



Legislation Text

File #: 21-746, **Version:** 1

Staff Report for a City of San Leandro City Council Resolution Approving a Consulting Services Agreement with Accounting Principals for \$100,000 for Financial Services at the Police Department

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council consider and approve a Consulting Services Agreement with Accounting Principals to assist the Police Department with financial analysis and business continuity. Funding is available from Police Department salary savings through ongoing vacant department positions.

BACKGROUND

The Police Business Manager position has been vacant for a year and has given rise to the need for financial support services in the Police Department. This position pays all the bills, manages all contracts, administers all grants, and generally is the bridge between the Police and Finance Departments.

The City initially entered into an agreement with Magdalene King'ori on September 7th, 2021 for her financial expertise. That engagement has been successful and beneficial to the completion of required activities. The scope of this work included drafting new contracts for this biennial budget cycle, paying all invoices, drafting Council staff reports and resolutions, generating budgetary analyses for the new Police Chief, and training new management staff on Finance Department procedures. She will also onboard the new Police Business Manager once hired.

Analysis

The Police Department was unsuccessful in its first recruitment for a new Police Business Manager. The Human Resources Department initiated a second recruitment that is currently underway. The Council may recall a presentation in October, 2018 regarding the potential for significant turnover in Police management (72%, or 8 out of 11) that could retire by December 2021. In fact, 91% of its management (all but one Police Captain) have retired or resigned. This reality poses an opportunity to shape the future of law enforcement in San Leandro, but it will take time to fill the vacancies and train staff. This contract affords the Police Chief the time needed to select the right candidate while meeting the operational demands for business continuity.

Accounting Principals, part of the Adecco Group-a Fortune 500 company-since 2010 has served the government finance industry generally and multiple Bay Area agencies locally who needed specialized, temporary finance staffing services.

Sufficient funding remains available from salary savings through long-term vacant department positions. As of December 9th, the Police Department has expended just 32% of its salary budget with 44% of the Fiscal Year 2021-2022 having passed.

Fiscal Impacts

There will be no net impact to the General Fund. This General Fund contract will cost \$100,000, which will require a budget adjustment from Police salaries to Police consulting services.

Budget Authority

This General Fund contract will require a budget adjustment of \$100,000 for Fiscal Year 2021-2022 from the Police Department's salaries budget-Account 010-21-004-4101--into its consulting services account 010-21-001-5120. This contract will not exceed \$100,000, will expire at the end of Fiscal Year 2021-2022, and will revert all unspent funds to the General Fund Unrestricted Fund Balance.

ATTACHMENT

None

PREPARED BY

Scott Koll, Financial Services Manager