



**Honorable Mayor and Members of the Hermosa Beach City Council**

**APPROVE AN AGREEMENT WITH ROBERT HALF, INC. TO PROVIDE AS-NEEDED STAFF AUGMENTATION SERVICES CITYWIDE**

(Interim Human Resources Manager Tyler Cashman)

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**Recommended Action:**

Staff recommends City Council:

1. Approve an agreement with Robert Half, Inc to provide as-needed temporary staff augmentation services citywide through a cooperative purchasing agreement with Robert Half, Inc. for an amount not to exceed \$500,000.
2. Authorize the City Attorney to authorize modifications to the proposed agreement, if needed; and
3. Authorize the City Manager to execute the proposed agreement, with the City Clerk attesting the proposed agreements, subject to approval by the City Attorney.

**Executive Summary:**

Approval of this item will authorize a contract for as-needed staff augmentation services to provide temporary support to City departments experiencing staffing vacancies. These services will help ensure continuity of operations and timely completion of essential duties while permanent recruitment efforts are underway.

**Discussion:**

The City periodically experiences temporary staffing shortages due to employee vacancies, extended leaves, increased workloads, special projects, or unforeseen circumstances. To ensure continuity of operations and maintain established service levels, it is necessary to have a reliable and flexible staffing solution available.

This contract is intended to provide on-call, short-term staffing support to supplement existing City personnel without the need to create permanent positions. The services will primarily support the City Clerk, Community Development, and Human Resources, where temporary staffing needs are immediately needed. However, the contract is structured to allow other City departments to utilize these services as needed to address operational demands.

The City has contacted multiple staffing agencies regarding the services needed; however, Robert Half was the only qualified responsive agency.

The City is recommending the use of Robert Half due to its demonstrated ability to provide qualified, professional temporary staff in a timely manner. The City has successfully utilized Robert Half in the past and has found the firm to be responsive, reliable, and effective in matching candidates with the specific skill sets required for municipal operations, resulting in minimal onboarding time and reduced disruption to departmental workflows.

The proposed contract will be procured through cooperative purchasing by piggybacking on a competitively awarded contract issued by the Houston-Galveston Area Council of Governments (H-GAC) under its Cooperative Purchasing Program. This approach satisfies applicable procurement requirements, promotes economy and efficiency, and allows the City to leverage pricing and terms established through a publicly advertised and competitive Request for Proposals process.

Utilizing a temporary staffing contract with a proven vendor provides a cost-effective and efficient means of addressing short-term staffing needs while avoiding long-term salary and benefit obligations. Approval of this contract will support uninterrupted City operations, provide continuity during periods of reduced staffing, and ensure service levels to the public are maintained.

**Fiscal Impact:**

Funding for the contract services is available in the Departments' operating budgets, due to salary savings from the vacant full-time positions.

**Attachment:**

Professional Services Agreement - Robert Half, Inc.

**Respectfully Submitted by:** Tyler Cashman, Acting Human Resources Manager

**Noted for Fiscal Impact:** Brandon Walker, Administrative Services Director

**Legal Review:** Jason Baltimore, Interim City Attorney

**Approved:** Steve Napolitano, City Manager