



Legislation Text

File #: 16-597, **Version:** 1

AUTHORIZATION TO ENTER INTO A SERVICES AGREEMENT WITH THE PENCHANT GROUP, LLC AND APPROVE THE EXPENDITURE OF FUNDS

Staff Contact: Rick St. John, Police Chief

Purpose and Recommended Action

This is a request for City Council to authorize the City Manager to enter into a new Services Agreement with The Penchant Group, LLC (Penchant) and authorize the expenditure of funds in an amount not to exceed \$40,000 over the life of the new agreement. The expenditure request for the new agreement, combined with payments of \$82,265 made to Penchant to date under the current agreement, will bring the total estimated expenditures to \$122,265 for these services.

Background

In the process of implementing the Records Management System (RMS), the Glendale Police Department identified the need for a second Police Systems Analyst and an associated full-time employee (FTE). This position would allow for a Police Systems Analyst to be on-call 24/7, 365 days a year, and would provide more capacity to support the 28 applications currently supported by one (1) Police Systems Analyst. A temporary full-time contract employee was recruited and hired for the position utilizing The Penchant Group, a local staffing and recruitment service. The initial Contractor Agreement with Penchant (C-10038) was in effect until June 16, 2016. On March 22, 2016, Council approved an amendment, extending the agreement through December 31, 2016, with the intention of the full-time contract employee carrying the Glendale Police Department through the RMS go-live and data conversion of historical data.

Though a request for the permanent FTE was included and approved in the current fiscal year budget, due to the highly specialized nature of the Glendale Police Department systems, steep learning curve, and lengthy background check process, a qualified candidate to fill the approved permanent FTE has not yet been identified. The RMS go-live timeline has been extended and because a suitable candidate for the permanent Police Systems Analyst position has not yet been located, a new Services Agreement with Penchant is necessary to maintain the full-time contract employee currently in place. This will provide support of the RMS go-live, as well as to provide additional time to hire a qualified candidate for the permanent FTE and bring the new-hire up to speed on various Glendale Police Department systems.

Analysis

As of the date of this Council request, the City has already paid \$82,265 to Penchant under the current contract. The new contract compensation shall not exceed \$40,000, for a combined estimated expenditure of \$122,265 to Penchant for these services. If approved, the term of this new agreement commences upon the effective date and continues for a one (1) year period. The City agrees to pay the rate of \$35.00 an hour for

the full-time contract employee from Penchant. Staff is requesting Council authorize the City Manager to enter into a new Services Agreement with Penchant and authorize the expenditure of funds in an amount not to exceed \$40,000 over the life of the new agreement.

Previous Related Council Action

On March 22, 2016, Council authorized the City manager to enter an amendment to the Contractor Agreement between the City of Glendale and Penchant for \$56,800, bringing the total authorization under the previous contract to \$105,000.

Budget and Financial Impacts

A budget transfer has been requested to support the expenditure of funds. Salary savings from the position which was approved in the current fiscal year budget, for the permanent Police Systems Analyst position not yet hired, will support the budget transfer.

Cost	Fund-Department-Account
\$40,000	1000-12180-500400, Police Support Services - Temporary Pay

Capital Expense? No

Budgeted? No

Requesting Budget or Appropriation Transfer? Yes

If yes, where will the transfer be taken from? Salary Savings from 1000-12180-500200