

**Town of Lyons, Colorado
Board of Trustees
BOT Agenda Cover Sheet
Agenda Item No: XI.3.
Meeting Date: June 5, 2023**

TO: Mayor Rogin and Members of the Board of Trustees
FROM: Victoria Simonsen, Town Administrator
DATE: June 1, 2023
ITEM: Resolution 2023-36 – A Resolution of the Town of Lyons, Colorado
Approving a First Amendment to the Professional Services Agreement
with Precision Employment Consulting for Human Resources Support
Services

ORDINANCE
 MOTION / RESOLUTION
 INFORMATION

- I. **REQUEST OR ISSUE:** This resolution would extend the contract with Precision Employment (Elaine Alberding) for human resources support through the end of the year, December 31, 2023.
- II. **RECOMMENDED ACTION / NEXT STEP:** Approve Resolution 2023-36
- III. **FISCAL IMPACTS:** Expenses (approximately \$2,000 per month) were approved in the 2023 approved budget.
- IV. **BACKGROUND INFORMATION:** The town entered a very short-term, three-month agreement with Precision Employment in November 2021 to determine if contracted human resource services would be sufficient for the town's needs. Although it was determined it was successful and was approved in the 2022 and 2023 budgets, the agreement was not extended as it should have been. This resolution would extend the agreement through the end of 2023.

In the remaining six months, the town will go out with a request for qualifications for human resource services and recommend whether or not to move forward with the final candidate. It is a regular practice to advertise professional services every three to five years to remain competitive and update contracted services.

- V. **LEGAL ISSUES:** The town attorney has drafted and approved the amendment.
- VI. **CONFLICTS OR ENVIRONMENTAL ISSUES:** None
- VII. **SUMMARY AND ALTERNATIVES:** The alternatives are not to extend the contract or extend it to another date.

PROPOSED MOTION:

"I move to approve Resolution 2023-36, A Resolution of the Town of Lyons, Colorado Approving a First Amendment to the Professional Services Agreement with Precision Employment Consulting for Human Resources Support Services"