



## Legislation Text

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File #: 22-1567, Version: 1

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### **CITY COUNCIL AGENDA ITEM**

#### **ACTION REQUESTED:**

Approve the award of Option Year One to Contract 20-390, Staffing Services, to Addison Group, Pace Systems, Sentinel Technologies, and Stivers Staffing for an amount not to exceed \$525,000

**DEPARTMENT:** Human Resources

**SUBMITTED BY:** Jim Sheehan, HR Director

#### **BOARD/COMMISSION REVIEW:**

N/A

#### **BACKGROUND:**

The City Manager's Office awarded Contract 20-390 to Addison Group, Pace Systems, Sentinel Technologies, and Stivers Staffing for a two-year term from January 1, 2021 to December 31, 2022, with a completion date of December 31, 2022 with three, one-year extensions available. The purpose of this contract is to provide contract workers to assist City departments that are short-staffed or need additional short-term resources.

#### **DISCUSSION:**

The City utilizes contract services to supplement current staff. These four temporary staffing agencies have different expertise and access to people to fill a variety of positions. Currently, contract employees are working in the Finance, Information Technology (IT), and Electric Utility departments and are scheduled through the remainder of the year.

City staff has seen an increase in workload and the complexity of work has increased, especially in Finance and IT. The City utilizes these temporary agencies to supplement staff and support the overall volume of business. In some instances, the additional temporary staff allows the department to analyze and determine the need for and whether to hire permanent staff. The City has also successfully used temporary staffing as an opportunity to vet individuals who are working through the temporary agency and who are then hired into available permanent positions without any conversion cost to the City. As the pandemic has slowed and the job market continues to fluctuate, the City has also seen an increase in recruiting time and a decrease in qualified and interested candidates for employment. These temporary positions help to offset that lag time.

Based upon the performance of these vendors, staff would like to extend the contract for the 1<sup>st</sup> option year. These vendors have agreed to maintain the rates and terms provided under this contract. The term of the 1<sup>st</sup> option year is January 1, 2023 to December 31, 2023 with two, one-year extensions remaining.

**FISCAL IMPACT:**

Costs associated with contracted staffing are expensed from the respective department budgets as they are utilized and as required to fill the production of a vacant position. A total of \$542,500 has been approved for these services in the 2023 budget across the funds as listed below. The requested award of \$525,000 is within budget.

| <b>Account Number</b> | <b>Fund Description</b> | <b>Total Budget Amount</b> |
|-----------------------|-------------------------|----------------------------|
| *1100-531305          | General Fund            | \$570,739                  |
| *1300-531305          | Electric Utility Fund   | \$157,675                  |
| *1500-531305          | Water Utility Fund      | \$142,005                  |