




## MEMORANDUM

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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**

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### **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.