

RESOLUTION 2016-104

**RESOLUTION AUTHORIZING AMENDMENT NO. 2
TO THE AS-NEEDED TEMPORARY STAFFING
SERVICES AGREEMENT WITH CATHYJON
ENTERPRISES, INC., DBA HB STAFFING, BY
INCREASING THE AGREEMENT AMOUNT BY
\$65,000, INCREASING THE TOTAL AMOUNT OF
THE AGREEMENT FROM \$270,000 TO \$335,000
FOR SERVICES THROUGH JUNE 30, 2017**

WHEREAS, the San Diego Unified Port District (District) is a public corporation created by the legislature in 1962 pursuant to Harbors and Navigation Code Appendix 1, (Port Act); and

WHEREAS, the Board of Port Commissioners (BPC) adopted BPC Policy No. 110 to establish a policy governing the processing and administration of public projects, consulting and service agreements, the purchasing of supplies, materials, and equipment, and grants; and

WHEREAS, District staff determined that a temporary staffing services agreement was beneficial to streamline and standardize temporary hiring practices, provide set costs for budget planning, and cost savings through set prices; and

WHEREAS, since September 2005, the District has had agreements for as-needed temporary staffing services; and

WHEREAS, a Request for Proposals (RFP) was issued on October 15, 2014, with the evaluation panel determining that CathyJon Enterprises, Inc., dba HB Staffing (HB Staffing), was the best value provider; and

WHEREAS, pursuant to Resolution No. 2015-15, the BPC authorized an Agreement with HB Staffing on February 10, 2015; and

WHEREAS, the Agreement is non-exclusive and the District reserves the option to use other means or sources to provide temporary staffing solutions, as it deems necessary; and

WHEREAS, due to leaves of absence, vacancies, and other planned or unplanned gaps in employment under this as-needed Agreement, the need for temporary staffing has increased in the last six months; and

WHEREAS, currently, there are seven departments with temporary staffing assignments with funding up to \$51,000 allocated through September 2016 with some requests for extension through December 2016; and

WHEREAS, while it is anticipated that new hires may decrease some need for temporary staffing services, District staff expects that short-term absences due to employee leave and injury will continue to require that temporary staffing resources be available as needed; and

WHEREAS, since the Agreement does not terminate until June 2017, additional funding was authorized on March 8, 2016 to address the existing temporary staffing needs and future needs; and

WHEREAS, funds for FY 15/16 were available and budgeted through departmental salary savings; and

WHEREAS, funds for FY 16/17 in the amount of \$59,000 were adopted as part of the FY 16/17 budget process; and

WHEREAS, an additional \$65,000 is needed and available through departmental salary savings.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the San Diego Unified Port District, as follows:

That the Executive Director or her designated representative is hereby authorized on behalf of the San Diego Unified Port District to enter into Amendment No. 2 to the as-needed temporary staffing services agreement with CathyJon Enterprises, Inc., dba HB Staffing, by increasing the agreement amount by \$65,000, increasing the maximum amount payable under the agreement from \$270,000 to \$335,000 for services through June 30, 2017.

APPROVED AS TO FORM AND LEGALITY:
GENERAL COUNSEL



By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 27th day of July, 2016, by the following vote:

AYES: Bonelli, Castellanos, Malcolm, Merrifield, Moore, Nelson, and Valderrama.

NAYS: None.

EXCUSED: None.

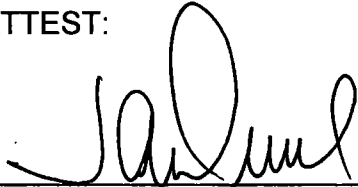
ABSENT: None.

ABSTAIN: None.



Marshall Merrifield, Chairman
Board of Port Commissioners

ATTEST:



Timothy A. Deuel
District Clerk

(Seal)