



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Margaret McCahan

SUBJECT: CITY AUDITOR
RECRUITMENT COSTS

DATE: March 21, 2019

Approved

Date

3-28-19

RECOMMENDATION

Adopt the following Fiscal Year 2018-2019 Appropriation Ordinance amendments in the General Fund:

- (a) Increase the City Auditor's Office Non-Personal/Equipment appropriation by \$28,500; and
- (b) Decrease the City Auditor's Personal Services appropriation by \$28,500.

OUTCOME

This action will fund the City Auditor recruitment costs.

BACKGROUND

The City Auditor is retiring on March 29, 2019, and the Mayor's Office is planning to hire a recruiting firm to conduct the recruitment for the City Auditor position.

ANALYSIS

Due to the City Auditor's pending retirement on March 29, 2019, the Mayor's Office will be coordinating the recruitment and hiring of a new City Auditor. A recruiting firm will be used to conduct the recruitment at an estimated cost of \$28,500. The City Auditor's Office has insufficient funding in its Non-Personal/Equipment budget to cover this expense; however, projected savings in the City Auditor's Personal Services appropriation are available to offset this cost.

EVALUATION AND FOLLOW-UP

No additional follow-up is anticipated.

PUBLIC OUTREACH

This memorandum will be posted on the City's website for the April 9, 2019 City Council meeting.

COORDINATION

This memorandum was coordinated with the Mayor's Office and the City Auditor's Office.

COMMISSION RECOMMENDATION/INPUT

There was no commission recommendation or input.

COST SUMMARY/IMPLICATIONS

The recommended budget actions shift \$28,500 from the City Auditor's Personal Services appropriation to the Non-Personal/Equipment appropriation to cover projected recruitment costs for the City Auditor position. As discussed above, there are sufficient Personal Services savings to fund the City Auditor recruitment costs.

BUDGET REFERENCE

The table below identifies the fund and appropriations recommended to be amended as part of this memorandum.

Fund #	Appn. #	Appn. Name	Current Appn.	Recommended Budget Action	2018-2019 Operating Budget Page	Last Budget Action (Date, Ord. No.)
001	0462	City Auditor's Office Non-Personal / Equipment	\$69,153	\$28,500	VIII-38	06/19/2018 30124
001	0461	City Auditor's Office Personal Services	\$2,534,911	(28,500)	VIII-38	02/12/2019 30223

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CEQA

Not a Project, File No. PP17-004, Government Funding Mechanism or Fiscal Activity with no commitment to a specific project which may result in a potentially significant physical impact on the environment.

A handwritten signature in cursive script, reading "Margaret McCahan".

MARGARET MCCAHAN

Budget Director

For questions please contact Nicholas Almeida, Mayor's Office Budget Director, at (408) 535-4811.