



Legislation Details (With Text)

File #: 2020-1305
Type: Consent Calendar Item **Status:** Agenda Ready
File created: 12/15/2020 **In control:** Sheriff's Office
On agenda: 1/26/2021 **Final action:**
Title: Windsor Police Department Front Desk Position Allocation Change
Sponsors: Sheriff's Office
Indexes:
Attachments: 1. Summary Report.pdf, 2. Program-Position Change Form.pdf, 3. Resolution.pdf

Date	Ver.	Action By	Action	Result
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To: Board of Supervisors of Sonoma County
Department or Agency Name(s): Sheriff's Office
Staff Name and Phone Number: Connie Newton, 565-8884
Vote Requirement: Majority
Supervisory District(s): Countywide

Title:
Windsor Police Department Front Desk Position Allocation Change

Recommended Action:

Adopt a Resolution to amend the Sheriff's position allocation list for the Windsor Police Department, adding 1.0 FTE Senior Office Assistant and deleting 1.0 FTE Legal Processor II. The Town of Windsor contracts with the Sheriff's Office for law enforcement services and therefore, reimburses the Sheriff's Office for all costs incurred under the contract.

Executive Summary:

The Sheriff is requesting approval of the proposed amendment to the Sheriff's Office FY 20-21 Department Allocation List, adding 1.0 FTE Senior Office Assistant and deleting 1.0 FTE Legal Processor II. The change, which includes adding and deleting an allocation, is necessary to better align position duties with an appropriate job class in the Windsor Police Department. The Town of Windsor contracts with the Sheriff's Office for law enforcement services and supports this recommended action.

Discussion:

The Sheriff's Office has provided contractual law enforcement services to the Town of Windsor since 1993. The Board approved the most recent five year contract on June 2, 2020. The contract allows the Town to approve staffing and service levels for the Windsor Police Department (WPD) and reimburses the Sheriff's Office accordingly. The contract also specifies that WPD will be staffed by County employees. The WPD, through the Sheriff's Office, is requesting to change their existing allocations by deleting the vacant legal processor allocation and adding a senior office assistant allocation. The position in question staffs the Windsor Police Department's front desk and provides clerical support.

Recently, the legal processor assigned to WPD's front desk left the position, creating a vacancy. In the process of

preparing to fill the vacant front desk position, WPD staff determined that the existing legal processor job class is not the best fit for this position. The nature of the work assigned to the WPD front desk position better aligns with the County's senior office assistant job class. A few examples of the duties performed by the WPD front desk position are: receiving lobby and phone inquiries from citizens, preparing permit and program files for management review, tracking data, and completing other complex clerical tasks (filing, reporting, processing paperwork and mail). After consultation with the County's Human Resources Department, and through the County's Program Change Request Process, it was determined that the senior office allocation is the appropriate job class for WPD's front desk position. This information was then shared with the Town of Windsor management and they approve of the requested change. Therefore, through the Sheriff's Office, the Windsor Police Department is requesting the deletion of the vacant legal processor II allocation and addition of a senior office assistant.

The difference in cost between the deleted and added positions will be fully reimbursed by the Town of Windsor. The cost increase of the new position is 1.46%, or about \$800 annually, above the position being deleted. In FY 20-21, salary savings from the vacant legal processor will more than cover the anticipated increase of the new position; therefore, no budget adjustment is needed. In FY 21-22, the senior office assistant is anticipated to cost \$808 more than the legal processor, assuming an increase of 2% over FY 20-21 salaries. The Town also pays the County approximately 25% in indirect costs for each position, increasing the total cost to \$1,010 in FY 21-22 and \$1,030 in FY 22-23, fully reimbursed by the Town of Windsor.

Prior Board Actions:

Since 1993 the Board has approved Agreements between the Sheriff's Office and Town of Windsor for the provision of law enforcement services to the Town of Windsor. The most recent Agreement was approved on June 2, 2020.

FISCAL SUMMARY

Expenditures	FY 20-21 Adopted	FY21-22 Projected	FY 22-23 Projected
Budgeted Expenses	\$135,264	136,274	137,304
Additional Appropriation Requested			
Total Expenditures	\$135,264	136,274	137,304
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	\$135,264	136,274	137,304
Use of Fund Balance			
Contingencies			
Total Sources	\$135,264	136,274	137,304

Narrative Explanation of Fiscal Impacts:

Per the terms of the Agreement for Law Enforcement Services, the Town of Windsor will reimburse the County for the full cost of the all positions providing services under the Agreement.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Legal Processor II	\$1,694 - \$2,059		-1
Senior Office Assistant	\$1,719 -\$2,089	1	
Total		1	1

Narrative Explanation of Staffing Impacts (If Required):

This allocation change better aligns the Sheriff's Office job classes with existing and future workload duties of the Windsor Police Department, as described in the Program Change Request.

Attachments:

Resolution to Amend the Sheriff's Office FY 20-21 Department Allocation List

Related Items "On File" with the Clerk of the Board: