



Administrative Report

H.13., File # 25-0971

Meeting Date: 7/15/2025

To: MAYOR AND CITY COUNCIL

From: MARC WIENER, COMMUNITY DEVELOPMENT DIRECTOR

TITLE

APPROVE AN AGREEMENT WITH ROBERT HALF, INC. FOR STAFF AUGMENTATION SERVICES IN THE COMMUNITY DEVELOPMENT DEPARTMENT FOR AN AMOUNT NOT TO EXCEED \$65,500 FOR THE TERM JULY 15, 2025 TO DECEMBER 31, 2025

EXECUTIVE SUMMARY

Over the past year, the Community Development Department has utilized services from Robert Half Inc. to augment staffing levels in the Planning Division. This agreement would provide a temporary administrative specialist to assist the Department with implementation of the iWorQ permitting system.

BACKGROUND

The Community Development Department recently launched the iWorQ permitting system, which has increased the demands on personnel in the Building and Planning Services Divisions who are in the process of learning the new system, refining the data, and educating the public on how to use it. To support this transition, staff recommends hiring a temporary administrative specialist through Robert Half Inc. This position would work 36 hours per week (9 hours per day, Monday through Thursday) to assist the public and provide essential administrative support to the Community Development Department.

The current agreement with Robert Half Inc. is set to expire on June 30, 2025. Given the different scope of services from the current agreement, a new agreement was prepared in the amount of \$65,000 for the term July 15, 2025 through December 31, 2025.

COORDINATION

This Contract has been approved as to form by the City Attorney's Office.

FISCAL IMPACT

Funding for the agreement is available in the Community Development Department's FY 25-26 Operating Budget.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - New Agreement, Signature & Insurance - Robert Half, Inc. - Community Development Department
- Agmt - Third Amendment, Signature & Insurance - Robert Half, Inc. - Community Development Department
- Certificate Of Insurance - Robert Half, Inc.