



## City of Hallandale Beach City Commission Agenda Cover Memo

<b>Meeting Date:</b>	October 3, 2018		<b>Item Type:</b> <small>(Enter X in box)</small>	<b>Resolution</b>  <div style="text-align: center;"><b>X</b></div>	<b>Ordinance</b>	<b>Other</b>	
<b>Fiscal Impact:</b> <small>(Enter X in box)</small>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <small>(Enter X in box)</small>	<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>	
	X						
			<b>Public Hearing:</b> <small>(Enter X in box)</small>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
					X		X
<b>Funding Source:</b>	General Fund, Sanitation Fund and Utility Fund allocated to various Departments		<b>Advertising Requirement:</b> <small>(Enter X in box)</small>	<b>Yes</b>		<b>No</b>	
						X	
<b>Account Balance:</b>	\$265,200 various accounts		<b>Quasi-Judicial:</b> <small>(Enter X in box)</small>	<b>Yes</b>		<b>No</b>	
						X	
<b>Project Number :</b>	N/A		<b>RFP/RFQ/Bid Number:</b>	<b>National Institute of Governmental Purchase (NIGP) Southeast Florida Governmental Purchasing Co-operative Group (SEFL) Contract #13-D-140F</b>  <b>Temporary Employment Services</b>			
<b>Contract/P.O. Required:</b> <small>(Enter X in box)</small>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b> <small>(Enter X in box)</small>				
	X						
			<b>Safety</b> <input type="checkbox"/>  <b>Quality</b> <input checked="" type="checkbox"/>  <b>Vibrant Appeal</b> <input type="checkbox"/>				
<b>Sponsor Name:</b>	Nydia Rafols-Sallaberry, Interim City Manager		<b>Department:</b>	Andrea Lues, Procurement Director			

**Short Title:**

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF  
THE CITY OF HALLANDALE BEACH, FLORIDA,  
AUTHORIZING THE UTILIZATION OF THE NATIONAL

**INSTITUTE OF GOVERNMENTAL PURCHASING (NIGP)  
SOUTHEAST FLORIDA GOVERNMENTAL PURCHASING CO-  
OPERATIVE GROUP (SEFL) CONTRACT #13-D-140F FOR THE  
TEMPORARY STAFFING SERVICES IN AN AMOUNT NOT TO  
EXCEED TWO HUNDRED EIGHT THOUSAND TWO HUNDRED  
(\$208,200.00) DOLLARS; AUTHORIZING THE CITY MANAGER  
TO EXECUTE ALL RELATED DOCUMENTS TO EFFECTUATE  
THE PURCHASE AS PROVIDED FOR IN FISCAL YEAR 2018-  
2019 BUDGET; AND PROVIDING AN EFFECTIVE DATE.**

**Staff Summary:**

**Background:**

Each fiscal year, the Procurement Department facilitates the purchase of specific commodities that the City procures annually through cooperative purchasing. As an active member of the National Institute of Governmental Purchase (NIGP) Southeast Florida Governmental Purchasing Co-operative Group (SEFL), the City is able to participate and utilize competitively solicited contracts to obtain the best goods/services and pricing available in the market.

The City utilizes the NIGP Coop SEFL Contract #13-D-140F awarded to multiple vendors for the purchase of temporary staffing services. The awarded vendors on this contract are:

- Albion Staffing Solutions, Inc
- Alpha 1 Staffing
- Tampa Service Co., Inc. d/b/a Pacesetter

The City's expenditures with these vendors for the last two years are as follow:

	FY 16/17	FY 17/18
Albion Staffing Solutions, Inc.	\$68,388	\$100,787
Alpha 1 Staffing	\$13,145	\$ 13,711
Tampa Service Co., Inc. d/b/a Pacesetter	NONE	\$ 35,435

The term of the contract is from October 15, 2017 through October 14, 2019.

There are various temporary positions available through the Contract. Some of the trades available within the agreements are: Water Plant Operator, Facilities Technician, Receptionist, Office Assistant, Legal Secretary, Accounting Clerk I, Information Services Technician, and Public Works Inspector. Each Department is responsible for contracting the specific trades as needed and to process any personnel requests through Human Resources for the use of this Coop Contract.

The amount requested for FY 18/19 is not a function of the hiring freeze.

These services are not supplanting the 9-month hiring freeze, but rather are part of City operations as described below.

