



COUNTY OF HUMBOLDT

For the meeting of: 11/5/2024

File #: 24-1534

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Professional Services Agreement with ADK Consulting, Inc. for the Recruitment of the Director of Aviation and Transfer from Contingencies in the Amount of \$50,000.00 for Additional Aviation Support Services (4/5th Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve proceeding with the execution of a Professional Services Agreement with ADK Consulting, Inc. in the amount of \$43,989 to conduct a full-service recruitment for the Director of Aviation;
2. Approve a Transfer from Contingencies (1100-990) and associated Supplemental Budget for the Aviation Budget (3530-381) in the amount of \$50,000 to provide additional support services to the Aviation Department while a recruitment for the Director of Aviation is completed (4/5th vote required); and
3. Direct the Clerk of the Board to provide the County Administrative Office with one (1) fully executed certified copy of the Board order related to this item.

STRATEGIC PLAN:

The recommended actions support the following areas of the Board of Supervisors' Strategic Plan:

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3001 - Support a well-trained workforce

DISCUSSION:

On September 16, 2024, the Director of Aviation submitted their resignation. Since that time the Assistant County Administrative Officer/Chief Operating Officer has been providing director level support to the Department of Aviation, and will continue to do so while a formal recruitment for the Director of Aviation is conducted.

In August of 2018, the Department of Aviation was formed, and a recruitment conducted, with the support of ADK Consulting, Inc.. Given the success of that recruitment and their expertise in conducting executive level searches and recruitments, particularly for airports, staff recommends using ADK Consulting, Inc. again in conducting the search for a new Director of Aviation.

Given the County Administrative Office is currently providing sufficient director level support to the Department of Aviation, an Interim Aviation Director will not be appointed at this time. There may, however, be other consultant and support staff needs that may arise during the recruitment period to support the Department of Aviation during this time of transition.

Accordingly, staff recommend your Board approve proceeding with the execution of a Professional Services Agreement with ADK Consulting, Inc. to conduct the recruitment for the Director of Aviation and approve an allocation of \$50,000 from General Fund Contingencies to the Department of Aviation for additional support needs.

SOURCE OF FUNDING:

Airport Enterprise Fund (3530-381); General Fund Contingencies (1100-990)

FINANCIAL IMPACT:

Expenditures (3530-381)	FY24-25
Budgeted Expenses	\$43,989.00
Additional Appropriation Requested	\$50,000.00
Total Expenditures	\$93,989.00
Funding Sources (3530-381; 1100-990)	FY24-25
Use of Budget Savings (3530-381)	\$43,989.00
General Fund Contingencies (1100-990)	\$50,000.00
Total Funding Sources	\$93,989.00

**Projected amounts are estimates and are subject to change.*

Given the position of the Director of Aviation is being held vacant while a recruitment is conducted, there are sufficient salary savings in the Airport Enterprise Fund (3530-381) to fund the recruitment services in the amount of \$43,989. In addition, \$50,000 as a transfer from General Fund Contingencies (1100-990) is recommended to provide additional support to the Department of Aviation as needed. The current available balance in General Fund Contingencies is \$1,467,573.

STAFFING IMPACT:

Total Salary and Benefits associated with the Director of Aviation budgeted in FY 2024-25 is \$234,640. Approval of this agenda item will allow the County Administrative Office to contract for the recruitment of the Director of Aviation and fill this position.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

1. ADK, Consulting Inc. Recruitment Proposal
2. Professional Services Agreement with ADK
3. Transfer from Contingencies
4. Aviation Supplemental Budget

PREVIOUS ACTION/REFERRAL:

Meeting of: None

File No.: None