



CC Regular Meeting

AGENDA ITEM REPORT

ITEM NO. CC 10

Meeting: June 3, 2025
Title: Professional Services Agreement with Robert Half for Temporary Staffing
Presented by: Theresa Franke, Interim Finance Director
Daniella Andrade, Sr. Management Analyst
Recommendation: Approve Professional Services Agreement with Robert Half.

EXECUTIVE SUMMARY:

In July 2024, the City Council approved a Professional Services Agreement (“PSA”) with Robert Half Talent Solutions, Inc. (“Robert Half, Inc.”), for temporary staffing services to support the Finance and Community Development Departments. Two Amendments were subsequently approved by the City Council in FY 2025, resulting in a total, not-to-exceed compensation limit of \$264,000. Recently, it was discovered that these amendments had not been fully executed by representatives from Robert Half, Inc. As such, the parties have negotiated a new agreement for the City Council’s consideration. As proposed, the new agreement will include the initial agreement and amendments, and roughly \$26,000 for as-needed assistance in the Finance Department.

DISCUSSION:

In July 2024, the City Council approved a Professional Services Agreement (“PSA”) with Robert Half Talent Solutions, Inc. (“Robert Half, Inc.”), for temporary staffing services. The City Council approved subsequent amendments to the PSA in November 2024 and March 2025 for the provision of temporary staffing support and software implementation support. Funding for these services has been provided through grant funds and salary savings from existing staffing vacancies.

After approving the recent PSA amendment in March 2025, it was discovered that the amendments had not been fully executed by representatives from Robert Half, Inc. As a result, the parties have worked to negotiate a new agreement that encompasses the original PSA and amendments, and provides roughly \$26,000 in capacity for on-call temporary staffing services if needed. The attached PSA incorporates these items and is presented to the City Council for further consideration. The total, not-to-exceed amount for the PSA is \$290,000, with funding provided through existing appropriations, including salary savings and grant funding.

FISCAL IMPACT:

The approval of this contract does not require additional appropriations, as adequate appropriations exist. Community Development’s portion of the agreement, \$212,009, is funded by 1010-4010-51005 (\$204,959) and 2230-4100-51005-SOLAR (\$7,050).

The FY 2024/25 budget also has adequate appropriations for the needs of the Finance Department, with \$24,063 funded by 1010-0500-51005 and the remaining \$32,545 funded by 6010-0500-51005. Temporary staffing services are anticipated to continue until the department is fully staffed, which is estimated to be by the end of this fiscal year. In the event staffing needs are not met by then, sufficient resources are available to cover approximately 3 months of staffing support during the FY 2026.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

This action is not a project within the meaning of Section 15378 of the State of California Environmental Quality Act (“CEQA”) Guidelines because it has no potential to result in physical change in the environment, directly or indirectly.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Theresa Franke', written over a horizontal line.

Theresa Franke
Interim Director of Finance

A handwritten signature in black ink, appearing to read 'Daniella Andrade', written over a horizontal line.

Daniella Andrade
Senior Management Analyst