



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-Assessor
Department No.: 062
For Agenda Of: July 13, 2021
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Joseph E. Holland, County Clerk, Recorder, and Assessor
Director(s)
Contact Info: Dylan Tekautz, Fiscal Manager, 568-2214

SUBJECT: Robert Half International Inc. Contract

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve, ratify, and authorize the Chair to execute an Agreement with Robert Half International Inc. doing business through its divisions Accountemps and Office Team to provide qualified temporary staff for election-related work, for a term ending June 30, 2022 and an amount not to exceed \$750,000 (Attachment A); and
- b) Determine pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(5) that the above action is not a project subject to CEQA review because the action consists of organizational and administrative activities of governments that will not result in direct or indirect physical changes in the environment.

Background:

Robert Half International Inc. provides qualified temporary staff to perform critical functions during peak months in the election cycle. Temporary staff assists permanent staff across a variety of election processes including voter registration, poll operations, warehouse logistics, and vote by mail procedures.

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	\$ 750,000.00	\$ 750,000.00	
State			
Federal			
Service Fees			
Other:			
Total	\$ 750,000.00	\$ 750,000.00	\$ -

Narrative: There will be no new budgetary impacts stemming from the approval of the attached contract as the total estimated expenditures of \$750,000 are already included in the FY 2021-22 budget. A small percentage of the General Fund costs will be recovered via the 2022 Gubernatorial Primary Election billing.

Key Contract Risks:

Contract risk is low as the Clerk-Recorder-Assessor already engages with the vendor to provide substantially the same services as are stipulated in the attached contract. Section 35 on background checks contains modified language from the prior year's contract.

Staffing Impacts:

Legal Positions:
N/A

FTEs:
N/A

Special Instructions:

Please forward a copy of the minute order and an original of the fully executed contract to Dylan Tekautz in the Clerk-Recorder-Assessor.

Attachments:

Attachment A: Agreement with Robert Half International Inc. for temporary staffing services

Authored by:

Dylan Tekautz