

## REPORT TO THE CITY COUNCIL

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**DATE:** June 4, 2019

**TITLE:** Temporary Staffing Services

**Prepared by:** Pam Meuse, Human Resources Director

**Reviewed by:** Colin Kirkpatrick, Deputy City Attorney

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### RECOMMENDATION

- 1) **Authorize the City Manager to execute an Amendment to the Professional Services Agreement with G&M Hire Enterprises Inc., extending the agreement for an additional three years through June 30, 2022 and increasing the contract by an additional \$150,000;**
- 2) **Authorize the City Manager to execute an Amendment to the Professional Services Agreement with Robert Half International, LLC, extending the agreement for an additional three years through June 30, 2022, and increasing the contract by an additional \$150,000; and**
- 3) **Allow the City Manager to make substantive changes to the above agreements with approval as to form by the City Attorney.**

### BACKGROUND

In October 2016, the Council approved a Professional Services Agreement with G&M Hire Enterprises doing business as @Work Personnel Services for actual costs associated with temporary positions which will term on June 30, 2019. The actual costs expended for the current contract term to date is \$117,288.

In October 2016, the City Council also approved a Professional Services Agreement with Robert Half International doing business as OfficeTeam and Accountemps for actual costs associated with temporary positions which will terminate on June 30, 2019. The actual costs expended for the current contract term to date is \$42,535.75.

### DISCUSSION

Staff worked with the Deputy City Attorney to add additional language to the Amendments included in the agenda which will further protect the City going forward.

Additionally, staff is recommending that we continue to contract with both agencies so that the City has access to any type of temporary personnel necessary to cover or to temporary fill any number of City positions should a situation arise in the future.

### FISCAL IMPACT

There will be no increase in overall expenses. Funds from salary savings of budgeted unfilled positions or temporary replacement positions in the General Fund and/or Public Safety Fund or other restricted funds will be transferred to contract services expense account (4320) as needed. The total dollar amount per each professional services agreement is not exceed \$150,000.00 over the next three years.

### EXHIBIT(S)

- 1) Amendment to the Professional Services Agreement with G&M Hire Enterprises, LLC (DBA @Work Personnel)
- 2) Amendment to the Professional Services Agreement with Robert Half International, Inc. (DBA OfficeTeam and Accountemps)