



AGENDA ACTION FORM

Consideration of a Resolution to Extend Current Temporary Employment Services Agreement with Luttrell

To: Board of Mayor and Aldermen
From: Chris McCartt, City Manager *CM*

Action Form No.: AF-249-2025
Work Session: September 15, 2025
First Reading: N/A

Final Adoption: September 16, 2025
Staff Work By: Tonya Fletcher
Presentation By: Tyra Copas

Strategic Focus Area: 1. Efficient & Responsive Government

Recommendation:

Approve the Resolution

Executive Summary:

If adopted, the accompanying resolution approves renewing the temporary employment services agreement with Luttrell for calendar year 2026.

The City utilizes temporary staff to fill seasonal roles, temp-to-hire positions, and other short-term employment needs.

In September of 2022 the City of Kingsport conducted a Request for Proposals from Staffing Agencies for providing temporary employees with the City of Kingsport. There were four proposals submitted and out of the four two Temporary Employment Services contracts were awarded due to fitting the best needs of the City and having the lowest costs. The contracts went to **Luttrell** and AccuForce. The contracts were made effective January 1, 2023, for a term of three years and to be completed on December 31, 2025, with a renewal option in annual increments after the initial term has expired.

After reviewing the service level and partnership over the past three years with Luttrell, the Human Resources department, with endorsement by the Procurement Department, **request an extension for the Temporary Employment Services agreement with Luttrell for another year beginning January 1, 2026.** The extension will be at **no additional cost to the City**, with all pricing and service levels remaining unchanged. Pricing: 23% with City referral / 27% vendor referral / 26% when 76+ hires are reached.

Funding for these positions is already included in departmental budgets; therefore, **no additional costs will be incurred.**

Attachments:

1. Resolution
2. Luttrell letter of extended agreement

	Y	N	O
Baker	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Mayes	—	—	—
Phillips	—	—	—
Montgomery	—	—	—