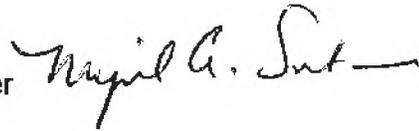


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: September 22, 2015

To: The Honorable Eric Garcetti, Mayor
The Honorable Herb J. Wesson, Jr. Council President
The Honorable Paul Krekorian, Chair, Budget and Finance Committee
The Honorable Ron Galperin, Controller

From: Miguel A. Santana, City Administrative Officer



Subject: **APPOINTMENT OF INSPECTOR GENERAL OF CITYWIDE COLLECTIONS**

This Office has completed the selection process for the position of Inspector General of Citywide Collections. This Office conducted both an open and promotional recruitment process, and based on my review of qualified candidates, I have appointed Melissa Krance as Inspector General of Citywide Collections.

Ms. Krance will be working out of this Office and her appointment is effective September 20, 2015. She will be hired as a Revenue Manager (Class Code 1620).

Ms. Krance holds a Bachelor of Arts in Architecture from the University of California at Berkeley and a Master's of Science in Public Administration from California State University, Los Angeles. Ms. Krance has 15 years of experience in the public sector with increasing levels of responsibility in financial and revenue management. Ms. Krance currently serves as a Finance Specialist in the Office of the City Administrative Officer with a focus on General Fund Revenue. In that capacity Ms. Krance was responsible for developing annual revenue projections for the budget, preparing the report for the City Council's Annual Revenue Day, preparing regular revenue updates for Financial Status Reports and revenue estimates for the Five-Year outlook, working with Controller and Office of Finance staff to monitor revenue and address related issues, regularly attending Revenue Management Committee meetings, and serving as interim member of the Collections Board of Review in addition to other revenue, finance, and budget-related tasks. Ms. Krance's previous work includes authoring quarterly Financial Status Reports to update the Mayor and Council on the status of City department expenditures, citywide revenue, the budget forecast, reserve fund, and other issues concerning the adopted budget and department operations. Her employment history also demonstrates expertise in evaluating and making recommendations concerning Citywide and department operations, construction programs and tax implementation, reform and collection proposals.

I believe that Ms. Krance's strong financial and administrative management skills, along with her leadership abilities will be a great asset in the position of Inspector

General of Citywide Collections for the City of Los Angeles. Attached is Ms. Krance's resume for your review.

Attachment

Cc: All Members of the City Council

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