

Mayor and Council Communication

DATE: 03/29/22

M&C FILE NUMBER: M&C 22-0194

LOG NAME: 10FY2022_RECRUITMENT_FUNDING

SUBJECT

(ALL) Adopt Attached Appropriation Ordinance Amending the Fiscal Year 2022 Budget to Adjust the General Fund and Reallocate \$40,000.00 from the Non-Departmental Contractual Services Category to the City Auditor's Office Category to Fund Contractual Services for the City Auditor Recruitment for City Secretary Contract Contract 56886.

RECOMMENDATION:

It is recommended that the City Council adopt the attached appropriation ordinance, amending the City's adopted Fiscal Year 2022 budget to adjust the General Fund budget by decreasing the Contractual Services category of Non-Departmental by \$40,000.00 and increasing the City Auditor's Office category of the General Fund by the same amount, to fund contractual services for the City Auditor recruitment (City Secretary Contract 56886).

DISCUSSION:

The purpose of this Mayor and Council Communication (M&C) is to take action to appropriate funds for contractual costs of the City Auditor recruitment.

Due to the retirement of the City Auditor in December 2021, the City Auditor's Office has incurred unanticipated expenses for the City Auditor recruitment (City Secretary Contract 56886).-

The Non-Departmental budget in the General Fund includes allocations for various anticipated needs organization-wide for Fiscal Year (FY) 2022, including separation pay, tuition reimbursement, and contractual services. While it's possible to estimate and budget for these types of expenses citywide based on past experience, the Performance and Data Analytics Department (Budget Division) cannot anticipate in which department such funds will be needed. The intent is to plan for these expenses globally and, as individual needs and expenses arise, to request that the City Council adjust the budget to move the money where it is needed.

The adopted FY22 budget includes sufficient funds in the Contractual Services category to cover the costs of this recruitment contract. Adoption of this M&C and the attached ordinance would move a portion of that funding to the City Auditor's Office budget under the General Fund for the costs of City Secretary Contract 56886.

The action in this M&C will amend the Fiscal Year 2022 Adopted Budget as approved in connection with Ordinance 25073-09-2021, Section 1. General Fund, as listed on page 3.

Fund / Department	FY2022 Adopted Budget	Authority	Budget Adjustment	Revised FY2022 Budget
Budget Category				
General Fund				
Expenditures				
City Auditor	\$ 2,131,447.00		\$ 40,000.00	\$ 2,171,447.00
Non-Departmental	\$ 2,932,200.00			\$ 2,932,200.00
Separation Pay	\$ 8,285,537.00			\$ 8,285,537.00
Contractual Services	\$ 724,500.00	This M&C	\$ (40,000.00)	\$ 684,500.00
		M&C 21-0964	\$ (167,000.00)	\$ (167,000.00)
Tuition Reimbursement	\$ 172,478.00			\$ 172,478.00
Training Initiative	\$ 250,000.00			\$ 250,000.00
Transfer to the General Capital Fund (Paygo)	\$ 750,000.00			\$ 750,000.00
Transfer to Municipal Golf (Operating Subsidy)	\$ 395,000.00			\$ 395,000.00
Total Expenditures	\$ 15,641,162.00		\$ (167,000.00)	\$ 15,474,162.00

On December 14, 2021, in M&C 21-0964, City Council authorized the reallocation of appropriations of \$167,000.00 for the purpose of funding costs of city contributions for the City Council Aides/District Directors who become participating members of the Retirement Fund which amended the Fiscal Year 2022 Adopted budget as approved.

Funding is budgeted in the Other Contractual Services account of the Non-Departmental General Fund. The budgeted amount before this appropriation is \$557,500.00, and the revised FY2022 budget after the reallocations will be \$517,500.00.

A Form 1295 is not required because: This M&C does not request approval of a contract with a business entity.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon the approval of the above recommendation, funds will be available in the current operating budget, as appropriated, in the General Fund. Prior to any expenditure being incurred, the City Auditors Department has the responsibility to validate the availability of funds.

Submitted for City Manager's Office by: ALL ACMS 6111

Originating Business Unit Head: John Riggs 6132

Additional Information Contact: John Riggs 6132