



Legislation Text

File #: Res. 2022-132R, **Version:** 1

AGENDA CAPTION:

Consider approval of Resolution 2022-132R, approving an agreement with Priority Personnel, LLC. for the provision of a temporary staff person to perform plan reviews for residential and commercial projects for the Planning and Development Services Department in an annual amount not to exceed \$65,000.00; authorizing the City Manager or her designee to execute the agreement on behalf of the City; and declaring an effective date.

Meeting date: July 5, 2022

Department: Planning and Development Services Department - Shannon Mattingly, Director (by Lynda Williams, Purchasing & Contracting Manager)

Amount & Source of Funding

Funds Required: \$65,000 annually

Account Number: 10004126.52306

Funds Available: \$72,286.91

Account Name: Contracted Services - Temp Labor

Fiscal Note:

Prior Council Action: [Click or tap here to enter text.](#)

City Council Strategic Initiative: [Please select from the dropdown menu below]

[Choose an item.](#)

[Choose an item.](#)

[Choose an item.](#)

Comprehensive Plan Element (s): [Please select the Plan element(s) and Goal # from dropdown menu below]

☐ Economic Development - [Choose an item.](#)

☐ Environment & Resource Protection - [Choose an item.](#)

☐ Land Use - [Choose an item.](#)

☐ Neighborhoods & Housing - [Choose an item.](#)

☐ Parks, Public Spaces & Facilities - [Choose an item.](#)

☐ Transportation - [Choose an item.](#)

- ☐ Core Services
- ☐ Not Applicable

Master Plan: *[Please select the corresponding Master Plan from the dropdown menu below (if applicable)]*

Choose an item.

Background Information:

The City of San Marcos has been unable to fill a FTE position for Senior Inspector and Plans Examiner with a qualified applicant since September 2021 and therefore has obtained these services through a referral to Priority Personnel. Michael Gleason has previously worked for the City of San Marcos from May 2019 through September 2022 in this position and holds certifications including a Master Code Professional. The work performed by the temporary employee includes plan reviews for residential and commercial projects. Based on Mr. Gleason's skill set and the fact that he was previously doing all of our plan reviews while a full-time employee, it allows for plan reviews to continue and keep development progressing. The amount expended thus far on this temporary position is approximately \$37,000; however, due to the City's ongoing need, we anticipate we will exceed the \$50,000 threshold which requires City Council approval. His services will not exceed \$65,000 per year. This amount includes the Priority Personnel costs. This need will continue for the foreseeable future until the City is able to recruit and retain a qualified Senior Inspector and Plans Examiner.

Council Committee, Board/Commission Action:

Click or tap here to enter text.

Alternatives:

Click or tap here to enter text.

Recommendation:

City staff recommends approval of an agreement with Priority Personnel for the provision of a temporary staff person to perform plan reviews for residential and commercial projects for the Planning and Development Services Department in an annual amount not to exceed \$65,000 per contract year.