



**PURCHASING ITEM  
FOR  
PUBLIC HOUSING AUTHORITY COMMISSION (PHAC)**

**1. Agenda Item Number:**

**2. PHAC Meeting Date:**  
March 23, 2015

**TO: CHAIRMAN & COMMISSIONERS**

**3. Date Prepared:** March 11, 2015

**THROUGH: CITY MANAGER**

**4. Requesting Department:** Community and  
Neighborhood Services Department

**5. SUBJECT:** Amendment No. 1 to City of Chandler Agreement No. CS4-964-3332 for Temporary Staffing Services

**6. RECOMMENDATION:** Staff recommends participating in Agreement No. CS4-964-3332 with Devau Human Resources for staffing services for the Housing and Redevelopment Division for one year, in an amount not to exceed \$120,000 of the City's \$1,200,000 agreement, upon Council approval of the master Devau Agreement brought forward by Human Resources on March 26, 2015.

**7. BACKGROUND/DISCUSSION:** Temporary staff is utilized by the Housing and Redevelopment Division to fill temporary staffing needs such as Recreation Leaders, Maintenance personnel, Hearing Officer, Customer Service Representatives and other needs created by staff vacancies.

It is anticipated that the Housing and Redevelopment Division will utilize \$120,000 of the total \$1,200,000 proposed for the City overall. Under the guidelines of the U.S. Department of Housing and Urban Development, Housing's overall contract must seek Public Housing Authority Commission approval.

Other City departments that require temporary, specialty positions not available through temporary agencies under state contract also utilize this contract to fill those temporary staffing needs. The contract was originally established when the IRS determined in December 1992 that a number of temporary employees used by City departments should, in fact, be appointed contract employees through a temporary employment agency. Human Resources monitors the use of this contract to ensure that it is used exclusively for this purpose.

**8. EVALUATION PROCESS:** City Council approved the award of Agreement No. CS4-964-3332 to Devau Human Resources for an initial term of April 1, 2014 through March 31, 2015 following a Request for Proposals (RFP) process. The City is charged a cost per hour per temporary staff person plus a markup for each temporary staff person used under the contract. The percentage is added to the cost per hour for the total number of hours the temporary staff person works. The markup percentage will vary depending on skill classification, with the client referral markup being 21.9% and the other skill classifications markup being 26.9%. The markup rate covers liabilities, check distribution, application process, and federal tax reporting for the temporary staff. Human Resources reviews and approves the hourly wage prior to any temporary staff being used under the contract.

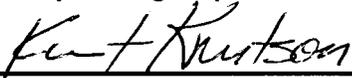
**9. FINANCIAL IMPLICATIONS:** Funds for temporary staff will be from various funds in the Housing and Redevelopment Division's professional contract services fund accounts (5219). All funds provided to Devau under this contract are federal funds and do not require repayment from the City of Chandler.

**10. PROPOSED MOTION:** Move to authorize participation in the City of Chandler Amendment No. 1, Agreement No. CS4-964-3332 with Devau Human Resources for temporary staffing services for the Housing and Redevelopment Division for one year in an amount not to exceed \$120,000 of the City's \$1,200,000 agreement, upon Council approval of the master Devau Agreement brought forward by Human Resources on March 26, 2015.

**ATTACHMENT:** Amendment No. 1, Department Usage Report

**APPROVALS**

**11. Requesting Department**



Kurt Knutson, Housing and Redevelopment Manager

**13. Department Head**



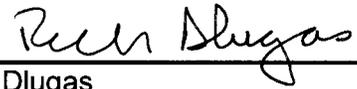
Jennifer Morrison, Community and Neighborhood Services Director

**12. Procurement Officer**



Juan Martinez

**14. City Manager**



Rich Dlugas

AMENDMENT NO. 1

DEVAU HUMAN RESOURCES  
TEMPORARY STAFFING SERVICES  
AGREEMENT NO. CS4-964-3332

This Amendment No. 1 to the Agreement between the City of Chandler ("City") and Devau Human Resources ("Contractor") (collectively "the Parties") for Temporary Staffing Services, dated March 28, 2014, is entered into this \_\_\_\_ day of \_\_\_\_\_, 2015.

WHEREAS, the Parties entered into an Agreement with an initial one-year term of April 1, 2014, through March 31, 2015, and provision for four additional mutually agreed upon 12-month extensions; and

WHEREAS, the Parties wish to extend their Agreement for an additional one-year term;

NOW THEREFORE, the Parties agree as follows:

1. Section 5.1 of the Agreement is hereby amended to extend the term of the Agreement for a one-year period from April 1, 2015, through March 31, 2016.
2. All other terms, conditions, and pricing of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto subscribed their names this \_\_\_\_ day of \_\_\_\_\_, 2015.

CITY OF CHANDLER:

By: \_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney *fej*

ATTEST:

\_\_\_\_\_  
City Clerk

CONTRACTOR:

By: *Terry Helkey*  
Title: RESIDENT

ATTEST: (If corporation)

*Arastu Akh*  
Secretary

WITNESS (If individual or partnership):

\_\_\_\_\_

[SEAL]

DEPT/DIVISION	COST CENTER	EST DOLLAR AMT - NEW CONTRACT TERM 4/1/15 - 3/31/16	DESCRIPTION
City Clerk	1030	\$5,700	Transcription Services
Center for the Arts	1100	\$140,000	Custodial, production, box office & house management contract staff needed during busier times of the year
Police	2021	\$50,000	3 Latent Print Examiners
Transportation & Development	3010	\$17,071	Contract Planner
MUD/Solid Waste	3700	\$85,000	Temporary positions - support for Refuse Management System (RMS) and the Recycling-Solid Waste Collection Center (RSWCC)
Library	4310	\$304,129	Library Pages (23), Techno Clerk (8), Security (2).
Parks	4530	\$48,175	Groundskeepers
Recreation	4550, 4551, 4555	\$318,000	EEC - Instructors; Senior Center - Community Class Instructors; Community Center & Teen Programs - Classes for all ages and youth/teens. Tumbleweed - Instructors for camps, fitness programs, preschool, dance, computers, sports, arts, etc. Therapeutic - Recreation Classes, Sign Language.
Housing & Redevelopment	4650	\$120,000	Salaries for 3-4 part-time recreational leaders, one part-time administrative assistance, one part time management assistant, one part time CSR, one part time hearing officer and one temporary Accountant. Note that some of these positions are shared with Neighborhood Resources.
Code Enforcement	1060, 1061	\$20,000	Administrative assistance and Blight Elimination Enforcement
Community Development	4700	\$7,000	VITA Program Site Coordinator

**Total: \$1,115,075**