



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

48

2. Council Meeting Date:

December 13, 2007

TO: MAYOR & COUNCIL

3. Date Prepared: November 26, 2007

THROUGH: CITY MANAGER

4. Requesting Department: Community Services

5. **SUBJECT:** Extend agreement for Temporary Contract Employment Services (No. HR7-920-2354) with Devau Human Resources in an amount not to exceed \$1,600,000.

6. **RECOMMENDATION:** Staff recommends that Council extend the agreement for Temporary Contract Employment Services (No. HR7-920-2354) with Devau Human Resources in an amount not to exceed \$1,600,000.

7. **HISTORICAL BACKGROUND/DISCUSSION:** Contract employees are utilized by the Community Services Department to fill temporary positions such as class instructors, coaches, sign language interpreters, park maintenance workers, swim coaches, library aides, C.O.R.E. teachers and production assistants. Other City departments that require specialty positions not available through temporary agencies under state contract also utilize contract employees. The contract was originally established when the IRS determined in December 1992 that a number of contract employees used by city departments should, in fact, be appointed temporary employees. It was determined that it would be in the best interest of the City to contract with a temporary employment agency for the provision of those employee services.

8. **EVALUATION PROCESS:** In December 2006, Council awarded a one year agreement with four (4) renewal options. The current agreement expires January 31, 2008 and staff is requesting a one year extension. The Contractor has agreed to extend the agreement with no changes.

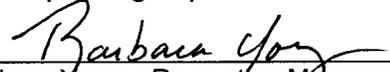
The City is charged a cost per hour per employee plus a markup for each employee used under the agreement. The percentage is added to the cost per hour for the total number of hours the employee works. The markup percentage (17.9%) covers liabilities, check distribution, application process and federal tax reporting for the temporary employees. The City determines if the hourly wage is reasonable prior to any employee being used under the contract. Attached is a report of all departments currently using Devau for temporary contract employees and their estimated annual usage for the next contract term. Staff provided estimates for the next contract term in the amount of \$1,396,040. An amount not to exceed \$1,600,000 is being requested to cover any additional requirements other than those listed during the term of the agreement February 1, 2008 through January 31, 2009.

9. **FINANCIAL IMPLICATIONS:** Funds for temporary contract employees will be from various departments' professional contract services fund accounts (5219), except for Housing which will utilize a portion from HUD funds and Library and Police will utilize a portion from Grant funds.

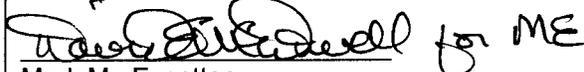
10. **PROPOSED MOTION:** Move to extend the agreement for Temporary Contract Employment Services (No. HR7-920-2354) with Devau Human Resources in an amount not to exceed \$1,600,000 per staff recommendation.

APPROVALS

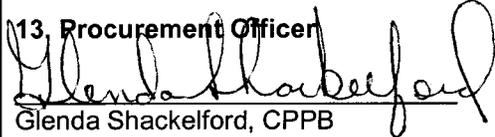
11. Requesting Department


Barbara Young, Recreation Manager

12. Department Head

 for ME
Mark M. Eynatten

13. Procurement Officer


Glenda Shackelford, CPPB

14. City Manager


W. Mark Pentz

DEPT/DIVISION	COST CENTER	ANTICIPATED EXPENDITURE THROUGH YEAR END 2/1/08	DESCRIPTION	EST DOLLAR AMT - NEW CONTRACT TERM 2/1/08 - 1/31/09	DESCRIPTION
Magistrate	1050	\$25,000	Programmer for Court Automated System. Temporary part time.	\$25,000	Programmer for Court Automated System. Temporary full time.
Art Center	1100	\$250,000	Production, Parking, Concession, House Management, Custodial, Security, Vision Gallery, and Front Office staff.	\$250,000	Production, Parking, Concession, House Management, Custodial, Security, Vision Gallery, and Front Office staff.
IT	1199, 1200, 1280, 1285	\$3,000	Information Technology Services	\$0	NA
Planning	1500, 1510, 1515	\$52,980	Technical assistance and temporary replacement for vacant planner positions	\$67,800	Technical assistance and temporary replacement for vacant planner positions
Police	2021	\$20,000	Latent Print contract services (2 positions). Used \$20,000 Coverdell grant to offset funds.	\$10,000	Latent Print contract services (1 position).
MUD	3800- 3830- 3850- 3860	\$29,400	Temporary positions	\$32,500	Temporary positions
Library	4310	\$387,500	Pages, Aides, Librarians, Assistants, Teachers and Tutors.	\$408,000	Pages, Aides, Librarians, Assistants, Teachers and Tutors.
Parks Admn.	4510	\$24,480	Customer Service Rep. at McCullough Price House	\$24,480	Customer Service Rep. at McCullough Price House
Aquatics	4520	\$20,750	Head and Assistant Swim Team Coaches, Asst. Manager, Lifeguard Instructors, WSI Instructor Trainers.	\$30,000	Head and Assistant Swim Team Coaches, Asst. Manager, Lifeguard Instructors, WSI Instructor Trainers, Aqua Aerobic Instructors.
Parks	4530	\$16,000	Groundskeepers.	\$0	NA
Recreation	4550	\$203,915	Recreation Class Instructors for Senior Center, Community Center, Snedigar and satellite sites, Teen Outdoor Adventure Program, Youth Summer Camps, Sign Language Interpreter and Indoor Sports Program.	\$372,260	Recreation Class Instructors for Senior Center, Community Center, Snedigar, Tumbleweed, EEC and satellite sites, Teen Outdoor Adventure Program, Youth Summer Camps, Sign Language Interpreter and Indoor Sports Program. Additional instructors due to new sites.
Housing Neighborhood Services	4650	\$338,300	Maintenance workers. Management Assistant, Recreational Leader.	\$166,000	Maintenance workers. Management Assistant, Recreational Leader.
Total	4700	\$64,700	CSR and Rehab Specialist.	\$10,000	Rehab Specialist.
		\$1,436,025		\$1,396,040	

AMENDMENT NUMBER ONE,
TO AGREEMENT BETWEEN THE CITY OF CHANDLER AND DEVAU HUMAN
RESOURCES FOR TEMPORARY CONTRACT EMPLOYEE SERVICES
CONTRACT NO. HR7-920-2354

This Amendment #ONE to that certain Agreement Between the City Of Chandler and Devau Human Resources dated February 1, 2006, is entered into this 13th day of December, 2007.

WHEREAS, on December 14th, 2006 the City of Chandler awarded a one year agreement for Temporary Contract Employees to Devau Human Resources. The agreement included four (4) one year renewal options.

NOW THEREFORE, the parties agree as follows:

1. The contract is extended for one year for the period February 1, 2008 through January 31, 2009.
2. All terms and conditions in the original Agreement not specifically amended herein shall be incorporated by reference in its entirety and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto subscribed their names this _____ day of _____, 2007.

CITY OF CHANDLER:

By: _____
Mayor

CONTRACTOR:

By: Terry Hulkey
Title: PRESIDENT

APPROVED AS TO FORM:

City Attorney [Signature]

ATTEST:

City Clerk

ATTEST: (If corporation)

[Signature]
Secretary

WITNESS: (If individual or Partnership)
