



Cover Memorandum/Staff Report

File #: 19-867

Agenda Date: 9/5/2019

Item #: 6.D.

TO: Mayor and Commissioners
FROM: Laura Thezine, Acting Finance Director
THROUGH: Neal de Jesus, Interim City Manager
DATE: September 5, 2019

RETROACTIVE APPROVAL FOR TEMPORARY SERVICES WITH K-FORCE NOT-TO-EXCEED TOTAL AMOUNT OF \$5,934.00.

Recommended Action:

Motion to Retroactively approve an increase in the amount of \$5,934 for temporary services, in the total amount of \$70,934, that have cumulatively exceeded the City of Delray Beach (City) Manager's approval authority of \$65,000.

Background:

In July 2018, the Finance Department obtained quotes to hire temporary staff. Although, all staffing agencies provided the same rate, K-Force provided the most qualified candidates and was most responsive. The temporary staff was hired specifically to assist with the Finance Department's workload and help with year-end closing and fiscal year (FY) 2018 audit.

Due to a delay from the vendor to deliver invoices in a timely manner, FY 2018 invoices for services rendered in FY 2018 were charged to our current FY 2019 PO for K-Force. The current PO 2019-00000481 had an approved amount of \$63,000. Current YTD spending on this PO totals \$62,211. The outstanding invoices total \$8,723. The Finance Department is requesting retroactive approval for the purchases of temporary services in the amount of \$5,934 that exceeded the City manager's approval authority of \$65,000.

To avoid this issue in the future, the Finance Department will perform additional control procedures to ensure that vendors' invoices are paid within the City's purchasing approval limits.

Funding Source/Financial Impact:

001-13-000-513.34-10 Other Contractual Services Temporary Services