



BOARD OF SUPERVISORS Agenda Number:
AGENDA LETTER

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: June 6, 2023
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

Michael T. Daly on behalf of Joseph E. Holland

FROM: Department Joseph E. Holland, County Clerk, Recorder, and Assessor
Contact Info: Vanessa Graeff, Fiscal Manager, 805-568-2214

SUBJECT: Agreement for Service of Independent Contractor

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 and authorize the Chair to execute the Second Amendment to the Agreement for Service of Independent Contractor with Robert Half International Inc. doing business through its division Office Team to provide qualified temporary staff for election-related work, for an amount not to exceed \$750,000 for the period July 1, 2023 through June 30, 2024 (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.

Summary Text:

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.

Background:

The Clerk-Recorder-Assessor traditionally has the renewal of the aforementioned contract approved via the County Executive Office’s ongoing contracts process. However, due to changes pertaining to the FY 2023-24 contract, the agreement was ineligible for renewal through that function.

Performance Measure:

N/A

Contract Renewals and Performance Outcomes:

N/A

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 2023-24 budget. A small percentage of the General Fund costs will be recovered via the 2024 Presidential 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 amendment.

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 amendment to Vanessa Graeff in the Clerk-Recorder-Assessor.

Attachments:

Attachment A: Second Amendment to the Agreement for Service of Independent Contractor with Robert Half International Inc.

Attachment B: Agreement for Service of Independent Contractor with Robert Half International Inc.

Attachment C: First Amendment to the Agreement for Service of Independent Contractor with Robert Half International Inc.

Authored by:

Vanessa Graeff

cc: