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M E M O R A N D U M

TO: Jim Liesenfelt, County Manager

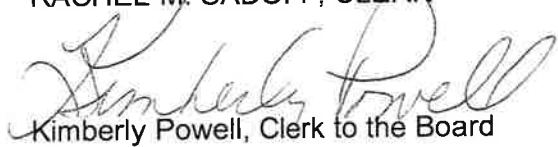
RE: Item L.1., Discussion on Staff for District 1

The Board of County Commissioners, in regular session on April 21, 2026, continued consideration of options for manning the District 1 Office to the May 5, 2026, meeting.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK


Kimberly Powell, Clerk to the Board

Options for Operating the District 1 Office During Vacancy

1) Retain the remaining District 1 Staff member, Kristin Lortie.

- a) An additional staff member may be needed to assist
- b) Staff will man the office, answer phone calls, emails, and other forms of communication
- c) Staff will be the point of contact for other Commission Offices
- d) Allow the staff member to attend a Commissioner Briefing on the Board Meeting Agenda

2) Appoint an Interim District 1 Staff Member as Appointing Authority for the Office

- a) An additional staff member may be needed to assist
- b) Staff will man the office, answer phone calls, emails, and other forms of communication
- c) Staff will be the point of contact for other Commission Offices
- d) Allow the staff member to attend a Commissioner Briefing on the Board Meeting Agenda

3) Other Commission Offices take phone calls, emails, and other communications.

- a) It will need to be determined which Commission Offices handle this duty, either on a permanent or rotating basis.
- b) A determination will be needed on whether to open the District 1 Office
- c) How would citizen input be routed to Commissioners?

4) County Staff takes phone calls, emails, and other communications

- a) Phone calls, emails, and other communications will be routed to the County Manager's Office or the County Attorney's Office.
- b) Questions/issues of Policy will need to be routed to Commission Offices and not handled by County staff.
- c) A determination will be needed on whether to open the District 1 Office
- d) How would citizen input be routed to Commissioners?