



Agenda Cover Memorandum

Meeting Date: November 9, 2016

Fiscal Year: 2017

Meeting Type: Committee of the Whole City Council Budget Workshop

Item Title: Approve a purchase order for GovTempsUSA, LLC in the amount of \$33,600.

Item Type: Transfer Budget Amendment Purchase Order Other

Action Requested: Approval For Discussion Feedback Requested For Your Information

Staff Contact: Joe Gilmore Phone: (847) 318-5216 Email: jgilmore@parkridge.us

Background:

With the departure of the Community Preservation and Development Director, the City contracted with GovTempsUSA LLC, 500 Lake Cook Road Suite 350, Deerfield, IL 60015, to provide services for an interim Community Preservation and Development Director. A budget transfer must be made from CP&D Administration Regular Salaries to CP&D General Contractual Services to pay for these services.

There are sufficient funds in the budget to cover this expense. The budget transfer was final action at the Finance C.O.W. and will be completed if and when the purchase order is approved by Council.

This item was presented at the 10/24/16 Committee of the Whole meeting and passed unanimously by voice vote, 7-0.

Recommendation:

Approve a purchase order for GovTempsUSA, LLC in the amount of \$33,600.

Budget Transfer Details:

Budget Implications:

Does Action Require an Expenditure of Funds: Yes No

If Yes, Total Cost: \$33,600

If Yes, is this a Budgeted Item: Yes No Requires Budget Amendment

If Budgeted, Budget Code (Fund, Dept, Object):

Attachment(s), if any: