



**CONSENT CALENDAR**

**Agenda Item # 2**

**AGENDA REPORT SUMMARY**

**Meeting Date:** March 23, 2021

**Subject:** Professional Services Agreement: Temporary Office Assistance Services

**Prepared by:** Jon Maginot, Deputy City Manager

**Approved by:** Brad Kilger, Interim City Manager

**Attachment(s):** None

**Initiated by:**

Staff

**Previous Council Consideration:**

None

**Fiscal Impact:**

The following action is for an amount not to exceed \$100,000 per year for Fiscal Years 2019/20 2020/21 (total not to exceed amount is \$200,000). The City has expended approximately \$85,000 total for FY 2019/20 and 2020/21. General Funds dollars will be used for this expense. No appropriation of dollars is needed as the expenses can be made within the approved Administrative Services Department budget.

**Environmental Review:**

Not applicable

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

- There are no policy questions as the City has already expended more than \$75,000 for this service and Council approval is required.

**Summary:**

- The City has been utilizing the services of Robert Half International Inc. to provide temporary office assistance services since 2019. The services utilized have been for assistance with business licensing.
- In reviewing the status of staffing within the Administrative Services Department and, in particular, the Finance Division, it was discovered that Council never approved an agreement with Robert Half for these services. As the services have exceeded \$75,000, Council approval is needed. The City has expended approximately \$85,000 since 2019 for these services.

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**Reviewed By:**

City Manager

BK

City Attorney

JH

Finance Director

JM

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**Subject:** Professional Services Agreement: Temporary Office Assistance Services

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**Staff Recommendation:**

Authorize the Interim City Manager to execute a professional services agreement with Robert Half International Inc. in an amount not to exceed \$100,000 each fiscal year for Fiscal Years 2019/20 and 2020/21 (\$200,000 total) for temporary office assistance services



**Subject:** Professional Services Agreement: Temporary Office Assistance Services

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### **Purpose**

To approve an agreement with Robert Half International Inc. for temporary office assistance services

### **Background**

In 2019, the City began utilizing the services of Robert Half International Inc. for temporary office assistance in the Administrative Services Department to help fill existing vacancies in the department. The primary function of the temporary employee has been to help the City with business licensing. To date, the City has paid Robert Half approximately \$85,000 for this service.

### **Discussion/Analysis**

In reviewing the current functions of the Administrative Services Department, and in particular the Finance Division, Staff came to the realization that Council had not approve an agreement with Robert Half International Inc. for these services. The City's Purchasing Policy states that any agreement over \$75,000 requires City Council approval.

To rectify this error, Staff recommends the City Council approve a contract for Fiscal Years 2019/20 and 2020/21 for an amount not to exceed \$100,000 per Fiscal Year (\$200,000 total). This will cover the amount expended thus far. This will also provide staff the flexibility to bring in temporary employees to assist during this transitional period for the Administrative Services Department. These employees would provide services not offered by the City's financial consultants Eide Bailly.

### **Options**

- 1) Approve the proposed agreement with Robert Half International Inc.

**Advantages:** The City needs to approve an agreement as the amount expended is over the threshold requiring Council approval. In addition, the agreement will allow the City to utilize additional temporary employees for the remainder of the current Fiscal Year should the need arise.

**Disadvantages:** None identified

### **Recommendation**

The staff recommends Option 1 as the City needs to approve an agreement.