



AGENDA REPORT

Meeting Date: April 7, 2014
Item Number: E-16
To: Honorable Mayor & City Council
From: Donielle Kahikina, Deputy Director, Public Works Services, Operational Support
Daniel E. Cartagena, Senior Management Analyst
Subject: APPROVAL OF A CHANGE PURCHASE ORDER IN THE AMOUNT OF \$4,315.18 FOR A NOT-TO-EXCEED AMOUNT OF \$54,315.18 TO HOWROYD WRIGHT EMPLOYMENT AGENCY INC. DBA APPLE ONE EMPLOYMENT SERVICES TO PROVIDE TEMPORARY STAFFING ON AN AS-NEEDED BASIS

RECOMMENDATION

Staff recommends the City Council move to approve a Change Purchase Order in the amount of \$4,315.18 for a not-to-exceed amount of \$54,315.18 to Howroyd Wright Employment Agency Inc. DBA Apple One Employment Services to provide temporary employee staffing to the City of Beverly Hills.

INTRODUCTION

The City's Human Resources Division manages the agreement with Apple One Employment Services that provides all City departments with the means to engage temporary staffing needs as the need arises. This agreement allows the department to continue using the service as deemed necessary within the department's budget.

The Public Works Services (PWS) Department utilized this agreement to hire a temporary employee to augment staff resources and provide temporary contract management support to all of the Department's programs.

DISCUSSION

PWS utilized the Apple One agreement to address an immediate need for contract management support within the Department. A temporary employee was assigned to address these needs while the Department was going through the hiring and on-boarding process for multiple vacant positions.

This temporary work was envisioned as a 1 - 2 month assignment. Initial payments for these services were processed using the City's Purchase Card program. During the course of the Department's recruitment process, the assignment expanded into other areas of operational support to meet a short term need. This shift in role also increased the tenure of the temporary employee to approximately 6 months. When the scope of work expanded and the assignment term extended, a purchase order was established to process invoices and payments related to these services.

This purchase order was established as the department was transitioning to the new city wide financial system. During this transition, PWS experienced minor problems processing payments for this specific purchase order, and in an effort to remain in good standing with the vendor, invoices associated with this purchase order were manually tracked and paid through the Direct Pay process.

Staff performed a complete and full review of the expenses and it was discovered that billings for these services has exceeded the Department's spending limit of \$50,000 by \$4,315.18. Upon discovering this, PWS immediately suspended services related to this agreement pending City Council action on this Purchase Order.

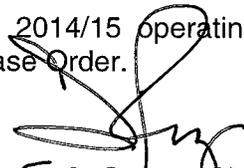
FISCAL IMPACT

The associated billing and payments to date are as follows:

Purchase Card Program	\$ 7,555.44
<u>Direct Pay/Purchase Order</u>	<u>\$42,444.56</u>
Sub-Total (Paid to Date)	\$50,000.00
<u>Outstanding Balance</u>	<u>\$ 4,315.18</u>
TOTAL SERVICES	\$54,315.18

PWS is seeking approval for a Change Purchase Order in the amount of \$4,315.18 to pay the outstanding billings and complete the Department's services under this agreement.

Funding is available as part of the Department's 2014/15 operating budget and no additional funds are required for this Change Purchase Order.


For George Chavez 
Approved By