

TOWN *Of* **PARADISE VALLEY**



STAFF REPORT

TO: Mayor Bien-Willner and Town Council Members

FROM: Jill Keimach, Town Manager
Lindsey Duncan, Chief Financial Officer

DATE: January 26, 2022

DEPARTMENT: Finance and Budget
Lindsey Duncan, 480.348.3696

AGENDA TITLE:

Amend the professional services agreement with Core HR Solutions, LLC. providing interim human resources services.

RECOMMENDATION:

Staff recommends the Town Council approve an amendment to the existing \$25,000 agreement with Core HR Solutions, LLC for interim human resources services up to \$50,000.

BACKGROUND:

With the retirement of the Town's long-term HR Manager, the Town needed interim human resources services to maintain daily operations until the position could be recruited and filled. The Town conducted a competitive procurement process for professional human resources services and selected Core HR Solutions, LLC. in September 2022. Sonja Talley with Core HR Solutions has been serving the Town in this capacity under the terms of the original contract since September 23, 2022.

The HR position is anticipated to be filled on February 16, 2023. Staff is requesting additional contract award up to \$50,000 to provide interim HR services and transition to the new employee through the end of February 2023. Core HR Solutions provides services at a rate of \$85 per hour for roughly 20 hours per week.

BUDGETARY IMPACT:

Vacancy savings generated since the retirement of the previous employee are sufficient to fund the professional services agreement up to \$50,000.

ATTACHMENT(S):

- A. Staff report
- B. Professional Services Agreement