



Administrative Report

H.15., File # 25-1428

Meeting Date: 10/21/2025

To: MAYOR AND CITY COUNCIL

From: STEPHANIE MEYER, FINANCE DIRECTOR
ELEANOR MANZANO, CITY CLERK
MARC WIENER, COMMUNITY DEVELOPMENT DIRECTOR

TITLE

APPROVE AN AMENDMENT TO THE AGREEMENT WITH ROBERT HALF, INC. FOR TEMPORARY STAFF AUGMENTATION SERVICES IN THE COMMUNITY DEVELOPMENT DEPARTMENT BUILDING SERVICES DIVISION TO EXTEND THE TERM THROUGH DECEMBER 31, 2026

APPROVE A FIFTH AMENDMENT TO THE AGREEMENT WITH ROBERT HALF, INC. FOR TEMPORARY STAFF AUGMENTATION SERVICES IN THE FINANCIAL SERVICES DEPARTMENT AND THE CITY CLERK'S OFFICE FOR AN ADDITIONAL AMOUNT OF \$130,000 AND TO EXTEND THE TERM THROUGH DECEMBER 31, 2026

EXECUTIVE SUMMARY

The City currently contracts with Robert Half, Inc. (Robert Half) to provide as-needed staff augmentation services for the Community Development Department, Financial Services Department, and the City Clerk's Office to assist with operational needs caused by staffing vacancies.

The proposed first amendment to the Agreement with the Community Development Department would extend the term through December 31, 2026 for a part-time Administrative Assistant to provide continued support to the Building Services Division. This position is intended to help manage the Division's high volume of incoming phone calls, assist in the completion of building and public records requests, and support the ongoing digitization of historical permits and plans as part of the current document clean-up process.

The Financial Services Department currently has two vacant full-time Accountant positions, while the City Clerk's Office currently has one vacant full-time position. The proposed fifth amendment for these departments provides additional contract funding to continue employing a temporary Accountant for Financial Services, along with a temporary Accounting Clerk for the City Clerk's Office.

BACKGROUND

Robert Half has provided valuable support to numerous Departments within the City and currently supports the Community Development Department, Financial Services Department, and the City Clerk's Office.

The Community Development Department has employed a part-time employee to fill a critical Administrative Specialist position in the Building Services Division. This part-time position has provided essential support with daily office operations, including interaction with the public.

In September of 2025, the part-time employee was promoted to fill a vacant full-time position within the Department. As a result, the Community Development Department initiated a contract with Robert Half to fill the vacant part-time position to enhance the Building Services Division's ability to respond to public inquiries, address community concerns, and meet real estate-related service demands in a more timely and efficient manner.

The Financial Services Department currently employs a full-time Accountant from Robert Half to provide accounting support for ongoing financial operations and in-progress audits. The proposed fifth amendment would extend the temporary Accountant's contract term and provide additional funding pending the hiring of permanent staff.

The City Clerk's Office has been experiencing staffing shortages since December of 2024. The City Clerk's Office currently has one full-time Assistant City Clerk position unfilled. Robert Half was able to provide as-needed staffing services to enable the City Clerk's Office to successfully continue to process Public Records Act requests, assist with the retention and destruction of citywide records and begin preparation for the upcoming election in 2026, among other critical duties.

If approved, the proposed amendments would increase the contract amount and extend the contract term to support the continued provision of temporary staffing services for the Community Development Department, Financial Services Department and the City Clerk's Office, as needed.

COORDINATION

The Financial Services Department coordinated the item with the City Clerk's Office and Community Development Department. The proposed amendments were approved as to form by the City Attorney's Office.

FISCAL IMPACT

Funding for the contract services amendments is available in each Departments' operating budgets due to salary savings from the vacant full-time positions.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - First Amendment, Signature & Insurance for the Community Development Department - Robert Half, Inc.
- Agmt - Original Agreement for the Community Development Department - Robert Half, Inc., July 15, 2025
- Agmt - Fifth Amendment, Signature & Insurance for the Financial Services Department and the City Clerk's Office - Robert Half, Inc.
- Amendments 1-4 & Agreement for the Financial Services Department and the City Clerk's Office - Robert Half, Inc.