# REPORT TO THE BOARD OF MAYOR & ALDERMEN

**DATE:** November 9, 2026

**FROM:** Bill Burke, Human Resources Director

**SUBJECT:** Request for Approval to Create and Fund a Temporary Human Resources Manager (Designee) Position

**INTRODUCTION:**
This is a request for the Board of Mayor and Aldermen to approve a Temporary Human Resources Manager (Designee) Position.

**BACKGROUND:**
This memo requests approval of the Board of Mayor and Aldermen to amend the applicable Fiscal Year 2027 budget to create and fund a temporary Human Resources Manager (Designee) position. The temporary authorization is necessary to comply with Tennessee state law requiring a position to be authorized and funded before it is filled.

The outgoing Human Resources Manager will transition responsibilities to the designated incoming Human Resources Manager with a planned overlap during the time period of November 16 through December 4, 2026, a total of 15 working days. This three-week transition will support continuity of Human Resources operations, knowledge transfer, and an orderly handoff of workforce-related responsibilities.

For budgetary purposes, authorization is requested for November 2026 through June 2027. The requested appropriation is $66,000.00 for salary and $16,639.26 for fringe benefits, for a total authorization of $82,639.26.

Although funding is requested through the end of the fiscal year, the temporary position is expected to be used only during the transition period and will cease following the overlap. The full appropriation is not anticipated to be expended. The actual incremental expenditure is expected to be $0.00.

**BUDGET IMPACT:**
The actual incremental expenditure is expected to be $0.00. Appropriation request is included on Resolution 2026-33 on this agenda.

**ATTACHMENTS:**
2026 1102 - Budget Amendment Request - HR Manager Designee.pdf

**PROPOSED MOTION:**
To approve and create temporary funding for the designated Human Resources Manager replacement.

**Board Action: Motion By_____ Seconded By_____**

| Vote Total | Hall | Jordan | Robbins | Marshall | Stamps | Fraser |
|---|---|---|---|---|---|---|
| Yes | | | | | | |
| No | | | | | | |
| Abstain | | | | | | |