



Legislation Text

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File #: 21-276, Version: 1

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Memorandum

**Date:** April 13, 2021

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

**From:** Carol J. Huchingson, County Administrative Officer

**Subject:** Consideration of Amendment to the Uniform and Clothing Purchase Policy and Exhibit A, and Direct the Human Resources Director to Conduct the Meet and Confer Process with our Labor Representatives

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

Staff is recommending changes to the long standing Uniform and Clothing Purchase Policy which was last amended in 2018:

[https://countyoflake.legistar.com/ViewReport.ashx?  
M=R&N=Text&GID=407&ID=3301077&GUID=9ABE85A3-EA93-46D8-AEA4-  
213023E2B725&Title=Legislation+Text](https://countyoflake.legistar.com/ViewReport.ashx?M=R&N=Text&GID=407&ID=3301077&GUID=9ABE85A3-EA93-46D8-AEA4-213023E2B725&Title=Legislation+Text)

Recommended changes at this time reflect the current needs of departments and pricing increases in specified areas.

- I. A new "General Provisions" section to the policy is proposed to be added:
  - (a) To clarify that items covered under this policy are not for personal use;
  - (b) To grant authority to department heads to determine frequency, given that wear and tear may differ widely by application. *(Such determinations must be supported by budgeted appropriations);*
  - (c) To clarify that in rare cases, where a purchase exceeds the maximum allowable, department heads will be responsible to cover this difference. *(This happened recently with an order of customized items that could not be returned to the local vendor who produced them in good faith);*
- II. In addition, departments have requested adjustments to Exhibit A of the Uniform and Clothing Purchase Policy:

- (a) Animal Care and Control is requesting approval to provide staff with Rain Coats and Rain Boots. Staff regularly works in inclement weather and requires these additional clothing items.
- (b) Air Quality is requesting to change the Safety Boot allocation from a D to an A. They are also requesting the addition of safety pants to their list of approved purchases. These would be Nomex pants, which are required safety equipment used for wildfire and burn call responses.
- (c) Roads is requesting the new item detailed below under Special Districts, safety pants/bibs.
- (d) Water Resources is requesting approval to provide safety jackets and safety pants to their field staff. Employees often begin their day before sunrise or work in inclement weather and they require additional protection to make sure they are visible.
- (e) Special Districts is requesting that the maximum cost of a number of items be increased based on an analysis of the last three years of uniform/safety clothing related expenses for the department. The requested changes are shown below. They are also requesting approval to add a new item, safety pants/bibs. Crews working in the road right of way after dark are required to wear class 3 reflective clothing including either pants or reflective leg gators.

Safety Boot/Re-sole	Current Maximum Cost	Requested Maximum Cost
Safety Boot/Re-sole	\$175	\$200
Hard Hats	\$10	\$30
Ear Protection	\$15	\$20
Gloves	\$20	\$25
Safety Jacket/Sweatshirts	\$100	\$150
Hat	\$20	\$25
Rain Coats	\$50	\$100
Rain Pants	\$50	\$100
Safety Pants/Bibs	\$0	\$125

- (f) Other departments, not previously afforded any authority under this policy are requesting approval to provide polo shirts (with logo) to employees. Some of the many reasons given include:

Staff working in situations where they are front-facing with the public in the office or in the field, in the Emergency Operations Center or otherwise responding to disaster, hosting public events, coordinating with and/or outreach to the public, and interfacing with other government agencies.

In general, Department Heads expressed that said authorization will promote professionalism, employee pride and boost morale.

Given that a majority of departments expressed interest, a new column has been added to Exhibit A to indicate, "All Departments".

In the attached documents, all proposed additions or changes are highlighted in red. In the event your Board approves, the HR Director will need to conduct meet and confer with our labor representatives.

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

**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:**

Staff recommends that your Board approve in concept the revised County Uniform and Clothing Policy, including Exhibit A, and direct the Human Resources Director to conduct the Meet and Confer Clothing Purchase Policy.