



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: April 25, 2017
Subject: Admin Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to enter into a contract with Admin Inc., for Administrative Support Services, in an amount of \$386,172.80 for the term of March 1, 2017 to February 28, 2019.

FISCAL IMPACT:

\$386,172.80 General Fund (Budgeted)

BACKGROUND:

Based on the increase in Public Records request, the Office of the Sheriff is in need of support in general administrative matters. Currently, the Office of the Sheriff has a sworn Lieutenant handling these requests. In order to utilized the sworn position is a capacity to benefit the department a contractor is needed to fill this role. The contractor has institutional knowledge that would greatly benefit the Office of the Sheriff. The Sheriff and the Executive Team have all worked with this contractor in the past and appreciate the quality of work he provides for their studies and inquiries. The contractor is also a member of the bar and has a good working relationship with County Counsel, Risk Management and the District Attorney's Office.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **04/25/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: April 25, 2017

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Rolanda Hartfield, Deputy

Contact: Sandra Brown
925-335-1553

cc:

CONSEQUENCE OF NEGATIVE ACTION:

A negative action on this item would cause the Office of the Sheriff to continue to use a sworn position for administrative support services and not utilizing the sworn employee in more of a capacity trained for.

CHILDREN'S IMPACT STATEMENT:

None.