



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: R-1819-89

File ID: R-1819-89

Type: Resolution

Status: Consent Item

Version: 1

Reference: Item 29

In Control: City Council

Department: Human Resources
Department

Cost: \$2,080.00

File Created: 04/22/2019

File Name: Appropriation of Funds

Final Action:

Title: RESOLUTION R-1819-89: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA APPROPRIATING \$2,080 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 R-1819-89.

ACTION TAKEN: _____

Agenda Date: 05/14/2019

Agenda Number: 29

Attachments: R-1819-89, Invoice, Purchase Order

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-1819-89

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.

DISCUSSION: The Human Resources Department has conducted a selection process for twelve (12) Firefighter positions. The City purchased written exams for the process at a cost of \$15 per exam. In addition, shipping, handling and restocking costs of \$354.50 generated an invoice total of \$2,434.50. Written tests have been administered for 208 applicants. The written exam was conducted on March 23, 2019. Each applicant was required to pay a testing fee in the amount of \$15 and collected fees totaled \$3,120. The collected fees were accounted for in the revenue account entitled Human Resources Reimbursement/Refund (010-0000-367.12-51). It wasn't until we received the vendor invoice that we discovered the vendor gave us a better price for the tests. We were charged \$10 per test instead of \$15 per test which had always been the price in previous years. Therefore, there is an overage in the Human Resources Reimbursement/Refund Account (010-0000-367.12-51) in the

amount of \$1,040. This surplus of funds will remain in the General Fund balance and is not being requested as an appropriation to the Human Resources testing 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 \$2,434.50 including \$354.50 for shipping, handling and restocking fees. The shipping, handling and restocking fees are not included in the appropriation.

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 \$3,120 and to appropriate the revenue of \$2,080 into an expenditure account to cover the cost of acquiring the exams.

RECOMMENDATION: In order to reimburse the expense for purchase of the written tests, it is recommended that \$2,080 be appropriated from the Revenue Reimbursement Refund Account (010-0000-367.12-51) to the Human Resources Testing Account (010-3130-415.40-20).