

**INTEROFFICE MEMORANDUM**  
**Office of the City Clerk**  
**Ext. 5409**

**DATE:** 9/05/17  
**TO:** Mayor and Council  
**FROM:** Sonia Alvarez, City Clerk  
**SUBJECT:** Late Distribution 9/6/17 Agenda  
Revised Agenda, Report & Resolution, Item B-5

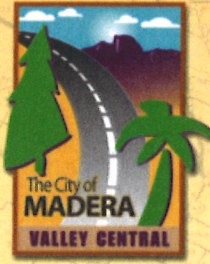
Attached are a revised agenda, report, and resolution for 9/6/17 agenda, item B-5. The title for item B-5 has been revised to reflect that the Mayor or His Designee are authorized to sign the agreement. In addition, page 2 of the report was inadvertently left out.

*B-5 Consideration of a Resolution Approving an Agreement for Temporary Staffing Services, RFP No. 201718-02, with US IT Solutions, Inc., and Authorizing the ~~City Administrator~~ Mayor or His Designee to Sign the Agreement and Related Documents (Report by Dave Randall)*

We apologize for any inconvenience this may have caused.

Thank you.

C: City Administrator  
City Attorney  
Community Development Director  
Public Works Operations Director



**REGULAR MEETING  
OF THE MADERA CITY COUNCIL  
And  
SPECIAL MEETING OF THE  
MADERA PUBLIC FINANCING AUTHORITY  
205 W. 4<sup>th</sup> Street, Madera, California 93637**

**REVISED JOINT MEETING NOTICE AND AGENDA**

**Wednesday, September 6, 2017  
6:00 p.m.**

**Council Chambers  
City Hall**

**CALL TO ORDER**

**ROLL CALL:** Mayor/Authority Member Andrew J. Medellin  
Mayor Pro Tem/Authority Member Cece Foley Gallegos, District 1  
Council/Authority Member Jose Rodriguez, District 2  
Council/Authority Member Donald E. Holley, District 6  
Council/Authority Member Derek O. Robinson Sr., District 4  
Council/Authority Member William Oliver, District 3  
Council/Authority Member Charles F. Rigby, District 5

**INVOCATION:** Pastor Mike Unger, Madera Rescue Mission

**PLEDGE OF ALLEGIANCE:**

**PUBLIC COMMENT:**

The first fifteen minutes of the meeting are reserved for members of the public to address the Council/Agency on items which are within the subject matter jurisdiction of the Council/Agency. Speakers shall be limited to three minutes. Speakers will be asked to identify themselves and state the subject of their comment. If the subject is an item on the Agenda, the Mayor has the option of asking the speaker to hold the comment until that item is called. Comments on items listed as a Public Hearing on the Agenda should be held until the hearing is opened. The Council/Agency is prohibited by law from taking any action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the Council/Agency does not respond to public comment at this time.

**PRESENTATIONS** Old Timers Day Proclamation

**A. WORKSHOP**

A-1 The Second of a Three Workshop Series on Cannabis and California Cities (MuniServices)

**B. CONSENT CALENDAR**

- B-1     A. City Minutes – 11/02/16, 11/16/16  
          B. MPFA Minutes – 10/07/15j
- B-2     Information Only – Warrant Disbursement Report
- B-3     Bi-Weekly Water Conservation Report for 8/7/17 – 8/27/17 (Report by Dave Randall)
- B-4     Consideration of a Resolution Enacting Drought Water Restriction Level B (Report by Dave Randall)
- B-5     Consideration of a Resolution Approving an Agreement for Temporary Staffing Services, RFP No. 201718-02, with US IT Solutions, Inc., and Authorizing the Mayor or His Designee to Sign the Agreement and Related Documents (Report by Dave Randall)
- B-6     Consideration of a Minute Order Rejecting a Claim filed by Lucio Mendoza (Report by Wendy Silva)
- B-7     Consideration of a Minute Order Rejecting a Claim filed by Malcolm Gatz (Report by Wendy Silva)
- B-8     Consideration of a Minute Order Rejecting a Claim filed by Delila Bowles (Report by Wendy Silva)
- B-9     Consideration of a Resolution Approving a Consultant Services Agreement with Madera Unified School District (MUSD) for Partial Administration of the District's Academic Year 2017-18 After School Program and Authorizing the Mayor to Execute the Agreement on Behalf of the City (Report by Mary Anne Seay)
- B-10    Consideration of a Resolution Declaring Property as Surplus and Sale of Utility Truck #257 to the Housing Authority of the City of Madera (Report by Randy Collin)
- B-11    Consideration of a Resolution Amending the Fiscal Year 2017/18 Annual Budget to Recognize Four (4) Grant Awards from Federal Transit Administration in the Madera Area Express – Capital Outlay Budget to Purchase Nine (9) New Buses for Dial-A-Ride and Fixed Route Transit Services (Report by Ivette Iraheta)
- B-12    Consideration of a Resolution Rescinding Resolution No. 17-13 and Approving the Amended Application for Transportation Development Act - Local Transportation Funds for Fiscal Year 2016/17, and Authorizing the City Engineer to Execute and Submit the Amended Application to the Madera County Transportation Commission (Report by Keith Helmuth)
- B-13    Consideration of a Resolution Consenting to the Assignment of the Agreement with RNL Interplan, Inc. for Professional Architectural & Engineering Services to the City of Madera for Construction of the New Transit Operations Facility Project from "RNL Interplan, Inc." to "Stantec Architecture Inc." (Report by Keith Helmuth)
- B-14    Consideration of a Resolution Amending the City of Madera FY 17/18 Budget to Designate Eligible Projects for SB 1 Road Maintenance and Rehabilitation Account Funding (Report by Dave Randall)

