



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 10/13/2015

Agenda Placement: 6G

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Alice Hughey - Acting Director
Human Resources

REPORT BY: Nicole Everett, Human Resources Analyst II - 707-253-4489

SUBJECT: Adoption of a Resolution Amending Departmental Allocation List for the Sheriff's Department by adding one Full-Time Deputy Sheriff II and one Full-Time Administrative Secretary I and deleting one Administrative Secretary I - Confidential

RECOMMENDATION

Acting Director of Human Resources and Napa County Sheriff request adoption of a resolution amending the Departmental Allocation List for the Sheriff's Department, as follows, effective October 24, 2015, with no net increase to the General Fund:

1. Add one 1.0 FTE Deputy Sheriff II;
2. Add one 1.0 FTE Administrative Secretary I; and
3. Delete one 1.0 FTE Administrative Secretary I - Confidential.

EXECUTIVE SUMMARY

On August 25, 2015, the Board of Supervisors approved Amendment No. 14 to Revenue Agreement No. 3220 with the City of American Canyon, which provided the City of American Canyon Police Department with an additional officer for the purpose of adding a School Resource Officer. The first proposed action amends the Sheriff's Department's Allocation List to reflect that contract amendment.

The Sheriff's Department is reassigning duties between the Administrative Support Technician-Confidential position added to the Departmental Allocation list in the Fiscal Year 2015-2016 budget and the vacant Administrative Secretary I-Confidential position. The Sheriff's Department will remove the confidential duties from the existing Administrative Secretary I-Confidential position and assign them to the Administrative Support Technician-Confidential position. Accordingly, the second proposed action replaces the Administrative Secretary I-Confidential position with an Administrative Secretary I position.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The amendment to Agreement No. 3220 on August 25, 2015 provided one additional officer, along with revenue of \$137,628 from American Canyon. There is no net increase to the General Fund for the Administrative Secretary I position; there is a salary savings of approximately \$3,600 per fiscal year due to the removal of the confidential pay associated with the former classification.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	These changes are discretionary in that there is no mandate for the Napa County Sheriff's Department to provide an additional Deputy Sheriff to serve as the School Resource Officer for the City of American Canyon. Under this agreement, American Canyon reimburses the County for the full cost of services to be provided plus administrative overhead expenses. There is no impact to the County General Fund. The changes regarding the Administrative Secretary I position are discretionary in that there is no mandate requiring the Napa County Sheriff's Department to maintain this position.
Is the general fund affected?	Yes
Future fiscal impact:	Appropriations for the Deputy Sheriff II position will be budgeted and invoiced accordingly. Since the agreement will expire on June 30, 2016, staff will be working with the City of American Canyon to extend the terms of the contract for an additional three years. The salary savings for the Administrative Secretary I position for the remainder of Fiscal Year 2015-2016 are approximately \$2,400. Future fiscal years will be budgeted accordingly.
Consequences if not approved:	The Sheriff's Department would not be able to provide an additional sworn officer to serve as a School Resource Officer in the City of American Canyon and therefore would not receive additional compensation. The City of American Canyon would need to contract with another jurisdiction for the provision of a School Resource Officer. If the Administrative Secretary I-Confidential position is not deleted from the Departmental Allocation list, two Confidential positions would exist within the Sheriff's Department. With the recent addition of the Administrative Support Technician-Confidential position, there is no need for two confidential positions. Only one Confidential position is required to perform the work needed within the office.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The City of American Canyon ("City") has contracted with the County for law enforcement services provided by the Sheriff's Department since 1996. The Sheriff's Department currently provides the City Police Department with 23 sworn positions. On August 4, 2015, the City approved an agreement with the Napa Valley Unified School District (NVUSD) for the City to provide a School Resource Officer (SRO) at American Canyon Middle School and authorized the City Manager to sign an amended contract with Napa County to add one officer. American Canyon has had an effective SRO at the high school since the school opened in 2010. Over the past couple of years there have been several issues at the middle school including truancy, petty theft, bullying, fighting, drug possession and threats. With the success of the SRO at the high school, the City Council and NVUSD agreed to a cost-sharing program to provide an SRO at the middle school. In comparison, the seven middle and high schools in the City of Napa have three SRO's assigned.

On August 25, 2015, the Board of Supervisors approved Amendment No. 14 to Revenue Agreement No. 3220 with the City of American Canyon, which provided the City Police Department with an additional officer for the purpose of adding a School Resource Officer. At that time the Sheriff's Department had a vacancy and was able to dedicate an officer to this assignment immediately. The first proposed action is a follow-up action to formally amend the Sheriff's Department's Allocation List to reflect the addition of one officer.

The Sheriff's Department is reassigning duties between the Administrative Support Technician-Confidential position added to the Departmental Allocation list in the Fiscal Year 2015-2016 budget and the vacant Administrative Secretary I-Confidential position. The Sheriff's Department will remove the confidential duties from the existing Administrative Secretary I-Confidential position and assign them to the Administrative Support Technician-Confidential position. Therefore, the Sheriff's Department no longer needs for the Administrative Secretary I-Confidential position to hold the Confidential status. Accordingly, the second proposed action replaces the Administrative Secretary I-Confidential position with an Administrative Secretary I position.

Therefore, the Acting Director of Human Resources and the Napa County Sheriff recommend the adoption of a resolution to amend the Departmental Allocation List, as shown in exhibit "A," effective October 24, 2015, with no net increase to the General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan