



# City of Rialto

## Legislation Text

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**File #:** CC-19-200, **Version:** 1

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For City Council Meeting [April 9, 2019]

TO: Honorable Mayor and City Council

APPROVAL: Sean Grayson, Interim City Administrator

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

Request City Council to Approve an Increase to Purchase Order No. 2019-0475 with Apple One to Provide Staff Support Services in the Development Services Department for \$30,000 increasing the total authorization to \$110,000 for the remainder of Fiscal Year 2018 through June 30, 2020. **(ACTION)**

### **BACKGROUND:**

In July 2018, Development Services Department commissioned Apple One for temporary staff to assist with office support. On July 1, 2018, the City issued purchase Order No. 2019-0475 for \$15,000. On Aug 14, 2018, the City Council approved an increase of \$65,000, for total authorization of \$80,000. Purchase Order 2019-0475 is attached hereto as **Exhibit A**.

### **ANALYSIS/DISCUSSION:**

The contract employees provided by Apple One assist the Development Services Department in maintaining a high volume of records, providing scanning services for the Building Division. Additionally, these employees provide outstanding customer service and phone/front counter assistance, on as needed basis for all Divisions within the Development Services Department.

The Development Services Department will exhaust the original Purchase Order funding in April 2019. 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 will lose several employees over the next six (6) months due to career advancement and/or retirement and continues to have turnover of temporary staff. To absorb the workload from these vacancies and departures, the Development Services Department requests temporary contract support for the customer service requirements until new staff arrives and receives training. The Department will release the temporary contract service workers after reaching stabilization. The Department's goal is to reduce reliance on temporary contract services and rebuild the employee complement. Staff requests additional budget authorization of \$30,000 to complete FY19. The Disclosure Form for Apple One is attached hereto as **Exhibit B**.

### **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

Total Cost Associated with the approval of this item is \$30,000 for an aggregate total of \$110,000. Budget is available in account number 010-500-4261-2011

Capital Improvement Budget Impact

There is no impact to Capital Improvement Budgets.

Licensing

Apple One will pay for a business license based upon \$110,000 in service fees plus state and administration fees.

**RECOMMENDATION:**

Staff recommends City Council approve an increase of \$30,000 to Purchase Order No. 2019-0475 for a total purchase order amount of \$110,000.