



## Legislation Text

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File #: 19-1021, Version: 1

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### **CITY COUNCIL AGENDA ITEM**

#### **ACTION REQUESTED:**

Approve the award of Option Year Two to Contract 16-219, Temporary Employment Services, to FutureNet Group, LaSalle Network, Sentinel Technologies and Stivers Staffing Services for an amount not to exceed \$100,000.

**DEPARTMENT:** Human Resources

**SUBMITTED BY:** James Sheehan, Director

#### **BOARD/COMMISSION REVIEW:**

N/A

#### **BACKGROUND:**

On October 3, 2016, the City Manager approved the award of Contract 16-219 for a two-year term, with three, one-year options to extend. The contract was awarded to four firms; FutureNet Group, LaSalle Network, Sentinel Technologies and Stivers Staffing Services to ensure qualified and experienced temporary personnel would be available to perform administrative, technical, accounting, clerical and general labor job responsibilities.

The City prefers using multiple vendors to ensure temporary staff coverage for all participating departments when, and if, the need arises. Services from these agencies are available to all City departments. The City found great value in using temporary staff to assist staff during peak times and to supplement needs when permanent positions are open.

By using temporary staff, the City avoids benefit and pension costs, thereby controlling overall personnel costs. Due to the uncertainty of the needs of the City for temporary assistance, it is difficult to anticipate the amount of temporary services that will be needed within any given year. Each department director is responsible for determining their need for temporary services and managing the use and related costs for temporary staffing.

City Council approved the first option year of the contract on March 5, 2019.

#### **DISCUSSION:**

Two of the four contracted firms, LaSalle Group and Stivers Staffing, provided temporary staff to the IT Department, Human Resources Department and Department of Public Works during the first option year. These suppliers were responsive and providing quality staff. They provided services per the scope of their contracts and to the departments' satisfaction.

Because LaSalle Network and Stivers Staffing were able to provide the services needed during this

period, the City did not use FutureNet Group or Sentinel Technologies. However, in order to ensure continued temporary staff coverage for all departments when the need arises, the City will retain contracts with all four vendors, FutureNet Group, LaSalle Network, Sentinel Technologies and Stivers Staffing Services, for the second option year. All the vendors have agreed to a zero-percent increase for the second option year.

The term of the second option year is January 1, 2020 through December 31, 2020, with one, one-year option remaining.

**FISCAL IMPACT:**

CIP #: N/A

Temporary staffing services are used on an as-needed basis. If needed, temporary staffing will be expensed to the “other professional services” account available within each City department. Use of temporary staffing is typically caused by vacancies, which offset the cost associated with the service. Departments often times require temporary staffing to manage projects or workloads when staff is not available and funds from open headcount is temporarily available. The 2020 department budgets include a total of \$47,781 for temporary staffing in 2020. Staff’s experience is that the requested \$100,000 award is consistent with annual temporary staffing utilized during this contract.

<b>Account Number</b>	<b>Fund Description</b>	<b>Budget Amount</b>
14101100-531309	General Fund	\$88,009
16101100-531309	General Fund	\$45,000