



## CITY COUNCIL STAFF REPORT

---

**TO:** Honorable Mayor and City Council      **DATE:** April 26, 2021

**FROM:** Matthew Bronson City Manager

**PREPARED BY:** John Peters, Chief of Police

**SUBJECT:** Adoption of a Resolution Authorizing an Agreement with the City of Pismo Beach for Law Enforcement Communication Services and Related Personnel Actions for the Records/Property Technician Classification

---

### **RECOMMENDATION**

Adopt the Resolution authorizing the City Manager to execute an agreement with the City of Pismo Beach to provide law enforcement communication services for the Grover Beach Police Department, authorize an amendment to the Classification and Compensation Plan for the Records/Property Technician and authorize an amendment to the Job Description for the Records/Property Technician classification.

---

### **BACKGROUND**

On March 22, 2021, Council provided direction to staff to move forward with finalizing an agreement for law enforcement communication services with the City of Pismo Beach. Council also provided direction to staff to implement the consolidation of two positions currently in the Communications Center into the Records/Property Division of the Police Department. This consolidation also includes amending the Records/Property Technician job description and the Classification and Compensation Plan to reflect these changes. These actions will improve operational response and effectiveness of law enforcement dispatch and enable the Police Department to provide greater public access for the Records/Property function.

Staff has completed the contract negotiations with the City of Pismo Beach and the agreement for law enforcement communications services (Exhibit A) has been reviewed and approved as to form by both City Attorneys. Staff has also met and conferred with the Grover Beach Police Officers' Association (GBPOA), the bargaining group that represents the affected employees, and has updated the job description (Exhibit B) and classification and compensation plan (Exhibit C). These actions are anticipated to be implemented effective July 1, 2021.

### **FISCAL IMPACT**

There is projected to be a cost increase of approximately \$48,000 to the General Fund with these actions which would be reflected in the FY 2021-22 proposed budget presented to the Council on June 14.

### **ALTERNATIVES**

The Council has the following alternatives to consider:

1. Adopt the Resolution authorizing the City Manager to execute an agreement with the City of Pismo Beach to provide law enforcement communication services for the Grover Beach Police Department, authorize an amendment to the Classification and Compensation Plan for the Records/Property Technician and authorize an amendment to the Job Description for the Records/Property Technician classification; or
2. Provide staff with further direction.

**PUBLIC NOTIFICATION**

The agenda was posted in accordance with the Brown Act.

**Attachments**

1. Resolution No. 21-XX; Exhibit A: Contract for Law Enforcement Communication Services; Exhibit B: Amended Records/Property Technician Job Description; Exhibit C: Amended Classification and Compensation Plan

RESOLUTION NO. 21-XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVER BEACH, CALIFORNIA APPROVING AN AGREEMENT WITH THE CITY OF PISMO BEACH FOR LAW ENFORCEMENT COMMUNICATION SERVICES FOR THE GROVER BEACH POLICE DEPARTMENT AND AUTHORIZING AN AMENDMENT TO THE CLASSIFICATION AND COMPENSATION PLAN AND JOB DESCRIPTION FOR THE POLICE RECORDS/PROPERTY TECHNICIAN JOB CLASSIFICATION**

**WHEREAS**, the Grover Beach Police Department currently operates a law enforcement communications center; and

**WHEREAS**, the staffing levels in the communications center have been below operational effectiveness for multiple years; and

**WHEREAS**, the City of Pismo Beach has been providing night-time law enforcement communication services to the City of Grover Beach since September 2020; and

**WHEREAS**, the two cities recently developed a contract for full-time law enforcement communication services to be provided by the City of Pismo Beach to the City of Grover Beach based on the success of the night-time law enforcement communication services; and

**WHEREAS**, the City Council of Grover Beach recognizes the benefits of contracting services with the City of Pismo Beach (Exhibit A) that will regionalize law enforcement communication services into one facility and result in more efficient operations and enhanced community safety; and

