



Monthly HR Department Report

To: Todd Stoughton
Interim City Manager

Date: October 10, 2024

From: Bridget Flores
HR Department Director

Subject: September 2024 HR Department Report

PERSONNEL ACTIONS – ONE SOLUTION

- **Recruitment**
 - **75 Applications Received**
 - **32 City Manager Applications**
 - **60 Paper Applications**
 - **47 Jobsite Applicants (FLC, FCCMA, Indeed)**
- **Hiring**
 - **70 Applicants referred to Hiring Manager**
 - **32 City Manager Applicants referred to HR Director**
 - **8 Positions Filled**
- **Orientation**
 - **4 Orientations**
- **Benefits**
 - **1 FMLA Approved**
 - **3 Health Benefits Counseling and 60 Days Enrollment**
- **Termination**
 - **14 Resignation/Dismissal**
- **Retirement**
 - **0 Retirements**

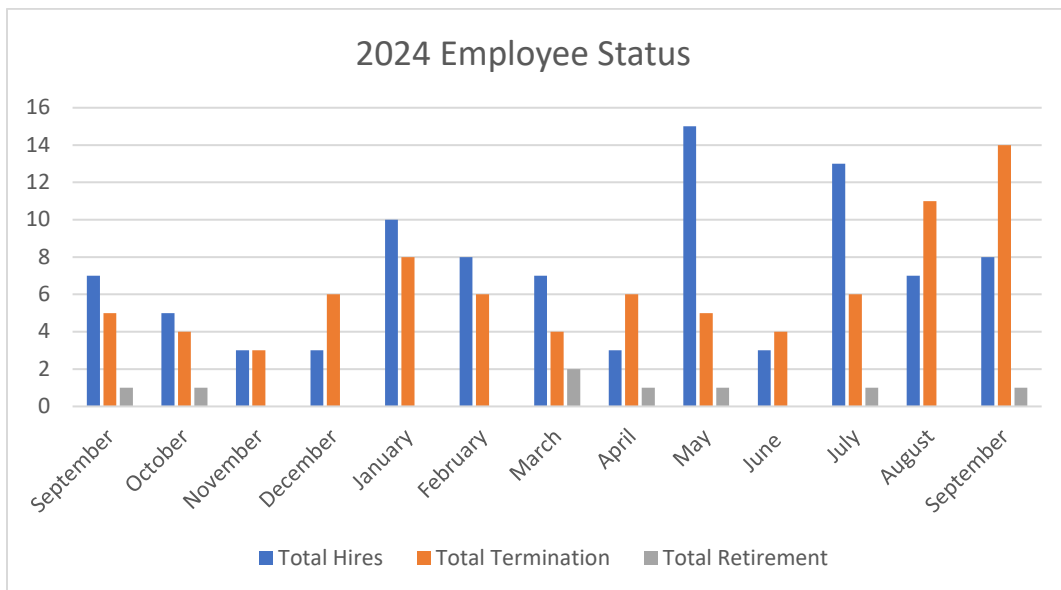
CITY MANAGER RECRUITMENT – On August 8, 2024, the City Commission approved a search for a new City Manager to begin without the use of a recruitment agency. HR Director was recommended as hiring manager. HR Director met with the City Manager Advisory Board on September 18, 2024, providing a timeline for closing the position with all items due to HR no later than September 30, 2024. The city received 32 resumes and inquires with only 17 applicants completing the application process. The Advisory Board will meet again on October 7, 2024, to discuss recommendations for the Commission.

HUMAN CAPITAL MANAGEMENT IMPLEMENTATION – HR and IT continue to work with Fourthsquare for the build out of the Core HR System and HR Recruitment. 544 employees were added to test site with approval routings, organizational structure, and workflow design tested. Core HR workflows for Personnel Action Forms build out began with documents for employee self-service or administrative assistance; training with City Admins on routing of forms and test system access was held the last week of September. Project estimated at 4.5 months with a little delay happening in late July; updated “go live date” is November 1, 2024. Transition of Data from Navaline is 40% complete (3000+ employee info); data from One Solution will be verified the first week of September.

