



**CITY COMMISSION
STAFF REPORT**

DEPARTMENT: Administration

DATE: September 24, 2024

SUBJECT: Motion to approve the Agreement with GovTemps for Interim Capital Improvement Project Manager for Public Works - **Administration**

CITY MANAGER RECOMMENDATION:

The City Manager recommends that the Commission approve the execution of GovTemps temporary service agreement for an Interim Capital Improvement Project Manager, to be used by Utilities until a permanent employee can be recruited.

BACKGROUND OF ITEM:

The proposed professional service agreement attached for your review is for a full-time professional in the industry via GovTempsUSA to serve as a Capital Improvement Project Manager from October 1, 2024 – November 29, 2024.

FISCAL IMPACT:

The base compensation will be \$4,928/week (based on a 40/hour work week at a rate of \$123.20/hour) for an eight week total of \$39,424. Compensation assumes the employee will be paid for holidays on the same schedule the client provides to its employees. The client will provide forty (40) hours of personal time off (PTO) to the assigned worker in a Time Bank for use in the contract term, which will be pro-rated if the contract is extended beyond June 14, 2024. At the end of the term, PTO shall not be paid out to worker if not used.

FISCAL IMPACT:

<u>Description</u>	<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
Professional Svcs - Engineering	001-311-531190- 519	\$	\$39,424	\$
Salaries - Regular	001-311-512100- 519	\$	(\$39,424)	\$

ATTACHMENTS:

1. Capital Improvement Project Manager - Professional Services Agreement between the City of Cooper City and GovTempsUSA