



# Town of Vienna

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

## Legislation Text

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**File #:** 21-2023, **Version:** 1

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**Subject:**

Approve Spending For Temporary Help with VAPFS, LLC-Hire Strategy

**EXPLANATION AND SUMMARY :**

The Town hired a temporary worker to cover duties of two staff members who stayed home over the summer to perform childcare duties during the pandemic, as allowed under the CARES Act. It was anticipated that the total cost would be under \$30,000 and funded by CARES. The two permanent staff members have since returned to the workplace and have been promoted to fill vacancies left by a retiring employee. The Finance Department currently is filling the last vacancy and wishes to keep the temporary employee through no later than the end of February, when the last vacant position should be filled. The temporary position will be terminated as soon as the position is filled.

This increases the original cost of the PO for temporary services from \$29,400 to \$41,000, an increase of \$11,600. These costs have been charged to the water and sewer fund since October as the position is covering water and sewer duties.

We initially obtained three quotes for specialized temporary services. It is impractical to go out for bid or to find a ridable contract at this point because the temporary worker has been on the job and trained. The Finance Department requests approval to waive competitive procurement and add \$11,600 to the PO.

**Strategic Plan Initiative :** *Vienna is a fiscally responsible community; Vienna is an influential and well-governed community.*

**Departmental Recommendation :** Recommend approval of spending with VAPFS, LLC-Hire Strategy.

**Finance Recommendation :** Recommend approval of spending with VAPFS, LLC-Hire Strategy.

**Purchasing Recommendation :** Recommend approval.

**Town Attorney Recommendation :** Town Council may approve the proposed expenditure of funds, with an appropriate written waiver request, in its discretion.

**Town Manager's Recommendation :** I recommend the Town Council approve of spending with VAPFS, LLC-Hire Strategy, as presented.

Cost and Financing: \$22,120.50 from CARES; \$18,879.50 from WS fund. \$11,600 increase from WS fund.

Account Number: 500-501-0000-50113-43308

Decision Needed by This date: January 25, 2021

**PROPOSED/SUGGESTED MOTION**

"I move to approve spending with VAPFS, LLC-Hire Strategy for an amount not to exceed \$41,000."

Or

Other action deemed necessary by Council.