

Agenda Report

May 8, 2017

TO: Honorable Mayor and City Council
FROM: Finance Department
SUBJECT: TEMPORARY AGENCY ASSISTANCE FOR DEPARTMENT OF
FINANCE PAYROLL SECTION

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed actions are not a project subject to the California Environmental Quality Act (CEQA) as defined in Section 21065 of CEQA and Sections 15060 (c)(2), 15060 (c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required for the project;
2. Authorize the City Manager to enter into a Purchase Order contract without competitive bidding pursuant to City Charter Section 1002 (F) contracts for professional or unique services with Robert Half Management Resources in the amount of \$140,000 for temporary personnel with payroll expertise.
3. Grant the proposed contract an exemption from the competitive selection process pursuant Pasadena Municipal Code (PMC) Section 4.08.049B, contracts for which the City's best interests are served.

BACKGROUND:

The Payroll Services Manager has recently announced her intention to retire early this summer, with the actual date not yet finalized. She is a key member of the new payroll Enterprise Resource Planning (ERP) implementation team along with her regular duties of ensuring that payroll is processed timely and accurately. The recruitment will proceed immediately, but in order to ensure continuity while the Payroll Services Manager winds down, temporary support is needed. Upon announcement of the retirement the Finance Department solicited informal bids/qualified candidates from six firms: Robert Half (Pasadena), AppleOne (Pasadena), Ledgent (Los Angeles), MV Cheng (Pasadena), MGO Strategic Staffing (Sacramento), and Aston Carter (Torrance).

Finance interviewed ten candidates from four of the six agencies and identified one with the best experience and expertise in payroll and payroll system implementations. This individual is a Certified Payroll Professional as certified by the American Payroll Association and comes from Robert Half.

The amount requested for a Purchase Order contract of \$140,000 will cover the assignment through December 29, 2017. Robert Half's gross margin is 27.94% or approximately \$30,600 should the engagement last through December 29th. The Finance Department will absorb costs, however it is anticipated that some additional appropriation will be necessary.

This action is in the City's best interest as it provides an additional subject matter expert during ERP implementation and will facilitate a smooth transition and knowledge transfer to a new Payroll Services Manager.

COUNCIL POLICY CONSIDERATION:

The City Council's strategic planning goal of maintaining fiscal responsibility and stability will be advanced by providing an additional resource during the recruitment period for a Payroll Services Manager and Payroll ERP implementation.

ENVIRONMENTAL ANALYSIS:

The action proposed herein is not a project subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The hiring of temporary personnel through an agency is an organizational and administrative action that would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

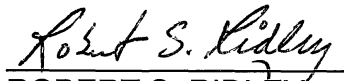
FISCAL IMPACT:

The maximum cost of this action will be approximately \$140,000. Funding for this action will be absorbed by the Finance Department; however an additional appropriation prior to the end of the current fiscal year may be requested. FY 2018 funding of \$108,000 will be included in FY 2018 recommended budget.

Respectfully submitted,


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