

# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** November 17, 2020

**DEPARTMENT:** Financial Services

**TITLE:**

Third Amendment to Robert Half International, Inc., agreement

**SUMMARY:**

The third amendment to the City's agreement with Robert Half International will ratify the second amendment and extend the term of the agreement for an additional year for a not-to-exceed amount of \$70,000.

**BACKGROUND AND JUSTIFICATION:**

The City entered into the agreement with Robert Half International on September 17, 2018 to provide staff augmentation and temporary staff services for the City's Financial Services Department. On September 16, 2019, the City issued the first and second amendments to address further gaps in staffing in the Financial Services Department and to assist with the recruitment process of qualified staff. These amendments extended the initial term of the agreement to September 16, 2020 and increased the not-to-exceed amount of the agreement. The second amendment was approved by the City Manager pursuant to his emergency powers under the City's procurement code and as authorized by the Governor's Executive Order (Dated March 9, 2020).

The purpose of this third amendment is to ratify second amendment in accordance with the City's procurement code and policy and to extend the term of the agreement for additional one (1) year until September 15, 2021 on as-needed basis for a not-to exceed amount of \$70,000.

**MOTION:**

Move to approve/disapprove Third Amendment to Robert Half International, Inc., agreement for a not-to-exceed amount of \$70,000.00.

**ATTACHMENT(S):**

Fiscal Impact Analysis  
Robert Half International Third Amendment

**FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

<b>Fiscal Years</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Capital Expenditures	0	0	0	0	0
Operating Expenditures	70,000	0	0	0	0
External Revenues	0	0	0	0	0
Program Income	0	0	0	0	0
In-kind Match	0	0	0	0	0
 Net Fiscal Impact	 0	 0	 0	 0	 0
 No. of Addn'l Full-Time Employee Positions	 0	 0	 0	 0	 0

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

Account Number	Account Description	Project Number	FY21 Budget	Current Balance	Agenda Expenditure	Balance
001-1220-513.34.50	Contractual Services				70,000	