



FIRST AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT
WITH COOPERATIVE PERSONNEL
SERVICES dba CPS HR CONSULTING

City Council Meeting
June 7, 2022

Amy Reeve
Director of Human Resources

BACKGROUND

Recruitment and retention of highly qualified and diverse staff has been a primary concern for the City Council, City Manager and City Management since the start of the COVID-19 pandemic, when we first observed a rise in the number of employees leaving employment at the City. In addition to the large number of vacant positions, the trend observed by the HR Department is that staff are leaving as quickly as we can fill vacancies so, making progress on lowering the number of City-wide vacancies has been challenging.

ANALYSIS

The Human Resources Department is in need of temporary subject matter expert assistance. In order for the Human Resources Department to serve their client departments and the community in the most effective manner, the department requires immediate professional assistance. Cooperative Personnel Services dba CPS HR Consulting has worked with the City of Santa Rosa in the past and has proven to have the expertise.

RECOMMENDATION

It is recommended by the Human Resources Department that the Council, by resolution: 1) approve the First Amendment to Professional Services Agreement Number F002049 with Cooperative Personnel Services dba CPS HR Consulting to increase time of performance and increase compensation in the amount of \$80,000 for a total contract amount not to exceed \$185,360 to provide professional Human Resources services to temporarily support the department with current vacancies; and 2) appropriate \$80,000 from the unassigned general fund balance.

QUESTIONS?