



AGENDA REPORT

Meeting Date: June 3, 2008
Item Number: F-19
To: Honorable Mayor & City Council
From: Noel Marquis, Assistant Director of Administrative Services - Finance
Subject: APPROVAL OF A CHANGE ORDER IN THE AMOUNT OF \$45,360 TO ACCOUNTEMPS FOR TEMPORARY STAFFING FOR A NOT-TO-EXCEED TOTAL OF \$93,360.
Attachments: None

RECOMMENDATION

Staff recommends that the City Council approve the change order in the amount of \$45,360 for temporary staffing for the remainder of the fiscal year from Accountemps for the Administrative Services Department's General Accounting Program for a not-to-exceed total of \$93,360.

INTRODUCTION

The City has an agreement with Robert Half International, Inc. for provision of temporary staffing on an as needed basis through their Office Team and Accountemps units. The agreement allows each City department to determine their own temporary staffing needs through either Office Team or Accountemps.

DISCUSSION

To maintain professional accounting staff levels within the General Accounting Program reduced through retirement of long term staff, Administrative Services requested temporary professional staffing through the Accountemps. A purchase order was issued in the amount of \$48,000 for these services. An active recruitment is currently underway to fill the vacant positions.

In the interim, to provide for the necessary staffing level throughout the remainder of the fiscal year staff is requesting City Council approval to issue a change order in the amount of \$45,360 for a not-to-exceed total of \$93,360.

FISCAL IMPACT

Funds are available from salary savings of vacant positions within the department.


Noel Marquis, Assistant Director of
Administrative Services - Finance

Finance Approval


Scott G. Miller, Director of
Administrative Services/CFO

Approved By