



Budget Amendment Form

Posted 5/14/24

BA000330

Res# 2024-033

| | |
|--------------------------------------|--------------------------|
| Department Village Manager | Date 5/14/2024 |
|--------------------------------------|--------------------------|

Fund(s) to be changed: General Fund

| GL Account | GL Line Item | Transfer to: | Transfer from: |
|--------------------------------------|-------------------------------|---------------------|---------------------|
| 001.12.512.3160 | Professional Services | \$ 40,000.00 | |
| 001.00.389.3890 | Appropriation of Fund Balance | | \$ 40,000.00 |
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL (Columns must be equal) | | \$ 40,000.00 | \$ 40,000.00 |

Description:

Transfer Appropriation of Fund Balance to Professional Services in the Village Manager's Departmental Budget for LAGOMHR Human resources consulting services for Interim HR Director.

Mayte Gamiotea

From: Angela Atkinson
Sent: Tuesday, June 4, 2024 6:06 AM
To: Alba L. Chang, CMC
Cc: Ralph Rosado; Haydee Sera; Annabelle Rodriguez; Mayte Gamiotea
Subject: RE: Corrected Budget Amendment for LAGOMHR - 05.14.24 Meeting
Attachments: Corrected Budget Amendment for 05.14.24 LAGOMHR.pdf

Good morning,

It is my understanding that the amount also should have been \$40,000. Please see attached for the final corrected amendment. If you have any questions, please let me know.

Thank you,

Angela

From: Angela Atkinson
Sent: Monday, June 3, 2024 10:55 AM
To: Alba L. Chang, CMC <villageclerk@nbvillage.com>
Cc: Ralph Rosado <Rrosado@nbvillage.com>; Haydee Sera <HSera@wsh-law.com>
Subject: Corrected Budget Amendment for LAGOMHR - 05.14.24 Meeting

Good morning Alba,

Please see attached for the corrected budget amendment. Per Commission, they wanted this item in the Village Manager's Departmental Budget not General Government. Please let me know if you have any questions.

Thank you,

Angela



Angela Atkinson

CHIEF FINANCIAL OFFICER

Phone: (305) 756-7171
Mobile:
Email: aatkinson@nbvillage.com
Website: northbayvillage-fl.gov
Address: 1666 Kennedy Causeway Suite 300
North Bay Village, FL.33141



PLEASE NOTE: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

EXHIBIT "B"



Budget Amendment Form

Reso #2024-033

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|--------------------------------------|--------------------------|
| Department Village Manager | Date 5/14/2024 |
|--------------------------------------|--------------------------|

Fund(s) to be changed: General Fund

| GL Account | GL Line Item | Transfer to: | Transfer from: |
|--------------------------------------|-------------------------------|---------------------|---------------------|
| 001.12.512.3160 | Professional Services | \$ 48,000.00 | |
| 001.00.389.3890 | Appropriation of Fund Balance | | \$ 48,000.00 |
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL (Columns must be equal) | | \$ 48,000.00 | \$ 48,000.00 |

Description:

Transfer Appropriation of Fund Balance to Professional Services in the Village Manager's Departmental Budget for LAGOMHR Human resources consulting services for Interim HR Director.

EXHIBIT A²
SCOPE OF SERVICES

The Scope of Services set forth herein shall collectively be referred to as the "Services." Specifically, Consultant's Services shall include, but not be limited to, the following:

Beginning on May 6, 2024, Consultant shall be paid \$8,000 monthly to serve as the Village's interim Human Resources Director, which role includes but is not limited to: oversight of the Village's Human Resources Department, recruitment, employee relations, and implementation of the Village's human resources and payroll processing software (known as "UKG") from Kronos SAASHR, Inc. The Village will be responsible for providing clerical support to the Consultant for day-to-day Human Resources departmental matters, including human resources and payroll related daily tasks that would normally be administered by an entry-level human resources department or payroll professional. The Parties agree that Consultant will complete implementation of UKG as part of the responsibilities of interim Human Resources Director. Consultant will conduct these services on site at the Village one day per week and the remainder of any services needed will be performed remotely.