- B-15 Consideration of a Resolution Authorizing the City to Make an Application for Award to the Edward Byrne Memorial Justice Assistance Grant Program FY 2017 Local Solicitation (Report by Ivette Iraheta)

**C. HEARINGS, PETITIONS, BIDS, RESOLUTIONS, ORDINANCES, AND AGREEMENTS**

- C-1 Consideration of a Resolution Approving a Standard Offer, Agreement and Escrow Instructions For Purchase of Real Estate For Parcel 16 Within the Freedom Industrial Park (Report by David Merchen)
- C-2 Consideration of a Resolution of the Madera Public Financing Authority Electing Officers (MPFA - Report by Sonia Alvarez)
- C-3 Consideration of a Resolution of the City Council of the City of Madera Approving the Agreements with Del Rio Advisors, LLC for Professional Services on a Limited Scope Related to Potential Bond Refunding Opportunities and Authorizing the Mayor to Execute the Special Services Agreement and the Director of Financial Services to Execute the Engagement Agreement (City - Report by Tim Przybyla)
- C-4 Consideration of a Resolution of the Board of Directors of the Madera Public Financing Authority Approving the Agreements with Del Rio Advisors, LLC for Professional Services on a Limited Scope Related to Potential Bond Refunding Opportunities and Authorizing the Chairperson to Execute the Special Services Agreement and the Director of Financial Services to Execute the Engagement Agreement (MPFA - Report by Tim Przybyla)

**D. WRITTEN COMMUNICATIONS**

- D-1 Consideration of a Written Request by the Original Madera Kiwanis Club Seeking Council Approval to Cover the Cost of Police and Public Works Fees in Conjunction with the Old Timers Day Parade (Report by Steve Frazier)
- D-2 Request for Letter of Support Temperance Flat Dam (Madera County Supervisor David Rogers)

**E. ADMINISTRATIVE REPORTS**

There are no items for this section.

**F. COUNCIL REPORTS**

**G. CLOSED SESSION**

- G-1 Closed Session Announcement – City Attorney
- G-2 Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to Government Code §54956.9(d)(2) 1 case
- G-3 Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to Government Code §54956.9(d)(2) 1 case

*[continued on next page]*

G-4 Conference with Real Property Negotiators - Pursuant to Government Code Section 54956.8

**Property 1:** 4 Parcels

LEWIS HELEN F TR ETAL APN: 013-050-007, 013-050-008, 013-050-009,  
013-050-010

Agency Negotiators: David Tooley, David Merchen

Negotiating Parties: Sheila Urbanek & Joel Mazmanian Representing Lewis Helen F  
Tr. Etal

