



STAFF REPORT

SAUSALITO CITY COUNCIL

MEETING DATE: November 14, 2019

AGENDA TITLE: Amended Agreement with Regional Government Services dba "RGS" for Municipal Clerk Advisor services.

LEAD DEPARTMENT: Administration

RECOMMENDATION

Approve the resolution authorizing the City Manager to execute the contract amendment with RGS to increase the contract amount for a Municipal Clerk Advisor services by \$6,437.50 to a total of \$31,437.50 for FY 2019-20.

BACKGROUND

RGS serves exclusively public sector agencies with its team of public sector experts to provide a customized solution to variety of unique organizational needs.

On June 20, 2019, the City entered into an agreement under the City Manager's authority with Regional Government Services (RGS) in the amount of \$25,000 for a full-time Municipal Clerk Advisor services provided by Tom Graves through September, 2019, while the City proceeded with the recruitment for the permanent City Clerk.

DISCUSSION

The City anticipated the recruitment process to take a minimum of four months to fill the City Clerk position. However, the recruitment for the position has taken longer than expected and as such RGS's original contract exceeded the City Manager's authority in order to maintain continuity of city business. A contract amendment in the amount of \$6,437.50 is necessary to fulfill the contract obligations under this contract performed by RGS this fiscal year.

FISCAL IMPACT

The cost increase to cover this amendment is offset by salary savings from the vacant City Clerk position and staff is not requesting additional budget allocation at this time.

RECOMMENDATION

Approve the attached resolution authorizing the City Manager to execute an amendment of the agreement with RGS to increase the contract amount to \$31,437.50 for the provision of Municipal Clerk services retroactively through September, 2019.

PREPARED BY: Susan Paterson, Human Resources Manager
REVIEWED BY: Yulia Carter, Assistant City Manager/Admin. Services Director
REVIEWED BY: Mary Wagner, City Attorney
SUBMITTED BY: Adam W. Politzer, City Manager

ATTACHMENT

Attachment 1- Resolution authorizing the City Manager to amend an agreement with RGS for the Municipal Clerk Advisor services