



REPORT TO CITY COUNCIL

To: Honorable Mayor and Members of the City Council

From: Grant Yates, City Manager

Prepared by: Jennifer Avina, Human Resources Analyst **Date:** January 22, 2019

Subject: Contracts – AppleOne and Manpower for Temporary Staffing Services

Recommendations:

Authorize the City Manager to execute and implement contracts and any Amendments with AppleOne and Manpower, to provide limited-term temporary staffing services in final form as approved by the City Attorney. Temporary services provided by AppleOne and Manpower will not exceed \$700,000.00 for the period of July 1, 2018 through June 30, 2022.

Background

The Human Resources Department has researched and interviewed the selected 2 vendors with the objective of awarding contracts to more than one vendor. It is necessary to select several vendors based on services provided, technical level, and experience and vendor permission to perform certain tasks.

Discussion

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. 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 three to four limited-term temporary positions filled by temporary staffing agencies each year during the last four years. Departments that have been primary users of temporary staffing services include: Public Works, Community Development, and Community Services.

The Human Resources Department evaluated all vendors based on their ability to meet the City's needs, their qualifications and experience, project approach/methodology, and cost.

General Fund Expenditures

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

Exhibits

A – AppleOne Agreement

B – Manpower Agreement