



Legislation Text

File #: 24-163, Version: 1

Memorandum

**Date:** February 27, 2024

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

**From:** Mireya G. Turner, Community Development Director  
Shannon Walker-Smith, Deputy Community Development Administrator

**Subject:** Adopt Resolution Authorizing Application for, and Receipt of, Local Government Planning Support Grant Program Funds (Amending RES 2020-65, to Update CAO Name to Susan Parker for Ongoing Project Activity with the LEAP Grant)

**Executive Summary:** The Local Early Action Planning Grant funds were awarded to the County in 2020. At that time Carol Huchingson was the County Administrative Officer (CAO), and was authorized to submit the grant application and other necessary documents pertaining to the management of the grant funds.

The grant funds were originally allocated to update the Housing Element. However, with subsequent legislation at the state level, the deadline for a Housing Element Update changed from 2023, to the normal 6<sup>th</sup> cycle timeline of 2027. Staff has been working with the CA Department of Housing and Community Development (HCD) to amend the approved work plan to allocate LEAP grant funds to the General Plan update. In order to update their records to accommodate this request, they require the grant authorization resolution be updated with the current CAO’s name, Susan Parker.

Staff requests adoption of the Resolution, with the updated name of the CAO.

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?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI). <[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](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](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) <<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)** <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

Not applicable

- Well-being of Residents
- Economic Development
- Community Collaboration
- Public Safety
- Infrastructure
- Business Process Efficiency
- Disaster Prevention, Preparedness, Recovery
- County Workforce
- Clear Lake

**Recommended Action: Adopt Resolution Authorizing Application for, and Receipt of, Local Government Planning Support Grant Program Funds (Amending RES 2020-65, to Update CAO Name to Susan Parker for Ongoing Project Activity with the LEAP Grant).**