



Legislation Text

File #: 21-485, Version: 1

Memorandum

Date: May 21, 2021

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

From: Scott Harter, Special Districts Administrator

Subject: Authorize Special Districts Administrator to sign agreement with CivicSpark in the amount of \$29,000 for one Civic Spark Fellow to develop and implement an ArcGIS based asset management program and to assist in scanning, storing and cataloging the Special Districts plan collection.

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

Special Districts applied for and was accepted as a partner organization with CivicSpark. We will receive one Civic Spark Fellow with ArcGIS and database, experience and knowledge for 11 months. We plan to utilize them to develop and implement an ArcGIS based asset management program that will map, identify and assess infrastructure to help manage and plan capital improvement needs. A secondary task will be to scan, store and catalog our plan collection.

Special Districts utilized the services of a Fellow through the Civic Spark program last year to continue the process of creating an ArcGIS asset management program for the Southeast Wastewater Treatment Plant. We were very satisfied with the work that was able to be completed, and we will be using the services of the new Civic Spark Fellow to follow through and complete the asset management program. A secondary task will be to scan, store and catalog the Special Districts plan collection, with any additional time being spent starting the process of creating an ArcGIS asset management system for one of the other sewer facilities that Special Districts is responsible for.

CivicSpark supports resiliency-focused research, planning, and implementation projects that benefit local public agencies in California. CivicSpark provides public agencies and other organizations with 11 months of quality capacity building support via highly motivated emerging leaders.

All CivicSpark Fellows are Americorps Members selected through a highly competitive national application process. Fellows have at minimum a college degree in a relevant field, and typically have workplace and/or community service experience.

For the eleven months the CivicSpark Fellow will be working for Special Districts, CivicSpark will pay the salary, insurance and workers comp. Special Districts will pay \$29,000 for the Fellow to work full time for 11 months.

The \$29,000 has been budgeted for this. Skilled GIS employees are hard to recruit and costly to hire. To receive a fellow for 11 months at a total cost of \$29,000 will save a considerable amount of money. The project itself will help better plan and budget for future improvements and projects which will also have a positive fiscal effect on the district.

If not budgeted, fill in the blanks below only:

Estimated Cost: \$29,000___ Amount Budgeted: \$29,000___ Additional Requested: _____ Future Annual Cost: _____

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

- | | | | |
|---|--|--|---|
| <input checked="" type="checkbox"/> Well-being of Residents | <input checked="" type="checkbox"/> Public Safety | <input checked="" 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"/> <i>Technology Upgrades</i> |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input checked="" type="checkbox"/> Clear Lake | <input type="checkbox"/> <i>Revenue Generation</i> |
| | | | <input checked="" 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:

Approve Agreement Between the County of Lake and CivicSpark in the Amount of \$29,000 for One CivicSpark Fellow to Develop and Implement an ArcGIS Based Asset Management Program, and to Scan, Store and Catalog the Plan Collection, and Authorize the Special Districts Administrator to Sign.