



Administrative Report

H.15., File # 25-0746

Meeting Date: 6/3/2025

To: MAYOR AND CITY COUNCIL

From: STEPHANIE MEYER, FINANCE DIRECTOR
ELEANOR MANZANO, CITY CLERK

TITLE

APPROVE A FOURTH 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 \$120,000 AND THE EXISTING TERM THROUGH DECEMBER 31, 2025

EXECUTIVE SUMMARY

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

The Financial Services Department currently has two vacant full-time Accountant positions, while the City Clerk's Office currently has two full-time positions that are vacant.

The proposed amendments provide the additional contract funding needed to continue employing a temporary Accountant for Financial Services along with a temporary Accounting Clerk for the City Clerk's Office to cover the work of the vacant full-time positions.

BACKGROUND

Robert Half has provided valuable support to numerous Departments within the City, and currently supports the Financial Services Department by providing a full-time Accountant to assist with high-level accounting support to assist with ongoing financial operations and in-progress audits. The proposed amendment would extend the temporary Accountant's contract length to ensure the Financial Services Department can continue to operate at full capacity.

Since December of 2024, the City Clerk's Office has been experiencing staffing shortages. In the lead up to the March 4, 2025 General Municipal Election, the City Clerk's Office had two vacant positions with both senior and administrative support roles unfilled. Robert Half was able to provide as-needed staffing services to enable the City Clerk's Office to successfully conduct the election, continue to process Public Records Act requests, and produce the City Council agenda, among other critical duties.

If approved, the proposed fourth amendment would provide additional funding to support the continued provision of temporary staffing services for both the 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. The proposed amendment was approved as to form by the City Attorney's Office.

FISCAL IMPACT

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

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - Fourth Amendment, Signature & Insurance - Robert Half, Inc.
- Agmt - Amendments 1-3 & Agreement - Robert Half, Inc.