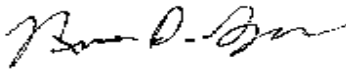


City of Calistoga Staff Report

TO: Honorable Mayor and City Council
FROM: Richard Spitler, City Manager
DATE: October 6, 2015
SUBJECT: Consideration of a Resolution Establishing a Community Service Officer Position within the Police Department

APPROVAL FOR FORWARDING:



Richard D. Spitler, City Manager

1 **ISSUE:** Consideration of establishing a Community Service Officer position within the
2 Police Department.

3
4 **RECOMMENDATION:** Adopt Resolution.
5

6 **BACKGROUND:** The Police Department is staffed with 4 dispatchers and 10 police
7 officers, and a Police Chief. In the past they had two Community Service Officer
8 positions that were part time, less than 19 hours per week. These officers provided back
9 up dispatch duties, IT work, live scan service, code enforcement (including abandoned
10 vehicle abatement) and various clerical tasks. The two Community Service Officers
11 were let go over two years ago due to changes in PERS law. Subsequently a part time
12 code enforcement position was created to keep this particular function going. However,
13 it has been demonstrated that most of the duties mentioned above need to be
14 addressed. To some extent the employee in the part time code enforcement position
15 has been called to back up on dispatch and perform other administrative duties.
16

17 During the adoption process for the Fiscal Year 2015-2016 Operating Budget the City
18 Council did authorize funding to make this part time position into a full time position.
19

20 The Police Chief, in conjunction with the Administrative Services Director, has
21 determined that the position and job title of Community Service Officer best suits the
22 range of tasks that need to be performed for this position. A job description has been
23 prepared which must be adopted by the City Council as a permanent position (see
24 Attachment 2)
25

26 **FISCAL IMPACT:** The Community Service Officer position is proposed to be funded
27 at the Dispatcher Salary Schedule. The salary range is from \$3,996 to \$4,861 per
28 month or \$47,952 to \$58,332 per year. Sufficient funds are already included in this
29 year's budget. The labor cost would be distributed 100% to the General Fund.

30

31 **ATTACHMENTS:**

32

33 1. Draft Resolution

34 2. Community Services Officer Job Description

RESOLUTION NO. 2015-XXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA ESTABLISHING A COMMUNITY SERVICE OFFICER POSITION

WHEREAS, the City Council has reviewed and considered the recommendations of the City Manager for establishing a Community Service Officer position within the Police Department at its October 6, 2015 regular meeting; and

WHEREAS, there is need to have sufficient staffing to meet the work load of the Police Department.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Calistoga hereby establishes the Community Service Officer position within the Police Department, as set forth as Exhibit A to this resolution.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of Calistoga hereby establishes the Community Service Officer position at the Public Safety Dispatcher salary schedule of the City of Calistoga with the following monthly and annual salary with five steps:

Monthly Salary

Table with 5 columns: Step 1 (3996), Step 2 (4195), Step 3 (4405), Step 4 (4627), Step 5 (4861)

Annual Salary

Table with 5 columns: Step 1 (47,952), Step 2 (50,340), Step 3 (52,860), Step 4 (55,524), Step 5 (58,332)

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this 6th day of October, 2015, by the following vote:

- AYES:
NOES:
ABSTAIN:
ABSENT:

CHRIS CANNING, Mayor

ATTEST:

KATHY FLAMSON, City Clerk