

CITY OF YUBA CITY
STAFF REPORT

Date: October 2, 2018
To: Honorable Mayor & Members of the City Council
From: Police Department
Presentation by: Robert D. Landon, Police Chief

Summary

Subject: Police Administration Staffing Modifications

Recommendation: A. Approve a Resolution authorizing the addition of a limited term Police Lieutenant position and temporarily un-funding the Administrative Manager position.
B. Authorize the Finance Director to make budget adjustments as necessary.

Fiscal Impact: \$19,116 additional costs of benefits and salary for fiscal year 2018/2019, \$28,727.70 additional costs of benefits and salary for fiscal year 2019/2020 and \$40,216.40 additional costs of benefits and salary for fiscal year 2020/2021.

Purpose:

To modify Police Administration staffing by adding a limited term Police Lieutenant position and temporarily un-funding an Administrative Manager position.

Background:

In addition to the Police Chief position, the Police Administration team includes an Assistant Police Chief, Police Commander, two (2) Police Lieutenants, Administrative Manager and Administrative Assistant. The Police Administration team oversees the entire Police Department's Operations and, as one might expect, each role is critical to the operational efficiency of the Police Department. With this in mind, the Administrative Manager received orders for military duty and is expected to be on active military duty for three (3) years. The Administrative Manager oversees the Police Records and Communication Division in addition to being the Police's Public Information Officer.

Last year, the Police Department utilized an additional Lieutenant as a result of the Administrative Manager working temporarily for another department. The Administrative Manager transferred to the Fire Department. In response, the Police Department appointed an interim Police Lieutenant in order to backfill the Administrative Manager position and to provide additional managerial support for the sworn Peace Officers.

Analysis:

In 2014 the City commissioned the International City Managers Association (ICMA), Public Safety Management Team to evaluate the Police Operations. The Department has been able to adopt most of the recommendations into current police practice. One recommendation was not adopted due to budget restraints. This recommendation was the addition of a Police Lieutenant to oversee Police Training and Internal Affairs. The opportunity is available now to transition in an additional Police Lieutenant. This Lieutenant will be instrumental in expanding critical areas of responsibility

including training for both sworn and non-sworn employees and police accountability (to investigate complaints, make policy recommendations regarding police practices, and conduct periodic audits). This additional Police Lieutenant allows the department to transition to this format, with a minimal impact on the Police Department budget for a period of three years. The new Lieutenant would assume the current administrative duties of the Administrative Manager, while completing the necessary courses and education for update-to-date practices in Police internal affairs and training procedures. This Lieutenant would supervise a new team of Community Policing members. This new team would consist of the current School Resource Police Officers, the Community Policing Coordinator, and potentially any personnel assigned to assist with homeless issues.

Staff recommends the following Police Administration staffing changes: the addition of a sworn full-time, limited term Police Lieutenant position and un-funding the Administrative Manager position. The Administrative Manager plans on returning to employment with the Police Department at the expiration of the active military leave. The Lieutenant Position would be reevaluated upon the return of the Administrative Manager.

Furthermore, staff recommends hiring an additional officer to backfill for the Lieutenant, who will be promoted from the current Sergeants group. If this is approved, we would hire an additional officer to backfill for the promotion to Sergeant. The net increase would result in the sworn staff of the Police Department increasing from 64 (its current level) to 65.

Fiscal Impact:

\$19,116 additional costs of benefits and salary for fiscal year 2018/2019, \$28,727.70 additional costs of benefits and salary for fiscal year 2019/2020 and \$40,216.40 additional costs of benefits and salary for fiscal year 2020/2021.

Alternatives:

Do not approve the recommendation and send back to staff for additional research.

Recommendation:

- A. Approve a resolution authorizing the addition of a limited term Police Lieutenant position and temporarily un-funding the Administrative Manager position.
- B. Authorize the Finance Director to make budget adjustments as necessary.

Attachments:

- A. Resolution

Prepared by:

/s/ Robert D. Landon

Robert D. Landon
Police Chief

Reviewed by:

Finance
Human Resources
City Attorney

Submitted by:

/s/ Steven C. Kroeger

Steven C. Kroeger
City Manager

RB

NS

TH via email

ATTACHMENT A

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
AUTHORIZING THE ADDITION OF A LIMITED TERM POLICE LIEUTENANT POSITION AND
TEMPORARILY UN-FUNDING THE ADMINISTRATIVE MANAGER POSITION**

WHEREAS, the efficiency of governmental operations is of paramount concern to the City Council, City Management and taxpayers alike; and

WHEREAS, in support of the Police Department to more efficiently and effectively meet the needs for services to the citizens of Yuba City; and

WHEREAS, it is in the best interest of the City to efficiently and effectively staff the Police Department to ensure accountability and oversight; and

NOW, THEREFORE, BE IT RESOLVED and ordered by the City Council of the City of Yuba City as follows:

SECTION I.

Authorize the addition of a limited term Police Lieutenant Position and temporarily un-fund the Administrative Manager position.

Reevaluate this Resolution upon the return of the Administrative Manager from active duty orders to military service, for consideration of the continuation of the limited term Police Lieutenant position and funding of the Administrative Manager position.

SECTION II.

The Director of Finance is hereby authorized to amend the staffing level of the Police Department and adjust the budget as indicated in the staff report to implement the provisions of this Resolution.

The forgoing Resolution of the City Council of the City of Yuba City was duly introduced, passed and adopted at a regular meeting thereof held on the 2nd day of October, 2018.

AYES:

NOES:

ABSENT:

ATTEST:

Preet Didbal, Mayor

Patricia Buckland, City Clerk