



## Legislation Text

File #: 24-637, Version: 1

### Memorandum

**Date:** June 11, 2024

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

**From:** Scott De Leon, Public Works Director

**Subject:** Authorize the Closure of all Public Works and Water Resources Facilities for Employee Development, Appreciation and Team Building on Thursday, June 13, 2024, from the Hours of 12:00 PM to 5:00 PM

#### Executive Summary:

The Public Works Department respectfully requests Board approval to close Public Works and Water Resources Department facilities to the public on Thursday, June 13, 2024, between the hours of 12:00 PM and 5:00 PM

With staff being spread out around the Lake between 5 satellite facilities (Roads and ISF) as well as DPW and Water Resources Administrative offices, joint gatherings are difficult to accomplish during public servicing hours.

This event will include information sharing, team building exercises, and employee appreciation for the monumental work being done by staff. It will also be a time to introduce all the new employees hired over the last year and provide them with a better understanding of what the different divisions do.

Thank you for your consideration in this matter.

#### 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)>- 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):

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

**Recommended Action:**

Authorize the closure of all Public Works and Water Resources Facilities for Employee development, appreciation, and team building.