



## Legislation Text

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**File #:** RES 18-0009, **Version:** 1

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### **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.