



Legislation Text

File #: 24-205, Version: 1

Memorandum

Date: February 27, 2024

To: The Honorable Lake County Board of Supervisors

From: Susan Parker, County Administrative Officer
Stephen Carter, Assistant County Administrative Officer

Subject: Adopt Resolution to Establish Fund 427 - Kelseyville Seniors, Inc. (KSI) Trust

Executive Summary:

On December 19, 2023, your board approved the purchase and subsequent lease of the Kelseyville Seniors Inc. (KSI) property located on Assessor’s Parcel No. 024-083-060-000 also known as the KSI property for \$117,795 which entered into escrow on December 22, 2023.

Per the purchase agreement staff presents the Resolution today to create Fund 427 KSI Trust. Fund 427 is hereby established as a trust fund in the County Treasury where KSI’s proceeds from the sales will be deposited.

All KSI’s purchase proceeds from this transaction shall be held in interest bearing trust fund No. 427 Kelseyville Seniors, Inc. Funds from the trust are to be used solely for senior center related costs and funds are to be held in accounts managed by the Administration Office to ensure proper tracking and fiscal compliance on behalf of KSI.

To access these funds, KSI will need to submit invoices and request to the County Administrative Officer who is designated as the administrator of Fund 427 and shall perform the fiscal duties and responsibilities of the newly established fund, ensuring compliance as required by Board of Supervisors direction and County policy.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

- Purchasing Considerations** (check all that apply): Not applicable
- Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeld=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>-Compliant (describe process undertaken in “Executive Summary”)
 - Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeld=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) <<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.lakecountycalifornia.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Not applicable | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input checked="" type="checkbox"/> Economic Development | <input type="checkbox"/> Public Safety | <input type="checkbox"/> County Workforce |
| <input checked="" type="checkbox"/> Community Collaboration | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Clear Lake |
| | <input type="checkbox"/> Business Process Efficiency | |

Recommended Action: Adopt Resolution to Establish Fund 427 - Kelseyville Seniors, Inc. (KSI) Trust.