



**CITY COMMISSION  
STAFF REPORT**

**DEPARTMENT:** Human Resources/Finance

**DATE:** July 23, 2024

**SUBJECT:** Motion to approve and authorize hiring a Risk Management Consultant for the remainder of FY 2024 not to exceed \$9,000 and for FY 2025 not to exceed \$39,000. – **Human Resources/Finance**

**CITY MANAGER RECOMMENDATION:**

The City Manager recommends approval and authorization of the hiring of a consultant to assume the risk management responsibilities for the remainder of the FY 2024 in an amount not to exceed \$9,000. (10 hours per week x 12 weeks x \$75.00) and \$39,000 for fiscal year 2025 (10 hours per week x 52 weeks x \$75.00).

**BACKGROUND OF ITEM:**

On June 17, 2024, the City received a resignation letter from the current Human Resources Director Lourdes Mantecon. Risk Management was one of the responsibilities of the HR Director. Sound risk management is necessary to evaluate potential risks quantitatively and qualitatively, prioritize City policies, design, implement, and ensure compliance with risk management protocols, and avoid potential risks. Accordingly, we recommend hiring a consultant to manage the City’s risk management.

**FISCAL IMPACT:**

The HR Director position became vacant on June 20, 2024. This will leave \$23,250 budgeted for the HR Director Position. The City has prepared a budget amendment transferring \$9,000 from the HR Director Salary line to the professional services miscellaneous line to cover the expenditures for the Risk Manager for FY 2024. The City has also added a line item for professional services in the Human Resources FY 2025 budget for the Risk Manager in the amount of \$39,000.

<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Prior Requested Amount</u>	<u>New Request Amount</u>	<u>Remaining Amount</u>
001-140-512100-513	\$0	\$0	\$-9,000	\$0
001-140-531190-513	\$0	\$0	\$9,000	\$0

**ATTACHMENTS:**

1. Professional Services Agreement
2. Budget Transfer Notification