

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Ron Ahlers, Finance Director 

DATE: March 29, 2016 (City Council Meeting of April 20, 2016)

SUBJECT: Consider Award of Contract for Temporary Staffing Services to Government Staffing Services, Inc. and Resolution Amending the Fiscal Year 2015-16 Budget to Provide Temporary Contract Staff

SUMMARY

The City currently has need for temporary staffing services in the Finance Department. One position is currently required: Accounting Manager. The total estimated cost for these staffing services is \$100,000 for this current fiscal year.

BACKGROUND/DISCUSSION

The Finance Department's, Accounting Manager position is required to backfill the Deputy Finance Director position due to the software conversion to Tyler. This position would enable the Deputy Finance Director to devote the majority of her time to the conversion. The City currently has a contract with Government Staffing Services. The original contract was in the amount of \$45,000. Amendment No. 1 increased the amount by \$4,900; for a total amount of \$49,900. Staff is recommending the contract amount be increased to \$100,000. This will provide services until about the middle of May 2016.

FISCAL IMPACT

There is no fiscal impact. The funding for the Accounting Manager was previously provided for in the Tyler Contract approval and the Finance Department has salary savings due to the vacancy of the Senior Account Technician position. The attached resolution reallocates money from salaries to contractual services to pay for this contract.

STAFF RECOMMENDATION (Roll Call Vote)

1. Authorize the City Manager to execute Amendment No. 2 to the Agreement with Government Staffing Services in the amount of \$100,000, subject to final language approval by the City Manager.
2. Adopt Resolution No. 2016-_____ to reallocate money for the purchase of temporary staffing services.

Attachments:

1. Resolution No. 2016 - _____
2. Amendment No. 2

RESOLUTION NO. 2016 - _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AMENDING THE FISCAL YEAR 2015/16 BUDGET TO REALLOCATE MONEY FOR THE PURCHASE OF TEMPORARY STAFFING SERVICES

WHEREAS, on June 17, 2015, the City Council adopted the Operating and Capital Improvement Budget for Fiscal Year 2015/16; and

WHEREAS, a staff report has been presented to City Council discussing the purchase of temporary staffing services; and

WHEREAS, a budget amendment line item reallocating current appropriations from salaries to contractual services in various operating accounts is required to fund this purchase; and

WHEREAS, Exhibit "A" hereof describes said budget amendment and its resultant impact to the budget line items.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. A budget amendment from various funds, as more particularly described in Exhibit "A" attached hereto is hereby approved.

SECTION 2. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 20th day of April, 2016.

Janice S. Parvin, Mayor

ATTEST:

Maureen Benson, City Clerk

Attachment: Exhibit A – Budget Amendment

**EXHIBIT A
BUDGET AMENDMENT TO PURCHASE
TEMPORARY STAFFING SERVICES
FY 2015/16**

FUND ALLOCATION FROM:

FUND TITLE	FUND ACCOUNT NUMBER	AMOUNT
Total		\$ 0

DISTRIBUTION OF APPROPRIATION TO EXPENSE ACCOUNTS:

BUDGET NUMBER	CURRENT BUDGET	REVISION	ADJUSTED BUDGET
1000-5110-0000-9002	\$ 483,088	(\$ 55,000)	\$ 428,088
1000-5110-0000-9102	\$ 161,450	\$ 55,000	\$ 216,450
Total	\$ 644,538	\$ 0	\$ 644,538

Finance approval:



**AMENDMENT NO. 2
TO AGREEMENT BETWEEN THE CITY OF MOORPARK AND
GOVERNMENT STAFFING SERVICES, INC., dba MUNITEMPS TO PROVIDE
TEMPORARY STAFFING SERVICES TO THE CITY OF MOORPARK**

THIS AMENDMENT NO. 2 TO THE AGREEMENT FOR TEMPORARY STAFFING SERVICES ("Agreement"), is made and entered into this _____ day of _____, 2016, by and between the City of Moorpark, a municipal corporation, located in the County of Ventura, State of California, hereinafter referred to as "City" and Government Staffing Services, Inc., dba Munitemps, a California corporation, hereinafter referred to as "Staffing Firm".

RECITALS

WHEREAS, on October 27, 2015, City and Staffing Firm entered into an Agreement for temporary staffing services; and

WHEREAS, on April __, 2016, City and Staffing Firm entered into Amendment No. 1 to the Agreement increasing the compensation for Services to be performed from forty-five thousand dollars (\$45,000) by a value of four thousand nine hundred dollars (\$4,900) for a total contract value of forty-nine thousand nine hundred dollars (\$49,900); and

WHEREAS, the City and the Staffing Firm now desire to increase the compensation for services to be performed by Staffing Firm from forty-nine thousand nine hundred dollars (\$49,900) by a value of fifty thousand one hundred dollars (\$50,100) for a total contract value of one hundred thousand dollars (\$100,000), and document said agreement to amend by jointly approving Amendment No. 2 to the Agreement.

NOW, THEREFORE, it is mutually agreed by and between the parties to the Agreement as follows:

I. Section 2, COMPENSATION, is amended by replacing the first paragraph of this section in its entirety as follows:

"The fees in full compensation to Staffing Firm for the services rendered shall be at the rate of \$105 per hour and shall be paid to Staffing Firm by City, not to exceed \$100,000.00 ("Not-to-Exceed Amount"). Time cards shall be completed by Assigned Individual and shall be verified and approved by City. City's approval of the timesheet will indicate its acceptance of the terms provided in Exhibit D, attached hereto and incorporated herein by reference as though set forth in full, confirming the engagement of that Assigned Individual. Legally required overtime (federal law requires in excess of 40 hours a week, state law varies) will be billed at one and one-half (1½) times the normal billing rate."

II. REMAINING PROVISIONS

Except as revised by this Amendment No. 2, all of the provisions of the Agreement shall remain in full force and effect.

In witness whereof, the parties hereto have executed this Amendment on the date and year first above written.

CITY OF MOORPARK

GOVERNMENT STAFFING
SERVICES, INC., dba
MUNITEMPS

Steven Kueny, City Manager

Juan Herrera, President

Attest:

Maureen Benson, City Clerk

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