



Legislation Text

File #: 20-957, Version: 1

Memorandum

Date: October 6, 2020

To: The Honorable Moke Simon, Chair, Lake County Board of Supervisors

From: Carol J. Huchingson, County Administrative Officer

Subject: Approve Memorandum of Understanding (MOU) By and Between County of Colusa and County of Lake for Agricultural Commissioner/Sealer of Weights and Measures and Air Pollution Control Officer Duties, effective October 6, 2020

Executive Summary: (include fiscal and staffing impact narrative):

Staff was recently contacted by Colusa County officials regarding their need for short-term Agricultural Commissioner/Sealer/Air Pollution Control Officer services. In Colusa County, these functions are handled by one department head who recently resigned and it is necessary to have an acting appointee in these capacities pending recruitment there.

Agricultural Commissioner Steve Hajik and APCO Doug Gearhart have both expressed a willingness to provide needed support to Colusa County and have indicated that doing so will not negatively impact their workloads for Lake County.

Pursuant to the attached MOU, with the approval of your Board, Lake County will provide the services of their Agricultural Commissioner/Sealer (Steven Hajik) and Air Pollution Control Officer (Doug Gearhart) on a short term basis effective October 6, 2020 through April 30, 2021. In exchange for these services, Colusa County will pay Lake County a total of \$2,000 per month to be split between Department Heads Hajik and Gearhart, plus travel expenses, if needed. The MOU contains a 30 day termination clause should Colusa County be able to fill its vacancy prior to April 30, 2021. It is anticipated that much of the work under this MOU will be performed remotely. Colusa's Assistant Commissioner will provide daily oversight in Colusa County.

In addition to approving this MOU, staff requests your Board authorize the Chair to sign Report of Appointment (ROA) documents for Steven Hajik and Doug Gearhart, to increase their pay by 10% during the term of this MOU, to compensate for their work done and paid for by Colusa County.

If not budgeted, fill in the blanks below only:

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

Consistency with Vision 2028 and/or Fiscal Crisis Management Plan (check all that apply):

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Disaster Recovery | <input type="checkbox"/> County Workforce | <input type="checkbox"/> Technology Upgrades |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake | <input type="checkbox"/> Revenue Generation |
| | | | <input type="checkbox"/> Cost Savings |

If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:

Which exemption is being requested?

How long has Agreement been in place?

When was purchase last rebid?

Reason for request to waive bid?

Recommended Action:

- (a) Approve Memorandum of Understanding (MOU) By and Between County of Colusa and County of Lake for Agricultural Commissioner/Sealer of Weights and Measures and Air Pollution Control Officer Duties, effective October 6, 2020
- (b) Authorize the Chair to sign ROA's for Steven Hajik and Doug Gearhart, to increase their pay by 10% during the term of this MOU, to compensate for their work done and paid for my Colusa County.