

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

April 9, 2024

FROM

TOM BUNTON, County Counsel

SUBJECT

Employment Contract for Deputy County Counsel

RECOMMENDATION(S)

1. Approve **Employment Contract No. 24-303** with Kristina Robb to provide part-time services to County Counsel as a Deputy County Counsel, effective April 9, 2024 through April 8, 2026, with three one-year extensions, for an estimated annual cost of \$127,436 (Salary - \$110,758, Benefits - \$16,678).
2. Authorize the County Counsel or Chief Assistant County Counsel to execute amendments to extend the term of the employment contract referenced in Recommendation No. 1 for a maximum of three successive one-year periods, on behalf of the County.
3. Direct the County Counsel to transmit all amendments to the employment contract referenced in Recommendation No. 1 to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Tom Bunton, County Counsel, 387-5455)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). Sufficient appropriation exists in the County Counsel's 2023-24 budget to fund the costs related to this employment contract and will be included in future recommended budgets.

BACKGROUND INFORMATION

This employment contract will allow County Counsel to continue to receive legal services from Kristina Robb. The initial term of this employment contract is for two years but may be extended for three additional one-year periods. Either party may terminate the contract at any time without cause with 14-days advance written notice to the other party. The contract may be terminated for just cause immediately by the County.

PROCUREMENT

Ms. Robb transitioned from full-time County employment to a part-time recurrent employee position on December 3, 2022. Due to Ms. Robb's legal experience and knowledge regarding County departments, in addition to the difficulty in recruiting at County Counsel, the department recommends an employment contract with Ms. Robb to assist in providing timely and high-quality legal services to various clients.

**Employment Contract for Deputy County Counsel
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REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Chief Assistant County Counsel, 387-5455) on March 14, 2024; Human Resources (Gina King, Assistant Director, 387-5560) on March 25, 2024; Finance (Carl Lofton, Administrative Analyst, 387-5404) on March 25, 2024; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on March 25, 2024.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: April 9, 2024



cc: Counsel - Bunton w/agree
Contractor - c/o Counsel w/agree
File - w/agree
CCM 04/11/2024