



## AGENDA REPORT SUMMARY

**Meeting Date:** December 12, 2023

**Subject** **Authorize the City Manager to Execute a Professional Services Agreement Amendment one with Robert Half, Inc.**

**Prepared by:** June Du, Finance Director

**Approved by:** Gabriel Engeland, City Manager

**Attachment(s):**

1. Amendment 1
2. Original Contract

**Initiated by:**

Staff

**Previous Council Consideration:**

March 23, 2021

**Fiscal Impact:**

The total contract contains a “do-not-exceed” amount of \$300,000. There is no fiscal impact with the approval of this contract.

**Environmental Review:**

Not applicable

**Staff Recommendation:**

Authorize the City Manager to execute a professional services agreement amendment one with Robert Half Inc. in an amount not to exceed \$150,000 for Fiscal Year 2023/24 for temporary accounting staffing services.

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City Manager

GE

**Reviewed By:**

City Attorney

JH

Finance Director

JD

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**Purpose**

This report seeks approval for Amendment 1 to the professional services agreement with Robert Half Inc. to continue providing temporary accounting staffing services.

**Background**

Since 2019, the City has engaged Robert Half Inc. to address staffing needs in the Finance Department, primarily focusing on business licensing. Between 2020 and 2021, the Finance Department experienced significant turnover, leading to increased reliance on Robert Half's services. The City has incurred approximately \$149,000 in expenses for these services. Since October 2023, with three key personnel on leave and two existing vacancies, the Finance Department engaged Robert Half Inc. again, incurring estimated costs of \$110,000.

**Discussion/Analysis**

Upon review, it was discovered that Robert Half Inc.'s professional services agreement had expired. Per the City's Purchasing Policy, any agreement exceeding \$100,000 requires City Council approval. To address this, staff recommends approval of Contract Amendment 1 for Fiscal Years 2023/2024, not to exceed \$150,000. This amount covers current expenditures and ensures continuity of daily operations.

**Recommendation**

Authorize the City Manager to execute a professional services agreement amendment one with Robert Half Inc. in an amount not to exceed \$150,000 for Fiscal Year 2023/24 for temporary accounting staffing services.