

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Deborah S. Traffenstedt, Assistant City Manager *DBT*

BY: Teri Davis, Senior Management Analyst *T*

DATE: September 10, 2015 (CC Meeting of 09/16/15)

SUBJECT: Consider Resolution Amending the Fiscal Year 2015/16 Budget to Hire a Professional Recruitment Services Company

BACKGROUND AND DISCUSSION

Staff is recommending that the City Council amend the budget to provide funding to retain a professional recruitment services company to help solicit and screen applications for the City Engineer/Public Works Director position. Staff anticipates recruiting for both City Engineer/Public Works Director and Public Works Director to determine the best available candidates.

No decision has been made at the current time on a specific recruitment company; however, the cost for recruitment services is expected to be less than \$30,000. The City's Budget for Fiscal Year 2015/16 does not currently have an appropriation for professional recruitment services, and a budget amendment would be necessary.

FISCAL IMPACT

The professional recruitment services would need to be funded by transferring funds from the General Fund Reserve (1000) to the Human Resources/Risk Management Division's Specialized Professional Services (9103).

STAFF RECOMMENDATION

ROLL CALL VOTE

Adopt Resolution No. 2015-____, amending the Fiscal Year 2015-16 Budget for the recruitment of two positions.

Attachment: Resolution

RESOLUTION NO. 2015- _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AMENDING THE FISCAL YEAR 2015-16 BUDGET APPROPRIATING AN ADDITIONAL \$30,000 FROM THE GENERAL FUND (1000) FOR RECRUITMENT SERVICES

WHEREAS, on June 17, 2015, the City Council adopted the Operating and Capital Improvement Budget for Fiscal Year 2015/16; and

WHEREAS, a staff report has been presented to City Council regarding recruitment services; and

WHEREAS, a budget amendment of \$30,000 is required from the General Fund (1000) to fund this recruitment; and

WHEREAS, Exhibit "A" hereof describes said budget amendment and the resulting impact to the budget line items.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. An aggregate budget transfer of \$30,000 from the General Fund (1000) to the Human Resources/Risk Management Division's Specialized Professional Services (9103) as more particularly described in Exhibit "A", attached hereto is hereby approved.

SECTION 2. A budget amendment of \$30,000 from the General Fund (1000) as more particularly described in Exhibit "A", attached hereto is hereby approved.

SECTION 3. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 16th day of September, 2015.

Janice S. Parvin, Mayor

ATTEST:

Maureen Benson, City Clerk

Attachment: Exhibit A – Budget Amendment

EXHIBIT A

**BUDGET AMENDMENT FROM THE GENERAL FUND (1000) FOR
RECRUITMENT SERVICES
FISCAL YEAR 2015/16**

FUND ALLOCATION FROM:

FUND TITLE	FUND/ACCOUNT NUMBER	AMOUNT
General Fund	1000-5500	\$ 30,000.00
	Total	\$ 30,000.00

DISTRIBUTION OF APPROPRIATION TO EXPENSE ACCOUNTS:

Budget Unit/Account Number	Current Budget	Revision	Adjusted Budget
1000-3100-0000-9103	\$ 5,000.00	\$ 30,000.00	\$ 35,000.00
Total	\$ 5,000.00	\$ 30,000.00	\$ 35,000.00

Finance Approval: *JH*