficient revenues to support 11 of the FTE's in budget unit 8107 with the exception of 1 Program Coordinator FTE that is funded through cannabis taxes for Hitch related activities. The fiscal operations for Water Resources are handled through an accountant in budget unit 1903 Public Works Administration, which is then charged to Water Resources. Adding a Water Resources Director isn't likely to be funded through Water Resources standard practices, which means if the position is added another funding source like the general fund would need to fund the position.

On July 19, 2016, your Board decided to separate Water Resources and Public Works and hire a Water Resources Director. On July 16, 2019, the Public Works Director was named the interim Water Resources Director and finally on August 27, 2019, your Board combined the two departments.

Before the Water Resources Director position was combined with the Public Works Director the position was 27.5% lower than the Public Works Director and 20% lower than both the Public Services Director and the Special Districts Administrator. The Human Resources Department and the Administration Department worked on the job description and qualifications for the Water Resources Director position and present for your Boards consideration the grade of M57. The grade M57 is 10% lower than the Special Districts Administrator, 15% lower than the Public Services Director and 20% lower than the Public Works Director. The Air Pollution Control Officer and the

Agricultural Commissioner/Sealer of Weights & Measures share the M57 grade.

Grade M57*	Step 1	Step 2	Step 3	Step 4	Step 5
Monthly	\$9,914.67	\$10,410.40	\$10,930.40	\$11,476.40	\$12,050.13
Annual	\$118,976.00	\$124,924.80	\$131,164.80	\$137,716.80	\$144,601.60
Annual & Benefits	\$179,242.64	\$187,302.61	\$195,757.19	\$204,634.49	\$213,962.65

\*Grade starting 7/1/2024.

Staff recommends grade M57 for the new Water Resources Director. The estimated additional cost of the Water Resources Director position is between \$179,242.64 and \$213,962.65 depending on the step level. Staff is requesting direction from your Board on whether to proceed with creating the new Water Resources Director position and having the Human Resources Department start recruitment.

**If not budgeted, fill in the blanks below only:**

Estimated Cost: \_\$213,962.65\_ Amount Budgeted: \_\_\_\_\_ Additional Requested: \_\_\_\_\_ Future Annual Cost: \$213,962.65

**Purchasing Considerations** (check all that apply):

☒ Not applicable

- ☐ Fully Article X. <[https://library.municode.com/ca/lake\\_county/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH2AD\\_ARTXPU\\_S2-38EXCOBI](https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI)>- and/or Consultant Selection Policy <[http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+26+Procedures+Manual/Ch4\\_2021v2.pdf](http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+26+Procedures+Manual/Ch4_2021v2.pdf)>-Compliant (describe process undertaken in "Executive Summary")
- ☐ Section 2-38 <[https://library.municode.com/ca/lake\\_county/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH2AD\\_ARTXPU\\_S2-38EXCOBI](https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI)> Exemption from Competitive Bidding (rationale in "Executive Summary," attach documentation, as needed)
- ☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)
- ☐ Other (Please describe in Executive Summary)

**Consistency with Vision 2028** <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

☒ Not applicable

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| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety               | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Economic Development    | <input type="checkbox"/> Infrastructure              | <input type="checkbox"/> County Workforce                            |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake                                  |

**Recommended Action:** Review and consideration of structural changes to the water resources department and provide direction to Staff.