**WHEREAS**, the City of Grover Beach will retain two communications center employees and move them into the Records/Property Division of the Police Department to further enhance the efficiency of this important public service; and

**WHEREAS**, Resolution No. 02-73 was adopted by the City Council on September 17, 2002, establishing rules governing compensation rates and related requirements for all job classifications and by retaining two communications center employees for the Records/Property Division of the Police Department, it is necessary to amend the Records/Property Technician Job Description (Exhibit B) as well as the Classification and Compensation Plan (Exhibit C) for this job classification.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Grover Beach approves the amending of the job description and the Classification and Compensation Plan for the Records/Property Technician and approves the agreement with the City of Pismo Beach for law enforcement communication services and authorizes the City Manager to execute it on behalf of the City.

On motion by Council Member \_\_\_\_\_, second by Council Member \_\_\_\_\_, and on the following roll call vote, to wit:

AYES: Council Members -  
NOES: Council Members -  
ABSENT: Council Members -  
ABSTAIN: Council Members -

the foregoing Resolution was **PASSED, APPROVED, AND ADOPTED** at the Regular Meeting of the City Council of the City of Grover Beach, California, this 26th day of April 2021.

---

JEFF LEE, MAYOR

ATTEST:

---

WENDI SIMS, CITY CLERK

**Exhibit A**

**AGREEMENT FOR DISPATCH SERVICES BETWEEN  
THE CITY OF PISMO BEACH AND  
THE CITY OF GROVER BEACH**

THIS AGREEMENT FOR DISPATCH SERVICES (“Agreement”) is entered into on \_\_\_\_\_ 2021, by and between the City of Pismo Beach (“Pismo Beach”) and the City of Grover Beach (“Grover Beach”) through their duly authorized officers (collectively, the “Parties”). For the purposes of this Agreement, the terms “Pismo Beach” and “Grover Beach” shall include each party’s elected officials, officers, employees, volunteers and agents.

**RECITALS**

- A. Pursuant to California law, Pismo Beach and Grover Beach are each responsible for law enforcement protection services within their jurisdictional boundaries. The Parties implement this responsibility through their respective police departments, providing day to day emergency response, dispatch, crime prevention, and other services.
- B. The parties currently provide emergency response services to each other under existing mutual aid and automatic aid agreements.
- C. Grover Beach has a need for dispatch services listed in Schedule A – Scope of Work and Rates for Services to assist with the operations of Grover Beach’s police department.
- D. Pismo Beach is willing and able to provide Grover Beach with the services set forth in Schedule A – Scope of Work and Rates for Services, upon the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of these recitals and the mutual covenants contained herein, the Parties agree as follows:

**I. SERVICES**

Pismo Beach shall provide dispatch services to Grover Beach, as set forth in Schedule A, Scope of Work and Rates for Services. These services will be provided by Pismo Beach employees, supervised by Pismo Beach, subject to all Pismo Beach governing statutes, policies and procedures.

This Agreement shall have no impact on current cooperative, automatic aid, and mutual aid agreements between Grover Beach and Pismo Beach.

**II. FUTURE ADDITIONAL SERVICES**

The cities recognize that a modern, automated and consolidated communications center may offer certain cost-effective opportunities to add related and specialized services. The

parties further understand and agree that any future additional specialized services other than those services set forth in Schedule A would be added only upon mutual agreement and approval by the Contract Administrator for each city.

### **III. SCHEDULES**

Pismo Beach and Grover Beach agree to comply with the terms and conditions of this Agreement, including the Schedules which are attached hereto and are incorporated by this reference and made a part of the Agreement. In the event that any of the terms and conditions of the Schedules are inconsistent with the terms of this Agreement, the terms and conditions of the Schedules will prevail.

#### **Schedule A – Scope of Work and Rates for Services**

Defines the services to be provided to Grover Beach by Pismo Beach and the cost of those services payable by Grover Beach to Pismo Beach under this Agreement.

