



## Legislation Text

File #: 24-494, Version: 1

### Memorandum

**Date:** May 7, 2024

**To:** The Honorable Bruno Sabatier, Chair, Lake County Board of Supervisors

**From:** Jonathan Armas, Director, Lake County Animal Care and Control

**Subject:** Approve waiver of the 900-hour limitation for Animal Care and Control employee Ashley Vasquez Higuera.

### Executive Summary:

Ashley works in the Animal Care and Control kennels and office and has worked extra hours while we were short staffed in both areas of our facility. Ashley was used to help cover short shifts and train new staff. Animal Care and Control is still recruiting, hiring, and training for 2 more 900-hour extra help positions. Since Ashley's position is integral to the care of animals and assisting the public, we are requesting a waiver of the 900-hour limit to provide continual service through the fiscal year. There is enough budgeted due to salary savings from vacant positions.

The hours worked will not exceed 999 hour.

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

Estimated Cost: \$2,000 Amount Budgeted: \$2,000 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.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 type="checkbox"/> Economic Development               | <input type="checkbox"/> Public Safety               | <input checked="" type="checkbox"/> County Workforce                 |
| <input type="checkbox"/> Community Collaboration            | <input type="checkbox"/> Infrastructure              | <input type="checkbox"/> Clear Lake                                  |
|   | <input type="checkbox"/> Business Process Efficiency |  |

**Recommended Action: Animal Care and Control recommends approving the waiver of the 900-hour limit for Ashley Vasquez Higuera.**