



City of Rialto

Legislation Text

File #: 21-0460, **Version:** 2

For City Council Meeting [July 27, 2021]

TO: Honorable Mayor and City Council

APPROVAL: Marcus Fuller, City Manager

FROM: Bob Chandler, Interim Finance Director

Request City Council to Authorize a Purchase Order Change Notice to Purchase Order No. 2022-0537 with MuniTemps Municipal Staffing Solutions (MuniTemps) in the Amount of \$35,000 to Provide Temporary Staff Support Services in the Finance Department for a Total Purchase Order Amount of \$50,000 for the Remainder of Fiscal Year 2021-22.

BACKGROUND

Due to the resignation of the City's Finance Manager on May 6, 2021, the Finance Department procured temporary staffing support services from MuniTemps through Purchase Order Number 2022-0537 in the amount of \$15,000. The contract employee provided by MuniTemps assists the Department with day-to-day finance, accounting and administration support, as well as special projects, at the Finance Manager level.

ANALYSIS/DISCUSSION

As noted, the City's Former Finance Manager resigned on May 6, 2021. MuniTemps, a division of Government Staffing Services, Inc., has worked with many Cities in the Inland Empire and throughout California, providing temporary staffing for all non-safety job classifications, and is a vendor that the City has previously used to fill temporary vacancies since 2014, including for the last 2 months of FY 2020-2021 for the former Finance Manager position. Using MuniTemps to backfill the Finance Manager position will allow the Finance Department the time it will need to properly recruit for a permanent replacement, and the contract employee provided by MuniTemps is an experienced municipal finance officer who will serve a critical need for continuity in the already understaffed Department.

The temporary employee provided through MuniTemps will remain an employee of MuniTemps throughout the assignment, and MuniTemps will be responsible for all payroll processing, taxes, workers compensation, sick leave, and related payroll insurance costs. There is "no minimum" number of hours the City is committing to with this temporary staffing assignment, and the employee assigned by MuniTemps can be terminated at any time. However, the City expects to need the contract employee for a minimum of three (3) months to provide continuity and support to the staff in the Department.

As proposed, the temporary staffing support services procured from MuniTemps through Purchase Order Number 2022-0537, in the amount of \$15,000, will be continued through the remainder of the current fiscal year by increasing the total amount of the Purchase Order from \$15,000 to \$50,000,

with the recommended authorization of the Purchase Order Change Notice to be for the amount of \$35,000.

ENVIRONMENTAL IMPACT

The request is not a Project as defined by Section 15378 of the California Environmental Quality Act (CEQA). 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. Pursuant to Section 15378 (b)(5), a project does not include organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

GENERAL PLAN CONSISTENCY

The request is consistent with Guiding Principle 3A of the Rialto 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 supports this staff report.

FINANCIAL IMPACT

Operating Budget Impact

The total cost associated with the approval of this item for the requested Purchase Order Change Notice is \$35,000 to increase Purchase Order No. 2022-0537 to a total amount of \$50,000 to fund the proposed contract temporary staffing services through the end of FY 2021-22. The funds to pay for the proposed services will come from budget savings from the vacancy created by the Finance Manager opening, and staff will complete a budget adjustment to move previously designated Finance Manager salary funds into account number 010-500-2150-2011, to pay MuniTemps for the contract employee.

Capital Improvement Budget Impact

There is no capital improvement budget impact associated with authorizing the proposed Purchase Order Change Notice.

Licensing

Prior to the execution of the purchase order increase, MuniTemps will submit a business license application and pay a Business License tax as well as Administration and State fees. A completed disclosure form is attached.

RECOMMENDATION

Staff recommends that the City Council Authorize a Purchase Order Change Notice to Purchase Order No. 2022-0537 with MuniTemps in the amount of \$35,000 to provide Temporary Staff Support Services in the Finance Department, for a total Purchase Order amount of \$50,000 for the remainder of Fiscal Year 2021-22.