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**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

FROM: Human Resources Department

SUBMITTAL DATE:
December 10, 2007

SUBJECT: Approve the Professional Services Agreement Between the City of Riverside and the County of Riverside to Provide Temporary Staffing Agency Services

RECOMMENDED MOTION: That the Board of Supervisors, 1) approve the renewal of a professional service agreement with the City of Riverside from July 1, 2007 through June 30, 2008, in an annual aggregate amount of \$1,917,240. Upon expiration of the term of the Agreement, by consent of the City of Riverside and the County of Riverside, the term of the Agreement may be extended for up to one calendar year. More than one extension may be made. Under no circumstances, however, may the term of the Agreement extend past June 30, 2011; 2) direct the Auditor-Controller to adjust appropriations and estimated revenues as provided in Attachment A; and 3) authorize the Purchasing Agent to sign amendments and exercise renewal options for an amount not to exceed the contract maximum as provided in Attachment B.

BACKGROUND: In 1998, the Board of Supervisors approved the creation of the Temporary Assignment Program (TAP), administered by the Human Resources Department. Many departments use the program to supplement their immediate staffing requirements resulting from seasonal/peak work loads and the temporary absence of regular staff.

Ronald W. Komers
Asst. County Executive Officer/Human Resources Dir.

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 1,917,240	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes <i>Ed</i>
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2007/08

SOURCE OF FUNDS: TAP salaries shall be reimbursed by the City through the invoicing process.	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY: _____
County Executive Office Signature Elizabeth J. Olson

FORM APPROVED COUNTY COUNSEL
 BY: ROBERT M. PEPPER, JR. DATE: 12/14/07
 FISCAL PROCEDURES APPROVED
 ROBERT E. BYRD, AUDITOR-CONTROLLER
 BY: SUSANA GARCIA-BOCAMERA 12/12/07
 Dept Recomm.:
 Per Exec. Ofc.:

Prev. Agn. Ref.: | **District:** | **Agenda Number:** 3.70

BACKGROUND continued

The City of Riverside would like to renew their partnership with the County of Riverside Human Resources Department, Temporary Assignment Program (TAP) to continue to provide qualified workers to fill vacant City jobs on a temporary and regular basis. The City recognizes TAP's ongoing expertise in filling public sector jobs. These jobs include clerical, technical, professional, accounting, light and heavy industrial positions.

The Board's present policy requires County departments to pay a service fee of 24.9% billed on an hourly basis for each temporary employee. Since TAP is responsible for all terms and conditions of employment (e.g. hiring, firing, fitness for duty, background checks, physical examinations, payroll, taxes, workers' compensation, unemployment compensations, etc.) the proposed service fee will cover these expenses. All expenses will be periodically reviewed to determine the appropriate annual fee for service and are based upon the current TAP rate for unemployment and workers' compensation claims. This agreement uses our current rate methodology and includes a buy out formula allowing the City to directly hire TAP employees into regular City positions as needed.

The Board of Supervisor's goal is to create excellence in local governance by developing and fostering local government partnerships. Through this unique partnership we can promote and encourage public sector employment opportunities to better serve our communities.

Attachment "A"

Human Resources Department
Temporary Assignment Program

Increase Appropriations:

<u>Fund-Dept ID</u>	Account Description	Amount
47000-11318-00000-510320	Temporary Salaries	1,917,240
Total		<u>\$1,917,240</u>

Increase Estimated Revenue:

47000-11318-00000-777540	Reimbursement of Salaries	1,439,850
47000-11318-00000-777480	Reimbursement of Cost-Admin Overhead	477,390
Total		<u>\$1,917,240</u>

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