



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

**1. Agenda Item Number:**

**3**

**2. PHAC Meeting Date:**

March 28, 2016

**TO: CHAIRMAN & COMMISSIONERS**

**3. Date Prepared:** March 15, 2016

**THROUGH: CITY MANAGER**

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

**5. SUBJECT:** Amendment No. 2 to City of Chandler Agreement No. CS4-964-3332 for Temporary Staffing Services

**6. RECOMMENDATION:** Staff recommends participating in Amendment No. 2 to Agreement No. CS4-964-3332 with Devau Human Resources for temporary staffing services for the Housing and Redevelopment Division, in an amount not to exceed \$120,000 of the City's \$935,000 master agreement, approved by Council on March 17, 2016.

**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 \$935,000 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:** On March 27, 2014, City Council approved an agreement with Devau Human Resources for temporary staffing services for a one year period with the option of up to four one-year extensions. Devau Human Resources has agreed to extend for one additional year at the same terms, conditions and pricing.

Staff recommends extension of this agreement for the term of April 1, 2016, through March 31, 2017. This is the second extension of the agreement.

**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 Amendment No. 2 to Agreement No. CS4-964-3332 with Devau Human Resources for temporary staffing services, for the Housing and Redevelopment Division, in an amount not to exceed \$120,000 of the City's \$935,000 master agreement, approved by Council on March 17, 2016.

**ATTACHMENT:** Amendment No. 2, Department Usage Report

**APPROVALS**

**11. Requesting Department**

  
Kurt Knutson, Acting Housing and Redevelopment  
Manager

**13. Department Head**

  
Leah Powell, Acting Neighborhood Resources  
Director

**12. Procurement Officer**



Juan Martinez

**14. Acting City Manager**



Marsha Reed

AMENDMENT NUMBER TWO  
TO AGREEMENT BETWEEN THE CITY OF CHANDLER  
AND  
DEVAU HUMAN RESOURCES  
FOR TEMPORARY STAFFING SERVICES  
AGREEMENT NO. CS4-964-3332

THIS AMENDMENT No. 2 to the Agreement between the City of Chandler (City) and Devau Human Resources (Contractor) for Temporary Staffing Services, dated March 28, 2014, is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2016.

WHEREAS, the Parties entered into a contract for one year with provisions to extend for four (4) additional one year terms.

NOW THEREFORE, the parties agree as follows:

1. Section 5, Term, of the Agreement, as amended, is hereby amended to extend the term of the Agreement for a one-year period from April 1, 2016, through March 31, 2017.
2. Section 4.1, Payment, of the Agreement, as amended, is hereby amended to state: The City shall pay to the Contractor an amount not to exceed \$935,000 for this Agreement, for the completion of all services described herein, payable as set forth in Exhibit C attached to the original agreement, as amended, and incorporated herein by reference.
3. All other terms, conditions and pricing of the above referenced Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto subscribed their names this \_\_\_\_ day of \_\_\_\_\_, 2016.

CITY OF CHANDLER:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney *DEB*

ATTEST:

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

CONTRACTOR:

By: *[Signature]*  
Title: PRESIDENT

ATTEST: (If corporation)

*[Signature]*  
Secretary

WITNESS: (If individual or Partnership)

\_\_\_\_\_

[SEAL]

DEPT/DIVISION	EST DOLLAR AMT - NEW CONTRACT TERM 4/1/16 - 3/31/17 (1 year total)	DESCRIPTION
City Clerk	\$3,500	Transcription Services
Center for the Arts	\$140,000	Custodial, production, box office and Vision Gallery staff
Police	\$50,000	Latent Print Examiners
MUD/Solid Waste	\$105,000	Support for Refuse Management System (RMS) and the Recycling-Solid Waste Collection Center (RSWCC)
Library	\$109,895	Security Guard at Basha and Hamilton Library, Greeters at Sunset, Security at Downtown and Sunset Library
Parks	\$35,000	Groundskeepers
Recreation	\$324,950	EEC - Classes, Field trips; Senior Center - Community Class Instructors. <b>Tumbleweed</b> - Instructors for camps, fitness programs, preschool, dance, computers, sports, arts, etc. <b>Therapeutic</b> : Class Instructors, Sign Language. <b>Community Center</b> - CRP Classes, Instructors for youth and teen classes and programs.
Housing & Redevelopment	\$120,000	3-4 Part-time recreation leaders, 1 part-time hearing officer, 2 part-time admin assistants, 1 part-time CSR
Neighborhood Resources and Code Enforcement	\$20,000	Administrative Assistance and Blight Elimination Enforcement
Neighborhood Resources - Community Development	\$20,000	VITA Program Site Coordinator, Labor Compliance & CDBG Rehab Assistant
	\$928,345	