

# Agenda Report

December 8, 2014

**TO:** Honorable Mayor and City Council

**FROM:** Public Health Department

**SUBJECT: AUTHORIZATION TO INCREASE THE NOT TO EXCEED AMOUNT OF PURCHASE ORDER CONTRACT 57536 WITH ROBERT HALF MANAGEMENT RESOURCES FOR THE PROVISION OF ACCOUNTING SERVICES FOR THE PASADENA PUBLIC HEALTH DEPARTMENT**

**RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the action proposed in the agenda report is exempt from the California Environmental Quality Act pursuant to State CEQA Guidelines Section 15061(b)(3) as it will not have a potentially significant environmental effect and, therefore, falls under the "general rule" exemption;
2. Authorize the City Manager to increase the not to exceed amount of purchase order contract number 57536, with Robert Half Management Resources by \$50,000 thereby bringing the total not to exceed amount to \$124,999.
3. To the extent this transaction could be considered a separate transaction subject to Competitive Selection, grant the purchase order contract an exemption from the Competitive Selection process pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

**BACKGROUND:**

In August, the City issued purchase order contract 57536 to Robert Half Management Resources, in an amount not to exceed \$50,000, in order to obtain temporary accounting services to assist the Public Health Department.

Robert Half has a local office in Pasadena and has previously provided the City with well-qualified staff experienced in governmental accounting, whereas most temporary services agencies provide more private-sector corporate accounting services.

Moreover, there was some urgency in obtaining these services as the Department had fallen significantly behind in processing grant-related materials to funding agencies in the wake of staff turnover. Given that many grants have a deadline past which reimbursements would not be provided it was deemed in the best interests of the City to obtain these services immediately and without undertaking a competitive selection process.

In October, a second accountant was added, and the purchase order contract increased by an additional \$24,999 in order to clear the remaining backlog of grant submittals.

The Health Department is now current in its documentation for all 37 grants under its management and the Department has scaled back to one temporary accountant now that the backlog has been cleared. Moreover, the Department is in the process of filling a Senior Accountant position that is expected to be filled within the first quarter of the new calendar year. This new position will help the Department improve its overall financial management. Until such time as the Senior Accountant position is filled, and knowledge transfer regarding each of the Department's grants is complete, it is vitally important that the services provided by Robert Half Management Resources remain in place. Consequently, staff is requesting that the City Council approve a \$50,000 increase to the current \$74,999 not to exceed amount of purchase order contract 57536, thereby bringing the new not to exceed amount to \$124,999.

To the extent this could be considered a separate transaction subject to a new competitive selection process, staff is requesting that the City Council find that it is in the best interests of the City to maintain continuity of services by remaining with Robert Half Management Resources. Robert Half has a local office in Pasadena.

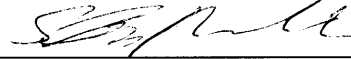
**COUNCIL POLICY CONSIDERATION:**

The proposed action is consistent with the City Council's strategic plan goal to maintain fiscal responsibility and stability.

**FISCAL IMPACT:**

Sufficient funds are available in the Public Health Department's FY15 operating budget in account 8114-203-561000.

Respectfully submitted,



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STEVE MERMELL  
Assistant City Manager/Acting Director  
Public Health Department

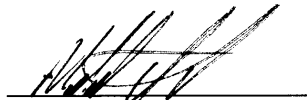
Prepared by:



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MANUEL CARMONA  
MANAGEMENT ANALYST IV  
Public Health Department

Approved by:



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MICHAEL J. BECK  
City Manager