



**CONSENT CALENDAR**

**Agenda Item # 6**

**AGENDA REPORT SUMMARY**

**Meeting Date:** June 13, 2017

**Subject:** Professional Services Agreement Amendment: HR and Administrative Services

**Prepared by:** Sarina Revillar, Financial Services Manager

**Reviewed by:** Sharif Etman, Administrative Services Director

**Approved by:** Chris Jordan, City Manager

**Attachment(s):** None

**Initiated by:**

Staff

**Fiscal Impact:**

Up to \$45,000 in FY 2016/17 and \$35,000 in FY 2017/18. Both are budgeted in FY 2016/17 and FY 2017/18 operating budget.

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

Not applicable

**Summary:**

- The City of Los Altos has worked with Robert Half for several years and understands our needs to provide services to the employees and community.
- The purpose of the amendment is to continue obtaining HR and Administrative Services from Robert Half and to amend the amount not to exceed to retain these services. The original agreement was entered on March 2017 and the funds will be expiring soon. The additional funds are needed to continue with the HR and Administrative Services until an HR Manager and HR Analyst is hired.

**Staff Recommendation:**

Move to authorize the City Manager to execute Amendment No. 2 to the agreement between the City of Los Altos and Robert Half for HR and Administrative Services for a total contract not to exceed \$150,000



**Subject:** Professional Services Agreement Amendment: HR and Administrative Services

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**Purpose**

To retain HR and Administrative Services through Robert Half until we hire an HR Analyst.

**Background**

The City of Los Altos' HR Division has been recruiting for an HR Manager since November 2016. Until the position is filled, we will need Robert Half to provide additional HR and Administrative Services. The original contract value in the amount not to exceed \$40,000 expired April 2017 and an additional amount of \$30,000 expired in May 2017.

**Discussion/Analysis**

The proposed amendment will increase the not to exceed amount of the contract to \$150,000. This includes \$70,000 already spent in FY 2016/17.

**Options**

- 1) Authorize the City Manager to approve the amendment to the agreement for HR and Administrative Services

**Advantages:** Retain HR and Administrative Services until the HR Manager position is filled

**Disadvantages:** None identified

- 2) Direct staff to release Robert Half for the HR and Administrative Services they are providing

**Advantages:** None

**Disadvantages:** Additional HR and Administrative Services will not be provided until an HR Manager is hired.

**Recommendation**

The staff recommends Option 1.