



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Eddie J. Aubrey  
Jennifer A. Maguire

**SUBJECT: INDEPENDENT POLICE  
AUDITOR STAFFING INCREASE  
COST ESTIMATE**

**DATE:** May 30, 2024

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## **BACKGROUND**

At their meeting on November 14, 2023, Item 4.2, the City Council approved a memorandum from Councilmembers Jimenez, Torres, Cohen and Councilmember Foley<sup>1</sup> that, in part, gave direction to the City Manager to evaluate adding two or more positions to the Office of the Independent Police Auditor. This Manager's Budget Addendum responds to this direction.

The IPA Office currently includes seven staff members – 1.0 IPA, 1.0 Assistant IPA, 2.0 Senior Analyst, 2.0 Analyst I/II, and 1.0 Office Specialist positions. As direction was not included in the Mayor's March Budget Message for Fiscal Year 2024-2025 to increase IPA staffing levels, the 2024-2025 Proposed Operating Budget does not include any changes to current staffing levels. However, as a cost reduction to help bring the General Fund into structural alignment, the IPA section of the 2024-2025 Proposed Operating Budget<sup>2</sup> includes a recommendation to reduce the IPA's non-personal/equipment budget by \$9,000, from \$34,072 to \$25,072.

## **ANALYSIS**

Since his appointment took effect on May 6, 2024, the IPA has not been able to provide a staffing recommendation. However, he will thoroughly assess the needs of his office in accordance with City Council expectations and will propose any necessary adjustments during the development of the 2025-2026 Proposed Budget, ensuring consistency with the rest of the City organization.

Should the City Council seek to increase capacity within the IPA, the annual cost of 1.0 Analyst I/II position in 2024-2025 is \$166,283, or \$332,566 for 2.0 Analyst I/II positions as represented in the table below.

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<sup>1</sup> <https://sanjose.legistar.com/View.ashx?M=F&ID=12449070&GUID=09327684-055D-49FF-9431-63EF42D5B64C>

<sup>2</sup> <https://www.sanjoseca.gov/home/showpublisheddocument/111441/638504125649130000>

HONORABLE MAYOR AND CITY COUNCIL

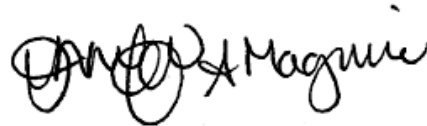
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**Subject: Independent Police Auditor Staff Increase Cost Estimate**

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<b>Fund</b>	<b>2024-2025 Cost</b>	<b>Ongoing Cost</b>
General Fund – Personal Services	\$332,566	\$332,566
<b>TOTAL</b>	\$332,566	\$332,566

/s/  
EDDIE J AUBREY  
Independent Police Auditor



JENNIFER A. MAGUIRE  
City Manager