

**REPORT TO THE BOARD OF MAYOR & ALDERMEN**

**DATE:** August 11, 2025

**FROM:** Bill Burke, Human Resources Director

**SUBJECT:** Contract Renewal for Temporary Employment Services with Sedona Staffing

**INTRODUCTION:**

This is a request for the Board of Mayor and Alderman to approve a 1-year extension with Sedona Staffing, Inc. for the continued provision of temporary employment services.

**BACKGROUND:**

The Town of Collierville routinely uses the services of staffing agencies to supplement town staff on a short term or seasonal basis. Sedona Staffing, Inc. competed for the contract through the RFP process and was initially awarded a 1-year contract in August 2023 which included an option for the Town to renew for up to four (4) additional 1-year periods. This request is for the 2nd optional renewal period.

**BUDGET IMPACT:**

There will be no additional impact to the budget beyond existing budget provisions. Funding for temporary staffing is included in each department's operating budget. The rates and pricing agreed to in the initial proposal remain in effect for the entire term of the contract to include all extensions.

**ATTACHMENTS:**

[Contract Renewal - Sedona - 2025-2026.pdf](#)

**PROPOSED MOTION:**

To approve the contract renewal of a 1-year extension for temporary employment services with Sedona staffing.

**Board Action:** Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

<b>Vote Total</b>	<b>Hall</b>	<b>Jordan</b>	<b>Robbins</b>	<b>Marshall</b>	<b>Stamps</b>	<b>Fraser</b>
<b>Yes</b>						
<b>No</b>						
<b>Abstain</b>						