




MEMORANDUM

Date: October 12, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress 
City Manager

From: Bridget Flores
Human Resources Director

Subject: **Human Resources – Professional Services Agreement**

Introduction

The City Manager's Office respectfully requests approval of a Professional Service Agreement for Human Resources consulting.

Background

Recently the Human Resources Department has had a change in leadership at the Department Director position. A Letter to Council (LTC) was issued on May 22, 2023, that announced the appointment of Bridget Flores as the new Human Resources Director. Ms. Flores as you are aware is a retired United States Coast Guard Officer who holds a degree in Human Resources Management and Management and Leadership. Ms. Flores' start date was June 12, 2023.

In order to ensure a successful transition, it is the desire of the City Manager's Office to retain the services of a Professional Human Resources Consultant to determine the needs of the Department. The Consultant will focus on customer service, decision-making, communication, review of the Human Resources Policy and Procedure Manual, suggest "Best Practices" on programs that would improve the department, create (an on-call) advice system for the Human Resources Department Director and Leadership Training for the Human Resources Director. The Consultant will meet with each elected official to discuss the project, timelines, and final report. In addition, the Consultant will meet with each member of the Human Resources Department to assist in the transition to the Human Resources Information System (HRIS) platform.

The HR Director completed a direct solicitation to Global HR Expert Solutions Consulting and Human Resources Simplified in July and August 2023 including the scope of work. Neither company has responded to the HR Director as of August 31, 2023. The third quote is from T. C. Adderly. T.C. Adderly experience stems over two decades in the private sector working for Florida Power and Light as a Human

Resource Manager and over fifteen (15) years in local government as a Department Director of Human Resources and as an Assistant City Manager. Understanding the unique requirements of local government and streamlining from a paper records system to HRIS make Mr. Adderly a preferred candidate for the unique transition of the Human Resources program to a cloud-based record system.

Procurement

Due to the timing of the HR Director relief process, and the need for specific HR support during the relief procedures it is in the best interest of the City to follow Sec. 2-797(4), 'Exempt Contractual Services and Commodities' and proceed in acquiring the services of T.C. Adderly.

Recommendation

The City Manager's Office recommends approval of the Resolution for the City Manager to enter into a Professional Service Agreement for Human Resources Consulting Services during the change of leadership within the Human Resources Department.