



City of Rialto

Legislation Details (With Text)

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Title: Request City Council to Authorize a Purchase Order Change Notice (2019-0638) of \$25,000 with Roth Staffing Companies, LP in the amount of \$25,000 to provide Temporary Staff Support Services in the Information Technology & Code Enforcement Divisions for a total Purchase Order of \$40,000 for the remainder of Fiscal Year 2018-19 and Approve Budget Resolution No. 7457.

Sponsors:

Indexes:

Code sections:

Attachments: 1. PO 2019-0638.pdf, 2. Budget Resolution

Date	Ver.	Action By	Action	Result
2/12/2019	2	City Council		

For City Council Meeting [February 12, 2019]

TO: Honorable Mayor and City Council

APPROVAL: Sean Grayson, Interim City Administrator

FROM: Jessica Brown, Finance Director

Request City Council to Authorize a Purchase Order Change Notice (2019-0638) of \$25,000 with Roth Staffing Companies, LP in the amount of \$25,000 to provide Temporary Staff Support Services in the Information Technology & Code Enforcement Divisions for a total Purchase Order of \$40,000 for the remainder of Fiscal Year 2018-19 and Approve Budget **Resolution No. 7457.**

BACKGROUND:

Due to the relocation of the Code Enforcement Division to the Information Technology Division office in July 2018, the Divisions procured temporary staff support services from Roth Staffing Companies, LP, DBA Ultimate Staffing Services, through Purchase Order Number, 2019-0638 in the amount of \$15,000.

The contract employee assists the Divisions with day-to-day administrative support including customer service and phone support on an as needed basis.

ANALYSIS/DISCUSSION:

The original Purchase Order 2019-0638 funding of \$15,000 was exhausted by October 2018. Below is a monthly accounting of the costs incurred through January 2019:

	Information Technology	Code Enforcement	Total
July - October 2018	7,500	7,500	15,000
November 2018	1,973	1,973	3,945
December 2018	601	601	1,203
January 2019	914	914	1,828
Total	10,988	10,988	21,976

The Divisions have been satisfied with the temporary staff provided by the staffing firm and seek to continue these services. Staff requests an increase of \$25,000 for Purchase Order 2019-0638 to cover services provided from November 2018 through January 2019 and to continue temporary staff support services through June 2019. The Divisions’ goal is to reduce reliance on temporary contract services and address service needs in the 2019-20 budget cycle.

This item is being brought before the Council at this time due to staff oversight. Because a single purchase order is being split between two divisions, the aggregate total of the purchase order was overlooked. Upon realizing the original purchase order had been exceeded, staff began to process the appropriate request for Council approval.

ENVIRONMENTAL IMPACT:

Pursuant to Section 15378 of the California Environmental Quality Act, the proposed request is not a project. A ‘Project’ means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. A project does not include the creation of government funding mechanisms or other government fiscal activities that do not involve any commitment to any specific project, which may result in a potentially significant physical impact on the environment or Organizational, or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

GENERAL PLAN CONSISTENCY:

This action is consistent with Guiding Principle 3A in the General Plan:

Our City government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the citizens and is a good place to do business.

LEGAL REVIEW:

The City Attorney has reviewed and approved the staff report.

FINANCIAL IMPACT:

Operating Budget Impact

The total cost associated with the approval of this item for the Purchase Order Change Notice is \$25,000 for a total Purchase Order amount of \$40,000. Funding is split between the Code Enforcement (General Fund) and Information Technology Divisions. An appropriation of general Fund reserves in the amount of \$12,500 is necessary in account number 010-500-4295-2011. Resolution 5169 set General Fund reserves at a minimum level of 50% of the operating budget. The appropriation lowers General Fund reserves to 35% from 36% defined during the FY 2018-19 budget process. An appropriation of Information Technology Services Fund Balance in the amount of \$12,500 is necessary in account number 780-500-2152-2011. The Information Technology Services

Fund is projected to end Fiscal Year 2018-19 with a fund balance of \$178,362.

Capital Improvement Budget Impact

There is no impact to Capital Improvement Budgets.

Licensing

Prior to execution of the Professional Service Agreement/Purchase Order/Construction Contract, the vendor shall submit a business license application and pay a Business License tax at the Professional Service rate of \$104.00, as well as Administration and State fee.

RECOMMENDATION:

Staff recommends the City Council authorize a Purchase Order Change Notice (2019-0638) of \$25,000 with Roth Staffing Companies, LP in the amount of \$25,000 to provide temporary staff support services in the Information Technology & Code Enforcement Divisions for a total Purchase Order of \$40,000 for the remainder of Fiscal Year 2018-19 and Approve Budget a Resolution