



AGENDA ITEM SUMMARY

Agenda Date	November 12, 2024								
Requested Action	APPROVE RESOLUTION NO. 2024-R93; A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A TEMPORARY LABOR SERVICES AGREEMENT WITH ROBERT HALF, INC. FOR AN AMOUNT NOT TO EXCEED \$200,000 OVER A THREE YEAR TERM.								
Contact Person	Sarah Buckelew, Finance Director								
Background Information	<p>This resolution authorizes the City Manager to execute a Temporary Labor Services Agreement (MSA) with Robert Half, Inc. The City has engaged with a scope of service for Fiscal Year 2024 that did not exceed \$48,000. There are currently two temporary employees in the Finance Department being utilized from Robert Half, Inc. with total spend to date for Fiscal Year 2025 of \$21,953. The temporary employees are needed through January and February of 2025 for an estimated additional cost of \$98,000, for a total not-to-exceed for fiscal year 2025 of \$120,000. The purpose of the temporary staffing agreement is to augment the team during the audit and year-end close process as well as supporting the Accounts Payable staff while they implement new process improvement technology that will increase efficiency.</p> <p>It is crucial to optimize our resources effectively. One strategy that stands out as particularly advantageous is the utilization of temporary workers. By employing temporary staff, we gain flexibility in managing fluctuating workloads and seasonal demands without the long-term commitment and overhead costs associated with permanent positions. We also have the ability to only pay for actual hours worked, and are able to avoid costs such as benefits, insurance, and paid time off. Moreover, we can easily scale our workforce up or down as needed, ensuring that we efficiently allocate our budget while maintaining productivity. This approach allows us to respond swiftly to evolving needs, ultimately contributing to the overall efficiency and effectiveness of our operations.</p>								
Item Justification	<table><tr><td><input checked="" type="checkbox"/> Legal/Regulatory Obligation</td><td><input type="checkbox"/> Infrastructure Investment</td></tr><tr><td><input type="checkbox"/> Reduce Costs</td><td><input type="checkbox"/> Customer Pull</td></tr><tr><td><input type="checkbox"/> Increase Revenue</td><td><input type="checkbox"/> Service Enhancement</td></tr><tr><td><input type="checkbox"/> Mitigate Risk</td><td><input type="checkbox"/> Process Efficiency</td></tr></table>	<input checked="" type="checkbox"/> Legal/Regulatory Obligation	<input type="checkbox"/> Infrastructure Investment	<input type="checkbox"/> Reduce Costs	<input type="checkbox"/> Customer Pull	<input type="checkbox"/> Increase Revenue	<input type="checkbox"/> Service Enhancement	<input type="checkbox"/> Mitigate Risk	<input type="checkbox"/> Process Efficiency
<input checked="" type="checkbox"/> Legal/Regulatory Obligation	<input type="checkbox"/> Infrastructure Investment								
<input type="checkbox"/> Reduce Costs	<input type="checkbox"/> Customer Pull								
<input type="checkbox"/> Increase Revenue	<input type="checkbox"/> Service Enhancement								
<input type="checkbox"/> Mitigate Risk	<input type="checkbox"/> Process Efficiency								

	[] Master Plan Recommendation [] Other:
Strategic Alignment <i>(Example: C2 – Customer Feedback, B1 – Data Driven Decision)</i>	B3 – Streamlined and Efficient Processes F1 – Committing to strategic, responsible, and conservative financial management.
Financial Considerations	The total not to exceed for the 2 nd scope of work is \$100,000 for Fiscal Year 2025 with a total not to exceed on the 3-year contract term of \$200,000.
Citizen Input/Board Review	N/A
Legal Review	Temporary Labor Services Agreement (Master Services Agreement) was reviewed and approved by legal.
Alternative Options	N/A
Supporting Documents	Resolution No. 2024-R93 Temporary Services Agreement (under master services agreement)