

## County Manager Update

April 22, 2024

10:15 a.m.

Present: Commissioner Brummer, Commissioner Pollock, County Manager Ryan Barrett, Josh Metcalf, Lee Napier, Becky Butler, Kate Chatterton

Guest(s): Edna Fund, George Dodd

Recorder: Rieva Lester

**Public comment:** None.

**Fair update:** Commissioner Brummer discussed concerns brought up by an elephant ear vendor. The commissioners directed staff to continue working with Commissioner Brummer to develop standard operating procedures regarding vendors.

**Cost Allocation Plan / American Rescue Plan Act (ARPA):** Becky Butler said Grace Jimenez is requesting to use \$28,000 from the “lost revenue” ARPA funding to cover the development of the Cost Allocation Plan, which will include 911 CAP.

**Commissioner Pollock made a motion to approve the use of \$28,000 in State and Local Fiscal Recovery Funds (SLFRF) ARPA funding for a professional services agreement to develop a comprehensive cost allocation plan and establish a consistent methodology for managing internal service funds within our county. Commissioner Brummer seconded. Motion passed 2-0.**

**Commissioner Pollock made a motion to authorize Grace Jimenez to move forward with a contract with Matrix for the Cost Allocation Fund. Commissioner Brummer seconded. Motion passed 2-0.**

Public Works organization revisions: Josh Metcalf said he asked HR to perform a salary study on positions within the Survey and Solid Waste Utility divisions of Public Works. He said he is requesting authority to

- Create two new job descriptions: County Surveyor (reclassification of Senior Engineer position) and Assistant County Surveyor (new position).
- Update job descriptions for Survey Technicians I, II, III and IV (replacing Engineering Technician I, II, III and IV positions).
- Create Solid Waste Sustainability Program Coordinator position to more accurately capture roles and responsibilities and to increase the position from a Grade 122 to a Grade 123.

**Commissioner Pollock made a motion to authorize the Public Works reorganization effective May 1, 2024. Commissioner Brummer seconded. Motion passed 2-0.**

Meeting adjourned at 10:46 a.m.