



# AGENDA REPORT

**Department:** Administrative Services - Human Resources  
**Prepared by:** Molly Brennan, Administrative Services Director  
**Meeting Date:** Tuesday, March 21, 2023  
**Approved by:** Brad Raulston, City Manager

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**SUBJECT:**

Approval of Agreement with Professional Search Group, LLC for Temporary Personnel Services.

**RECOMMENDATION:**

Adopt the Resolution of the City Council of the City of National City, California authorizing the Mayor to execute a Professional Service Agreement between the City of National City and Professional Search Group, LLC to provide Temporary Staffing Services.

**BOARD/COMMISSION/COMMITTEE PRIOR ACTION:**

Not Applicable.

**EXPLANATION:**

Professional Search Group (PSG) has been providing the City with temporary staffing services for the last few years. Specifically, they find temporary personnel to fill vacant administrative and internal service positions (HR, Finance) as requested. The temporary personnel are PSG employees who work at the City to backfill vacancies that are pending a recruitment for a permanent hire or to backfill long-term leaves of permanent employees. Using temporary staffing reduces burnout of City staff and maintains services levels for our residents. At least four (4) of the City's PSG temporary staff have successfully applied for open City job opportunities and become high-performing members of the City's staff.

Previously, the activity with this vendor was in the City Manager's signing authority. With the increased staff turnover during 2022, the activity with this vendor increased and the contract is being brought to City Council for your approval. The City does use one other temporary staffing agency, Hamlyn Williams, which is a City Manager level agreement. Hamlyn Williams specializes in Finance and IT placements, therefore do not use them as often as PSG.

As a professional service vendor, this type of agreement is not preceded by a formal bid process. The agreement with PSG is for a not-to-exceed amount of \$275,000 per year. Like the on-call agreements the City has with other professional service vendors, payment is only due to the vendor when the City requests a temporary staffing placement. Prior to each PSG placement, the City and PSG agree upon an acceptable hourly rate for said services depending on the type of position.

**FINANCIAL STATEMENT:**

None. When used to backfill vacancies, temporary staffing service costs are offset by personnel service budget savings. If a department asks for temporary staffing services, they would need to demonstrate it is budget neutral or ask City Council for the budget allocation necessary through a future Council action.

**RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:**

Not Applicable

**ENVIRONMENTAL REVIEW:**

This is not a project under CEQA and is therefore not subject to environmental review.CCR15378;  
PRC 21065.

**PUBLIC NOTIFICATION:**

Agenda Report posted within 72 hours of meeting date and time in accordance with Brown Act.

**ORDINANCE:**

Not Applicable

**EXHIBITS:**

Exhibit A - Agreement

Exhibit B - Resolution