



# City of Rialto

## Legislation Text

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**File #:** 18-609, **Version:** 1

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For City Council Meeting [August 14, 2018]

**TO:** Honorable Mayor and City Council

**APPROVAL:** Ahmad R. Ansari, Interim City Administrator

**FROM:** Robb R. Steel, Assistant CA/Development Services Director

Request City Council to Approve an Increase of \$65,000 to Purchase Order No. 2019-0475 with Apple One to Provide Staff Support Services in the Development Services Department for a total of \$80,000.

**(ACTION)**

**BACKGROUND:**

The Development Services Department uses temporary employees to provide as-needed administrative support. The Department has used Apple One continuously since 2016 to help address increased work volumes due to development demands. During FY18, the City expended approximately \$80,000 for contract employees through Apple One.

On July 1, 2018, the Development Services Department issued Apple One a Purchase Order for \$15,000 to assist with office support. The Department will exhaust Purchase Order No. 2019-0475 on or about August 15, 2018. The Department requests an additional \$65,000 to continue services for several months, until the City can make longer-term arrangements with permanent employees or submit a request to City Council for an extension of the purchase order.

**ANALYSIS/DISCUSSION:**

The contract employees provided by Apple One assist the Development Services Department to maintain its high volume of records, providing scanning services for the Building and Code Divisions. Employees have also provided scanning support for the Business Licensing Division. Additionally, these employees provide outstanding customer service and phone/front counter assistance, on an as needed basis for all Divisions within the Development Services Department.

Staff requests an increase in funding to maintain the level of support necessary for records retention and scanning, and provide continued department support and public service. The Development Services Department expects to lose several employees over the next six (6) months due to career advancement and/or retirement. To absorb the workload from these expected vacancies and address the normal demands, the Development Services Department requests temporary contract support for the customer service requirements. The Department expects to release the temporary contract service workers as soon as possible. With City Council concurrence, the Department's goal is to reduce reliance on temporary contract services and rebuild the employee complement.

**ENVIRONMENTAL IMPACT:**

Pursuant to Section 15378 of the California Environmental Quality Act, the proposed request is not a project. A 'Project' means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. A project does not include the creation of government funding mechanisms or other government fiscal activities that do not involve any commitment to any specific project, which may result in a potentially significant physical impact on the environment or Organizational, or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

**GENERAL PLAN CONSISTENCY:**

This action is consistent with Guiding Principle 3A in the General Plan:

*Our City government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the citizens and is a good place to do business.*

**LEGAL REVIEW:**

The City Attorney has reviewed and approved the staff report.

**FINANCIAL IMPACT:**

Operating Budget Impact

Funding of \$80,000 is available in Account No. 010-500-4261-2011 (Building Contract Services)

Capital Improvement Budget Impact

There is no impact to Capital Improvement Budgets.

Licensing

The vendor will submit a Business License application and pay a Business License tax at the Service rate of \$256.10 payable prior to execution of the increased Purchase Order.

**RECOMMENDATION:**

Staff recommends that the City Council approve a \$65,000 increase to Purchase Order No. 2019-0475 for Apple One for a total purchase order amount of \$80,000.