It is anticipated that the Village will hire a permanent Human Resources Director. If and when a permanent Human Resources Director is hired, Consultant will support and assist with a 30-day transition to the new Human Resources Director. After the 30-day transition period, the Consultant will return to providing services to the Village on as-needed basis at the following rates:

1. A Class and Compensation Study at \$375.00 per position.
2. All other HR projects and assignments are \$175.00 per hour.

² Coding: ~~Strikethrough words~~ are deletions to the existing words. Underlined words are additions to the existing words.

RESOLUTION NO. 2024-033

A RESOLUTION OF THE MAYOR AND COMMISSION OF NORTH BAY VILLAGE, FLORIDA, APPROVING AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH LAGOMHR INC. FOR HUMAN RESOURCES CONSULTING; CONFIRMING THE APPOINTMENT OF YOLANDA N. MENEGAZZO OF LAGOMHR INC. AS INTERIM HUMAN RESOURCES DIRECTOR; AMENDING THE BUDGET FOR FISCAL YEAR 2023-2024; PROVIDING FOR AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on October 16, 2023, the North Bay Village (the "Village") Commission adopted Resolution 2023-130 approving an agreement with LagomHR Inc (the "Consultant") for human resources support (the "Services"); and

WHEREAS, on October 19, 2023, the Village and the Consultant entered into an agreement for the Services (the "Agreement"); and

WHEREAS, the Village's Human Resources Director, Evelyn Herbello, has resigned effective May 27, 2024; and

WHEREAS, in order to service the Human Resources Department (the "Department") before and after the Director's resignation, the Village wishes for Consultant to serve in the capacity of interim Human Resources Director; and

WHEREAS, the Village desires to incorporate certain amendments to the Agreement, as set forth in the First Amendment attached hereto as Exhibit "A" (the "First Amendment"); and

WHEREAS, the Village Manager has recommended appointment of Yolanda N. Menegazzo of Consultant's firm as the Village's interim Human Resources Director; and

WHEREAS, Section 4.01(G)(2) of the Village Charter provides that the Village Manager will submit appointments of new department directors to the Commission for confirmation; and

WHEREAS, the Village Commission desires to confirm the appointment of Yolanda N. Menegazzo of Consultant's firm as the Village's interim Human Resources Director effective retroactive to May 6, 2024; and

WHEREAS, on September 28, 2023, the Village Commission adopted Resolution No. 2023-109 approving the budget for fiscal year 2023-2024 (the “Budget”); and

WHEREAS, pursuant to Section 166.241, Florida Statutes, the Village Commission may amend a budget at any time within a fiscal year; and

WHEREAS, in order to provide the necessary funding for the Services as amended by the First Amendment and pursuant to Section 35.21 of the Village Code of Ordinances and Florida Law, the Village Commission desires to amend the Budget consistent with the staff memorandum accompanying this resolution by authorizing the line-item transfers as further provided in Exhibit “B” attached hereto and incorporated herein; and

WHEREAS, the Village Commission finds that this Resolution is in the best interest and welfare of the residents of the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AS FOLLOWS:

Section 1. Recitals. That each of the above-stated recitals are hereby adopted, confirmed, and incorporated herein.

Section 2. Approval. That the Village Commission hereby approves the First Amendment with the Consultant in substantially the form attached hereto as Exhibit “A.”

Section 3. Authorization. That the Village Commission hereby authorizes the Village Manager to execute the First Amendment, in substantially the form attached hereto as Exhibit “A,” subject to approval by the Village Attorney as to form, content and legal sufficiency, and to take any action which is reasonably necessary to implement the intent and purpose of this Resolution, including but not limited to the expenditure of budgeted funds.

