



LEGISLATIVE MEMORANDUM

TO:	Honorable Mayor and Members of the City Council
FROM:	Suzanne Sherman, City Manager
THRU:	Mariano Augello, Chief of Police
DATE:	January 18, 2024
RE:	Consideration of a budget amendment to reclassify an existing part-time Secretary position within the Police Department to a full-time Administrative Assistant (\$26,876).

SUMMARY:

In accordance with G.25.2, 12.3 of the Administrative Code, Reclassification of Positions, the Police Department requests for the part-time Secretary to be reclassified to full-time Administrative Assistant. Currently, the Police Department's part-time Secretary works 32 hours per week. In that timeframe, the function is to provide administrative support for the Deputy Chief of Police and Executive Division by helping with payroll, coordinating meetings for Command Staff, and route calls from citizens as well as internal city personnel. With an increase in personnel and executive level projects, it would benefit the Department to make this position a full-time Administrative Assistant so that the extra 8 hours a week and expanded job responsibilities can meet the Department's growing needs. The additional job responsibilities for this position will include coordinating training and travel for executive staff, serving as the backup for the Office Manager while creating a line of succession for that key internal position, and assisting with special projects for the Department on an as-needed basis.

As the Police Department has grown to over 300 personnel, the upgrade of this position is essential to having efficient administrative support for Department operations.

To fund reclassification of the position from a part time Secretary to a full time Administrative Assistant, the Police Department is requesting a budget appropriation from General Fund Undesignated Fund Balance in the amount of \$26,876 for the remainder of Fiscal Year 2024.

REQUESTING DEPARTMENTS:

Police

FISCAL IMPACT:

If approved, an appropriation of \$26,876 (which represents the salary and benefits cost for 8 months) from General Fund Undesignated Fund Balance, account #001-0000-392-1001, will be allocated on the next available budget amendment to the appropriate line items within the Police Department Executive Division budget to fund the reclassification.

STAFF RECOMMENDATION:

Motion to approve an allocation of \$26,876 from General Fund Undesignated Fund Balance to the Police Department's Executive Division personnel accounts and amend the Department's FTE count accordingly.