

Agenda Report

May 11, 2015

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 \$25,001 thereby bringing the total not to exceed amount to \$150,000.
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 2014, the City issued purchase order contract 57536 in an amount not to exceed \$50,000 to Robert Half Management Resources for the purpose of obtaining temporary accounting services to assist the Public Health Department. Robert Half was selected to provide these services because the company specializes in the temporary placement of accounting professionals. In the wake of staff turnover, these services were needed to ensure the Department submitted grant-related materials in a timely manner to funding agencies.

A second temporary accountant was added to continue processing the backlog of grant submittals in October 2014. At that time, the Department increased the purchase order contract by \$24,999 to a new not to exceed amount of \$74,999. The City Council authorized an increase in the purchase order amount by an additional \$50,000 in December 2014 to continue processing the grants backlog. In January 2015, the Health Department cleared the backlog and brought all documentation current for the 37 grants under its management. The Department scaled back to one temporary accountant at that time. The ongoing accounting support has ensured grant submittals remain current in the absence of a Senior Accountant.

The Department is nearing completion of a recruitment for a Senior Accountant and expects the position to be filled by the end of the fiscal year. The Senior Accountant will help maintain grant submittals and is expected to improve the overall financial management of the Department.

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 \$25,001 increase to the current \$124,999 not to exceed amount of purchase order contract 57536, thereby bringing the new not to exceed amount to \$150,000.

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 is a local firm in Pasadena.

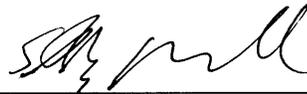
COUNCIL POLICY CONSIDERATION:

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

FISCAL IMPACT:

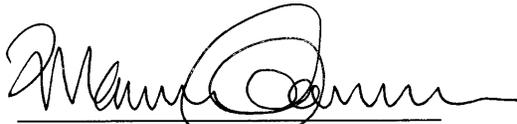
Due to salary savings from staff vacancies within the Public Health Department Administration and Finance Division, there are sufficient funds within the FY15 Operating Budget to fund the expense which will be allocated to Health Administration Account# 8114-203-561000.

Respectfully submitted,



STEVE MERMELL
Assistant City Manager/Acting Director
Public Health Department

Prepared by:



MANUEL CARMONA
MANAGEMENT ANALYST IV
Public Health Department

Approved by:



MICHAEL J. BECK
City Manager