



## Item No. 10 Town of Atherton

### **CITY COUNCIL STAFF REPORT – CONSENT AGENDA**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: GEORGE RODERICKS, CITY MANAGER**

**THROUGH: ANTHONY SUBER, CITY CLERK / DEPUTY CITY MANAGER**

**DATE: OCTOBER 20, 2021**

**SUBJECT: APPROVAL OF AMENDMENT NO. 2 TO AGREEMENT WITH REGIONAL GOVERNMENT SERVICES AUTHORITY FOR HUMAN RESOURCES SUPPORT SERVICES**

#### **RECOMMENDATION**

Authorize Amendment No. 2 to the Agreement with Regional Government Services Authority (RGS) for additional human resources support services and authorize the City Manager to execute the Agreement on behalf of the Town.

#### **BACKGROUND/ANALYSIS**

In June 2020 the Town entered into an agreement with RGS to provide human resources support services on an as needed to basis to the Town. The scope of the services provided include but are not limited to special priority projects, monitoring and management of medical leaves or absence, modified returns-to-work, and other illness/injury/disability issues as needed from initial injury through return to work or separation from employment. The City Manager authorized Amendment No. 1 in May 2021, which increased the not-to-exceed amount to \$25,000.

Staff is seeking Council approval for Amendment No. 2 with RGS increasing the not-to-exceed total to \$40,000. There is no required change to the FY 2021/22 *Contract Human Resources Support* budget. The amendment is required pursuant to the Town's purchasing policy as service costs could exceed the City Manager's contract signature authority.

#### **POLICY FOCUS**

Policy discussion should focus on need for administrative support services specifically related to human resources services for the Town. These support services include specialized projects and departmental needs based on operational demand.

### **FISCAL IMPACT**

The FY 2021/22 Budget for *Contract Human Resources Support* is \$50,000, inclusive of encumbered contract funds from the prior year. The Amendment to Agreement with RGS would allow staff to use the preferred services of RGS, as needed, up to the not to exceed contract amount but within the Town’s allocated budget.

No budget adjustment is required.

### **GOAL ALIGNMENT**

This Report and its contents are in alignment with the following Council Policy Goals:

- Goal A – Maintain Fiscal Responsibility
- Goal F – Be Forward-Thinking, Well-Managed, and Well-Planned

### **PUBLIC NOTICE**

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town’s electronic News Flash and Atherton Online. There are approximately 1,400 subscribers to the Town’s electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

### **COMMISSION/COMMITTEE FEEDBACK/REFERRAL**

This item \_\_\_ has or X has not been before a Town Committee or Commission.

- \_\_\_ Audit/Finance Committee (meets every other month)
- \_\_\_ Bicycle/Pedestrian Committee (meets as needed)
- \_\_\_ Civic Center Advisory Committee (meets as needed)
- \_\_\_ Environmental Programs Committee (meets every other month)
- \_\_\_ Park and Recreation Committee (meets each month)
- \_\_\_ Planning Commission (meets each month)
- \_\_\_ Rail Committee (meets every other month)
- \_\_\_ Transportation Committee (meets every other month)

### **ATTACHMENTS**

1. RGS Amendment No. 2 – May 2021



REGIONAL  
GOVERNMENT  
SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

**AMENDMENT NO. 1 TO MANAGEMENT AND ADMINISTRATIVE  
SERVICES AGREEMENT**

This first amendment to the Management and Administrative Services Agreement between the **TOWN OF ATHERTON** (“Agency”) and Regional Government Services Authority, hereinafter called “RGS” is made and entered into this 31<sup>ST</sup> day of May 2021.

**RECITALS**

The Agency and RGS entered into an Agreement for services dated June 15, 2020. This Amendment is entered into with reference to the following facts and circumstances:

- A. The Not-To-Exceed (NTE) amount is increased by \$15,000, to a revised total of \$25,000.
- B. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Additional Services Amendment to be executed on the date first above written by their respective officers duly authorized in that behalf.

Dated: 5/28/2021

Dated: 5/27/2021

Agency

RGS

George Rodericks, City Manager  
George Rodericks, City Manager

Richard H. Averett  
Richard H. Averett, Executive Director

**Certificate Of Completion**

Envelope Id: 180D54542387496688D3C15F976B7FC6	Status: Completed
Subject: Please DocuSign: 2021-05-31 Atherton (2020-06-15) Amend #1	
Source Envelope:	
Document Pages: 1	Signatures: 2
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Anna Marie Will
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	P.O. Box 1350
	Carmel Valley, CA 93924
	awill@rgs.ca.gov
	IP Address: 67.181.219.14

**Record Tracking**

Status: Original	Holder: Anna Marie Will	Location: DocuSign
5/27/2021 4:20:13 PM	awill@rgs.ca.gov	

**Signer Events**

Signature	Timestamp
George Rodericks, City Manager grodericks@ci.atherton.ca.us Security Level: Email, Account Authentication (None)	Sent: 5/27/2021 4:24:09 PM Viewed: 5/28/2021 10:37:49 AM Signed: 5/28/2021 10:38:35 AM
Signature Adoption: Pre-selected Style Using IP Address: 98.37.23.20	

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Richard Averett raverett@rgs.ca.gov Security Level: Email, Account Authentication (None)		Sent: 5/27/2021 4:24:09 PM Viewed: 5/27/2021 4:55:17 PM Signed: 5/27/2021 4:56:24 PM
Signature Adoption: Pre-selected Style Using IP Address: 73.71.19.49		

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**In Person Signer Events**      **Signature**      **Timestamp**

**Editor Delivery Events**      **Status**      **Timestamp**

**Agent Delivery Events**      **Status**      **Timestamp**

**Intermediary Delivery Events**      **Status**      **Timestamp**

**Certified Delivery Events**      **Status**      **Timestamp**

**Carbon Copy Events**      **Status**      **Timestamp**

Annie Chin achin@rgs.ca.gov Security Level: Email, Account Authentication (None)	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"><b>COPIED</b></div>	Sent: 5/27/2021 4:24:10 PM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
Anthony Suber, Deputy City Manager/City Clerk asuber@ci.atherton.ca.us Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 5/27/2021 4:24:10 PM Viewed: 5/27/2021 5:31:24 PM
Deborah Muchmore dmuchmore@rgs.ca.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 5/27/2021 4:24:10 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/27/2021 4:24:10 PM
Certified Delivered	Security Checked	5/27/2021 4:55:17 PM
Signing Complete	Security Checked	5/27/2021 4:56:24 PM
Completed	Security Checked	5/28/2021 10:38:35 AM

Payment Events	Status	Timestamps
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