



## STAFF REPORT

**DATE:** June 18, 2019

**TO:** Ronald L. Olson, City Manager

**FROM:** Eva Bark, Executive Director of Human Resources

**SUBJECT:** Temporary Employment Agency Contract

### **BACKGROUND AND FINDINGS:**

Occasionally, the City has a need to employ temporary skilled and unskilled workers to fulfill its mission of providing municipal services and facilities that meet the vital health, safety and general welfare needs of residents and sustain and improve their quality of life. To ensure appropriate staffing levels necessary to maintain City business operations and standards, the City uses temporary and contract personnel on an as-needed basis.

The City issued a Request for Proposals (RFP) from qualified firms with demonstrated competence and experience in providing temporary and contract personnel services in the following areas of employment:

1. Clerical/Administrative staff (Data entry, filing, receptionist, bookkeeping, secretarial)
2. Professional staff (e.g. Executives, Accounting, HR)
3. Services staff (e.g. General labor, warehouse, maintenance)
4. Skilled Trade staff (e.g. HVAC, plumbers, electrical)

Five (5) proposals were received in response to the solicitation. Proposals were reviewed by a committee composed of personnel from Human Resources, Legal and Community Development, and scored based on criteria including cost, experience, qualifications, reputation, capability, resources, corporate history and stability. After review, reference checks, and further questioning with the top three firms, Human Resources recommends awarding a contract to Infojini Temporary Employment Agency.

The proposed contract would be in effect for an initial term of two (2) years with option to renew three (3) one (1) year periods for a total of five (5) years by giving notice at least sixty (60) days before the end of the initial or any subsequent term and with the mutual agreement and consent of both Contractor and City. The hourly rate includes all out-of-pocket expenses attributable to the performance of the services, i.e. fringe benefits, background check costs, all travel, vendor markup, and other applicable surcharges & expenses.

S.no	Job Categories	Hourly Bill Rates (Range)
1.	Clerical/Administrative staff (e.g. Secretarial, data entry)	\$12.34 - \$20.90
2.	Professional staff (e.g. Executives, accounting, HR)	\$14.03 - \$18.64
3.	Services staff (e.g. General labor, warehouse)	\$12.74 - \$17.79

4.	Skilled Trade staff (e.g. HVAC, plumbers, electrical)	\$12.61 - \$21.05
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All temporary staffing requests will be initiated through the Human Resources department for an urgent need, a planned need (vacation replacements or staffing for project periods), or to fill a full time opening (to keep the work in operation during the interim to find the right individual to fill a position). These requests must be approved by the Executive Director of Human Resources or HR designee and department's Executive Director, and will be for a pre-determined period of time. If the department anticipates the need for temp staff beyond the initial approval, the request must be resubmitted through HR and re-authorized by the department's Executive Director. Human Resources will provide oversight of the contract for temporary and contract personnel, to include monitoring expenditures, paying invoices and periodic review/audit to ensure contract compliance.

#### **THE ALTERNATIVES CONSIDERED:**

1. Council may choose to not contract with a temporary employment agency.
2. Council may choose to contract with one of the other top three finalist temporary employment agencies.
3. Council may choose to contract with Infojini Temporary Employment Agency.

#### **Which alternative is recommended? Why?**

Staff recommends that the Council approve the contract with Infojini Temporary Employment Agency, so that the City may fulfill its mission by providing municipal services and facilities that meet the vital health, safety and general welfare needs of residents and sustain and improve their quality of life.

#### **CONFORMITY TO CITY POLICY:**

This action conforms to city policy.

#### **FINANCIAL IMPACT:**

##### **What is the amount of the expenditure in the current fiscal year? For future years?**

Costs associated with the use of temporary or contract personnel will be funded by cost savings available in the respected departments' budget. Combined expenditures could exceed \$50,000 per year, depending on the number of temporary employees employed within the year.

##### **Is this a one-time or recurring expenditure?**

This is a recurring expenditure.

##### **Is this expenditure budgeted?**

Costs associated with the use of temporary or contract personnel will be funded by cost savings available in the respected department's budget.

**Is there a sufficient amount in the budgeted line-item for this expenditure?**

Yes

**RECOMMENDATION:**

Staff recommends that the City Council authorize the City Manager or designee to execute a contract with Infojini Temporary Employment Agency for temporary employment services, and further that the City Manager or designee is authorized to execute any change order in compliance with city policy and state law.

**DEPARTMENTAL CLEARANCES:**

Purchasing  
Finance  
City Attorney

**ATTACHED SUPPORTING DOCUMENTS:**

Agreement