



Legislation Text

File #: 21-504, Version: 1

Memorandum

Date: June 8, 2021

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

From: Carol J. Huchingson, County Administrative Officer on behalf of your Board's CDD ad hoc committee consisting of Supervisors Simon and Pyska

Subject: 9:30 A.M. - (a) Consideration to Waive the formal bidding process, pursuant to the Lake County Code Section 2-38.2, as it is not in the public interest due to the unique nature of goods or services; and (b) Consideration of Agreement for Consulting Services for Lake County Community Development for the amount of \$100,000.00; and (c) Consideration to Appoint the County Administrative Officer, or her designee, as Interim Community Development Director

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

Given the need to fast track consulting services for the Community Development Department (CDD), on behalf of your Board's ad hoc committee, I directly contacted four consultants to request interim coverage for CDD while the department transitions to standalone and recruitment is underway for the next CDD Director. Of the four consultants, two responded to indicate they had availability to meet our needs and the committee reviewed their proposals and interviewed their representatives.

It is the recommendation of the committee that your Board move forward with the services of Management Partners (MP) effective June 14, 2021. MP's proposal is attached to the contract as Exhibit "D", as the scope of work for this interim project. David Boesch will be Special Advisor to CDD and comes to us with extraordinary experience in County and City Planning and Administration. Additional members of the MP team will support Special Advisor Boesch' efforts as our needs progress. MP will provide support during Planning Commission meetings, management and advice on CDD projects, coaching and mentoring of staff, analytical assistance, stakeholder outreach, and more. It is anticipated that MP will begin this work June 14, 2021 and continue to 10/31/21.

As a contractor, the MP team will not make personnel decisions, execute agreements, sign financial documents, exercise budget authority or take other actions which are customarily the responsibility of the County department head. For this reason, the committee further recommends that, for the next several months until a permanent CDD Director can be hired, your Board appoint the CAO/designee to serve in the capacity of Interim CDD Director. During this time of transition, the CAO will oversee personnel matters, execute agreements, approve financial documents and sign off as the department head for any matters requiring CDD Director approval. To provide additional support as designee, Assistant CAO Susan Parker will touch base with CDD staff on a daily basis when Special Advisor

Boesch is not present.

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"/> <i>Technology Upgrades</i> |
| <input 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:

(a) Waive the formal bidding process, pursuant to the Lake County Code Section 2-38.2, as it is not in the public interest due to the unique nature of goods or services.

(b) Approve Agreement for Consulting Services for Lake County Community Development.

(c) Appoint the County Administrative Officer, or her designee, as Interim Community Development Director.