DATE:       June 6, 2023

TO:         Mayor and Council Members

FROM:       Police Department

SUBJECT:    Resolution Amending Fiscal Year 2022-2023 Budgeted Positions

RECOMMENDATION:
It is recommended that the Mayor and Council Members adopt a resolution amending the 2022-2023 Fiscal Year Budget to add two (2) Payroll Technicians and upgrade one (1) part-time Staff Assistant to full time in the Police Department.

BACKGROUND:
On September 27, 2022, the City Council adopted the 2022-2023 Fiscal Year operating budget with authorized positions for each department to operate efficiently for the fiscal year. However, upon further evaluation of operational needs, adding two (2) Payroll Technicians and upgrading one (1) part-time Staff Assistant to full-time is necessary within the Administrative Services Bureau and Detective Bureau.

On October 26, 2021, the Police Department (Department) upgraded a Payroll Specialist to an Administrative Analyst to ensure there was full-time staff dedicated to administering and managing grants and contracts. The Department utilized existing staff within the Fiscal Services Unit for continuing State and federal grant compliance, as well as maintaining vital contractual agreements. However, the workload has remained and increased within the Fiscal Services Payroll Unit.

DISCUSSION:
The Police Department Administrative Services Bureau, Fiscal Services Unit is requesting to include two (2) Payroll Technicians to the Division’s budgeted positions. The Payroll Technicians will be responsible for entering and reviewing departmental personnel time reporting information and processing special event billing for reimbursements. Currently, the Department has one (1) Payroll Specialist position currently being underfilled with a full-time Payroll Technician who is responsible for processing and reviewing time reporting, special event billing, and accounts payable. There has been a significant increase in payroll activity throughout the fiscal year, requiring a need for additional support to ensure timely payroll and bill processing.

In addition, administrative support staff is imperative for the operational demands of both the Detective and Patrol Bureaus. As such, upgrading the 1.0 FTE Staff Assistant in the Detective Bureau to full-time will allow for much needed clerical support in both operations.
FINANCIAL/FUNDING ISSUES AND SOURCES:
The approximate cost to cover the salaries and benefits of the two (2) full-time Payroll Technicians and upgrade the part-time Staff Assistant for benefit costs for the remainder of the fiscal year will be $54,919 and $8,605 respectively. Currently, the Department has salary savings from vacant positions that exceed the cost. The estimated annual cost of $235,237 (Payroll Technicians) and $34,546 (Staff Assistant benefits only) will need to be included in the Fiscal Year 2023-24 General Fund budget.

The attached proposed resolution would amend the Budget to include the additional positions and position upgrade to full-time status.

DESCRIPTION OF ANY ATTACHMENTS:
Attachment No. 1 – Budget Resolution

PREPARED BY:
Yolanda Douglas, Police Fiscal Services Analyst

COUNCIL PRESENTER:
Cardell Hurt, Acting Chief of Police
APPROVAL VERIFICATION SHEET

DEPARTMENT HEAD APPROVAL:  
Cardell Hurt, Acting Chief of Police

CITY MANAGER APPROVAL:  
Artie Fields, City Manager
ATTACHMENT NO. 1
RESOLUTION NO. - _____

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF INGLEWOOD, CALIFORNIA, AMENDING
THE 2022-23 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 2022-
23 annual budgeted positions of said department; and

WHEREAS, the operating budget for Fiscal Year 2022-23 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, adding two (2) Payroll Technician positions in the Police
Department’s budget will allow the Administrative Services Bureau to meet
increased payroll and special event billing activity; and

WHEREAS, upgrading the 1.0 FTE Staff Assistant in the Detective Bureau
to full time status will allow for necessary clerical support for both Detective and
Patrol Bureaus; and

WHEREAS, utilizing salary savings from vacant positions within the Police
Department will fund these newly budgeted and upgraded positions; and

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of
Inglewood, California, that the Fiscal Year 2022-23 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.
Passed, approved and adopted this _____ day of ____________, 2023.

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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