

# 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: Department No.: For Agenda Of: Placement: Estimated Time:	Clerk-Recorder-Assessor 062 June 6, 2023 Administrative		
			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-Assessor				
	Contact Info:	Vanessa Graeff, Fiscal Manager, 805-568-2214				
SUBJECT:	DFM Associates Contract Amendment					

# County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence As to form: Yes

Other Concurrence: Risk Management As to form: Yes

# Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute the Thirteenth Amendment to the Master Agreement with DFM Associates, a California corporation for the lease, license, and maintenance of the EIMS system, for a term ending June 30, 2024 and an amount not to exceed \$200,000 for fiscal year 23-24 (Attachment A); and
- b) Determine pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(5) that the above actions are not a project subject to CEQA review because the actions consist of organizational and administrative activities of governments that will not result in direct or indirect physical changes in the environment.

## Summary Text:

EIMS is the primary Election Management System used to manage information in the Elections Offices. The department currently utilizes DFM's services and DFM has been satisfactorily contracting with the county since 1999.

# Background:

Elections traditionally renews its contract with DFM Associates 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.

The Thirteenth Amendment includes the termination of the ICR Data Entry Process Addendum.

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#### Performance Measure:

N/A

### Contract Renewals and Performance Outcomes:

N/A

## Fiscal and Facilities Impacts:

Budgeted: Yes Fiscal Analysis:

Funding Sources	ling Sources <u>Current FY Cost:</u>		<u>Annualized</u> On-going Cost:		<u>Total One-Time</u> Project Cost	
General Fund	\$	182,000.00	\$	200,000.00		
State						
Federal						
Fees						
Other:						
Total	\$	182,000.00	\$	200,000.00	\$	-

Narrative: There will be no new budgetary impacts stemming from the approval of the attached contract amendment as the total estimated expenditures of \$200,000 are already included in the FY 2023-24 budget.

### Key Contract Risks:

Contract risk is low as the Clerk-Recorder-Assessor has an existing contract with the vendor to provide substantially the same services that are stipulated in the attached contract amendment.

## Staffing Impacts:

Legal Positions:	<u>FTEs:</u>
N/A	N/A

#### Special Instructions:

Please forward a copy of the minute order and fully executed contract to Vanessa Graeff in the Clerk-Recorder-Assessor.

#### Attachments:

Attachment A: Thirteenth Amendment to the Master Agreement with DFM Associates.

## Authored by:

Vanessa Graeff

<u>cc:</u>