

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

_____ Resolution or Ordinance (Blue) _____ *Waiver of First Requested*
_____ Recommendations of Boards, Commissions & Committees (Green)
 X Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott Niehaus, Village Manager

DATE: February 28, 2019 (COW)(B of T) March 7, 2019

TITLE: Motion to Approve Agreement with Callback Staffing Solutions, LLC (CrewSense) to purchase scheduling software for the Police and Fire Department

SUBMITTED BY: Timothy Sexton, Director of Finance

FISCAL IMPACT:

Amount of Award: \$10,150 for the first year, and \$8,962 per year thereafter; Total cost of contract for 3 years: Approx. \$28,075. First year cost will come from Technology Reserve Software (640.840.840.73910). Each year thereafter will be budgeted from IT Computer Services Contracts (101.170.420.75710).

BACKGROUND/POLICY IMPLICATIONS:

The Village of Lombard Police and Fire Department have a need for streamlining and improving efficiencies with their scheduling process. The proposed software system will reduce the amount of staff time spent on creating schedules, performing call-backs for overtime, and processing payroll, resulting in annual cost savings to the Village. See attached memo for additional information.

RECOMMENDATION:

Staff recommends the Village Board of Trustees approve a three year agreement with Callback Staffing Solutions, LLC (CrewSense), for the purchase of scheduling software for the Police and Fire Department.

Review (as necessary):

Village Attorney X _____ Date _____
Finance Director X _____ Date _____
Village Manager X *Scott Niehaus* _____ Date 3/1/19

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.