



## Legislation Text

File #: 24-376, Version: 1

### Memorandum

**Date:** April 9, 2024

**To:** The Honorable Lake County Board of Supervisors

**From:** Susan Krones, District Attorney

**Subject:** Approve Waiver of the 900-Hour Extra Help Limitation for Extra Help Office Assistant, Kimberly Young for the fiscal year 2023-24

#### Executive Summary:

Ms. Young has been employed by the District Attorney's Office since December 2022. She provides an enormous amount of assistance to the office. Her duties include the daily mail run, frequent trips to the Courts, and processing of paperwork. Without her help, we would not be able to provide the services that is expected of our department. We expect Ms. Young to work no more than 1,200 hours through the end of this fiscal year and we have adequate budget to cover her work.

#### If not budgeted, fill in the blanks below only:

Estimated Cost: \_\_\_\_\_ Amount Budgeted: \_\_\_\_\_ Additional Requested: \_\_\_\_\_ Future Annual Cost: \_\_\_\_\_

#### Purchasing Considerations (check all that apply): ☒ Not applicable

- ☐ Fully Article X. <[https://library.municode.com/ca/lake\\_county/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH2AD\\_ARTXPU\\_S2-38EXCOBI](https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI)>- and/or Consultant Selection Policy <[http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+\\$!26+Procedures+Manual/Ch4\\_2021v2.pdf](http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+$!26+Procedures+Manual/Ch4_2021v2.pdf)>-Compliant (describe process undertaken in "Executive Summary")
- ☐ Section 2-38 <[https://library.municode.com/ca/lake\\_county/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH2AD\\_ARTXPU\\_S2-38EXCOBI](https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI)> Exemption from Competitive Bidding (rationale in "Executive Summary," attach documentation, as needed)
- ☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)
- ☐ Other (Please describe in Executive Summary)

#### Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Not applicable              |  |
| <input type="checkbox"/> Economic Development    | <input type="checkbox"/> Public Safety               | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Infrastructure              | <input checked="" type="checkbox"/> County Workforce                 |
|  | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake                                  |

#### Recommended Action:

**Approve Waiver of the 900-Hour Extra Help Limitation for Extra Help Office Assistant, Kimberly Young for the fiscal year 2023-24**