



Administrative Report

H.4., File # 24-0352

Meeting Date: 3/12/2024

To: MAYOR AND CITY COUNCIL

From: SEAN SCULLY, ACTING COMMUNITY DEVELOPMENT DIRECTOR

TITLE

APPROVE AN AGREEMENT WITH ROBERT HALF, INC. FOR STAFF AUGMENTATION SERVICES TO PROVIDE A TEMPORARY ASSISTANT PLANNER FOR AN AMOUNT NOT TO EXCEED \$34,999 AND THE TERM MARCH 13, 2024 TO JUNE 30, 2024

EXECUTIVE SUMMARY

The Community Development Department is in the process of recruiting candidates for two vacant Planning Division positions. While the recruitment efforts are underway, it is recommended that the City contract with Robert Half, Inc. (Robert Half) to provide temporary staff augmentation services, specifically the provision of a contract Assistant Planner, to support the Division's public counter functions and to assist with regular plan checks. The proposed contract would provide the Department an Assistant Planner for 36 hours per week, 9 hours per day, Monday through Thursday.

Providing a dedicated staff person to support the Planning Division's daily public information and plan check requests will allow the full time Associate and Senior Planners to focus on the review of formal planning and zoning applications and pending entitlement submittals. An investigation of costs for contract Assistant Planners identified hourly rates between \$66.98 and \$115.00. Robert Half was the least expensive provider contacted, with an hourly rate of \$66.98. Their services come highly recommended, and the firm has partnered successfully with the City on other temporary staff support assignments. Additionally, the individual identified to serve as the Assistant Planner under the proposed Agreement has recent experience working with the cities of Buena Park and Fullerton in similar roles.

BACKGROUND

As of February 22, 2024, the Planning Division is without two full-time staff members dedicated to plan check and regular public counter services. Recruitments for these positions are underway, but will take a few months to complete.

Below is a summary of the service volumes processed by the Planning Division's public information services, including counter, phone, and email interactions, plus public records requests, for the month of January 2024, and the current planning (entitlements) in process as of March 2024:

- **Public Information Services - January 2024:**
 - Counter Visits: 193 (10.7/day)
 - Phone Calls - General: 216 (12/day)

- Emails - General: 287 (16/day)
- Public Records Requests: 8

- **Current Planning Services - Active as of March 2024:**
 - Entitlements CUP/CDP/ADR/Modification Etc.: 51
 - Building Permit Plan Checks: 77

Hiring an experienced contract Assistant Planner focused on the above services will allow the full time Senior and Associate Planners to reduce plan check review times and provide bandwidth to assist the Department Director with ongoing critical advanced planning initiatives, i.e. the General Plan Update and consistency zoning work.

COORDINATION

The Community Development Department coordinated the proposed contract scope of work with the Human Resources Department. The Agreement has been approved as to form by the City Attorney's Office.

FISCAL IMPACT

The cost of the contract is funded from salary savings in the Planning Division's FY 2023-24 adopted annual budget generated by the current staff vacancies. The total not to exceed cost of the Agreement is \$34,999. Costs are based on a 36-hour work week, for a term ending June 30, 2024, at a rate of \$66.98 per hour. The City will only pay the contractor for the hours worked and assigned by the Department Director.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - Robert Half, Inc.
- Certificate of Insurance - Robert Half, Inc.