



**CITY COMMISSION  
STAFF REPORT**

**DEPARTMENT:** Administration

**DATE:** March 12, 2024

**SUBJECT:** Discussion and possible action regarding temporary services for an interim Director of Public Works - **Administration**

**CITY MANAGER RECOMMENDATION:**

The City Manager recommends approval of a 3-month agreement with GovTempsUSA for temporary services for an interim Director of Public Works.

**BACKGROUND OF ITEM:**

As the Commission is well aware we have been without a full time, permanent Public Works Director since spring of 2023. There is a need for additional assistance during this period of transition as we seek out a new Public Works Director via a nationwide search currently underway. We hope that a permanent Public Works Director would be able to start sometime in June of this year. This resource will work closely with the City Manager and Tim Fleming as we move forward within the department. The proposed professional service agreement attached for your review is for a full time professional in the industry via GovTempsUSA to serve as an interim Public Works Director from March 18, 2024 – June 14, 2024.

**FISCAL IMPACT:**

Although we have a FY24 budget of \$40,500 in the Professional Services – Miscellaneous line item, \$19,900 has been earmarked for the PW Director Search and we’ve already incurred costs of \$16,220 for IWORQ Systems. Thus we are requesting a budget amendment of the full amount of \$59,136 (4,928/week x 12 weeks) from the PW Administration Salary – Regular line item. We’ve had two vacancies (PW Director and Capital Projects Coordinator) for the entire Fiscal Year 2024 to date in PW Admin which is more than enough for this transfer of budgeted funds.

<u>Description</u>	<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
Professional Svcs - Misc.	001-311-531190-536	\$40,500	\$59,136	\$99,636
Salaries - Regular	001-311-512100-519	\$421,135	(\$59,136)	\$361,999

**ALTERNATIVES:**

Continue as currently staffed until permanent director is selected.

**ATTACHMENTS:**

- 1. Professional Services Agreement with GovTempsUSA

Workflow History 			
User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	Route to Budget	02/29/24 05:23 PM
Nadeau, Mike	Assigned to Budget <i>The fiscal impact section of this staff report is correct.</i>	COMPLETE: Forward to City Clerk	03/01/24 11:14 AM
Allen, Tedra	Assigned to City Clerk	Route to Attorney	03/01/24 11:26 AM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forward to City Ma...	03/01/24 03:02 PM
Eggleston, Ryan	Assigned to City Manager	COMPLETE: Forward to City Clerk	03/01/24 03:05 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End Workflow	03/01/24 04:18 PM
Allen, Tedra	END WORKFLOW - APPROVED		03/01/24 04:40 PM