

TOWN OF PALM BEACH

Information for Town Council Meeting on: May 8, 2018

To: Mayor and Town Council

Via: Kirk Blouin, Town Manager

From: Danielle Olson, Director of Human Resources

Re: Approval of Increase to Purchase Order #180488
[Resolution No. 67-2018]

Date: May 8, 2018

STAFF RECOMMENDATION

Staff recommends that Town Council adopt Resolution No. 67-2018, approving a change order in the amount of \$16,000 to Purchase Order 180488 to AppleOne Employment Services for temporary clerical support staff. The change order increases the Purchase Order from \$33,224 to a new total of \$49,224.

GENERAL INFORMATION

The Human Resources Department is currently understaffed by three and one half (3 ½) positions; one Nurse, one HR Specialist, and half a clerical position. All incumbents either resigned or retired in 2017. In addition, the department is short one HR Analyst who is currently out on medical leave. In order to assist with duties performed by these 3 ½ positions, the Human Resources department has contracted with AppleOne Employment Services for temporary services.

The Human Resources department is asking to fund the existing PO with sufficient funds to keep temporary services through the end of FY18.

FUNDING/FISCAL IMPACT

There are sufficient funds in the Human Resources budget for FY18. Therefore, no additional funds are being requested.

PURCHASING REVIEW

The Purchasing Division has reviewed this item and approves as recommended.

TOWN ATTORNEY REVIEW

The Resolution has been approved by the Town Attorney for legal form and sufficiency.

Attachment

cc: Jane Struder, Director of Finance
Dean Mealy, Purchasing Manager