



Agenda Cover Memorandum

Meeting Date: January 23, 2017

Fiscal Year: 2017

Meeting Type: Committee of the Whole City Council Budget Workshop

Item Title: A. Approve a purchase order increase for GovTempsUSA, LLC
B. Approve a budget transfer from Regular Salaries to General Contractual

Item Type: Transfer Budget Amendment Purchase Order Other

Action Requested: Approval For Discussion Feedback Requested For Your Information

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

Background:

In accordance with Article 2, Chapter 9 of the City Code, staff is requesting council approval to perform a budget transfer in the amount of \$22,475. In addition, staff is requesting a related \$22,475 Purchase Order increase for GovTempsUSA LLC.

With the departure of the Community Preservation and Development Director, the City contracted to provide services for an interim Community Preservation and Development Director. A budget transfer and purchase order were approved for \$33,600 in October 2016 which covered the initial three months of the agreement. Our contract with GovTempsUSA was extended which necessitates this additional transfer and PO increase.

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

Recommendation:

- A. Approve a purchase order increase for GovTempsUSA, LLC
- B. Approve a budget transfer from Regular Salaries to General Contractual

Budget Transfer Details:

<u>Account Number</u>	<u>Account Description</u>	<u>Current Budget</u>	<u>Increase/Decrease</u>	<u>New Budget</u>
100-4011-910000	CP&D Admin Regular Salaries	934,037	(22,475)	911,562
100-4011-948500	CP&D General Contractual Svc.	213,600	22,475	236,075

Budget Implications:

Does Action Require an Expenditure of Funds: Yes No

If Yes, Total Cost: \$22,475

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

If Budgeted, Budget Code (Fund, Dept, Object): 100-4011-910000 and 100-4011-948500

Attachment(s), if any: