



COUNTY OF HUMBOLDT

For the meeting of: 6/3/2025

File #: 25-624

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

\$30,000 Amendment increase to Professional Services Agreement with Municipal Resource Group for Fiscal Year 2024-25 Liability Fund 3524-354

RECOMMENDATION(S):

That the Board of Supervisors:

- 1) Approve an amendment to the agreement with Municipal Resource Group for professional services for the term of fiscal year 2024-25, by increasing the amount from \$70,000 to \$100,000.

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Core Services/Other

Strategic Plan Category: 3001 - Support a well-trained workforce

DISCUSSION:

The County of Humboldt has contracted with Municipal Resource Group (MRG) for many years for investigative services, including reviewing of documents, interviews with staff members, phone conferencing, preparation of summaries or reports and the preparation of appropriate factual determinations. MRG will investigate allegations related to the work environment and provide services that are reasonably required.

The current professional services agreement with MRG was approved by the Humboldt County Purchasing Agent on June 26, 2024 in an amount not to exceed \$70,000 with a term through June 30, 2025. This agreement covers services provided for investigative services to the County of Humboldt. Due to the significant volume of cases and unforeseen issues, the current agreement needs an amendment to increase the not-to-exceed amount by \$30,000. Staff would like to continue using the professional services of Municipal Resource Group through the remainder of the fiscal year, and recommends increasing the total cost of the agreement to a total not-to-exceed amount of \$100,000 for the term through June 30, 2025.

SOURCE OF FUNDING:

Liability Fund 3524354-671127, General Fund Charges for current services (Already budgeted)

FINANCIAL IMPACT:

Expenditures (3524354-2118)	FY24-25	FY25-26 Projected*	FY26-27 Projected*
Budgeted Expenses	<u>\$1,704,724</u>	<u>\$1,750,000</u>	<u>\$1,850,000</u>
Additional Appropriation Requested	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Expenditures	<u>\$1,704,724</u>	<u>\$1,750,000</u>	<u>\$1,850,000</u>

*Projected amounts are estimates and are subject to change.

Funding Sources (3524354-671127)	FY24-25	FY25-26 Projected*	FY26-27 Projected*
General Fund			
State/Federal Funds			
Fees/Other	<u>\$1,704,724</u>	<u>\$1,750,000</u>	<u>\$1,850,000</u>
Use of Fund Balance			
Contingencies			
Total Funding Sources	<u>\$1,704,724</u>	<u>\$1,750,000</u>	<u>\$1,850,000</u>

*Projected amounts are estimates and are subject to change.

Narrative Explanation of Financial Impact:

Fiscal Year 2024-25 has sufficient funds for investigations related to liability risks within the County. The \$30,000 increase is well within budgeted funds for this increase in the Professional Services Agreement ("PSA") with MRG. This will not result in an increase to departmental charges for FY 24-25.

Narrative Explanation of Staffing Impact:

None

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion. However, staff does not recommend deviating from consent of this request

ATTACHMENTS:

PSA with MRG

1st Amendment requiring signature

PREVIOUS ACTION/REFERRAL:

Meeting of: Click or tap here to enter text.

File No.: Click or tap here to enter text. In addition to listing the file information here, utilize the "Related Files" function under the "Associations" tab when uploading into Legistar to link previous actions to this item.