



City of Maricopa

Legislation Text

File #: BDGT 17-11, **Version:** 1

The Mayor and City Council shall discuss and possibly take action to approve a budgetary transfer request by the Financial Services Department in the amount of \$28,000 from General Fund, General Government, Contingency (10010000-99000) to General Fund, Finance, Professional and Occupational (10011313-53320) to hire temporary staff to assist the Finance Department with special projects. Discussion and Action.

Over the past two years several staff has left the department for other opportunities outside the City. This has caused the department to be staffed with temporary staff or having vacancies.

In fiscal year 2017, Finance utilized temporary services from Accountemps - A division of Robert Half International, Inc., to fill the Grant Coordinator position until that position could be filled (new grant coordinator starts 9/5/17) and assisted with the Accounts Receivable/Admin Assistant position. The turnover of staff with the loss of institutional knowledge and continual learning curve has placed increased burdens on Finance staff to meet all of the Financial reporting and Budgetary deadlines. In addition, due to the fact the City does not have a Contract Manager, and the volume of transactions (purchase requisitions) being processed through Purchasing in addition to the large number of Requests for Proposals, Requests for Quotations and Contracts for new products/services as well as renewing/updating contracts for annual renewals there is a significant backlog of projects in Purchasing.

To the extent possible, Finance utilized Interns during the Spring 2016 and anticipates utilizing interns for Fall semester 2017 and to assist with day to day operating tasks to free up more experienced staff for more complicated projects. It is anticipated that as of September 5, 2107 all current Finance positions will be filled.

Brenda Hasler, Financial Services Director is requesting to retain temporary personnel through Accountemps - A division of Robert Half International, Inc., to assist the department for approximately 12 weeks to be funded through a budgetary transfer from General Fund, General Government, Contingency (10010000-99000) to General Fund, Finance, Professional and Occupational (10011313-53320) in the amount of \$28,000.

Below is a list of areas/projects where it is anticipated temporary personnel will be utilized. Based on the list it is evident there is sufficient duties/projects to keep the temporary individual very busy for a minimum of 12 weeks.

1. Training and providing assistance to the new Grant coordinator for approximately 3-4 weeks and assist in completing the 9/30/17 Quarterly grant reports and closing out any final grant reports due.
2. Research, organize, schedule and monitor all contracts either for renewal, or resolicitation. (This will be a major undertaking. With what records/information Purchasing currently has and temporary assistant needing to go through Legistar and piece together remaining information; and/or working with individual departments.) Assist with beginning the process of evaluating the implementation of the Munis contract module.
3. Post and close all EGov solicitations.
4. Electronically file/organize all certificate of insurance (COI) documents. Currently in paper form.
5. Update Purchasing Policies which will include writing credit card policy, promotional ordering policy, donation

policy, vehicle purchase/trade-in policy.

6. Turn off printing of purchase orders. Research process and updates needed to Munis to accomplish this.
7. Receiving policy needs also rewritten.
8. Updating all vendor records in Munis. Verify emails and contacts as required and verify all necessary documents are included in the vendor file (i.e. W-9, certificate of insurance, etc.)
9. Update Purchasing policies and procedures in powerpoint presentation that will need disseminated to all departments.
10. Research and implement in Munis if there is an email acknowledgment confirmation message that is sent back to purchasing email after vendor acknowledges receipt of purchase order.

This item will be presented by Brenda Hasler, Financial Services Director.

Gregory Rose, City Manager, recommends the Mayor and City Council shall discuss and possibly take action to approve a budgetary transfer request by the Financial Services Department in the amount of \$16,500 from General Fund, General Government, Contingency (10010000-99000) to General Fund, Finance, Professional and Occupational (10011313-53320) to hire temporary staff to assist the Finance Department with special projects.