



## **CITY OF COMMERCE AGENDA REPORT**

**TO:** HONORABLE CITY COUNCIL

**Item No. \_\_\_\_\_**

**FROM:** CITY ADMINISTRATOR

**SUBJECT:** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA, APPROVING AN AGREEMENT BETWEEN THE CITY OF COMMERCE AND ILink BUSINESS MANAGEMENT AND EXPRESS EMPLOYMENT PROFESSIONALS FOR TEMPORARY STAFFING SERVICES

**MEETING DATE:**

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### **RECOMMENDATION:**

That the City Council adopt a resolution approving an agreement with iLink Business Management and Express Employment Professionals for temporary staffing services.

### **BACKGROUND/ANALYSIS:**

The Human Resources Department currently has two vacant positions. One of the positions is expected to be vacant for approximately two months while the recruitment concludes and the other is due to an employee out on Family Medical Leave for a period of approximately seven months.

After a review of several temporary staffing companies, staff is recommending approving an agreement with iLink Business Management and Express Employment Professionals to provide assistance with the Department's temporary clerical staffing needs. Both firms have expertise in filling temporary staffing for public agencies and will charge \$25 to \$30 per hour for journey level clerical staffing.

### **ALTERNATIVES**

1. Approve staff recommendation.
2. Provide staff with further direction.

### **FISCAL IMPACT:**

Staff will use salary savings from the current Human Resources Manager vacancy to fund most of the cost needed for these temporary staffing positions. An additional appropriation not to exceed \$10,000 is also requested and will only be used if necessary.

Prepared and Submitted by: Michael A. Casalou, Director of Human Resources  
Budget Impact Reviewed by: Vilko Domic, Finance Director  
Approved as to Form: Eduardo Olivo, City Attorney  
Respectfully Submitted: Jorge Rifa, City Administrator