



# AGENDA REPORT

**TO:** Sabrina B. Landreth  
City Administrator

**FROM:** Ian Appleyard  
Director, Human Resources  
Management

**SUBJECT:** Supplemental on Extension of  
Temporary Employment Agency On-  
Call Contracts

**DATE:** January 16, 2019

City Administrator Approval

Date:

1/17/19

## RECOMMENDATION

**Staff recommends that the City Council adopt A Resolution Authorizing The City Administrator To Execute A Two Year Extension For Existing On-Call Professional Service Agreements With (1) HR Management, Inc., (2) Robert Half International and (3) TemPositions, Inc. To Provide Temporary Employment Agency Services On An As-Needed and Rotating Basis At A Cost Not To Exceed \$1,000,000 Per Contract, Which Is An Increase Of \$750,000 Per Contract, For a Total Contracting Cost Not To Exceed \$3,000,000 Through July 1, 2022 And Waiving The Competitive Request for Proposals/Qualifications Process**

## REASON FOR SUPPLEMENTAL REPORT

At the January 15, 2019 Finance & Management Committee meeting, the Human Resources Management (HRM) Department presented a report and resolution to extend and increase the three existing Temporary Employment Agency On-call Contracts for a two-year period. After discussion, the Committee requested a supplemental report on how the contractors are being used, an explanation of the \$1 million cap per contract, a list of active temporary project positions, and verification if the City is in good standing with vendor payments.

The Human Resources Management (HRM) Department currently has three Human Resource Clerks assigned, by department, to process the Temporary Agency Employee Requisitions. The Temporary Agency Employee Requisition (i.e., "work order") is the City's internal mechanism for initiating temporary personnel services with the contractor. The work order is approved by the Department Head, Budget Bureau, and the HR Operations Supervisor. Once the proper approvals have been obtained, HRM staff considers the frequency and specialty of the contractor to process the temporary personnel work order. For the period July 2017 to January 16, 2019, the HRM Department used the existing three professional service contracts to achieve an accumulative total of ninety-eight (98) temporary staffing placements as shown in Table 1. Of the ninety-eight (98) temporary staffing placements, sixty-four (64) were in the administrative/office support job category (65%) of the overall work orders. Other temporary staffing job categories were accounting/financial, HR/payroll operations, information technology,

Item: \_\_\_\_\_  
City Council  
January 22, 2019

general labor and performance auditing as shown in Table 2. As reported to the Finance & Management Committee on January 15, 2019, there are currently thirteen (13) active temporary personnel citywide in job categories designated to support special revenue generating and federal review projects, coverage while permanent employees are on extended leave, and the support for newly authorized positions that are awaiting an eligible list as shown in Table 3.

**TABLE 1- Temporary Staffing by Agency from July 2017 to January 2019**

Contractor Name	No. of Temp Placements
HR Management, Inc.	38
Robert Half International	23
TemPositions	37
<b>Total of Temps Placed</b>	<b>98</b>

**TABLE 2- Temporary Staffing Job Categories**

Temp Job Categories	No. of Temp Placements
Accounting/Financial	13
Administrative/Office	64
HR/Payroll Operations	10
Information Technology	4
General Labor	1
Performance Auditing	6
<b>Total of Temps Placed</b>	<b>98</b>

**TABLE 3 – List of Active Work Orders with Assignment Details**

City Department	Job Title	Assignment Detail
Finance	Accountant II	Special accounting project
Finance	Accountant II	Special accounting project
Finance	Cashier	Special revenue project - Business Tax
Finance	Cashier	Special revenue project - Business Tax
Finance	Receptionist	Special revenue project - Parking Citations Center
Finance	Receptionist	Special revenue project - Business Tax
Fire	Accountant II	Permanent employee on extended leave
HRM	Administrative Assistant II	Newly authorized position; awaiting eligible list
HSD	Administrative Assistant I	Special project/Boards & Commission staffing
HSD	Office Assistant II	Special federal review project
OPD	Payroll Personnel Clerk	Permanent employee on extended leave
OPW	Administrative Assistant I	Newly authorized position; awaiting eligible list
PBD	Office Assistant II	Special rent adjustment database project
<b>Total of Active Work Orders</b>		<b>13</b>

Individual departments are responsible for processing invoices for temporary personnel services. Below is the status of payments:

- Robert Half, International – There are no past due invoices.
- HR Management, Inc. – There are seven recent (7) invoices totaling \$13,859.58. The Human Services Department is processing these payments.
- TemPositions, Inc. – There are twenty-one (21) invoices totaling \$74,831.76. These invoices are within the last three months. HRM is working in conjunction with departments to process expeditiously.

The annual costs for temporary personnel services per contractor has been \$250,000. If the service levels remain at the same rate throughout the City, then the accumulated costs projected for calendar years 2019, 2020, and 2021, a three-year span, would equate to an increase of \$750,000 per contractor. Therefore, resulting in the request to increase the not to exceed monetary cap to \$1 million dollars per contractor.

HRM will continue to adhere to the City Charter (Article IX, Section 902e) and the Personnel Manual of the Civil Service Board ("Civil Service Rules"), section 5.06(e), which allows the appointment of temporary agency employees for a period up to 120 days. The City's bargaining groups are aware of these provisions.

#### **ACTION REQUESTED OF THE CITY COUNCIL**

Staff recommends that the City Council adopt a Resolution Authorizing the City Administrator to Execute a Two Year Extension for Existing On-Call Professional Service Agreements with (1) HR Management, Inc., (2) Robert Half International and (3) TemPositions, Inc., to Provide Temporary Employment Agency Services on an As-Needed and Rotating Basis at a Cost Not to Exceed of \$1,000,000 Per Contract, which is an Increase of \$750,000 Per Contract for a Total Contracting Cost Not to Exceed \$3,000,000 through July 1, 2022 and Waiving the Competitive Request for Proposals/Qualifications Process

For questions regarding this report, please contact Greg Preece, Human Resource Manager, (510) 238-7334.

Respectfully submitted,



IAN APPLEYARD

Director, Human Resources Management