



Legislation Text

File #: 24-594, Version: 1

Memorandum

Date: May 21, 2024

To: The Honorable Lake County Board of Supervisors

From: Susan Parker, County Administrative Officer
Pam Samac, Human Resources Director

Subject: Review and Consideration of Resolution Amending Resolution No. 2023-117 Establishing a Position Allocation for Fiscal Year 2023-2024, Budget Unit No. 1903 Department of Public Works to Provide for a Limited-Term Public Works Director Allocation

Executive Summary:

On May 14, 2024, your Board appointed Glen March to the Public Works Director position. In response to the recommendation provided by the retiring Public Works Director Scott De Leon, your Board agreed to consider a limited-term position allocation to allow time for Director De Leon to assist in the preparation and transfer of the director position.

The Position Allocation Resolution will add one limited term Public Works Director position allocation to Budget Unit 1903, Department of Public Works effective and funded through June 30, 2024.

This Budget Unit has sufficient funds for this allocation due to salary savings.

If not budgeted, fill in the blanks below only:

Estimated Cost: 13,000 plus benefits 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>- 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> 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"/> 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: Offer the resolution and adopt resolution amending Resolution No. 2023-117 establishing a position allocation for Fiscal Year 2023-2024, Budget Unit No. 1903 Department of Public Works to provide for a limited-term Public Works Director allocation effective until June 30, 2024.