



Agenda Item Summary

File #: RES 18-966, **Version:** 1

Submitted By

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Reviewed By

LKS

Agenda Item Title

A Resolution Approving an Employee Leasing Agreement with GovTempUSA, LLC for a Temporary Water Superintendent in an Amount not to Exceed \$35,000 and Authorizing its Execution

Overview

This a contract with a temporary service agency for a Water & Sewer Superintendent in the Public Works Department during the recruiting and onboarding process for this vacancy. This extension is required as we need more time to recruit for this position.

Staff Recommendation

Approve the Resolution.

Fiscal Impact

The estimated cost of the contract is \$35,000. The position has been vacant since May 2018. Contract expenses will be paid from the salary account for the Water and Sewer Superintendent.

Background

The Human Resources Department is proposing extending the current contract with GovTemp USA for the temporary employee currently working as the Water & Sewer Superintendent in the Public Works Department during the recruiting and onboarding process for this vacancy. This extension is required as we need to repost the position. The extension would provide the Public Works Director with the needed management support for the Water & Sewer Division operations. This contract extension exceeds the spending authority of the Village Manager, therefore this contract is prepared for Village Board review.

Deliverables for the interim position are as follows: direct management of the day to day operations of the Water and Sewer Division including the assignment of personnel duties, equipment, and materials. The position also ensures that accurate and timely documentation of the hours worked, materials and equipment used to perform the daily activities is recorded.

Additional responsibilities include, but are not limited to, the maintenance operation and repair of the Village water pumping, storage and distribution systems, the maintenance and repair of the combined sanitary/storm sewer system, support and assist the Public Works Director and the entire Public Works Department management team. The position of Water Superintendent has been vacant since May. Given the complexity

of the Public Works operations, it is critical that the Public Works Director have the support of a professional manager in this position while we recruit for the vacancy.

Alternatives

Delay action and seek additional information

Previous Board Action

N/A

Citizen Advisory Commission Action

N/A

Anticipated Future Actions/Commitments

N/A

Intergovernmental Cooperation Opportunities

N/A

Performance Management (MAP) Alignment

NA.