



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: February 12, 2019
Subject: Admin Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to enter into a contract with Admin Inc., for management support services, in an amount of \$167,094 for the term of March 1, 2019 to February 28, 2021.

FISCAL IMPACT:

\$167,094 General Fund (Budgeted)

BACKGROUND:

Based on the increase in Public Records request, the Office of the Sheriff is in need of additional management support. Currently, the Office of the Sheriff has a sworn Lieutenant handling Public Record requests. In order to utilize the sworn position in a capacity to benefit the department, a contractor is needed to fill this role. The contractor will provide assistance to the Sheriff and the executive team on administrative matters, including drafting and managing the implementation of the Sheriff's policies and procedures. 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

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/12/2019** ☒ 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: February 12, 2019

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

By: Laura Cassell, Deputy

Contact: Sandra Brown
925-335-1553

cc:

also a member of the bar and has a good working relationship with County Counsel, Risk Management and the District Attorney's Office.

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.