



Legislation Text

File #: 20-701, Version: 1

Memorandum

**Date:** August 4, 2020

**To:** The Honorable Simon, Chair, Lake County Board of Supervisors

**From:** Susan Krones, District Attorney

**Subject:** Adopt Resolution Amending Resolution No. 2020-72 Establishing Position Allocations for Fiscal Year 2020-2021, Budget Unit No. 2110, District Attorney

**Executive Summary:** (include fiscal and staffing impact narrative):

As with many Departments, we have had difficulties in finding suitable candidates for our vacant positions. The Legal Secretary position is one of those. In an attempt to expand the candidate field, we would like to convert one of our vacant, permanent, full-time Legal Secretary positions to a permanent, part-time Legal Secretary position.

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

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

**Consistency with Vision 2028 and/or Fiscal Crisis Management Plan** (check all that apply):

- Well-being of Residents
- Economic Development
- Community Collaboration
- Public Safety
- Disaster Recovery
- Business Process Efficiency
- Infrastructure
- County Workforce
- Clear Lake
- Not applicable
- Technology Upgrades
- Revenue Generation
- Cost Savings

**If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:**

Which exemption is being requested?  
 How long has Agreement been in place?  
 When was purchase last rebid?  
 Reason for request to waive bid?

**Recommended Action:**

Adopt Resolution Amending Resolution No. 2020-72 Establishing Position Allocations for Fiscal Year 2020-2021, Budget Unit No. 2110, District Attorney