



Human Resources Office

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MEMORANDUM

Date: August 3, 2022
To: Chair, Finance & Administration Committee
Via: Gary Gibson, County Administrator
Patrice Sutton, Chief Financial Officer
From: John Light, Director of Human Resources
Subject: Request for Off-Cycle Increase to Base Wage

Action Requested:

The Executive Director of the Stormwater Management Commission is requesting a one-time increase of fifteen percent (15%) in the base salary of the Regulatory Supervisor. In accordance with Section 8, Article 5.11 of the Lake County Employee Policies and Procedures Manual, this action must be approved by the Finance and Administrative Committee.

Analysis:

This current Regulatory Supervisor holds a Professional Engineer (P.E.) License, manages employees, and has received good performance reviews during their five (5) year tenure with the organization. The recommended increase of fifteen percent (15%) will bring this employee in alignment with internal and external comparable positions.

Budget and FTE Impact:

- **FTE** – No change / no impact
- **Budget** – Stormwater’s personnel and benefits budget categories are currently at 61% expended while the expected budget is 65% expended, so they are currently running under budget. Their budget should be able to absorb this change based upon current financials.

Recommendation:

The Director of Human Resources recommends the fifteen percent (15%) increase in the base salary of the employee in position 42018 effective the pay period following the Finance & Administration Committee meeting where it is approved.

Position #	Title	Committee Action
42018	Regulatory Supervisor	15% Increase in Base Salary

County Administrator Decision:

- Approved Comments
- Not Approved

Gary Gibson 8/4/2021
County Administrator Signature and Date