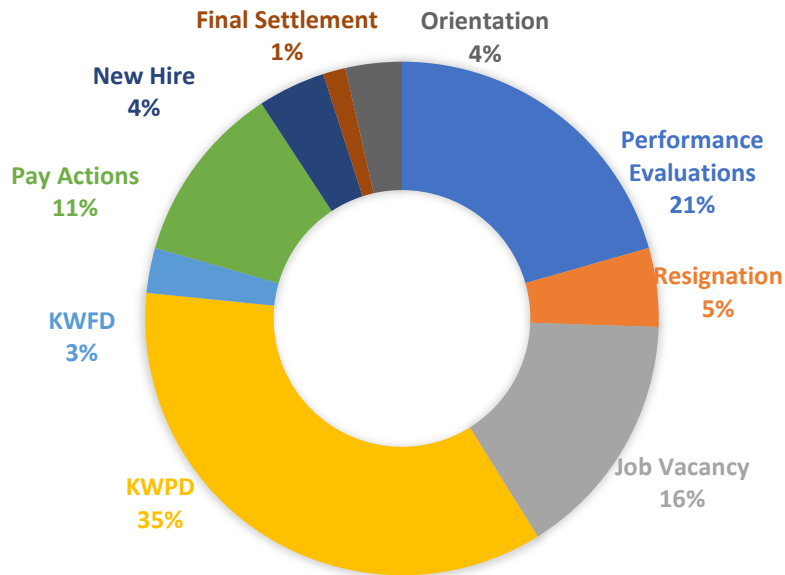
FY25 BUDGET REQUESTS – Approval of the FY25 Budget created 14 new full-time positions with the deletion of 5 through attritions, all job descriptions created and posted for in house applicants on September 26, 2024. Reclassification of 8 positions allowed for increased responsibility and financial compensation for current employees.

The start of the fiscal year will include over 300 pay items processed manually for new incentives, assignment pays, and allowances under the IAFF, PBA, & Teamster Union contracts. The salary increases will be completed by One Solution as a large file upload.

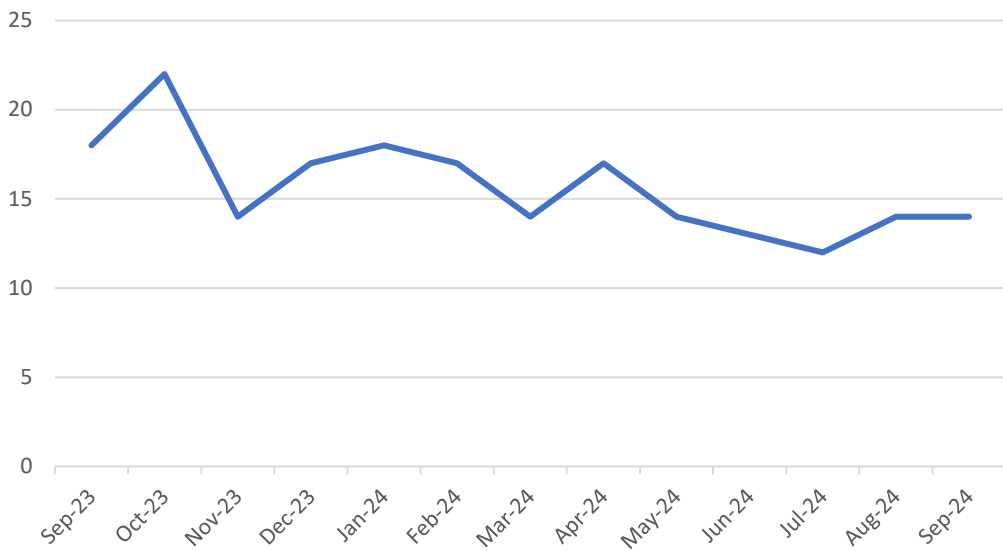
LKMC MOU – Lower Keys Medical Center signed the MOU for 24/7 Drug testing for City Employees in March of 2024; recent change in leadership has delayed authorization of testing through the emergency department.



SEPTEMBER PERSONNEL ACTIONS



Open Positions 2023 vs 2024



- **Employee Committee**
 - **Suggestion Boxes – 2 Digital, 1 Paper**
 - **City Holiday Party – December 14, 2024**

- **Employee Service Awards** – Employees requested better notification for the ceremony at Commission Meetings. HR now mails a personal invitation to each employee and email invite.
 - **Childcare need Survey** – The Employee Committee is reaching out to City employees about childcare needs; the survey will be available in 3 languages and published soon.
 - **October Wellness Challenge – STEP IT UP!** Employees are challenged to increase their daily steps to 5,000 steps per day the first week and 8,000 steps by the fourth week! HR is providing pedometers for employees to keep track of their steps and head into the holidays healthy!
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- **Collective Bargaining**
 - **PBA** – Expires September 30, 2026
 - **IAFF** – Expires Sept 20, 2025 – 1 year contract approved by City Commission on August 8, 2024; negotiations will reopen in March 2025.
 - **Teamsters** – Expires Sept 30, 2027