




MEMORANDUM

TO: Linda Gorton, Mayor
Sally Hamilton, CAO
Urban County Council Members

FROM: 
Monica Conrad, Director
Parks and Recreation

RE: ESP – Procure Software NDA signature to obtain PCI compliance report

DATE: May 21, 2025

Request

This is a request for Council approval of obtaining an electronic signature from Mayor Gorton for a Non-disclosure agreement to obtain the PCI Compliance Report from Procure software for the Extended School Program.

Why are you requesting?

Department needs this action completed because:

The Extended School Program is in the process of setting up automatic withdrawals for participants weekly tuition for the after-school program and the PCI report needs to be reviewed. To obtain the PCI report an NDA with Procure needs to be signed electronically.

What is the cost in this budget year and future budget years?

The cost for this FY is: \$0

The cost for future FY is: \$0

Are the funds budgeted? N/A

The funds are budgeted or a budget amendment is in process: Budgeted

File Number: 0518-25

Director/Commissioner: Conrad/Ford