Under Negotiations: Price and Terms

**Property 2:** 2 Parcels

MCINTYRE EDWARD J & GAIL ETAL APN: 013-200-012, 013-200-013

Agency Negotiators: David Tooley, David Merchen

Negotiating Parties: Edward and Gail McIntyre

Under Negotiations: Price and Terms

**Property 3:** 1 Parcel

MCINTYRE EDWARD J & GAIL ETAL APN: 013-200-015

Agency Negotiators: David Tooley, David Merchen

Negotiating Parties: Edward and Gail McIntyre

Under Negotiations: Price and Terms

**Property 4:** 2 Parcels

SCHULTZ, WILLIAM & GLORIA APN: 013-270-016, 013-270-017

Agency Negotiators: David Tooley, David Merchen

Negotiating Parties: Buk Wagner Representing William & Gloria Schultz

Under Negotiations: Price and Terms

G-5 Closed Session Report – City Attorney


**ADJOURNMENT** – Next regular meeting September 20, 2017

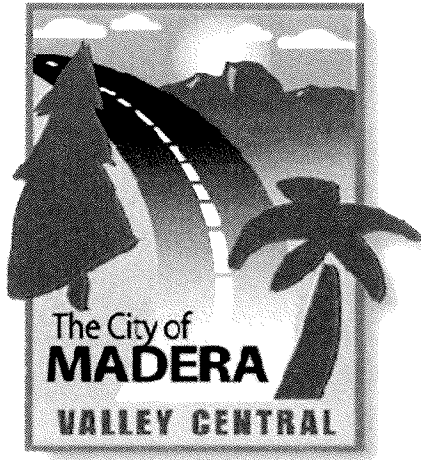
*[continued on next page]*



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- Please silence or turn off cell phones and electronic devices while the meeting is in session.
  - Regular meetings of the Madera City Council are held the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month at 6:00 p.m. in the Council Chambers at City Hall.
  - Any writing related to an agenda item for the open session of this meeting distributed to the City Council less than 72 hours before this meeting is available for inspection at the City of Madera Office of the City Clerk, 205 W. 4<sup>th</sup> Street, Madera, California 93637 during normal business hours.
  - The meeting room is accessible to the physically disabled, and the services of a translator can be made available. Request for additional accommodations for the disabled, signers, assistive listening devices, or translators needed to assist participation in this public meeting should be made at least seventy two (72) hours prior to the meeting. Please call the Human Resources Office at (559) 661-5401. Those who are hearing impaired may call 711 or 1-800-735-2929 for TTY Relay Service.
  - Questions regarding the meeting agenda or conduct of the meeting, please contact the City Clerk's office at (559) 661-5405.
  - Para asistencia en Español sobre este aviso, por favor llame al (559) 661-5405.
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I, Sonia Alvarez, City Clerk for the City of Madera, declare under penalty of perjury that I posted the above agenda for the regular meeting of the Madera City Council and the special meeting of the Madera Public Financing Authority for September 6, 2017, near the front entrances of City Hall at 3:00 p.m. on September 1, 2017.

  
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Sonia Alvarez, City Clerk



# REPORT TO CITY COUNCIL

MEETING DATE: September 6, 2017

AGENDA ITEM NUMBER: B-5

Approved By:

  
PUBLIC WORKS DIRECTOR

  
CITY ADMINISTRATOR

## SUBJECT:

Consideration of a Resolution Approving an Agreement for Temporary Staffing Services, RFP No. 201718-02, with US IT Solutions, Inc., and Authorizing the Mayor or his designee to Sign the Agreement and Related Documents.

## RECOMMENDATION:

It is recommended that the Council adopt the Resolution approving the agreement with US IT Solutions, Inc., an employment agency, to provide temporary employees for the City in various water quality and wastewater treatment positions.

## SUMMARY:

This agreement will allow for utilization of temporary employees in key operational positions at the City's Wastewater Treatment Plant and within the Water Quality Control Division that are currently vacant or will be vacant within the next fiscal year. These positions may be filled by temporary staff during the recruitment process in order to maintain critical performance levels and comply with state regulations regarding daily operations. After circulation of a Request for Proposals (RFP), three bids were received. The bids were evaluated by a committee and scored based on their proposals, references, and cost effectiveness. US IT Solutions was ranked highest, with the lowest bid prices per position and excellent references.

## DISCUSSION:

This process began in April 2017 when Council approved an agreement with waterTALENT for the provision of temporary employees for use at the City's Wastewater Treatment Plant. This agreement utilized a purchase order, which has a limit of \$50,000 that can be expended without a formal request for bid process. Because the needed temporary services were anticipated to exceed \$50,000, an RFP was prepared, advertised in July, and opened on August 11. The RFP that was published includes the option of awarding agreements for these services to more than one provider if the City desires to do so.

