



**CITY COMMISSION
STAFF REPORT**

DEPARTMENT: Human Resources

DATE: July 23, 2024

SUBJECT: Motion to approve and authorize the hiring of an Interim Human Resources Director for sixty days with an expenditure not to exceed \$6,000. – **Human Resources**

CITY MANAGER RECOMMENDATION:

The City Manager recommends approval and authorization of the hiring of an Interim Human Resources Director for 60 days, not exceeding \$6,000.

BACKGROUND OF ITEM:

On June 17, 2024, the City received a resignation letter from the current Human Resources Director, Lourdes Mantecon. The City has begun the recruitment process to replace the HR Director. Until the position is filled, the City will hire an Interim HR Director to help the HR program administrator. The Interim HR Director is anticipated to work 8-10 hours per week for a maximum of 8 weeks.

FISCAL IMPACT:

The HR Director position became vacant on June 20, 2024. This has left \$29,250 budgeted for and unspent for the HR Director Position. The City has prepared a budget amendment transferring \$6,000 from the HR Salary line to the Professional Services line to cover the expenditures for the Interim Human Resources Director.

<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	\$-6,000	\$0
001-140-531190-513	\$0	\$0	\$6,000	\$0

ATTACHMENTS:

1. Professional Services Agreement
2. Budget Transfer Notificaion

Workflow History



User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	Route to Budget	07/09/24 10:37 AM
Nadeau, Mike	Assigned to Budget	COMPLETE: Forward to City Clerk	07/09/24 10:38 AM
	<i>The fiscal impact section of this staff report is MOSTLY correct. We just have the incorrect line item. It should be 001-140-531190-513. We have 531100 now. Missed it by one number.</i>		
Allen, Tedra	Assigned to City Clerk	Route to Attorney	07/09/24 10:56 AM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forward to City Manager	07/09/24 04:49 PM
	<i>I would recommend including the professional services agreement as additional back-up.</i>		
Rey, Alex	Assigned to City Manager	COMPLETE: Forward to City Clerk	07/09/24 05:53 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End Workflow	07/11/24 01:34 PM
Allen, Tedra	END WORKFLOW - APPROVED		07/11/24 02:16 PM