TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER

DEPARTMENT: HUMAN RESOURCES

DATE: MAY 16, 2005

CMR: 240:05

SUBJECT: APPROVAL OF CHANGE ORDER TO THE BLANKET PURCHASE ORDER WITH MANPOWER STAFFING SERVICES FOR TEMPORARY EMPLOYEE SERVICES

RECOMMENDATION
Staff recommends that Council approve and authorize the City Manager to execute a change order to the blanket purchase order with Manpower Staffing Services to increase the maximum by the amount of $25,000 for temporary employee services, bringing total amount of the revised order to $110,000.

BACKGROUND
For many years, the City used temporary employment services to provide temporary employees to City departments on an as-needed basis. These staffing agencies provide an available, qualified pool of applicants in specialized areas such as finance/accounting and engineering as well as general labor and clerical positions. It was often more cost-effective and more efficient for the City to hire temporary staff through a staffing agency due to the competitive rates and the availability of qualified personnel that staffing agencies offer. For the past three years, the City contracted Corestaff and Manpower to provide temporary employees to departments. The contract with Corestaff and Manpower expired in May 2004.

DISCUSSION
In May 2004, upon the expiration of the temporary employee services contract, the City decided to discontinue the practice of hiring temporary personnel through agencies. In August 2004, as an interim measure, the City established a blanket purchase order in the amount of $85,000 to facilitate department needs for some seasonal and short-term staffing. The dollar amount was estimated with the intent of phasing out the use of contract agency employee services. Manpower Staffing Services was selected as the service provider through a formal solicitation process completed in the spring of 2004.

Upon final accounting from the various user departments, it was found that an additional $17,063 is needed to cover the final payments to Manpower Staffing Services. The oversight was partially related to the vendor (Manpower) having multiple offices. The issue was not identified until after the expiration of the contract, but the additional charges are for valid services that were provided to the City. City Council approval is requested to finalize payment with Manpower since these outstanding invoices exceed the City Manager’s contract authorization for professional services.
**RESOURCE IMPACT**
No additional funding is required for this amendment since there are sufficient funds available in the Planning and Utilities Department budgets to cover these final expenses.

**POLICY IMPLICATIONS**
The recommendation is consistent with existing City policies.

**ENVIRONMENTAL REVIEW**
This is not a project under the California Environmental Quality Act (CEQA).

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