



Monthly HR Department Report

To: Todd Stoughton, Interim City Manager

Date: January 2, 2025

From: Bridget Flores, HR Department Director

Subject: December 2024 HR Department Report

PERSONNEL ACTIONS – ONE SOLUTION

- **Recruitment**
 - **38 Applications Received**
 - **26 Oracle Online Applications**
 - **12 Paper Applications**
- **Hiring**
 - **36 Applicants referred to Hiring Manager**
 - **2 Positions Filled**
- **Orientation**
 - **1 Orientations**
- **Benefits**
 - **3 FMLA Approved**
 - **4 Health Benefits Counseling and 60 Days Enrollment**
- **Termination**
 - **6 Resignation/Dismissal**
- **Retirement**
 - **0 Retirements**

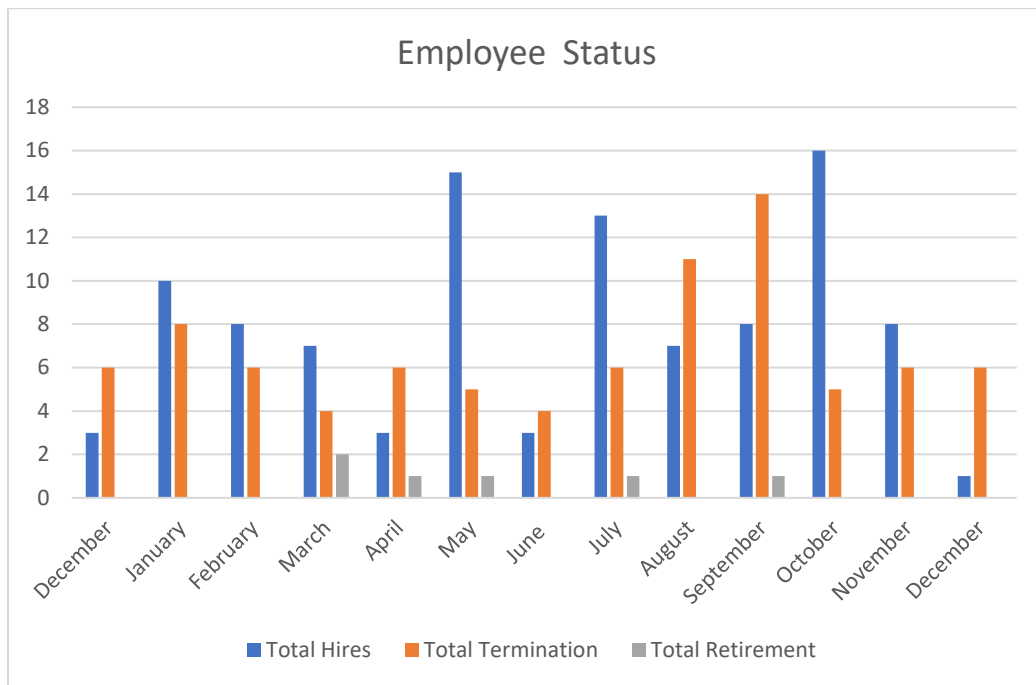
CITY MANAGER RECRUITMENT – On August 8, 2024, the City Commission approved a search for a new City Manager to begin without the use of a recruitment agency. The Advisory Board met on October 7, 2024 to discuss recommendations for the Commission. The City Commission met on November 14, 2024 recommending the 5 candidates complete one-on-one interviews, background investigations, and plan to meet at the December City Commission meeting to decide on the next City Manager.

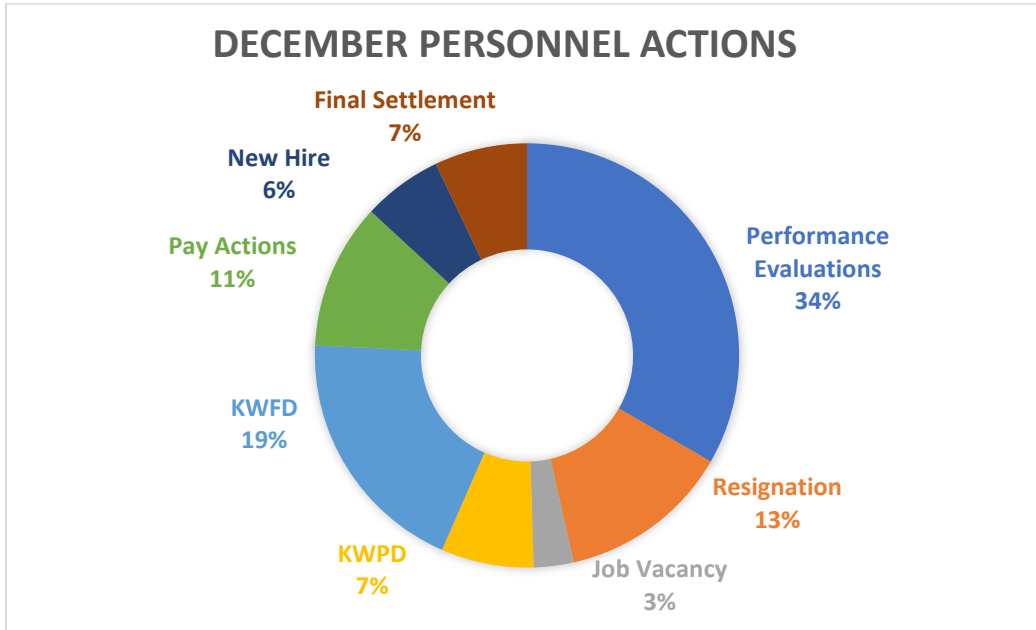
HUMAN CAPITAL MANAGEMENT IMPLEMENTATION – “Go Live” for our online Applications and CORE HR program occurred mid month; online applications are arriving! HR and IT are preparing video training for users to become familiar with Oracle and one on one training for supervisors to process forms in anticipation of phasing out FREVVO for HR Forms.

Transition of Data from Navaline is 90% complete (3000+ employee info).

FY25 BUDGET IMPLEMENTATION/POSITIONS/SALARIES – Human Resources and Finance continue to review demographics for non-union salary adjustments after recent Union negotiations provided increases to all represented employees. Interim City Manager, Finance, and Human Resources will continue to review positions and assist Directors with planning for FY26 reclassification requests and improved succession plan for department structuring.

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.





- **Employee Committee**

- **Suggestion Boxes – 1 Digital, 0 Paper**
- **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.
- **February Wellness Challenge – NO SUGAR CHALLENGE!** We will be sponsoring a challenge to identify extra processed sugars in your diet and work to make better choices!

- **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; request submitted to reopen articles pending New City Manager identification.