



# County of Los Alamos

## Council Meeting Staff Report

May 4, 2021

---

<b>Agenda No.:</b>	1)
<b>Indexes (Council Goals):</b>	* 2021 Council Goal - N/A
<b>Presenters:</b>	Randall Ryti
<b>Legislative File:</b>	14102-21

---

### Title

Consider Appointment of Acting County Manager and Associated Temporary Employment Agreement.

### Recommended Action

**I move that Council appoint Steven Lynne as Acting County Manager effective May 29, 2021, and lasting until a full-time County Manager is appointed and employed by the County Council. I further move that Council authorize the Chair to execute the attached temporary employment agreement with Mr. Lynne.**

### County Manager's Recommendation

The County Manager recommends that Council approve the motion as requested.

### Body

Our current County Manger, Harry Burgess, has announced his decision to retire from the County, effective November 17 of this year. Given that Mr. Burgess has accrued a balance of unused leave, his last day on the job will be May 28, 2021. Recruitment for a new County Manager is underway, however it is anticipated that the hiring process, including the potential for a successful applicant to need to provide notice at his/her present job and then relocate, could take several month's time beyond Mr. Burgess's departure, and therefore the appointment of an Acting County Manager for this interim period is required.

Given that the job of County Manager is a contractual, at-will position that reports to Council, it has been the past practice of Council to enter into a temporary employment agreement with the individual that agrees to assume the acting position, in order to preserve that employee's current rights associated with their present position, including the right for that individual to return to their present (pre-acting) position in the event that he/she is not ultimately the person selected to fill the full-time position. This statement is not suggesting that Mr. Lynne intends to apply for the advertised position (or not), however the practice would protect his rights relative to his current position regardless of whether he elects to apply.

Attached is a proposed temporary employment agreement for consideration. At the request of Council, the document spells out the duties of the position and the protections previously discussed.

### Alternatives

Council could choose to appoint another individual to the position of Acting County Manager.

### Fiscal and Staff Impact/Planned Item

Under Personnel Rule 308.2 - Temporary Promotion, Mr. Lynne's salary would increase 5% during this interim Acting period.

### Attachments

A - Proposed Temporary Employment Agreement

B - Harry Burgess Notice of Intent to Retire

