

RESOLUTION NO. 2022-11

A RESOLUTION OF THE CITY OF SAN JUAN BAUTISTA AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH REGIONAL GOVERNMENT SERVICES (“RGS”) TO TEMPORARILY PROVIDE CLERK SERVICES FOR CITY COUNCIL AND PLANNING COMMISSION MEETINGS, HUMAN RESOURCES AND RISK MANAGEMENT SERVICES

WHEREAS, after 17-years, the Deputy City Clerk/Administrative Services Manager is retiring; and

WHEREAS, while the City updates the Job Description and recruits for this anticipated vacancy, City is also reviewing the need for administration of its Human Resources and Risk Management services; and

WHEREAS, the elected City Clerk resigned in January, and the City Council must within 30-days of the resignation, determine how it will fill this vacant elected position; and

WHEREAS, Regional Government Services (“RGS”) Authority is a unique not for profit Joint Powers Authority formed in 2002 and now serves more than 300-cities and special districts in California with a Board of active California City Managers staffed by experienced and retired City experts for the purpose of providing local governments with administrative, staffing and advisory services; and

WHEREAS, in November, the City Manager executed a limited contract for human resource recruitment for \$10,000, with RGS, and they are drafting an updated Deputy City Clerk/Administrative Services Manager job description, recruiting for a part-time Maintenance Worker, and a fulltime Office Technician position (rather than the Office Assistant position recruited but not filled in 2020); and

WHEREAS, now with the resignation of both the Deputy City Clerk and the City Clerk, RGS has been asked to provide contractual services that help fill the Deputy City Clerk role with a contract for a temporary retired City Clerk to help with the temporary clerking duties, and support the City Council and Planning Commission until such a time that the City can plan for and implement the succession of these vacancies; and

WHEREAS, understanding that the temporary clerking services will be clerking meetings off-site, staff is also seeking a part-time Office Technician to support the clerical duties associated with preparing meeting packets and following up after meetings to all action items approved are then executed, and other formalities of the Clerk’s roles required to be performed from City Hall (filing and record keeping, and keeping the Council and Commission informed in hard-copy when needed, etc.); and

WHEREAS, RGS is prepared to support the City through an amended contractual relationship in the amount not to exceed \$50,000, to include an expanded role of providing the clerking services, and supporting both Risk and Human Resource services while the City recruits for a new Deputy City Clerk/Administrative Services Manager.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA HEREBY FINDS:

1. That the recitals in this Resolution and accompanying staff report are true and correct and are hereby made a part of this Resolution.
2. It agrees that during the transition of City Clerk, Deputy City Clerk/Administrative Services Manager positions, temporary clerk support is required to assure continued public access to City meetings and records, compliance with the Brown Act and other critical legal policies and procedures associated with the role of the City Clerk, Deputy City Clerk and Administrative Services Manager.
3. Authorize the City Manager to execute an agreement with RGS for an amount not to exceed \$50,000 to provide clerk services, human resources and risk management services until the vacancies are filled.
4. Authorize recruitment for a temporary Office Technician to support the off-site temporary clerk services until the Deputy City Clerk/Administrative Services Manager position is filled; and

PASSED AND ADOPTED by the City Council of the City of San Juan Bautista at a regular meeting held on the 15th day of February, 2022, by the following vote:

AYES: Jordan, Edge, Flores, Freels, Freeman

NOES: None


ABSTAIN: None

ABSENT: None

ATTEST:



Trish Paetz, Deputy City Clerk



Leslie Q. Jordan, Mayor

Attachment: RGS Scope of work

(ATTACHMENT)
SCOPE OF
SERVICES

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Exhibit B

Scope of Services. Subject to the terms and conditions of this Agreement, Regional Government Services Authority (RGS) shall assign an RGS employee or employees to serve as Advisors to the City of San Juan Bautista, hereafter "Agency," which may require performing any or all of the functions described below:

2. Provide immediate ongoing human resources consulting services to the Agency. Consulting services include implementation of work on identified priority projects, and also include the following activities as needed:
 - 2.1. Provide professional advice regarding best practice to facilitate the effective and compliant administration of Agency's human resources related policies and practices, legal compliance, and payroll practices.
 - 2.2. Develop, conduct, and manage general and executive level recruitment projects.
 - 2.3. Coordinate and assist with leave management, including but not limited to workers' compensation, medical leaves, and reasonable accommodation.
 - 2.4. Draft required communications, including administrative policies, procedures, forms and templates as needed to develop an effective and compliant system of human resources management practices and transactions.
 - 2.5. Conduct salary surveys of comparable agencies.
 - 2.6. Development or review of classification descriptions and FLSA designation and recommend updates as needed.
 - 2.7. Analyze a variety of information and recommend appropriate management action; provide written documentation of analysis and recommendations as needed.
 - 2.8. As needed, provide professional guidance and assistance to Agency staff in the areas of performance management, training development, compensation, and benefits.
 - 2.9. As needed, review payroll processes and practices to ensure compliance with state and federal laws and best practices.
 - 2.10. As needed, benefit review and analyze of administration; assist with benefit selection and administration.
 - 2.11. As needed, draft specific documentation relevant to resolving a range of human resources issues; coach managers as needed on effective actions and communications to achieve resolution; coach supervisors on conducting sensitive personnel conversations.
 - 2.12. As needed, update HR systems documentation for current best practices.
 - 2.13. As needed, review of the occupational safety policies, resources and administrative systems to ensure legal compliance and best practices.
2. Be reasonably available to perform the services during the normal work week. Meet as often as necessary for the purpose of consulting about the scope of work performed with the appropriate Agency project manager and with the RGS Lead Advisor or Advisors.
3. RGS will maintain open communication lines with Agency staff through written documentation, video conference calls, phone, and e-mail.

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4. The work will be done remotely or onsite. During the COVID-19 pandemic restrictions, RGS Advisors may only work onsite with the authority of the RGS Human Resources Services Director.
5. Projects and activities may be modified on request of the Agency. Agency will only be invoiced for the actual hours worked.
6. The RGS team assigned will be led by a Lead Advisor, who will both perform work and direct projects to other RGS staff as needed. RGS staff, with equal or lower bill rates, will be assigned to projects or tasks at Lead Advisor's discretion.