

# Mayor and Council Communication

**DATE:** 02/14/23

**M&C FILE NUMBER:** M&C 23-0059

**LOG NAME:** 03INTERIM STAFFING SERVICES

**SUBJECT**

(ALL) Authorize Execution of a Contract with Strategic Government Resources, Inc. in an Amount Not to Exceed \$300,000.00 for Interim Staffing Services, Adopt Appropriation Ordinance, and Amend Fiscal Year 2023 Adopted Budget

**RECOMMENDATION:**

It is recommended that the City Council:

1. Authorize the execution of an agreement with Strategic Government Resources, Inc. in an amount not to exceed \$300,000.00 for interim staffing services;
2. Adopt an appropriation ordinance reallocating appropriations in the General Fund by decreasing appropriations in the Non-Departmental Department in the amount of \$300,000.00 and increasing appropriations in the Planning and Data Analytics Department by the same amount; and
3. Amend the Fiscal Year 2023 Adopted Budget.

**DISCUSSION:**

Strategic Government Resources, Inc. (SGR) is a professional services consulting firm specializing in recruitment and temporary staffing services. The Planning & Data Analytics (P&DA) Department has been under the direction of an interim department head, loaned from the Park and Recreation Department, since July 2022, and has experienced a higher than average vacancy rate. In order to ensure continued functionality of mission critical projects, including the annual update of the comprehensive plan and development of next year's capital and operating budgets, the City will engage the firm to supply a qualified interim director. The contract also allows for the potential for SGR to supply other qualified government professionals in interim capacities that may be necessary during the life of the agreement.

The intent of the agreement is to have an experienced professional serve as the Interim Director of Planning & Data Analytics for a period of less than one (1) year to lead the department during its busiest work period and assist with the transition to a permanent Director of P&DA, to be recruited by SGR under a separate contract.

Funds were appropriated in the FY2023 Annual Operating Budget Non-Departmental category in the General Fund to support the P&DA Department and adopting the appropriation ordinance will effectively transfer funds from the Non-Departmental category to the P&DA Department, with a net effect to the General Fund of \$0.00.

Approval of this M&C will amend the FY2023 Adopted Budget, as approved with Ordinance 25773-09-2022, Section 1, as follows:

General Fund Department	FY2023 Adopted Budget	Budget Amendment	Authority	FY2023 Revised Budget
Non-Departmental	\$26,973,345.00	(\$300,000.00)	This M&C	\$26,673,345
Planning & Data Analytics	\$8,750,328.00	\$300,000.00	This M&C	\$9,050,328.00

Approval of this M&C during the February 14, 2023 meeting will ratify the contractual start date of February 1, 2023. Cancellation of the January 31 meeting precipitated this ratification.

**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the General Fund to support the approval of the above recommendations. Prior to any expenditure being incurred, the Planning & Data Analytics Department has the responsibility to validate the availability of funds.

**Submitted for City Manager's Office by:** Reginald Zeno 8517

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**Additional Information Contact:**

Expedited