



# CITY OF DEL REY OAKS

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## Staff Report

**DATE:** August 22, 2023

**TO:** City Council

**FROM:** John Guertin, City Manager

**SUBJECT:** Approve Agreement with Regional Government Services for Finance and Human Resources Management and Administrative Services

**CEQA:** This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378 as it is an administrative activity of the City that will not result in direct or indirect physical changes in the environment.

### Consideration

Approve an agreement with Regional Government Services (RGS) for Finance and Human Resources Management and Administrative Services for FY 2023-2024 & FY 2024-2025.

### Discussion

The City has established an excellent working relationship with RGS since our initial agreement dated November 21, 2019. They have supplied Finance and Human Resource services for the Police Department and City Hall with professionalism and solid results. These duties include Accounts Payable, Payroll, Accounts Receivable, Bank Reconciliations, training staff, developing policies and procedures, CalPERS Processing, Council Financial Reporting and Audit Support and Budget preparation.

The use of RGS services ensures that there are no legacy costs for services rendered as opposed to hiring employees and having long term retirement and health insurance costs after they retire.

### Recommendation

Staff recommends approval of the Management and Administrative Services Agreement with RGS.

### Fiscal Impact

The total not-to-exceed contract amount is \$207,900 per fiscal year. This is a 5% increase from FY 2022-2023 contract of \$198,000. FY 2023-24 costs are included in the FY 2023-24 Adopted Budget.

### Attachments

RGS Agreement

Respectfully submitted

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John Guertin  
City Manager



# REGIONAL GOVERNMENT SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

## AMENDMENT NO. 1 TO MANAGEMENT AND ADMINISTRATIVE SERVICES AGREEMENT

This first amendment to the Management and Administrative Services Agreement between the **CITY OF DEL REY OAKS** ("Agency") and Regional Government Services Authority, hereinafter called "RGS" is made and entered into this 1<sup>st</sup> day of July 2023.

### RECITALS

The Agency and RGS entered into an Agreement for services dated August 1, 2022. This Amendment is entered into with reference to the following facts and circumstances:

- A. Section 2, Term of the Agreement and Termination, includes two one (1) year extension options to renew, extending service to June 30, 2024 and June 30, 2025 respectively, by mutual agreement of the parties.
- B. RGS and the City are both desirous of extending the agreement through two years to June 30, 2025; therefore -
- C. **Section 2.1** is amended to extend the term of the Agreement to remain in force to June 30, 2025.
- D. **Section 3**, Compensation, is amended to add the following sentence —  
Payment for services under this Agreement shall (1) not exceed \$207,900 during the period July 1, 2023 – June 30, 2024, (2) shall be based on the rates noted in the table below effective July 1, 2023, and (3) shall be adjusted at July 1, 2024 to include a COLA not to exceed 5% per the Agreement terms, and (4) shall not exceed \$207,900 plus the indicated COLA for the period July 1, 2024 – June 30, 2025.

#### RGS STAFF RATES eff 7/1/23 – 6/30/24

TITLE	HOURLY RATE*
Strategic Services Consultant	\$176
Senior Advisor	\$150
Advisor	\$128
Technical Specialist	\$114
Administrative Specialist	\$102

\* Subject to COLA adjustment at 7/1/24 per the Agreement terms

- E. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Additional Services Amendment to be executed on the date first above written by their respective officers duly authorized in that behalf.

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Agency

RGS

\_\_\_\_\_  
John Gueritn, City Manager

\_\_\_\_\_  
Sophia Selivanoff, Executive Director

*RGS provides quality, innovative, cost-effective services exclusively to public agencies.*

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