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Memorandum Date: June 14, 2006

TO: Board of County Commissioners

DEPARTMENT: CAO/Community & Economic Development

PRESENTED BY: Mike McKenzie-Bahr, Community and Economic Development

AGENDA ITEM TITLE: INFORMATION ITEM IN THE MATTER OF EXTENDING INTERNSHIP FOR EMPLOYEE IN THE COMMUNITY AND ECONOMIC DEVELOPMENT DIVISION

I. MOTION

This is an information item and no action by the Board needs to be taken

II. AGENDA ITEM SUMMARY

In order to have some continuity in the Community and Economic Development (C&ED) Division and not have a slow down in the current workload, the Division plans to retain one of the interns, currently scheduled to leave employment on June 30, 2006, through the remainder of the calendar year. The estimated cost to the Division for this extension is \$15,000. The funding source for the position is being augmented with community development block grant (CDBG) funds from Oregon Economic and Community Development Department. These funds will cover the increase in hours and the County's cost of benefits. As part of the increased workload, the employee will be undertaking tasks from the block grant, which was awarded earlier this year.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The incoming C&ED Coordinator was concerned that in addition to C&ED Coordinator Peter Thurston retiring at the end of June, all three C&ED interns were also scheduled to leave that month.

One intern, Heather Edwards, has been with the C&ED for one year and has proven to be a valuable asset to the County team. She has participated in almost all of the current projects occurring in the Division and in addition has helped coordinate intern activities.

Heather's tenure had previously been extended in January 2006. The position she is in ends December 31, 2006. However, under County rules, if Heather continues in County employment past June 30, 2006 she will be eligible for PERS benefits.

In order not to lose Heather at this critical time, we have found a funding source that will pay for the increase in the County's cost to keep Heather.

Previously the County had contracted two state funded projects to LCOG: the Blue River and Mapleton water system upgrades. Under state rules, some of that work can be done in-house if the County employee who does the work is being moved from part-time to full-time. After discussions with Oregon Economic and Community Development Department staff, it was determined that the County can use the funds to pay Heather to do some of the grant work.

Working with LGOG we have agreed on an amended scope of work allowing the County to keep \$15,000 to cover the cost of doing the work in-house. These funds will 100% cover the County's additional cost of keeping Heather for the remainder of the year, including moving her from part-time to full-time and paying the cost of her benefits.

By the time this Agenda Item is reviewed by the Board, the Economic Development Standing Committee will also have reviewed this proposal and their recommendation will be included in the verbal report from staff.

B. Policy Issues

This action does not create a new permanent County position. It does create a temporary unclassified full-time employee in the Community and Economic Development Division. To create the position on a permanent basis would require future action by the Board.

C. Board Goals

Lane County Strategic Plan goals addressed by this action include meeting the mission statement of providing high quality local government services in a fair, open, and economical manner to best meet the needs and expectations of our citizens and our guests. It also meets the strategy of developing more flexible staffing.

D. Financial and/or Resource Considerations

We will be shifting the expenditure of \$15,000 in grant funds from an outside agency to being used in house to support a temporary full-time position.

The CDBG funds can not be used for any other purpose than the grant work identified in the contract between the Oregon Economic and Community Development Department and Lane County.

The in-house work that these funds will be expended upon, are support staff functions as shown on the attached scope-of-work.

E. Analysis

Having all four long-term members of C&ED Division leave this month will slow the work of the Division as the incoming C&ED Coordinator will not only have to learn his job but also that of the interns so that he will be able to train new interns properly.

Such a slow down would have a negative impact on the current projects we are working on.

The impact can be minimized by having Heather remain in place. This will allow for the immediate training of new interns, continuation of projects including the completion of the Housing Rehabilitation Grant and the community outreach efforts of the Division.

Several solutions for solving the problem have been examined and the one being presented seems to be the best course of action.

F. Alternatives/Options

Options: 1) undertake this strategy to keep Heather; 2) pay Heather from another source of funds; 3) do nothing and let Heather leave.

As discussed above, option three would negatively impact the work of the C&ED Division and option two would take additional action of the Board to determine another funding source.

IV. TIMING/IMPLEMENTATION

This action will take place on July 1, 2006 and expire on December 31, 2006.

V. RECOMMENDATION

Recommend the Board allow the C&ED Division in conjunction with the County Administration Office (CAO) and Human Resources to continue to move forward with this action. No action by the Board is needed for this to continue.

VI. FOLLOW-UP

The C&ED Coordinator will continue to work with the CAO and Human Resources to ensure that all necessary steps are taken in the process of converting the employee from part-time to unclassified temporary full-time.

VII. ATTACHMENTS

List of scope of work on Mapleton and Blue River water system project being kept in house at the Community and Economic Development Division.

BLUE RIVER IMPROVEMENT PROJECT

LINE ITEM OPTIONS

Compliance with procurement laws	2000
Obtain review of plans and specs	2000
Participate in monitoring visits	1000
Include Davis-Bacon wage rates	1000
Call to update Davis-Bacon	400
Ensure corrective action taken	3000
TOTAL	<u>9400</u>

MAPLETON IMPROVEMENT PROJECT

LINE ITEM OPTIONS

Compliance with procurement laws	800
Obtain review of plans and specs	2000
Participate in monitoring visits	800
Include Davis-Bacon wage rates	400
Call to update Davis-Bacon	200
Ensure corrective action taken	2000
TOTAL	<u>6200</u>

Line Item

BLUE RIVER	9400	9735
MAPLETON	6200	5730
	<u>15600</u>	<u>15465</u>