



CONSENT CALENDAR

Agenda Item # 5

AGENDA REPORT SUMMARY

Meeting Date: May 23, 2017

Subject: Professional Services Agreement Amendment: HR 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 \$25,000 in FY2016/17 and \$70,000 in FY2017/18. Both are budgeted in FY2016/17 and FY2017/18 operating budget.

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

Not applicable

Summary:

- The consultant from TM Consulting has been working with the City of Los Altos for more than 6 months and has the knowledge of the HR Services that are provided to the employee's and community.
- The purpose of the amendment is to continue obtaining HR Services from TM Consulting and to amend the amount not to exceed to retain these services. The original agreement was entered on October 4, 2016 has now expired and additional funds are needed to continue with the HR Services until an HR Manager 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 TM Consulting for HR Services.



Subject: Professional Services Agreement Amendment: HR Services

Purpose

To retain HR Services through TM Consulting until we hire an HR Manager.

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 TM Consulting to provide HR Services. The original contract value in the amount not to exceed \$40,000 expired February 2017 and an additional amount of \$30,000 expired in April 2017.

Discussion/Analysis

The proposed amendment will increase the not to exceed amount of the contract to \$165,000. 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 Services

Advantages: Retain HR Services until the HR Manager position is filled

Disadvantages: None identified

- 2) Direct staff to release TM Consulting for the HR Services they are providing

Advantages: None

Disadvantages: HR Services will not be provided until an HR Manager is hired.

Recommendation

The staff recommends Option 1.