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CITY OF OAKLAND
2008 FEB 21 PM 4:48



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Office of the City Auditor
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City Auditor

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March 4, 2008

OAKLAND CITY COUNCIL
OAKLAND, CALIFORNIA

RE: Resolution Authorizing the City Auditor to Transfer Two Hundred and Twenty-Five Thousand (\$225,000.00) From Personnel Services to Operations and Maintenance for the purpose of contracting Audit Services, purchasing Audit Technology and updating Website

Dear President De La Fuente and Members of the Council:

The Office of the City Auditor requests a budget transfer of personnel funds to operations and maintenance (O&M) line items in excess of the 5% allowable limit. The Office has been unable to use some of its appropriated personnel funding to hire personnel on a permanent basis to perform necessary audit services because the Civil Service Board has not met since November 2007.

As part of the revitalization of the Office of the City Auditor, all job descriptions were evaluated and rewritten to reflect the necessary responsibilities and required qualifications for performance auditors. These job descriptions must be approved by the Civil Service Board. The Personnel Department approved the new job descriptions in September 2007, and scheduled them for the December Civil Service Board meeting. However, the Civil Service Board has not met since November 2007 due to the lack of a quorum. The Civil Service Board's failure to meet will unfortunately delay my ability to permanently fill these positions by several more months. In the interim, the Office has hired several temporary contract services employees ("TCSEs"). TCSEs do not earn vacation, sick, holiday, health or retirement benefits. Once the Civil Service Board approves the job descriptions, we must then advertise, test, interview and hire performance auditors. The process after approval by the Board could take up to an additional 3 months.

Item: _____
Oakland City Council
March 4, 2008

Given this situation, I am requesting \$225,000 be transferred from personnel to O&M for the following:

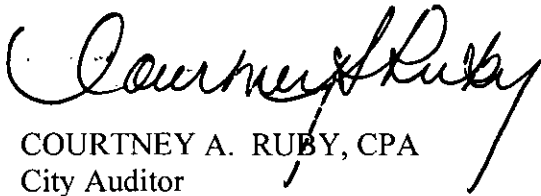
\$175,000	Contract audits including audit of PWA as requested by the Mayor and the President of the Council
\$ 35,000	Audit technology including comprehensive audit software integral to our work and able to increase staff productivity by 30%
\$ 15,000	Upgrade website and computer hardware
\$225,000	Total request

This request is for one-time expenditures and will not create on-going funding requirements.

I request that immediate action be taken to approve this budget transfer so that I may contract the necessary audit services to continue providing high-quality and meaningful audit results to the Council, Mayor and citizens of Oakland. Due to the Civil Service Board's lack of a quorum, time is of the essence and I am therefore requesting that this item go directly to the City Council for consideration at its March 4, 2008 meeting.

Should you have any questions, please contact me at (510) 238-3378.

Respectfully submitted,



COURTNEY A. RUBY, CPA
City Auditor

Item: _____
Oakland City Council
March 4, 2008

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Approved as to Form and Legality


Oakland City Attorney's Office

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

INTRODUCED BY City Auditor Courtney A. Ruby

Resolution Authorizing the City Auditor to Transfer Two Hundred and Twenty-Five Thousand (\$225,000.00) From Personnel Services to Operations and Maintenance for the purpose of contracting Audit Services, purchasing Audit Technology and updating Website

Whereas, the City Council has adopted a budget policy that allows the City Auditor to transfer a maximum of five percent (5%) of the budgeted personnel services funding for the City Auditor's Office to operations and maintenance; and

Whereas, the City Auditor has requested that the Council authorize the transfer of \$225,000 of personnel services funding to operations and maintenance for the purpose of contracting audit services, purchasing audit technology and updating the City Auditor's website; and

Whereas, the City Auditor is making this one-time request because she has not been able to hire permanent employees to perform audits due to the Civil Service Board's lack of a quorum since December 2007.

Whereas, the City Auditor has revised the job classifications ("job descriptions") for a number of audit positions and the Civil Service Board must approve the new job descriptions before the City Auditor can proceed with the hiring process; now therefore, be it

RESOLVED: the City Council hereby authorizes the transfer of \$225,000 of personnel services funding budgeted for the City Auditor's Office to operations and maintenance for the purpose of contracting audit service, purchasing audit technology and updating the City Auditor's website

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, BRUNNER, CHANG, KERNIGHAN, NADEL, QUAN, REID, AND
PRESIDENT DE LA FUENTE

NOES -

ABSENT -

ABSTENTION -

ATTEST:

LATONDA SIMMONS
City Clerk and Clerk of the Council of
the City of Oakland, California