



# CITY OF INGLEWOOD

## OFFICE OF THE CITY MANAGER



**DATE:** October 26, 2021

**TO:** Mayor and Council Members

**FROM:** Police Department

**SUBJECT:** Resolution Amending the 2021-2022 Fiscal Year Budgeted Positions

### **RECOMMENDATION:**

It is recommended that the Mayor and Council Members adopt a resolution amending the 2021-2022 Fiscal Year budgeted positions to add an Administrative Analyst to the Police Department Administrative Bureau.

### **BACKGROUND:**

On September 28, 2021, the City Council approved the 2021-2022 Fiscal Year operating budget with authorized positions for each department to operate efficiently for the fiscal year. However, upon further evaluation of operational needs, a position upgrade is necessary within the Fiscal Services Unit of the Administrative Services Bureau.

Since December 2020, the Police Department's Administrative Services Bureau has operated without a full-time Police Grants Coordinator to administer and manage grants and contracts. In order to address the immediate vacancy, the Department utilized existing staff within the Fiscal Services Unit for continuous State and federal grant compliance, as well as, to maintain vital contractual agreements.

### **DISCUSSION:**

The Police Department Administrative Services Bureau is requesting the addition of an Administrative Analyst position to the division's budgeted positions. The Administrative Analyst will be responsible for the coordination and support of the procurement of materials/goods and equipment for police operational activities. Also, this individual will develop and review Requests for Proposals (RFPs), create contracts, and draft staff reports for City Council approval. This position will be vital in facilitating the continuance of operational activity by maintaining existing and establishing new contractual agreements.

Currently, the Administrative Services Bureau has two (2) full-time Payroll Specialist positions (Salary Range 276.0-311.0) authorized in the 2021-2022 Fiscal Year budget. The estimated budgeted annual amount for one (1) Payroll Specialist position is \$110,249.55, which includes salary and benefits. The Police Department is requesting to upgrade one (1) of the Payroll Specialist positions to an Administrative Analyst position (Salary Range 295.0-330.0). The

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estimated budgeted annual amount for the Administrative Analyst position is \$133,193.46, which includes salary and benefits. Upon approval, the Police Department will seek the immediate recruitment to fill the position.

**FINANCIAL/FUNDING ISSUES AND SOURCES:**

The approximate cost to cover the salaries and benefits from upgrading to the Administrative Analyst position for the remainder of the fiscal year is only \$22,943.92. Due to anticipated salary savings from under filling the two (2) full-time Payroll Specialists positions and other vacant civilian positions within the Administrative Bureau, it is expected that the upgrade to an Administrative Analyst will not impact the General fund during the current fiscal year. However, the balance of the additional \$24,114.29, which is the difference between the Payroll Specialist and the Administrative Analyst positions, will need to be included in next year's General Fund budget for the salary and benefits costs that are expected to be incurred.

**DESCRIPTION OF ANY ATTACHMENTS:**

Attachment No. 1 – Budget Resolution

**PREPARED BY:**

Mark Fronterotta, Chief of Police  
Yolanda Douglas, Police Fiscal Services Analyst

**COUNCIL PRESENTER:**

Mark Fronterotta, Chief of Police

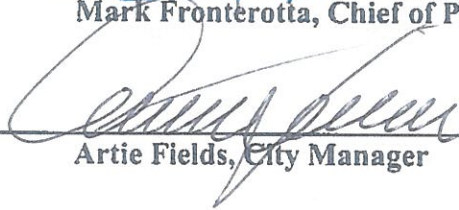
APPROVAL VERIFICATION SHEET

DEPARTMENT HEAD APPROVAL:



Mark Fronterotta, Chief of Police

CITY MANAGER APPROVAL:



Artie Fields, City Manager

# **ATTACHMENT NO. 1**

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**RESOLUTION NO. - \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF INGLEWOOD, CALIFORNIA, AMENDING  
THE 2021-22 FISCAL YEAR BUDGETED POSITIONS**

**WHEREAS**, The Police Department of the City of Inglewood, California, has presented to the City Council of said City a request to amend the Fiscal Year 2021-22 annual budgeted positions of said department; and

**WHEREAS**, the operating budget for Fiscal Year 2021-22 includes authorized positions allocated to the Police Department; and

**WHEREAS**, restructuring the current organization is vital to the operational activity of Police Department; and

**WHEREAS**, upgrading one (1) Payroll Specialist to an Administrative Analyst position in the Police Department's budget will allow the Administrative Services Bureau to maintain and establish new contractual agreements; and

**WHEREAS**, utilizing salary savings from the under-filled Payroll Specialists positions in the Administrative Service Bureau will fund this newly budgeted position; and

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Inglewood, California, that the Fiscal Year 2021-22 Annual Budget be amended to reflect the recommended upgrade.

**BE IT FURTHER RESOLVED**, that the City Clerk shall certify to the adoption of this resolution and the same shall be in full force and effect immediately upon adoption.

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Passed, approved and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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James T. Butts  
Mayor of the City of Inglewood

ATTEST:

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Aisha L. Thompson  
City Clerk, City of Inglewood

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DATE