

CITY OF FOSTER CITY
CONTRACT AMENDMENT NO. TWO (2)

DATE: August 21, 2023

ACCOUNT NO. 001-1210-415-4251

PROJECT NAME: Recruitment and HR Support Services

TO: It's Personnel

CHANGE REQUESTED BY: It's Personnel and City of Foster City

Based on mutual agreement, It's Personnel Consulting, Inc. and City of Foster City agree to amend the original Agreement dated July 21, 2022 ("Agreement") pursuant to Section 4 of the Agreement to add additional work for specified amounts, which are identified as follows:

ORIGINAL CONTRACT AMOUNT	\$ 20,000
AMOUNT OF CONTRACT AMENDMENT NO. ONE (1) (Dated May 22, 2023)	\$ 29,000
AMOUNT OF CONTRACT AMENDMENT NO. TWO (2)	\$ 101,000
REVISED CONTRACT AMOUNT	\$ 150,000

It's Personnel Consulting and the City of Foster City agree that additional work shall be added to Exhibit A, Scope of Work, in the Agreement for the services of an HR Director as described below and attached hereto and hereinafter incorporated as Attachment 1:

Task #1: Support from HR Director	\$ 101,000
1. To add additional hours and support for one HR Director	
2. HR Director Rate shall be billed at \$175/hour	
Subtotal	\$ 101,000
REVISED CONTRACT AMOUNT	\$ 150,000

Except as specifically modified herein, all other terms and provisions in the Agreement shall remain unchanged.

It's Personnel have given careful consideration to the work proposed and hereby agree, if this proposal is approved, to provide all equipment, furnish all materials except as may otherwise be noted above, and to perform all services necessary for the work above specified, and to accept as full payment therefore the prices shown above.

[Signatures on Next Page]

IN WITNESS WHEREOF, the City of Foster City and It's Personnel Consulting, Inc. have executed this Second Amendment to the Agreement, which shall be effective as of July 24, 2023, regardless of when it is executed.

CITY OF FOSTER CITY

DATE: _____

Stefan Chatwin, City Manager

ATTEST:

DATE: _____

Priscilla Schaus, City Clerk

APPROVE AS TO FORM:

DATE: _____

Benjamin Stock, City Attorney

IT'S PERSONNEL:

DATE: _____

Rebecca Burnside, Principal

Attachment 1

Interim Human Resources Director responsibilities are estimated at 500 hours and include:

- Manage Human Resources Department until full-time employee is hired
- Partner with Department Heads on hard to fill positions
- Work with outside labor negotiator on AFSCME MOU negotiations
- Work with staff to address any grievance, disciplinary or performance evaluation issue
- Work with employees on ADA/Interactive Process requests
- Review job descriptions as necessary
- Respond to Risk Management inquiries from employees and other Departments