



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: R-1314-139

File ID: R-1314-139

Type: Resolution

Status: Consent Item

Version: 1

Reference: Item No. 21

In Control: City Council

Department: Human Resources
Department

Cost: \$2,550.00

File Created: 05/27/2014

File Name: Budget Appropriation-Firefighter Exams

Final Action:

Title: RESOLUTION NO. R-1314-139: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA APPROPRIATING \$2,550 FROM THE REIMBURSEMENT/REFUND ACCOUNT TO REIMBURSE COSTS ENCUMBERED BY THE HUMAN RESOURCES DEPARTMENT FOR WRITTEN EXAMINATIONS ADMINISTERED TO FIREFIGHTER APPLICANTS WITH FEES COLLECTED FROM APPLICANTS.

Notes: ACTION NEEDED: Motion to adopt or reject Resolution No. R-1314-139.

ACTION TAKEN: _____

Agenda Date: 06/10/2014

Agenda Number: 21

Attachments: R-1314-139.pdf, Invoice for Testing Fees.pdf, PO
Firefighter Testing.pdf

Project Manager: Gala Hicks, Director of Human Resources

Entered by: pam.jones@normanok.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File R-1314-139

body

BACKGROUND: A primary function of the Human Resources Department is to provide employment opportunities and identify the best qualified applicants. The Human Resources Department is responsible for administering examinations, which are elements of the selection process. The Human Resources Department has conducted a selection process for ten (10) Firefighter positions. The City purchased written exams for the process at a cost of \$15 per exam. In addition shipping and handling costs of \$29 generated an invoice total of \$2,579. Written tests have been administered for 170 applicants. The written exam was conducted on December 14, 2013. Each applicant was required to pay a testing fee in the amount of \$15, and collected fees totaled \$2,550. These collected fees were accounted for in the revenue account called Human Resources Reimbursement/Refund Account. This item asks Council to appropriate the collected revenue to an expenditure account to cover the cost of purchasing the exams. The total invoice is \$2,579 including \$29 of shipping fees. The shipping fees are not included in the appropriation.

DISCUSSION: It is common practice for municipalities to charge applicants testing fees. The City of Moore

and other cities in our region subscribe to this practice. This item is to formally document the collection of the fees in the amount of \$2,550 and to appropriate the revenue into a property expenditure account to cover the cost of acquiring the exams. The total invoice is \$2,579 including \$29 of shipping fees. The shipping fees are not included in the appropriation.

RECOMMENDATION: In order to reimburse the expense for purchase of the written test, it is recommended that \$2,550 be appropriated from the Human Resources Reimbursement/Refund Account (010-0000-367.12-65) to the Human Resources Testing Account (010-3130-415.40-20).