

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: February 24, 2011**

SUBJECT: Budget Transfer from Contingency Funds to Human Resources for Recruitment Process

SUBMITTING DEPARTMENT: Human Resources

PREPARED BY: Danielle Gersper, Human Resources Director

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS:

SUMMARY BACKGROUND: This action is to request a transfer of funds in the amount of \$10,000 with approval for \$5,000 more depending on moving expense cost, if needed for the Human Resources Director recruitment process. The Town pays for the cost of travel, lodging, and car rental for any candidates who are out-of-state. In addition, should the selected candidate be from out of the area, the Town pays moving expenses for department head positions.

OPTION ANALYSIS: The Council may vote to:

- 1.) approve the Budget Transfer, **OR**
- 2.) not approve the Budget Transfer, **AND/OR**
- 3.) direct staff to pursue other options.

ACTION OPTION: Motion to approve the budget transfer for funds in the amount of \$10,000 with approval for an additional \$5,000 if needed to pay for expected recruiting expenses for the Human Resources Director as detailed in the Fiscal Analysis. **VOTE.**

RECOMMENDATION: Town staff recommends approval of the Budget Transfer.

FISCAL ANALYSIS: Funds will be transferred from the General Fund Contingency Account (101-9500-619-8999) to the Human Resources recruit travel budget (101-3300-621-5670) in the amount of \$10,000 with approval to transfer an additional \$5,000, if needed.

REVIEWED BY:

Management Services Director _____ Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____