



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** July 1, 2021

Staff Contact: Carol Akers, Purchasing & Contracts Administrator and Sheri Russell, Chief Financial Officer

Agenda Title: For Possible Action: Discussion and possible action regarding Fiscal Year (“FY”) 2022 temporary staffing services utilizing State of Nevada joinder contracts 99AWC-NV21-7576 with Marathon Staffing Group, Inc. (“Marathon”), 99AWC-NV21-7577 with Manpower Temporary Services (“Manpower”) and 99AWC-NV21-7575 with Arco Service Corporation (“Arco”), for an annual amount of \$1,022,407 with a \$205,000 contingency for a total not to exceed amount of \$1,227,407, to be funded from hourly and project accounts of various City Departments and Elected Offices. (Carol Akers, CAkers@carson.org and Sheri Russell, SRussell@carson.org)

Staff Summary: The State of Nevada issued a request for proposal for temporary employment services in December of 2020 and awarded contracts to Marathon, Manpower and Arco. Staff has reviewed the contracts and recommends joining on all three. This will provide a wide selection of temporary staffing needed throughout the City for FY 2022. The request for a \$205,000 contingency is to cover any unforeseen needs throughout the year. Typically, staff would seek a 10% contingency; however, this year it is still unknown how many temporary employees the Carson City Health and Human Services Department will require due to COVID-19 testing and vaccination efforts. Therefore, staff is requesting a one-time contingency of approximately 20%. Please note that testing and vaccination efforts due to COVID-19 will be federally funded through various grants.

Agenda Action: Formal Action / Motion **Time Requested:** Consent

Proposed Motion

I move to approve the joinder contracts as presented.

Board's Strategic Goal

Efficient Government

Previous Action

None

Background/Issues & Analysis

In past years, the City’s budgeting and actual expenditures for temporary staffing were as follows:

	Budgeted	Spent
FY 2021	\$1,000,000	\$ 860,963 (Through 5/24/2021)
FY 2020	\$1,250,000	\$ 709,881
FY 2019	\$1,700,000	\$ 644,516
FY 2018	\$2,200,000	\$ 920,056

The three joinder contracts to be utilized, detailed below, expire 06/30/2025:
Contract # 99AWC-NV21-7575 Acro Service Corporation
Contract # 99AWC-NV21-7576 Marathon Staffing Group Inc.
Contract # 99AWC-NV21-7577 Manpower Temporary Services
https://purchasing.nv.gov/Contracts/Documents/Temporary_Employment_Services/

This is an annual request. The purchase amount exceeds \$50,000 and therefore requires Board of Supervisors approval.

Applicable Statute, Code, Policy, Rule or Regulation
NRS 332.195

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: See attached spreadsheet.

Is it currently budgeted? Yes

Explanation of Fiscal Impact: Each department will manage their temporary staffing budgets available. FY 2022 expenditures are not anticipated to exceed \$1,227,407. Current total FY 2022 budget is \$1,022,407, plus an additional \$205,000 in contingency for any unforeseen needs throughout the year. The contingency request is approximately 20%, which is higher than usual; however, this year it is still unknown how many temporary employees the Carson City Health and Human Services Department will require due to COVID-19 testing and vaccination efforts. Therefore, this is a one-time contingency request of approximately 20%. Please note that testing and vaccination efforts due to COVID-19 will be federally funded through various grants. Additional funding needs for temporary staffing would be brought before this Board, as necessary.

Alternatives

Do not approve joinder contracts and provide alternative direction to staff.

Attachments:

[Temporary Staffing Budget Summary.pdf](#)

[2021 Temporary Staffing percentages.pdf](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)

