

M E M O R A N D U M

TO: Honorable Chair and Members of the Board of County Commissioners

FROM: Kym Sorrells, County Attorney

RE: Funding for 2.0 Full Time Employees (FTE) – County Attorney

Date: 4/29/2025

Staff Recommendation:

WHEREAS, County operations and transactions are supported by 6.75 attorneys, 1.75 of whom were previously American Rescue Plan Act (ARPA) funded.

WHEREAS, the funding for these two positions now resides in the Rescue Plan Project Fund (RPPF) but this funding expires in 2027.

WHEREAS, the County operations and transactions attorney team has been operating at maximum capacity since 2022. WHEREAS, these ARPA funded positions support county-wide operations not limited to ARPA related contracts.

WHEREAS, based on the historical billing data for each position, both positions are critical to the success of the operations and transactions team in providing continued day-to-day legal support for the County's elected officials and departments and to provide stability to the County's operational support from the County Attorney's Office (CAO).

WHEREAS, one of the attorneys, who has held a grant-funded position since 2021, is retiring in May 2025.

WHEREAS, the CAO needs to begin recruitment for their replacement to shorten the time that the position remains vacant since the operations and transactions team will be unable to sustain the resulting workload caused by their retirement for an extended period of time.

WHEREAS, the Chief Financial Officer and the County Manager have identified 2 unfunded Full Time Employee (FTE) positions within their organizations that they have agreed to transfer to the CAO.

WHEREAS, current budgets in the County Manager departments are being analyzed to determine if any opportunities for unspent appropriations might be transferred to the CAO to fund these positions.

WHEREAS, if such funding isn't identified, the Board of County Commissioners approves a budget supplement for the CAO to cover the salary plus benefits of these 2.0 FTEs with the salary for each position budgeted at \$140,000/year plus taxes/benefits.

BE IT THEREFORE resolved, that transfer of two unfunded FTE be transferred to the CAO and that funding for these positions at \$140,000 / year plus taxes and benefits is approved, if funding is not otherwise identified within the County Manager's departments.

Resolution No: CC25-116

Background: During the COVID-19 pandemic, the CAO absorbed the legal work for Jefferson County Public Health (JCPH), which had previously been supported by an outside attorney. Due to the number of ARPA funded contracts, coupled with the additional work of JCPH, these positions were critical to helping balance the workload of the transactional team. Over time, those positions have provided county-wide support as the ARPA-funded contracts began to wind down. Even though the COVID-19 emergency is over, the transactional team's workload is at maximum capacity, with the team at times operating beyond capacity. It is critical that the CAO be able to convert these grant-funded positions to FTE.

Fiscal Impact:

This is for \$374,500 (\$280,000 for salaries and \$94,500 for taxes/benefits) for personnel expenditures for 2.0 FTEs in the CAO in the General Fund.

- Year(s) of impact: ongoing
- Existing grant or project: n/a
- New grant or project: n/a
- Requested in adopted budget: currently grant funded positions included in adopted budget

- Ongoing or one-time: ongoing
- General Fund impact: \$379,700
- Staffing impact: 2.0 FTEs, positions will be administratively transferred from County Manager's Office and Strategy, Innovation & Finance Department to the CAO.
- Match requirements: n/a
- Mandate/Contractual obligation: n/a

BCC Briefing Presented on: 4/15/2025

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