

APPROVED
By the Board of Directors of
The Metropolitan Water District
of Southern California
at its meeting held

JUL 11 1995

Derek Endell
EXECUTIVE SECRETARY



MWD
METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

June 19, 1995

To: Board of Directors (Organization and Personnel Committee--Action)
From: General Manager
Subject: Request Authority for the General Manager to enter into and Amend Existing Contracts with Employment Service Agencies and Consultants Supplying Temporary Personnel and to Employ Temporary and Part-time District Personnel with an Overall Limitation in Amounts Paid of \$3,077,970 for the First Half of Fiscal Year 1995-96

RECOMMENDATION:

It is recommended that the General Manager be authorized to amend existing agreements and enter into new contracts with employment service agencies and consultants supplying temporary personnel in excess of the \$250,000 limitation with an overall limitation in amounts paid of \$3,077,970 for the first half of fiscal year (FY) 1995/96, substantially in accordance with the terms outlined in this letter, and in form approved by the General Counsel.

John R. Wodraska
General Manager

Submitted by:

Zetta E. Birch
Zetta E. Birch
Director of Human Resources

Concur:

John R. Wodraska
John R. Wodraska
General Manager

WLR/dc
attachments

s:1237bo

BRIEF DESCRIPTION:

The Human Resources Division administers temporary employment service agreements for all departments and divisions with the exception of the Engineering Division's professional services labor agreements. The approved budget for temporary employees for FY 1995-96 is \$6,155,940.

This letter is referred for action to the Organization and Personnel Committee because of this Committee's jurisdiction over the terms and conditions of employment of all consultants, advisors, and special counsel, pursuant to the Administrative Code Section 2471(g).

<p><u>CONTRACT TYPE</u></p> <p><input type="checkbox"/> NEW</p> <p><input checked="" type="checkbox"/> AMENDED</p> <p><u>CONTRACT FORM</u></p> <p><input type="checkbox"/> LEASE</p> <p><input checked="" type="checkbox"/> PROFESSIONAL SERVICES</p>	<p><u>FUNDING</u></p> <p><input type="checkbox"/> CAPITAL</p> <p><input checked="" type="checkbox"/> O & M</p> <p><u>BUDGET STATUS</u></p> <p><input checked="" type="checkbox"/> FY 95/96 AMT <u>\$6,155,940</u></p> <p><input type="checkbox"/> OUT-YEAR AMT _____</p> <p><input type="checkbox"/> NON-BUDGET AMT _____</p>	<p><u>TYPE OF COMPETITION</u></p> <p><input type="checkbox"/> RFQ</p> <p><input type="checkbox"/> RFP NO. _____</p> <p><input type="checkbox"/> INFORMAL RFP</p> <p><input checked="" type="checkbox"/> OTHER COMPETITION <u>Services as needed</u></p> <p><input type="checkbox"/> SOLE SOURCE</p>
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PURPOSE/BACKGROUND:

Since 1989, your Board has authorized the General Manager to enter in contracts with employment services to obtain temporary employees for the District's departments and divisions. It is proposed to amend existing contracts and enter into new contracts with various employment service agencies and consultants who supply personnel, supervised and directed by District staff, and to employ additional temporary and part-time District personnel with an overall limitation in amounts paid of \$3,077,970 for the first half of FY 1995-96. This is one-half of the total of \$6,155,940 included in the approved FY 1995/96 budget for all departments and divisions, with the exception of the Engineering Division.

Some of the new or amended contracts will be payable in overall amounts exceeding the General Manager's \$250,000 limitation under Administrative Code Section 8117. Costs for the agreements are monitored by the Human Resources Division staff. When monetary limitations of the agreements are reached, a change order is prepared under this authority and funds for the agreements are adjusted without disruption or termination of service.

MBE/WBE:

The employment service agencies and consultants providing temporary personnel currently being used are listed on Attachment B. Eleven of the 24 firms listed (46 percent) are either women- or minority-owned. The employees which these agencies have working at the District are categorized as follows: 53% women and 70% minority; American Indian 1%, Asian 6%, African American 33%, and Hispanic 30%.

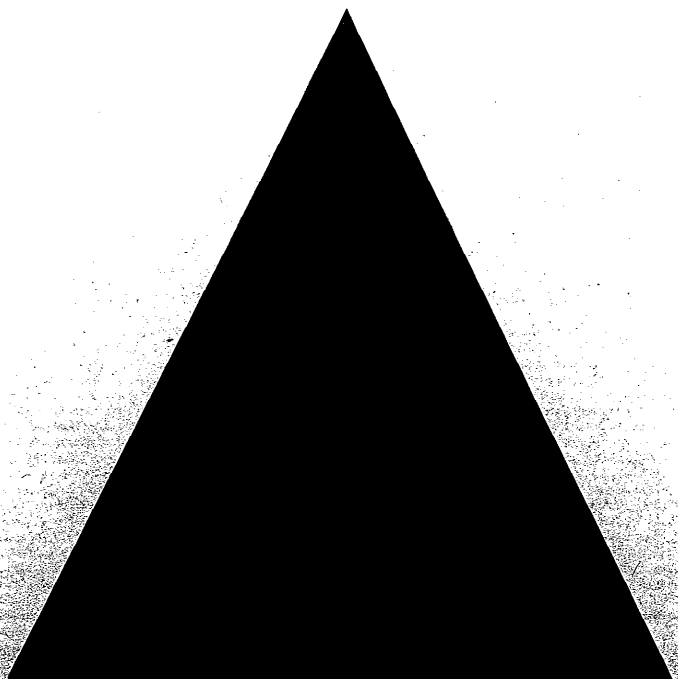
Attachment A, Summary of Temporary Agency Employee Usage, reflects a total of 127 temporary agency employees employed by the Departments and Divisions which are addressed in this letter.

CEQA COMPLIANCE / ENVIRONMENTAL DOCUMENTATION:

This action is exempt from the provisions of the California Environmental Quality Act because it can have no significant effect on the physical environment.

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