



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

50

2. Council Meeting Date:

January 11, 2007

TO: MAYOR & COUNCIL

3. Date Prepared: December 27, 2006

THROUGH: CITY MANAGER

4. Requesting Department: Management Services

5. SUBJECT: Approve the use of the State of Arizona contract for temporary services with Randstad, Staffmark and Corporate Job Bank in a combined amount not to exceed \$250,000.

6. RECOMMENDATION: Staff recommends Council approve the use of the State of Arizona contract for temporary services with Randstad, Staffmark and Corporate Job Bank in a combined amount not to exceed \$250,000.

7. HISTORICAL BACKGROUND/DISCUSSION: Temporary services are used throughout the year primarily for short periods of time for vacancies, sick leave, vacations, special projects, etc. On an annual basis, departments do a cost/benefit analysis to determine if utilization of a full time or regular part time employee would be most beneficial. Review and analysis is done during the budget process by each department when considering personnel needs for the next fiscal year. Where applicable, volunteers, COE students and grants are used to defray some of the costs for temporary services. Last FY approximately \$320,000 was spent for temporary services. Staff provided an estimate of \$206,000 for FY 2006-07. A not to exceed amount of \$250,000 is requested to cover any unforeseen needs. A report is attached for reference.

8. EVALUATION PROCESS: Staff has utilized the services of these temporary service agencies and has been satisfied with the services provided. By using the State of Arizona contract, it eliminates the bidding cost and obtains better pricing due to the purchasing discounts the state obtains on their bids. A purchase order will be used as the agreement when utilizing these services. Council has approved the form of the purchase order as well as an intergovernmental agreement with the State.

9. FINANCIAL IMPLICATIONS: Funds for temporary service employees will come from various departments' professional contract services fund accounts.

10. PROPOSED MOTION: Move to approve the use of the State of Arizona contract for temporary services with Randstad, Staffmark and Corporate Job Bank in a combined amount not to exceed \$250,000, per staff recommendation.

APPROVALS

11. Requesting Department

Robert Combs, Purchasing & Materials Manager

Robert Combs

12. Department Head

Pat Walker, Management Services Director

Pat Walker

13. Procurement Officer

Glenda Shackelford, CPPB

Glenda Shackelford

14. City Manager

W. Mark Pentz

W. Mark Pentz

DEPT/DIV	COST CENTER	DESCRIPTION	\$ Amt Expended FY 05/06	Est Usage for FY 06/07
Bldg & Facilities Center For The Arts	3200	Cover custodial staff shortage due to city building growth, vacations, illness & vacancies.	\$92,604	\$45,000
	1100	Used for custodial services.	\$15,074	\$5,000
Management Svcs Admin Accounting	1180	Vacancy in Senior Executive Assistant position	\$15,385	\$0
	1230	Vacancies and medical leave	\$16,528	\$10,000
Tax & Utility Services Environmental Management Law		Coverage for staff vacancies. These vacancies were mostly in the Meter Reading and Customer Service areas and were due primarily to internal promotions.	\$21,599	\$10,000
	1240			
Development Services	1265	Vacancy.	\$18,840	\$0
	1300	Illness.	\$2,409	\$3,500
	1530	Coverage for Construction Permit Representative vacancies.	\$4,764	\$3,500
Real Estate		Vacations, illness and vacancy. A COE student worker the summer Of 2005 and a volunteer worked 3 months in 2006 that helped offset expenses.	\$21,326	\$10,000
	3070	Temporary employees used to fill in for vacancies and lengthy leave of absence.	\$43,889	\$27,000
Streets	3300	Vacation, illness and vacancies. A COE student worked much of FY 05/06 for workload relief.	\$3,335	\$5,000
Traffic Engineering		Laborer to work at the Checker Station, repairing cans, clean up at Transfer Station, making compositers. Temporary staff used in this area because of full time staff shortage. Volunteers utilized at the 2 Household Hazardous Waste Events in 2005.	\$52,000	\$30,000
	3700			
Solid Waste		Services utilized to cover for the vacancy of Customer Service Representative position. A full time Administrative Specialist will be hired instead of a CSR. COE student was utilized.	\$2,753	\$0
	3800			
Water Distribution		Services used to cover for an Administrative Specialist position vacancy.	\$3,793	\$0
	3830	Temp used for clerical assistance to cover vacant Administrative Specialist position.	\$0	\$3,000
Reverse Osmosis		Part time receptionist utilized to cover front counter for lunch, breaks, sick and vacation leave and additional temps for next fiscal year.	\$5,000	\$22,600
	3930		\$1,239	\$0
Housing	4650	Administrative vacancy FY 05/06.	\$0	\$32,000
Fleet Services	1270	Executive Assistant vacancy.	\$320,538	\$206,600
Information Technology	1199			
TOTAL			\$320,538	\$206,600