**Current Situation:**

For FY 18/19, the following expenditures have been requested by each Department for Temporary Employment Services:

DEPARTMENT	AMOUNT NOT TO EXCEED DURING FY 18/19
Development Services\Building Department	\$140,000
Grants Department	\$ 32,000
Human Services Department	\$ 3,000
Innovation Technology	\$ 5,000
Public Works	\$ 80,000
Risk Management	\$ 3,200
Contingency for unanticipated purchases	\$ 2,000
<b>TOTAL FOR FY 18/19</b>	<b>\$265,200</b>

**DEVELOPMENT SERVICES:**

The Building Division within the Development Services Department utilizes temporary staffing services to facilitate the building permit plan review, processing, and inspection functions. The temporary employees schedule inspections, enter inspection results, enter plan review comments for the plan reviewers, input submitted application information into Energov, and perform related tasks in support of the full-time permit clerks. The full-time clerks (City employees) perform the more demanding tasks such as intake at the counter, pricing, and permit issuance. The use of temporary employees instead of full-time employees has been the practice for several years, allowing for flexibility as necessary, as well as on-the job training for potential future employees. The majority of our full-time permit clerks became initiated with the duties of the job working first as temporary employees. The increase this year from \$120,000 to \$140,000 is based upon the experience in the current fiscal year. The pace of construction activity did not slow down significantly in the summer months like it has during prior years. The Division's expenditures for temporary staffing in the current fiscal year are projected to exceed the \$120,000. These additional expenditures have been authorized by the City Commission through Resolution No. 2017-122.

## **GRANTS DEPARTMENT**

The City was awarded a total of \$68K in administrative funds to manage the new \$6.6M FEMA Hazard Mitigation Grant. Part of the administrative allocation will be used for temporary grant accounting, reporting and compliance support. Funding will be appropriated in grant accounts as part of the grant budget.

## **HUMAN SERVICES**

The Outside Services Account (Org 6910 Object 534010) for Human Services is used for various services, i.e.-Piano Tuning, Locksmith, Graphic Design, Childcare Licensing Required Vehicle Fire Extinguisher Inspection/Fill Services, etc., as well as Outside Services of Clerical Staff should the need arises. In previous years when the Department staff was out for extended Family Medical Leave Act (FMLA), etc. and there was a drastic need for front desk/clerical assistance coverage we have utilized Temporary Staffing Agencies as a last resort. Thus, the below allocation for Human Services is included in FY 18-19 Agenda #18-505 10-3-18 Temporary Staffing Contract. We do understand there is a 9-month freeze on filling positions not covered by grant funded programs. Human Services is complying with this directive.

## **INNOVATION TECHNOLOGY**

We are placing these amounts forward as in the current fiscal year, the Innovation Technology Department has experienced unforeseen events (additional temporary workload, temporary reduced availability of staff) that impacted operations. As a result, the IT Department had to retain outside temporary staffing services to provide administrative business continuity of for the Department. Placing an authorization of \$5,000 for use of temporary services would provide a contingency avenue for procuring services, in the case that unknown, unforeseen, unplanned events take place.

## **DEPARTMENT OF PUBLIC WORKS**

Public Works will be utilizing these funds for temporary staffing services the same as they have been utilized in the past, which is to augment personnel in the Sanitation Division and temporary replacement of personnel who are on Family Medical Leave Act (FMLA) or extended leave. These funds do not come from the General Fund but are budgeted within enterprise accounts.

## **RISK MANAGEMENT**

The \$3,200 requested by Human Resources/Risk Management was for Minerva Ozuna, Risk Management Assistant to get caught up with the scanning of insurance certificates, the scanning of the numerous incident reports received from the Parks and Recreation, and Human Services Departments. Assistance was also needed in the opening up of various liability claims. It is not anticipated that all the monies requested will be utilized. Please be advised that this request was made prior to the implementation of the hiring freeze.

**Fiscal Impact:**

As per the approved FY 18/19 budget, by Department, expenditures are not to exceed \$265,200, including a two thousand dollar (\$2,000) contingency for unanticipated circumstances, utilizing NIGP SEFL Coop Contract # 13-D-140F with Alpha 1 Staffing, Tampa Service Co., Inc. d/b/a Pacesetter, Albion Staffing Solutions, Inc., Temporary Employment Services.

It should be noted that any additional temporary staffing services may be procured outside of the use of this contract in cases where specialized services, are required. All temporary services required outside of this request will be processed under the City's Procurement Code and procedures.

**Why Action is Necessary:**

Pursuant to Chapter 23, Section 23-8 Exception to Bid Requirements, (6) Bids and Contracts from Other entities, and Section 23-9 Cooperative Purchasing, the City Manager is authorized to procure all supplies, materials, equipment and services from other governmental units, when the best interests of the City would be served subject to the requirement that any purchase in excess of \$50,000 requires City Commission approval.

**Proposed Action:**

Staff recommends approval of the attached Resolution authorizing the City Manager to execute all related documents to effectuate the purchase for FY 18/19 with NIGP SEFL Coop Contract RFP # 13-D-140F with Alpha 1 Staffing, Tampa Service Co., Inc. d/b/a Pacesetter, and Albion Staffing Solutions, Inc.

**Attachment(s):**

Exhibit 1 – Resolution

Exhibit 2 – NIGP SEFL Coop Contract #13-D-140F – Temporary Employment Services

Prepared by:

Department Head Review:



Joann Wiggins, Procurement Specialist

Andrea Lues, Procurement Director

Reviewed by:

Reviewed by:



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Radu Dodea, Human Resources Director

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Marie (Maggie) Gouin, Budget Director