Org	Object	Description	2022 Original Budget	2021 Revised Budget	2021 Actual (5/27/2021)	2020 Actual	2019 Actual
General Fund							
1010217	500125	TEMPORARY STAFFING	\$ -	\$ -	\$ -	\$ -	\$ 5,258.34
1010300	500125	TEMPORARY STAFFING	-	-	-	657.55	2,652.75
1010500	500125	TEMPORARY STAFFING	-	-	4,383.27	-	-
1010701	500125	TEMPORARY STAFFING	-	-	-	19,976.85	314.40
1012512	500125	TEMPORARY STAFFING	-	-	-	11,785.07	11,528.90
1012515	500125	TEMPORARY STAFFING	-	-	1,086.64	22,056.42	-
1012520	500125	TEMPORARY STAFFING	632.00	632.00	-	429.31	631.81
1012705	500125	TEMPORARY STAFFING	-	-	-	4,424.88	12,372.36
1012800	500125	TEMPORARY STAFFING	-	-	1,550.33	-	12,696.54
1013012	500125	TEMPORARY STAFFING	15,000.00	15,000.00	123.60	15,588.09	1,205.10
1013015	500125	TEMPORARY STAFFING	1,900.00	1,900.00	-	-	-
1013034	500125	TEMPORARY STAFFING	5,000.00	5,000.00	98.88	3,898.27	12,100.10
1013904	500125	TEMPORARY STAFFING	100,000.00	100,000.00	49,534.42	81,457.85	53,118.30
1014700	500125	TEMPORARY STAFFING	94,859.00	94,859.00	21,715.63	80,104.13	91,174.96
1015012	500125	TEMPORARY STAFFING	13,884.00	65,884.00	65,884.00	65,671.09	51,333.91
1015018	500125	TEMPORARY STAFFING	-	28,510.00	18,988.52	8,772.35	28,400.57
1015054	500125	TEMPORARY STAFFING	42,000.00	42,000.00	202.46	2,970.18	7,549.53
1015055	500125	TEMPORARY STAFFING	-	-	-	-	1,428.00
1015057	500125	TEMPORARY STAFFING	-	-	1,323.10	-	-
1016200	500125	TEMPORARY STAFFING	37,000.00	37,000.00	11,771.12	38,252.30	78,116.07
1016800	500125	TEMPORARY STAFFING	7,500.00	7,500.00	1,520.59	16,572.21	4,935.11
			317,775.00	398,285.00	178,182.56	372,616.55	374,816.75
Other Funds							
2086550	500125	TEMPORARY STAFFING	25,000.00	25,000.00	21,421.67	15,946.40	0.00
2326200	500125	TEMPORARY STAFFING	0.00	0.00	0.00	7,267.68	14,228.24
2545012	500125	TEMPORARY STAFFING	60,761.00	60,761.00	27,652.67	16,154.34	41,998.27
2545046	500125	TEMPORARY STAFFING	0.00	0.00	0.00	0.00	2,870.60
2563038	500125	TEMPORARY STAFFING	120,000.00	120,000.00	95,410.64	100,674.45	119,902.80
2750600	500125	TEMPORARY STAFFING	0.00	24,030.00	24,190.40	9,992.94	0.00
2756574	500125	TEMPORARY STAFFING	0.00	0.00	9,880.74	8,204.64	0.00
2756800	500125	TEMPORARY STAFFING	306,971.00	355,682.00	388,640.77	68,477.75	0.00
2802020	500125	TEMPORARY STAFFING	15,000.00	15,000.00	6,947.12	9,878.16	13,165.48
5012525	500125	TEMPORARY STAFFING	15,000.00	15,000.00	3,568.95	7,972.20	20,721.63
5103201	500125	TEMPORARY STAFFING	20,000.00	20,000.00	5,413.53	4,434.70	6,125.01
5203502	500125	TEMPORARY STAFFING	75,000.00	75,000.00	70,950.69	48,912.49	31,091.17
5251414	500125	TEMPORARY STAFFING	38,000.00	38,000.00	22,037.12	16,901.05	0.00
5305067	500125	TEMPORARY STAFFING	1,500.00	1,500.00	238.56	661.17	913.21
5603025	500125	TEMPORARY STAFFING	14,400.00	14,400.00	6,428.04	8,834.59	4,351.60
6027505	500125	TEMPORARY STAFFING	13,000.00	13,000.00	0.00	12,951.51	14,331.33
		Totals	\$ 1,022,407.00	\$ 1,175,658.00	\$ 860,963.46	\$ 709,880.62	\$ 644,516.09
		Contingency	205,000				
		TOTAL	\$ 1,227,407				

Contract for Services of Temporary Staffing

Staffing Agency	Contractor Recruitment	City Recruitment	Employee Tax/Benefit Cost Fees (included in %)
Marathon Staffing Group, Inc.	Hourly + 29.8%	Hourly + 24.9%	18.3%
Manpower	Hourly + 34%	Hourly + 25%	21.28%
Acro Service Corporation	Hourly + 33.45%	Hourly + 23.45%	18.925%