



AGENDA MEMORANDUM

Action Item for the City Council Meeting of December 9, 2025

DATE: December 9, 2025

TO: Peter Zaroni, City Manager

FROM: George Holland, CIA, CISA, CCA, City Auditor
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Motion to recommend City Council approve the creation of an Incentive Pay Program for Professional Certifications and Licenses in the City Auditor's Office

CAPTION:

Motion to recommend City Council approve the creation of an Incentive Pay Program for Professional Certifications and Licenses in the City Auditor's Office.

PURPOSE:

To develop an Incentive Pay Program for the City Auditor's Office staff to motivate the pursuit of professional certifications. These include Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Certified Information Systems Auditor (CISA), Certified Construction Auditor (CCA), Certification in Risk Management Assurance (CRMA), and Certified Public Accountant (CPA). The motion was recommended to the City Council for approval in the November 4, 2025, Audit Committee Meeting.

ALTERNATIVES:

The City Council may reject all or part of this request as presented.

FINANCIAL IMPACT:

A one-time payment of \$2,000.00 is due upon certification, representing just 0.2% of the Audit Department's total FY26 budget.

FUNDING DETAIL:

Fund:	1020	General Fund
Org:	10300	City Auditor
Dept:	18	City Auditor
Project #:	N/A	
Account:	510100	Salaries & Wages
Amount:	\$2,000	

RECOMMENDATION:

The staff recommends that the City Council approve the motion.

LIST OF SUPPORTING DOCUMENTS:

- City Auditor's Office – Certification Incentive Program
- Attachment A – List of eligible positions, base requirements, and additional certifications
- Attachment B – Employee Acknowledgement Form for Certification Incentive Program
- Incentive Program Justification