Section 4. Confirmation. That the Village Commission hereby confirms the appointment of Yolanda N. Menegazzo of Consultant’s firm to serve as the Village’s interim Human Resources Director effective retroactive to May 6, 2024.

Section 5. Amending Budget. That the Village Commission hereby approves an amendment to the budget by authorizing the line-item transfers as further provided in Exhibit “B” attached hereto and incorporated herein.

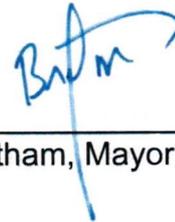
Section 6. Implementation. That the Village Manager, Village Clerk, and Village Attorney are hereby authorized to take such further action as may be necessary to implement the purpose and provisions of this Resolution.

Section 7. Effective Date. That this Resolution shall be effective immediately upon adoption.

The foregoing Resolution was offered by Mayor Latham who moved its adoption. The motion was seconded by Commissioner Cuk and upon being put to a vote, the vote was as follows:

| | |
|--------------------------------|------------|
| Mayor Brent Latham | <u>Yes</u> |
| Vice Mayor Richard Chervony | <u>Yes</u> |
| Commissioner Goran Cuk | <u>Yes</u> |
| Commissioner Andy Rotondaro | <u>Yes</u> |
| Commissioner Rachel Streitfeld | <u>Yes</u> |

PASSED AND ADOPTED on this 14th day of May, 2024.



Brent Latham, Mayor

ATTEST:



Alba L. Chang, CMC
Village Clerk



APPROVED AS TO FORM AND LEGAL SUFFICIENCY:



Weiss Serota Helfman Cole & Bierman, PL
Village Attorney

EXHIBIT "A"

**FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT
BETWEEN
NORTH BAY VILLAGE
AND
LAGOMHR INC**

THIS FIRST AMENDMENT TO AGREEMENT (this "First Amendment") is entered into as of the _____ day of _____, 2024 (the "Effective Date of First Amendment"), by and between **NORTH BAY VILLAGE, FLORIDA**, a Florida municipal corporation, (the "Village") and **LAGOMHR INC**, a Florida Corporation (hereinafter, the "Consultant"). Collectively, the Village and the Consultant are referred to as "Parties."

WHEREAS, on October 19, 2023, the Village and Consultant entered into a Professional Services Agreement (the "Agreement") for certain human resources consulting services; and

WHEREAS, the Village wishes to expand the scope of Consultant's services in order for Consultant to serve as the Village's interim Human Resources Director due to the resignation of the Human Resources Department Director, Evelyn Herbello; and

WHEREAS, the Village and Consultant wish to modify the terms of the Agreement in accordance with the terms and conditions set forth in this First Amendment.

NOW, THEREFORE, for and in consideration of the mutual promises set forth herein, the Village and Consultant agree as follows: ¹

1. **Recitals Incorporated.** The above recitals are true and correct and incorporated herein.
2. **Amendment of Exhibit A of the Agreement.** Exhibit A of the Agreement is amended as set forth in Exhibit A to this First Amendment.
3. **Conflict; Amendment Prevails.** In the event of any conflict or ambiguity between the terms and provisions of this First Amendment and the terms and provisions of the Agreement, the terms and provisions of this First Amendment shall control.
4. **Agreement Ratified.** Except as otherwise specifically set forth or modified herein, all terms in the Agreement are hereby ratified and affirmed and shall remain unmodified and in full force and effect in accordance with its terms.
5. **Defined Terms.** All initial capitalized terms used in this First Amendment but not otherwise defined herein shall have the same meaning ascribed thereto in the Agreement.
6. **Counterparts.** This First Amendment may be executed in counterparts,

¹ Coding: ~~Strikethrough words~~ are deletions to the existing words. Underlined words are additions to the existing words.

each of which shall be deemed an original, but all of which, when taken together, shall constitute one and the same instrument. An executed facsimile or electronic copy of this First Amendment shall have the same force and effect as an original hereof.

[Remainder of page intentionally left blank. Signature page follows.]

