




MEMORANDUM

Date: April 18, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress 
City Manager

From: Todd Stoughton
Assistant City Manager

Subject: **HR Director Temporary Contract**

Introduction

Authorize the City Manager to approve a contract for temporary HR Director Services.

Background

The current HR Director submitted retirement notification on January 9, 2023. The search for a replacement HR Director is on-going.

The third administrative HR position, HR Generalist/Trainer, has been vacant since February 2023 and the HR Director has been performing most of these duties. These multiple daily duties will need to continue until the third administrative position is filled by the incoming employee on May 15, 2023.

Procurement

The City has a full HR Director salary budgeted in FY23 and Ms. Farist will commit to 2 days per week until training of the HR Generalist/Trainer is complete and is ready to take over the daily duties currently performed by the HR Director along with the turnover of the director position to the new incoming HR Director. Contract compensation is not to exceed \$5,000.00 per month.

Recommendation

Staff recommends authorizing City Manager approval of this temporary contract for HR Director services.