



## Agenda Item Summary

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**File #:** RES 17-660, **Version:** 1

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### **Submitted By**

Julia Scott-Valdez: Assistant Village Manager Human Resource Director

### **Reviewed By**

LKS

### **Agenda Item Title**

**A Resolution Approving an Employee Leasing Agreement for a Temporary Development Customer Services Assistant Director with GovTemps USA, LLC and Authorizing its Execution**

### **Overview**

The HR Department is proposing that the Village enter into an Employee Leasing Agreement for a temporary Assistant Director of Development Customer Services through the end of 2017 with the following specific deliverables: review all parking vendor and lot contracts, draft RFPs for vendors, negotiate agreements and prepare contract documents for Village Board adoption; review all reports for Department and develop a standardized reporting tools; organize all Parking ordinances; review practices and procedures within each division in the Department for compliance with the Personnel Manual and applicable union contracts. An interim candidate has been identified through GovTemp USA.

### **Staff Recommendation**

Staff recommends approval of the short-term contract.

### **Fiscal Impact**

Estimated cost of the contract is \$44,100. The position has been budgeted since July but has not been filled.

### **Background**

The Development Customer Service (DCS) Department was reorganized in July of 2017 when Parking and Mobility Services moved from a standalone department to a division of DCS. With the additional workload and added operational responsibilities, a new position, Assistant Director was added to the DCS organizational chart and the Assistant Parking Manager was eliminated. The position will be posted this Fall but the Department Director requires some immediate support to ensure a smooth transition.

### **Alternatives**

Maintain status quo

**Previous Board Action**

N/A

**Citizen Advisory Commission Action**

N/A

**Anticipated Future Actions/Commitments**

Should the Village Board approve the contract the work will begin immediately.

**Intergovernmental Cooperation Opportunities**

N/A

**Performance Management (MAP) Alignment**

NA.