

MEMORANDUM

To: Mayor and City Council
From: Chris Pike, Finance Director
Date: July 13, 2015
Subject: **Contract Amendment with JAT**

ITEM DESCRIPTION

To approve a contract amendment with JAT for removal of one position from contract.

BACKGROUND

For several months, there has been a vacant position on the JAT contract. JAT has worked diligently to fill a Human Resources Generalist position to assist the Human Resources Manager. Unfortunately, market conditions have made this a difficult task. Most recently, JAT turned to a staffing agency to assist with the recruiting. This too proved to be a challenge. However, the staffing agency has been beneficial in alerting us to the primary obstacle. The right candidate (a good Human Resources Generalist already employed and enjoying their job but looking for a better opportunity) doesn't want to leave their current position with benefits to go to another company without benefits. The contract with JAT would be nearly complete before benefits would kick in and then there would be a new waiting period with the City. All said, a person would be giving up benefits for nearly half a year. Again, they are unwilling to make that sacrifice.

JAT has approached the City and is willing to remove this position from the 2015 contract in order to create funding for the City to hire for this position. The amount charged for this position is just over \$7,700 per month. Council has already approved hiring this position beginning in January. This is simply a change in the timing to get the person on board sooner than originally anticipated. The funding removed from the JAT contract would be sufficient to cover the salary and benefits of the new Human Resources Generalist. No budget amendment would be required to complete this change. At this moment, we have identified a candidate who has accepted an offer pending this contract amendment.

If the contract amendment is approved, the position allocation and compensation chart would also be updated. But again, this position was already approved by Council earlier this year and the change is just to bring the position on board sooner. All other positions changing from contracted to employed are already filled so no other changes are anticipated at this time.

RECOMMENDED ACTION

It is respectfully requested Council approve the contract amendment with JAT to remove one position for the duration of 2015