



# AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING  
Meeting Date: August 18, 2015

Agenda Item 65  
**Approvals:**  
City Manager [Signature]  
Dept. Head [Signature]  
Attorney [Signature]  
Finance [Signature]

**Department:** Finance and Administrative Services  
**Prepared By:** Erik Sund, Assistant City Manager  
Bill Cameron, Public Works Director/City Engineer

**Subject:** *PROFESSIONAL SERVICES AGREEMENT WITH LABOR READY SOUTHWEST, INC. FOR TEMPORARY STAFFING SERVICES*

**Fiscal Impact:** Yes, payment for services will come from salary savings of vacant positions and from a line-item for temporary, seasonal work already approved by Council as part of the FY 2016 Budget. No additional funds need to be allocated in order to cover the costs associated with the agreements.

**Summary:** The City researched various temporary staffing firms, seeking pricing, terms, and immediate availability. Staff considered the specialized abilities that were needed (e.g., skilled and semi-skilled trades as well as water treatment plant operations) and focused on a staffing agency that could meet all of the specialized needs. The goal was to procure one firm to help in the ease of administration of the diverse needs of the three divisions. The City is recommending contracting with Labor Ready Southwest, Inc. to meet its current needs and provide contractual authority for future needs. The City has engaged Labor Ready Southwest, Inc. in deploying four temporary staffing assignments: 2 in Public Works (PW) Maintenance, 1 in PW Utilities, and 1 in the Golf Division. Because the total dollars being paid to Labor Ready Southwest, Inc. will exceed \$25,000, Council authorization is required to continue the use of the four workers.

**Background:** Recent retirements and seasonal work needs have necessitated the hiring of four temporary workers. The Golf Division is in the middle of its very busy summer season and needs the additional assistance of one worker, which has already been approved in the current year budget; the Utilities Division had an employee retire, creating a vacancy and the need for one worker to help with plant operator responsibilities, including cleaning, repairing, constructing and maintaining sewer pipe lines, storm drain pipe lines, catch basins, manholes and other duties; and the Maintenance Division had one retirement and the promotion of another employee requiring two workers who could assist with plumbing, general repairs, painting and other skilled and semi-skilled maintenance responsibilities within the City's parks and other facilities. The City is in the process of recruiting to fill the vacant positions, and the temporary workers will serve until such time as the vacancies are filled, which is anticipated to take 3-4 months.

The Human Resources Division will manage the contract and ensure compliance with all employment-related rules and regulations. In addition to the current needs, the

contractual amount provides the option to engage future temporary staffing if needed. The City will only utilize previously budgeted dollars when using these services.

**Recommended**

**Action:**

STAFF RECOMMENDS THAT the City Council

1. Approve, and authorize the Mayor to execute, a contract by and between the City of San Clemente and Labor Ready Southwest, Inc., providing as needed temporary staffing for a period of one year with a one year renewal option, at a cost not to exceed \$175,000 per year.
2. Authorize a budget transfer in the amount of \$54,000 for salaries from the Facilities Maintenance-Salaries, Regular Full-Time account (001-617-41010) to the Facilities Maintenance-Other Contractual Services account (001-617-43890);
3. Authorize a budget transfer in the amount of \$22,000 from the Collection Salaries, Regular Full-Time account (054-473-41010) to the Collection Other Contractual Services account (054-473-43890); and
4. Authorize a budget transfer in the amount of \$10,000 for salaries from the Storm Drain-Maintenance Salaries, Regular Full-Time account (059-552-41010) to the Storm Drain-Maintenance Other Contractual Services account (059-552-43890).

**Attachments:** None

**Notification:** None