



STAFF REPORT	
SUBJECT: Authorization of Chief of Crime Reduction and Innovation Job Classification and Placement into the FY 2024/2025 Salary Schedule; Resolution No. 2024-51	MEETING DATE: November 7, 2024
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to adopt Resolution No. 2024-51, authorize the City Manager to make edits based on CalPERS determination of the placement of the position into the “safety” retirement classification, and to negotiate a contract based on qualifications.

BACKGROUND/DISCUSSION:

Like many cities across the country, the City of Clearlake faces ongoing challenges related to crime and quality of life issues. To actively address these challenges and implement pioneering solutions, staff proposes the creation of a Chief of Crime Reduction and Innovation position. This position will lead a newly formed Crime Reduction Department, report directly to the City Manager, and be included in the Management Benefit Plan.

Benefits of the Position:

- **Centralized Leadership:** The Chief will provide dedicated leadership and oversight to various City functions, including special enforcement and community engagement initiatives. This centralized approach will improve coordination, efficiency, and effectiveness in proactively addressing crime and related concerns.
- **Proactive Crime Reduction:** The Chief will be responsible for developing and implementing hands-on strategies to reduce crime, enhance community safety, and improve the quality of life for residents. This includes fostering community partnerships, implementing advanced crime prevention programs, and utilizing data-driven approaches to address crime trends.
- **Enhanced Community Engagement:** The Chief will prioritize community engagement and collaboration, working closely with residents, businesses, and community organizations to identify

concerns, develop solutions, and build trust. This will foster a sense of shared responsibility and promote community-wide participation in crime reduction efforts.

- **Streamlined Service Delivery:** By consolidating related functions under the Crime Reduction Department, the City can streamline service delivery, improve responsiveness to community needs, and reduce bureaucratic inefficiencies.
- **Grant Funding Opportunities:** The Chief will have the expertise to identify and pursue grant funding opportunities to support crime reduction initiatives, potentially leveraging external resources to enhance the City's efforts.
- **Support for City Council:** The Chief will provide valuable support to the City Council by developing and presenting policy recommendations, conducting research and analysis, and serving as a subject matter expert on crime reduction and community safety.

Job Description:

The attached job description details the responsibilities, qualifications, and requirements of the Chief of Crime Reduction and Innovation position. Key duties include:

- Leading and managing the Crime Reduction Department.
- Developing and implementing crime reduction strategies and programs.
- Collaborating with other City departments, outside agencies, and community organizations.
- Serving as Acting City Manager as assigned.

The establishment of a Chief of Crime Reduction and Innovation position is a critical step towards creating a safer and more vibrant Clearlake. This position will provide dedicated leadership, enhance community engagement, and promote innovative solutions to address crime and improve the quality of life for all residents.

The job description is under final review by CalPERS for verification the job qualifies as a “safety” position. Staff are asking for the authority to make minor modifications to the job description, if required by CalPERS, to ensure the position qualifies as a safety position.

OPTIONS:

1. Move to adopt resolution, authorize the City Manager to make edits based on CalPERS determination, and to negotiate a contract based on qualifications.
2. Other direction.

FISCAL IMPACT:

None \$TBD Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$TBD

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments: This position will be placed in the salary schedule according to the contract negotiation. It is anticipated that the salary will be based on the Assistant City Manager and/or the Chief of Police classifications.

STRATEGIC PLAN IMPACT:

Goal #1: Make Clearlake a Visibly Cleaner City

- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to adopt resolution, authorize the City Manager to make edits based on CalPERS determination, and to negotiate a contract based on qualifications.

- Attachments:**
 - 1) Chief of Crime Reduction and Innovation Job Classification
 - 2) Resolution No. 2024-51