



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Clerk, Recorder, and
Assessor
Department No.: 062
For Agenda Of: Jan 15, 2008
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Joseph E. Holland-Department Head
Director(s) 568-2558
Contact Info: Renee Bischof –Election Div Mngr 568-3988

SUBJECT:

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

Execute an agreement with Office Team, a local vendor, to provide qualified temporary staff for election related work in the Department of the Clerk, Recorder, and Assessor . These services will be on an as needed basis during peak election months effective immediately upon board approval through 06/30/2009, with the option of extending in writing by mutual consent under a contract administered by the Clerk, Recorder, and Assessor Department.

Summary Text:

The Election Division, in accordance with State and Federal mandates, is responsible for conducting federal, state, and local elections. Due to the cyclical nature of elections, it is more efficient to obtain temporary staff in support of the critical functions during peak election months. Temporary staff assist our permanent election staff in various areas of the election process, such as in voter registration, poll operations, warehousing, and voter absentee processing. Depending on the type and size of the election, our election staff increases from 18 permanent staff to a workforce of about 73 with temporary and extra help.

Due to the timeliness and high number of temporary staff needed during elections, it is critical to be able to timely recruit the large number of staff needed who have the qualifying skill sets. These factors make it challenging for some temporary staffing agencies to adequately meet our recruitment needs. Office Team is an agency with an excellent track record, specializing in placing highly skilled temporary personnel within a short period of time. Over the years, Office Team has established a large pool of

qualified and experienced election support staff to supplement our cyclical staffing needs. Approval of this request will allow this vendor to continue providing us with the level of service needed during crucial election months at reasonable rates.

The rates negotiated in this contract are guaranteed through 06/30/2009. The Clerk, Recorder, and Assessor will continuously review the services provided by this agency to ensure they are providing acceptable levels of service at reasonable and competitive prices.

Performance Measure:

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund	\$ 235,000.00		
State			
Federal			
Fees			
Other:			
Total	\$ 235,000.00	\$ -	\$ -

Narrative:

Costs associated with this agreement are included in the adopted 07/08 budget of the Clerk, Recorder, and Assessor.

Staffing Impacts:

Legal Positions:

FTEs:

Special Instructions:

Direct the Clerk of the Board to send two originals of the agreements along with the minute order to the Clerk, Recorder, and Assessor, Attn: Rose Rodarte

Attachments:

Agreements with Office Team and attachments

Authored by:

Rose Rodarte, Fiscal Manager

cc: