



Agenda Statement

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Title: #18-09 - Amending the 2018 City Budget by Transferring \$41,000 From Technology Reserve to General Fund/Information Services Department for Contracted Interim Department Director Services

Sponsors:

Indexes:

Code sections:

Attachments: 1. #18-09 Budget Resolution IT Interim Director.pdf

Date	Ver.	Action By	Action	Result
3/6/2018	1	City Council	approved	Pass

ITEM TITLE:

#18-09 - Amending the 2018 City Budget by Transferring \$41,000 from Technology Reserve to General Fund/Information Services Department for Contracted Interim Department Director Services

SUBMITTED BY: Sheri Pierce, City Clerk and Brian Carlson, Finance Director

FISCAL NOTES:

Expenditure Required: \$41,000
Unencumbered Balance: \$450,000
Funding Source: 350-5050-55000

RECOMMENDATION:

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SUMMARY STATEMENT:

Summary:

- The City has funded the contract with John Lynch and Associates in two stages in the amount of \$99,000.
- The first stage (\$39,000) represented system and disaster recovery documentation. This assignment was concluded in May of 2017, and was performed in conjunction with the previous department director.
- The second stage (\$60,000) represented Interim Department Director services following the prior director's resignation in October, 2017.
- To facilitate the transition to the newly-hired Director, who begins work in late March, 2018, staff anticipates that the Lynch contract will extend into April.

- Staff is requesting a contract change order totaling \$86,000 under New Business on this agenda.
- If approved, \$45,000 of the change order will be funded by Salary/Benefits savings from the Director vacancy in 2018. This budget transfer requires no council action, as it is intra-departmental.
- Staff proposes funding the remaining \$41,000 from Technology Reserve fund balance. This inter-fund transfer requires Council action via budget resolution.