



# Town of Vienna

Charles A. Robinson Jr. Town  
Hall  
127 Center Street South  
Vienna VA, 22180

## Legislation Details (With Text)

**File #:** 16-193      **Version:** 1      **Name:**  
**Type:** Action Item      **Status:** Agenda Ready  
**File created:** 7/21/2016      **In control:** Town Council Meeting  
**On agenda:** 8/22/2016      **Final action:**  
**Title:** Request expenditure for temporary experienced accounting staff from Robert Half/Accountemps Company

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. ACCOUNTEMPS WAIVER, 2. Accountemps\_Robert Half Backup 2016

| Date      | Ver. | Action By            | Action   | Result |
|-----------|------|----------------------|----------|--------|
| 8/22/2016 | 1    | Town Council Meeting | approved | Pass   |

### Subject:

Request expenditure for temporary experienced accounting staff from Robert Half/Accountemps Company

### EXPLANATION AND SUMMARY :

The Deputy Finance Director is currently serving as Acting Finance Director/Treasurer. To get day-to-day work done, including completion of the annual audit in the fall, the department needs additional experienced accounting support for 40 hours a week through the end of October, when the audit field work will be completed.

We contacted three firms, VML/VACO, Sheila Minor and Associates, and Robert Half/Accountemps Company. Robert Half offered an MBA with extensive reconciling experience at an hourly rate lower than the other firms. VML/VACO could not provide a staff person within the commuting area, and telecommuting is not a viable option. Sheila Minor and Associates' qualified staff were available at a much higher billing rate and would need to be paid for travel and lodging expenses as well.

Total expenses for temporary experienced accounting staff from Robert Half from July 1 to October 31, 2016 is approximately \$52,000. Salary savings from the vacant Finance Director and Buyer positions, partially offset by temporary increases for two staff members in acting capacities, will cover approximately \$46,000 of this expenditure. The Finance Department will cover the remaining amount through budget transfers.

**Departmental Recommendation :** Recommend approval of expenditure.

**Finance Recommendation :** Recommend approval of expenditure.

**Purchasing Recommendation :** Recommend approval.

**Town Attorney Recommendation** : Upon the written justification and request for waiver of competitive bidding for the proposed services, Town Council may approve the proposed short-term contract and expenditure of funds in its discretion.

**Town Manager's Recommendation** : I recommend the Town Council approve the proposed short-term contract and expenditure with Robert Half/Accountemps Company.

Cost and Financing: \$52,000

Account Number: 100-102-1024-11241-43308

Decision Needed by This Date: August 22, 2016

**PROPOSED/SUGGESTED MOTION**

"Based upon written justification and request for waiver of competitive bidding, I move to approve the expenditure in an amount not to exceed \$52,000 for experienced temporary accounting staff with Robert Half/Accountemps Company from the account listed above."

Or

Other action deemed necessary by Council.