

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: KEITH HINTON, POLICE DEPARTMENT
SUBJECT: LETTER OF AGREEMENT TO ALLOW REIMBURSEMENT BY
SONOMA COUNTY PUBLIC SAFETY CONSORTIUM

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the City Manager's Office that the Council, by resolution, approve the Letter of Agreement with the Sonoma County Public Safety Consortium, loaning the services of a City employee to serve as the Administrator of the Sonoma County Public Safety Consortium.

EXECUTIVE SUMMARY

Approving the Letter of Agreement will allow the City to be reimbursed by the Consortium for the salary and benefits of the Administrator of the Sonoma County Public Safety Consortium, an employee of the City of Santa Rosa in the City Manager's Department.

BACKGROUND

Formed in 2008, the Sonoma County Public Safety Consortium was formed with the purpose of sharing communication networks between member fire and law enforcement agencies within the County. Initially, the administrative support was provided by a limited term, part time position. The complexity of managing the Consortium's business grew enough for the Board of Directors to consider hiring a full-time Administrator. On October 15, 2015, the Consortium's Board of Directors approved the funding of a full-time Administrator position to be employed by the City Manager's Office at the City of Santa Rosa.

PRIOR CITY COUNCIL REVIEW

On November 17, 2015, the City Council, by Resolution No. 28714, approved amending the City Classification and Salary Plan to create the classification of Sonoma County Public Safety Consortium Administrator in Unit 11 – Supervisory/Mid-Management, authorizing the addition of one (1.0) FTE to the City Manager's Office.

ANALYSIS

Although City Council approved adding the position to the City's classification and salary schedule, no mechanism was in place to allow the City to be reimbursed by the Consortium. This Letter of Understanding would formalize that and allow the County Auditor's Office to reimburse the City's expenditures to date.

This Letter of Understanding is only operational as long as the current employee serves as the Administrator. Upon cancellation of the Letter of Understanding, a new Consortium Administrator would need to be found, and there exists potential for the new Administrator to be housed in another Consortium member's Agency.

FISCAL IMPACT

If the Letter of Understanding were not approved by the City Council, no mechanism would be in place to reimburse the City for the money they have spent on the Administrator's salary, benefits, and training.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable

NOTIFICATION

Not Applicable

ATTACHMENTS

- Resolution

CONTACT

Keith Hinton, Santa Rosa Police Department Technical Services Manager, 543-3645