



## **REPORT TO CITY COUNCIL**

**To:** Honorable Mayor and Members of the City Council

**From:** Jason Simpson, City Manager

**Prepared by:** Jennifer Avina, Senior Human Resources Analyst

**Date:** May 10, 2022

**Subject:** Professional Services Agreements with AppleOne and Manpower for Temporary Staffing Services

### **Recommendations**

Approve and authorize the City Manager to execute and implement agreements with AppleOne and Manpower, to provide limited-term temporary staffing services in an amount not exceed \$700,000.00 from July 1, 2022, through June 30, 2025, in such final form as approved by the City Attorney.

### **Background**

The Human Resources Department conducts recruitments and maintains employment lists of qualified individuals for career and temporary positions. It is the goal of the City to fill temporary positions from employment lists maintained in the Human Resources Department.

### **Discussion**

At times, a City Department may require additional administrative, clerical, technical, or professional temporary staff to augment its existing resources to deliver services and provide administrative support. If there are no available candidates from the employment lists, City Departments may use a temporary staffing agency to obtain limited-term temporary staff. There has been an average of seven limited-term temporary positions filled by temporary staffing agencies each year during the last three years. Departments that have been primary users of temporary staffing services include Public Works, Administrative Services, and Community Development.

The Human Resources Department interviewed and evaluated vendors based on their ability to meet the City's needs, their qualifications and experience, project approach/methodology, and cost. It is necessary to select more than one vendor based on services provided, technical level, experience, and vendor permission to perform certain tasks

**Fiscal Impact**

The cost for temporary staffing services will not exceed \$700,000 for the three-year term of these two contracts. Expenditures for these services will be paid from a variety of funding sources in the budgets of individual operating departments when temporary staffing services are required. The contracts will be entered into the City's contract management.

**Exhibits**

A – AppleOne Agreement

B – Manpower Agreement