



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: February 9, 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 Amendment

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 a First Amendment to the 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, 2021 and to increase the contract amount by \$150,000 to 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:

On June 2, 2020, the County Board of Supervisors approved a contract with Robert Half International Inc. to provide 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. In order to respond to changes in the election landscape resulting from the COVID-19 pandemic, the Elections Division of the

Clerk-Recorder-Assessor needed to utilize additional temporary staffing and positions to cover shortages in poll worker availability.

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	\$ 150,000.00		
State			
Federal			
Service Fees			
Other:			
Total	\$ 150,000.00	\$ -	\$ -

Narrative: There will be no new budgetary impacts stemming from the approval of the attached contract amendment as the total estimated expenditures of \$750,000 are already included in the FY 2020-21 budget. A small percentage of the General Fund costs will be recovered via the November 3, 2020 Presidential General 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.

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: First Amendment to the Agreement with Robert Half International Inc. for temporary staffing services

Attachment B: Original Executed Agreement with Robert Half International Inc. for temporary staffing services

Authored by:

Dylan Tekautz