

LETTER OF AGREEMENT
BETWEEN THE SONOMA COUNTY PUBLIC SAFETY CONSORTIUM,
A JOINT POWERS AUTHORITY
AND
THE CITY OF SANTA ROSA

Loan of Administrative Services Officer to the Sonoma County Public Safety Consortium

The Sonoma County Public Safety Consortium, a Joint Powers Authority in the County of Sonoma (hereafter “SCPSC”) and the City of Santa Rosa, a municipal corporation (hereafter “City”), have mutually agreed to have a City employee serve as the SCPSC Administrator. The terms set forth have been mutually agreed upon by the designated representatives of the SCPSC and the City.

The Sonoma County Public Safety Consortium, originally called the Sonoma County Law Enforcement Consortium, was created as a separate public agency to purchase, operate, maintain and improve a public safety communication and data management system.

The members are the cities of: Cotati, Petaluma, Rohnert Park, Santa Rosa, Sonoma, Town of Windsor, the County of Sonoma, the Sonoma County Junior College District (SRCCD), and REDCOM, a joint powers authority agency. There are also non-affiliated agencies accessing the system, and the possibility of adding additional agencies within the County if they wish to apply.

The structure of the SCPSC is governed by the Board of Directors, comprised of the City Manager from each member agency, the Sonoma County Administrator, an appointed representative of the REDCOM Board of directors, and President of the SRCCD, or their respective designees.

The Administrative functions of the SCPSC have historically been handled by a part time employee. It was decided in FY15/16 that a full time Administrator was desired and the hiring process begun.

The SCPSC Administrator, a City employee housed within the City Manager’s Office, will be released on a full time basis. From December 9, 2015 through March 17, 2016, the SCPSC Administrator was serving on a part time basis. The position became full time on March 17th, 2016. This agreement is effective as of December 9, 2015, and will continue in effect until it is terminated as provided herein.

Compensation: The SCPSC will be charged the full cost of salary and benefits for 100% of the Administrator’s time. This includes all compensation and accruals as described below:

- a) All Employer Contributions (including but not limited to: Medical Premiums, Retirement Contributions, etc.)
- b) Sick and Vacation Accruals will continue to be accrued and taken.
- c) Holidays: The Administrator receives holiday time each year in accordance with the requirements of the City’s MOU which must be taken during the year.
- d) Retirement – Retirement service credit accrual will continue.

The City will provide an office space and utilities for the Administrator position, including a land line. The SCPSC will provide a computer for use by the Administrator.

Billing: The City will invoice the SCPSC for the Administrator's total compensation, as well as training and any needed supplies. The invoice amount will be deducted from the amount the City pays quarterly to participate in the SCPSC.

The parties hereby acknowledge and agree that this Letter of Agreement does not set a precedent. The SCPSC and the City each retain the right to terminate or make changes, if necessary, and shall notify each other thirty days prior to the effective change or termination.

FOR THE SCPSC:

Seam P. McElynn


Chair, Board of Directors

Date:

FOR THE CITY:

Mayor

Date:

APPROVED AS TO FORM FOR THE CITY:

Angela Casapardo, Esq.


City Attorney