



**CITY COMMISSION  
STAFF REPORT**

**DEPARTMENT:** Finance

**DATE:** March 10, 2026

**SUBJECT:** Motion to approve and authorize the renewal of the Risk Management Consultant's agreement for one year, not to exceed \$25,000, with up to five one-year renewals. - **Finance**

**CITY MANAGER RECOMMENDATION:**

The City Manager recommends approval and authorization to renew a consultant agreement for risk management duties for the year, at a cost not to exceed \$25,000. (6.41 hours per week x 52 weeks x \$75.00), with an option for five, 1-year renewals.

**BACKGROUND OF ITEM:**

On June 17, 2024, the city received a resignation letter from Lourdes Mantecon, the current Human Resources Director. Risk Management was part of the HR Director's responsibilities.

The risk management consultant offers support to:

1. The Finance Procurement Section helps determine the correct amount for the Certificate of Insurance (COI) for different solicitations.
2. Follow up on claims for damages the city has suffered.
3. Coordinate with our insurance carriers to monitor lawsuits filed against the city.

The consultant offers specialized expertise that the city did not have before.

**FISCAL IMPACT:**

The Risk Management Line has been budgeted at \$25,000 in the 2025-2026 budget. For the period from October 1, 2025, through February 3, 2026, \$9,543.75 was paid toward the remaining balance on the previous Purchase Order.

This leaves \$29,456 budgeted but unspent for the HR Director Consultant position through September 30, 2026.

<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
001-130-531190-513	\$39,000	\$9,543.75	\$14,000

**ATTACHMENTS:**