The Water and Sewer Divisions are responsible for providing sufficient clean, fresh water and reliable sewer services to the City residents. Attracting qualified applicants with the necessary certifications and specialized skill sets has been a challenge, particularly for Water Quality Specialists (I and II) and Wastewater Treatment Operators (I, II, III, and Lead). Recruitments in the past have taken two to three cycles in order to produce eligible candidates. During the time it takes to complete a recruitment, the City must continue to provide residents with water and sewer services. For this reason, staff felt it was necessary to have a service provider with expertise in expeditiously sourcing, screening, and providing top quality, cost effective candidates to fill temporary staffing needs. Three bids were received and reviewed by the ranking committee. Based on these criteria, the companies were ranked as follows:

1. US IT Solutions, Inc.
2. waterTALENT, LLC
3. Perfecta, LLC

After a review of references, City staff intends to recommend the City enter into agreements with both US IT Solutions and waterTALENT. Two agreements are being awarded as service providers may not always be able to fill positions. If our top-ranked bidder is unable to fill the position, the next service provider will be asked to fill it. The agreement with waterTALENT is not being brought forward for approval at this time because the agreement approved by Council in April is still in effect until September 20, 2017, and must be terminated before the City can enter into a new agreement. Tentatively, staff intends to present this item for consideration at the September 20<sup>th</sup> City Council Meeting.

US IT Solutions is a temporary staffing company based in Santa Clara that currently holds over 100 consulting contracts. Their prices were significantly lower than the other two bidders. They have been extremely responsive with all of staff's requests and have demonstrated experience in government contracts. Their references were all thoroughly impressed with services, asserting that it never took US IT Solutions more than two weeks to fill a position. While their experience and references were in the computer technology field, staff will be pleased if they can fill these water and wastewater positions at the rates proposed.

#### **STATUS OF RECRUITMENT FOR PERMANENT CITY EMPLOYEES:**

Recruitment of a Water Quality Specialist II has been ongoing since May 2016. It was advertised on May 23, 2016; July 6, 2016; December 2, 2016; and January 3, 2017. These four recruitments have yielded no eligible candidates. As a result, the City recruited for a Water Quality Specialist-in-Training on July 24, 2017. Staff is currently waiting on an eligibility list from this recruitment.

Recruitment for a WWTP Operator I/II/III has also been ongoing since May 2016. It was advertised on May 23, 2016; October 4, 2016; October 25, 2016 (extended recruitment); and March 8, 2017. The first three cycles yielded no eligible candidates. However, the recruitment from March 2017 yielded two candidates. The City hired one new WWTP Operator III on July 24, and the other WWTP Operator II is set to begin on September 5. The recruitment for a WWTP Lead Operator was advertised August 17, 2017, and is currently ongoing. Additionally, there are two candidates in the background process for a WWTP Operator-in-Training position approved during the FY 17/18 budget.

#### **FINANCIAL IMPACT:**

The hourly rates for each position bid are:

Water Quality Specialist I	\$ 24.17
Water Quality Specialist II	\$ 27.28
WWTP Operator I	\$ 26.84
WWTP Operator II	\$ 29.95
WWTP Operator III	\$ 33.09
WWTP Lead Operator	\$ 36.23

If temporary services are utilized, the positions would be paid for out of the salary savings from the vacancies in the Water Fund and Sewer Fund. These expenses are already appropriated in the FY 17/18 budgets and do not impact the General Fund.



**CONSISTENCY WITH THE VISION MADERA 2025 PLAN:**

The proposed action is not specifically addressed as part of the Plan, nor is it in conflict with the Plan.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
MADERA, CALIFORNIA, APPROVING AN AGREEMENT  
WITH US IT SOLUTIONS, INC., FOR THE PROVISION OF  
TEMPORARY EMPLOYEES AND AUTHORIZING THE  
MAYOR OR HIS DESIGNEE TO EXECUTE THE  
AGREEMENT AND RELATED DOCUMENTS ON BEHALF  
OF THE CITY**

WHEREAS, the City of Madera (City) is in need of temporary employees with unique technical abilities, specifically individuals with California Water Treatment certifications and Wastewater Treatment Plant Operator certifications; and

WHEREAS, the City Published Request for Proposals 201718-02 soliciting proposals for temporary staffing services to meet these temporary staffing needs; and

WHEREAS, US IT Solutions, Inc. (US IT Solutions), submitted a responsive bid to City of Madera Request for Proposals 201718-02 to provide temporary employees with the appropriate Water Treatment and Wastewater Treatment Plant Operator certifications; and

WHEREAS, the City and US IT Solutions have prepared an agreement with terms satisfactory to both parties.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF MADERA hereby resolves, finds, determines and orders as follows:

1. The above recitals are true and correct.
2. The Agreement for Temporary Employee Services with US IT Solutions, a copy of which is on file in the office of the City Clerk and referred to for more particulars, is approved.

3. The Mayor or his designee is authorized to execute the Agreement and all related documents on behalf of the City of Madera, including Task Orders.
4. This resolution is effective immediately upon adoption.

\* \* \* \* \*