



City of Sunnyvale

Agenda Item-No Attachments (PDF)

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REPORT TO COUNCIL

SUBJECT

Authorization to Modify an Existing Contract for Temporary Personnel for the Environmental Services Department (F17-016)

REPORT IN BRIEF

Approval is requested to modify an existing contract with On Assignment Staffing Services (dba Lab Support) for temporary personnel increasing the not-to-exceed amount by \$65,600, from \$80,000 to \$145,600.

EXISTING POLICY

Council approval is required to amend existing contracts that will exceed \$100,000 absent delegated authority to the City Manager to make such modification.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

BACKGROUND AND DISCUSSION

The Environmental Services Department has been utilizing Lab Support for several years, mainly due to workload demands for technical support related to capital improvements at the Water Pollution Control Plant, new wastewater regulations and the Stormwater Trash Reduction Program. Additionally, On Assignment provides the City with specialized temporary staff who are uniquely qualified to support environmental compliance inspection.

A one-year contract in the amount of \$80,000 was awarded in January 2016 under the City Manager's contract award authority. Due to the anticipated extended leave of a Lab/Field Technician from the laboratory and the unexpected loss of 2 full-time staff members from the Compliance Inspection Group which have since been filled, service needs have exceeded the contract capacity. Therefore, a contract amendment is recommended in order to continue the utilization of temporary staff from On Assignment for the next four months.

Staff anticipates that the workload demands from the Stormwater Trash Reduction Program will continue in the second half of the fiscal year making it necessary to hire temporary staff for environmental compliance inspections. Specifically, staffing for the Trash Reduction Program is being met in the near term through temporary staffing as the program gains adequate experience through pilot programs and evaluations, to establish a basis for what level of ongoing service will be needed to meet the regulatory trash reductions required. However, the anticipated costs related to

the Trash Reduction Program are expected to be less than \$100,000.

FISCAL IMPACT

Budgeted funding resulting from ongoing staffing vacancies is available in operating program 366, Regulatory Programs. Temporary staff will be utilized to the extent that service needs continue.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

RECOMMENDATION

Authorize the City Manager to execute an amendment to the existing contract with On Assignment Staffing Services to increase the not-to-exceed amount from \$80,000 to \$145,600, in substantially the same form as Attachment 1 to the report

Prepared by: Pete Gonda, Purchasing Officer

Reviewed by: Timothy J. Kirby, Director of Finance

Reviewed by: John Stufflebean, Director of Environmental Services

Reviewed by: Walter C. Rossmann, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

ATTACHMENT

1. Draft Amendment to Temporary Personnel Services Agreement