



AGENDA REPORT

Human Resources

DATE:	March 1, 2022
TO:	Mayor Butt and Members of the City Council
FROM:	Anil Comelo, Director of Human Resources
Subject:	Contract with Regional Government Services (RGS) to Provide Temporary Services to the City on an As-Needed Basis
FINANCIAL IMPACT:	There is no new financial impact or budget action necessary as a result of the recommended action. The funds expended for this contract will be from budgeted sources. A significant portion of the expenditures will be reimbursed by grants or by developers; currently staff estimates that this reimbursement will exceed the requested \$150,000.
PREVIOUS COUNCIL ACTION:	Click or tap here to enter text.
STATEMENT OF THE ISSUE:	Since last summer, the City has utilized the services of Regional Government Services (RGS) because of the lack of internal capacity or expertise for several critical functions. RGS is a public agency, whose employees possess deep knowledge and experience in the public sector, and the City continues to need RGS' support in several critical areas.
RECOMMENDED ACTION:	APPROVAL of an increase in the contract with Regional Government Services (RGS) from the current \$250,000 by \$150,000, for a new total amount of \$400,000, for the provision of expertise in a variety of functional areas such as Human Resources, Financial Management, and Accounting – Human Resources (Anil Comelo 510-620-6609).

DISCUSSION:

Regional Government Services (RGS) is a unique California public agency serving the consulting, administrative, and project management needs of local governments. Their greatest asset is their expert team of Advisors who pride themselves on delivering outstanding services to support the mission of partner agencies. RGS routinely provides Advisors and consulting to public agencies to address peak workloads, capacity constraints resulting from vacancies, and the lack of internal expertise.

In order to provide this expertise, RGS has developed a highly flexible and adaptive team environment and work culture. The organization uses technology to support a remote workforce of approximately one hundred Advisors. The Advisors are trained and experienced public-sector professionals from a variety of relevant disciplines. As an employer, RGS offers Advisors competitive compensation and benefits, client projects that offer rewarding and challenging work, and extraordinary flexibility. Flexibility is the main reason many public sector employees choose to join RGS adding great value for public agencies. Public agencies such as Richmond can procure the services of highly capable individuals who have deep knowledge of the public sector and can deliver high-quality project services on an as needed basis.

RGS can provide project support in functional areas including: Emergency Services; Public Agency Finance & Accounting; Budget process and Development; Benefit Management; Grants Management; Human Resources including Mandatory and Discretionary Training, Coaching and Workforce Development; Disability Management; Recruitment; Economic Development; Land Use and other Planning including Regional Planning & Services; Community Outreach, Clerking including Public Records Act Request Management; Organizational Assessments; Meeting Facilitations; Strategic Plans; Transition Management; and Workplace Cultural Change Management.

During the last several months, RGS staff have helped the City with the following projects:

- City Budget Development
- Annual Financial Statements and Audit
- Single Audits Compliance
- GASB 87 Implementation
- Community Facilities District formation
- Disability Claims Management
- Staff Recruitment
- Migration from Munis 11 to Munis 19
- Pension Obligation Bond strategy review
- Department of Employment & Training grants accounting and grants reporting to grantors

- Department of Employment & Training budget analysis and development

The City continues to need RGS expertise in the following areas because of staffing vacancies, absence of internal expertise, or because outside review/analysis is prudent:

- Department of Employment & Training grants accounting and grants reporting to grantors
- Quality Assurance of Class and Compensation data
- Community Facilities District formation
- Disability Claims Management
- Staff Recruitment
- Review of financial controls

As of December 31, 2021, the City has been billed for a total of \$167,460.10. The breakdown of the charges is as follows:

	Current Contract
CFD Formation	\$ 31,419.00
Grants (E&T Dept)	\$ 72,962.50
Subtotal of Reimbursed Costs	\$ 104,381.50
Budget*	\$ 40,506.30
Audit	\$ 18,346.20
Subtotal Finance	\$ 163,234.00
HR	\$ 4,226.10
Grand Total	\$ 167,460.10

It should be noted that the services provided by RGS have been in areas represented by IFPTE Local 21. The City has conferred with Local 21 and has agreed to the following:

- The City will continue to adhere to the MOU terms related to contracting out bargaining unit work.
- The City will only use RGS Advisors on a temporary basis and commits to meet and confer regarding such uses as needed.

The City has also kept Local 21 informed of the ongoing need for RGS expertise in areas where capacity is lacking.

DOCUMENTS ATTACHED:

Attachment 1 – RGS_Contract Amendment No. 1

Attachment 2 – RGS_Original Executed Contract