

**FORSYTH COUNTY
BOARD OF COMMISSIONERS**

**BRIEFING
DRAFT**

MEETING DATE: JUNE 13, 2019

AGENDA ITEM NUMBER: 10

SUBJECT:

**RESOLUTION AWARDING A CONTRACT FOR TEMPORARY STAFFING SERVICES FOR THE SHERIFF'S OFFICE TO BRADLEY PERSONNEL, INC.
(FORSYTH COUNTY SHERIFF'S OFFICE)**

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:

SUMMARY OF INFORMATION:

The Forsyth County Sheriff's Office has been utilizing temporary office assistants in the Permits Unit since March 2015 because of elevated numbers of fingerprinting requests, pistol purchase permit requests and concealed carry permit requests. This sustained increase is the result of a number of factors including:

1. State Legislature Actions:
 - a. Public adjuster applicants required to furnish criminal history background check (July 2010)
 - b. Processing time for reviewing gun permits decreased from 30 to 7 days (October 2013)
 - c. Firefighters, medical personnel and emergency medical services personnel required to furnish criminal background check (January 2015)
2. Ongoing mass shooting incidents
3. U.S. election cycles

A backlog of permit applications began increasing and reached a peak in May/June 2016. Since that time, the Sheriff's Office has responded by adding two (2) temporary positions, temporary re-assignments (when needed) and use of overtime (also when needed). The backlog was eliminated in October 2017.

The Sheriff's Office is currently using Bradley Personnel for two (2) temporary positions in the Permits Unit. The attached Resolution will approve the continued use of temporary positions from Bradley Personnel, Inc., for the Permits Unit. Temporary employees will be paid \$11.42 per hour, 40 hours per week, excluding County holidays, for FY 19-20.

Temporary agency "mark-up" rates:

Bradley Personnel: hourly rate +31.96%
Express Services: hourly rate +38.00%
Kelly Services: hourly rate +48.0% (quote from 2018)

The resolution awards a contract in the amount not to exceed \$60,000 to the Bradley Personnel, Inc., which has the lowest mark-up rate.

Funds are appropriated in the Fiscal Year 2019-2020 Sheriff's Office budget to cover the cost of this service contract.

ATTACHMENTS: YES NO

SIGNATURE: _____

COUNTY MANAGER

DATE: _____

**RESOLUTION AWARDING A CONTRACT FOR TEMPORARY STAFFING
SERVICES FOR THE SHERIFF'S OFFICE TO BRADLEY PERSONNEL, INC.
(FORSYTH COUNTY SHERIFF'S OFFICE)**

WHEREAS the Sheriff's Office has employed two temporary personnel for the Permits Unit since March 2015 as a result of increased applications and State regulatory changes;

WHEREAS it is the recommendation of the County Manager, the Sheriff, and the Purchasing Director that a contract for temporary staffing services be awarded to Bradley Personnel, Inc., in the amount not to exceed \$60,000.00; and

WHEREAS the County Chief Financial Officer has determined that sufficient funds are available to cover the cost of this contract;

NOW, THEREFORE, BE IT RESOLVED, by the Forsyth County Board of Commissioners that the County Manager and Clerk to the Board are hereby authorized to execute, on behalf of Forsyth County, a contract with Bradley Personnel, Inc., for temporary staffing services for the Forsyth County Sheriff's Office in the amount not to exceed \$60,000.00, subject to a pre-audit certificate thereon by the County Chief Financial Officer, where applicable, and approval as to form and legality by the County Attorney.

Adopted this 13th day of June 2019.