



# 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

HONORABLE MAYOR AND CITY COUNCIL

March 21, 2019

**Subject: City Auditor Recruitment Costs**

Page 3

**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 MCCAHAH

Budget Director

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