



# CITY OF SANTA BARBARA

## COUNCIL AGENDA REPORT

**AGENDA DATE:** April 17, 2012

**TO:** Mayor and Councilmembers

**FROM:** Chief's Staff, Police Department

**SUBJECT:** Addition Of Police Business Manager In The Police Department

### **RECOMMENDATION:**

That Council adopt, by reading of title only, A Resolution of the Council of the City of Santa Barbara Amending Resolution No. 11-049, the Position and Salary Control Resolution for Fiscal Year 2012, Affecting the Police Department Effective April 17, 2012.

### **DISCUSSION:**

The recent vacancy of the Santa Barbara Police Department Business Office Supervisor position has provided the management of the Police Department an opportunity to evaluate our organizational structure with respect to this position. As a result of this evaluation, Police management, along with Human Resources, is recommending that the existing Business Office Supervisor position be reclassified to a Police Business Manager position to better meet the needs of the department.

The position of Police Business Manager was created in 1979 and was continuously staffed until 2004. In 2004, this position became vacant and was eliminated as a cost savings option. At that time, the duties of the Police Business Manager were distributed to the positions of the Deputy Police Chief, Administrative Services Captain, and Business Office Supervisor. The Deputy Police Chief assumed the role of the budget manager, the Administrative Services Captain assumed management of the Records Bureau, and the Business Office Supervisor assumed responsibility for parking citation processing and revenue collection.

The Police Business Manager position will have the following duties and responsibilities:

- Coordinate and manage the departmental budget
- Prepare revenue and expenditure forecasts
- Supervise and manage Business Office staff and Parking Citation Collection staff
- Negotiate departmental lease and service agreements
- Analyze, evaluate, and review administrative programs, policies, and procedures
- Authorized and track departmental requisitions for materials, supplies, and services

The Police Business Manager will work closely with the Police Chief's Command Staff to ensure greater coordination between the activities of the Business Office and the other three departmental Divisions (Patrol, Investigative, and Administrative Services). The employment standards for the Police Business Manager are significantly higher than those of the Business Office Supervisor position and will promote a higher level of competency to include greater integrity and accountability in Business Office activities.

**BUDGET/FINANCIAL INFORMATION:**

The budget impact to reclassify the Business Office Supervisor to a Police Business Manager position is \$35,122. This additional cost will be accommodated within the Police Department budget without the need for an additional appropriation.

**PREPARED BY:** Frank Mannix, Deputy Police Chief

**SUBMITTED BY:** Cam Sanchez, Police Chief

**APPROVED BY:** City Administrator's Office

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA BARBARA AMENDING RESOLUTION NO. 11-049, THE POSITION AND SALARY CONTROL RESOLUTION FOR FISCAL YEAR 2012, AFFECTING THE POLICE DEPARTMENT EFFECTIVE APRIL 17, 2012

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SANTA BARBARA THAT Resolution No.11-049, the Position and Salary Control Resolution for Fiscal Year 2012, is hereby amended as follows:

	<u>Full-Time Positions Authorized</u>	<u>Part-Time Positions Authorized</u>
<u>POLICE DEPARTMENT</u>		
<u>CHIEF'S STAFF &amp; SUPPORT SERVICES</u>		
<del>Business Office Supervisor</del>	4	
<b>Police Business Manager</b>		<b>1</b>
Division Total		25
Department Total		207

<u>Classification Title</u>	<u>FLSA</u>	<u>Service Status</u>	<u>Unit</u>	<u>Range</u>	<u>Biweekly Salary</u>
<b>Police Business Manager</b>	<b>E</b>	<b>U</b>	<b>M</b>	<b>431</b>	<b>\$3569.35 – \$4338.58</b>