



City of Galveston

FINANCE DEPARTMENT STAFF REPORT

To: Brian Maxwell, City Manager
Hon. Mayor and City Council

From: Hope Dean, Executive Director & Chief Information Technology Officer

RE: Consider for approval additional funding for temporary staffing from Robert Half International/Accountemps in the Support Services Division of the Information Technology Department.

BACKGROUND

The Support Services Division is a necessary function within the Information Technology Department. The Division employs one person to pick up and deliver mail throughout City Departments including to the Airport, Police Department, and Municipal Court. The Division is also responsible for the remaining limit operation of the Print Shop, and its in-house and outsourced functions.

CURRENT SITUATION

In February of 2018 the last full time employee in this position left the City. A strategic decision was made at that time not to fill the position since many of the duties would be changing as new City facilities came online in 2019. During this interim period one of the main duties, the in-house print shop, has been effectively eliminated. The duties of the position remain in flux as the City awaits the completion of its new facilities. It is both impractical and inefficient to hire a fulltime employee for a position where the duties continue to change and can't be fully defined.

During this transition period the City has utilized its contract with Robert Half Office Team/Accountemps through HGAC Purchasing Cooperative, Contract # TS06-17 to provide staff support for the remaining functional duties. Using the HGAC Cooperative Purchasing Contract gives the discounted pricing; thus, saving the City on personnel expenses.

It is recommended that City Council authorize the additional expenditure for this service as the need in the Support Services Division is immediate. The City seeks to employ someone from Accountemps on a temporary basis; approximately through December 30, 2019. The cost is \$24.75 per hour (\$990.00 per week) for about 35 weeks with an approximate cost of \$34,650.

ALTERNATIVES

Alternative #1: Approve the additional funding needed to continue print and mail services in the Support Services Division at a cost not to exceed \$35,000.



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Alternative #2: Do not approve using the Robert Half Office Team/Accountemps contract through HGAC and fund the cost of a temporary Staff Member in the Support Services Division at a higher cost.

ISSUES

Cost – Not to Exceed \$35,000
Term – through December 31, 2019

RECOMMENDATION

Approve the additional funds needed to continue print and mail services in the Support Services Division in an amount not to exceed \$35,000.

FISCAL IMPACT REPORT

Requested by:	Hope Dean Executive Director
Funding Source:	Info Tech Budget & Support Services Budget
Not to Exceed:	\$35,000