### **IV. TERM**

This Agreement shall become effective July 1, 2021 through June 30, 2022 and shall be automatically renewed for four (4) successive one (1) year periods unless terminated pursuant to section V. Renewal shall be upon the same terms and conditions as set forth herein; except the annual payments by Grover Beach shall be in accordance with the Payment Terms in Schedule A.

### **V. TERMINATION**

Either party may terminate this Agreement for any reason, with or without cause, upon One Hundred Eighty (180) days' written notice to the other party. The Agreement may be canceled immediately by written mutual consent. Upon termination of this Agreement, all amounts owing from Grover Beach to Pismo Beach for services rendered shall be due and payable in accordance with terms of this Agreement.

### **VI. MODIFICATION**

This Agreement may be modified or amended only by a written document executed by both parties.

### **VII. ADMINISTRATION**

Pismo Beach's Police Chief will act as the contract administrator for Pismo Beach for matters related to the Agreement, and Grover Beach's Police Chief will act as the contract administrator for Grover Beach. These individuals will be available for contract resolution or policy intervention during the term of this Agreement.

### **VIII. PAYMENT FOR SERVICES**

Grover Beach shall pay to Pismo Beach for services rendered pursuant to this Agreement the amounts set forth in Schedule A which is attached hereto and incorporated herein by reference.

## **IX. INSURANCE**

Pismo Beach shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under this Agreement. Pismo Beach may self-insure all or a portion of this insurance requirement, or obtain pooled risk coverage, or a combination thereof, for such risk with limits at least as high as defined in subsection A below.

### **A. MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

- 1. Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis for bodily injury and property damage, including products-completed operations, personal injury and advertising injury, with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- 2. Automobile Liability:** ISO Form Number CA 0001 covering, Code 1 (any auto), or if Grover Beach has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
- 3. Workers' Compensation** insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

If Pismo Beach maintains higher limits than the minimums shown above, Grover Beach requires and shall be entitled to coverage for the higher limits maintained by Pismo Beach.

### **B. OTHER INSURANCE PROVISIONS**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

#### ***Additional Insured Status***

Grover Beach, its elected officials, officers, officials, employees, and volunteers are to be covered as insureds on the auto policy with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of Pismo Beach; and on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of Pismo Beach including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to Pismo Beach's insurance (at least as broad as ISO Form CG 20 10, 11 85 or both CG 20 10 and CG 23 37 forms if later revisions used).

#### ***Primary Coverage***

For any claims related to this Agreement, the **Pismo Beach's insurance coverage shall be primary** insurance as respects Grover Beach, its elected officials, officers, employees, and volunteers. Any insurance or self-insurance maintained by Grover Beach, its elected officials, officers, employees, or volunteers shall be excess of Pismo Beach's insurance and shall not contribute with it.

### ***Notice of Cancellation***

Each insurance policy required above shall state that **coverage shall not be canceled, except after thirty (30) days' prior written notice** (10 days for non-payment) has been given to Grover Beach.

### ***Failure to Maintain Insurance***

Pismo Beach's failure to maintain or to provide acceptable evidence that it maintains the required insurance shall constitute a material breach of the Agreement, upon which Grover Beach immediately may suspend or terminate this Agreement notwithstanding any language in Provision IV to the contrary.

### ***Waiver of Subrogation***

Pismo Beach hereby grants to Grover Beach a waiver of any right to subrogation which any insurer of Pismo Beach may acquire against Grover Beach by virtue of the payment of any loss under such insurance. Pismo Beach agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not Grover Beach has received a waiver of subrogation endorsement from the insurer.

### ***Deductibles and Self-Insured Retentions***

Any deductibles or self-insured retentions must be declared to and approved by Grover Beach. Grover Beach may require Pismo Beach to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

### ***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to Grover Beach.

### ***Claims Made Policies***

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**

3. If coverage is canceled or non-renewed, and not **replaced with another claims-made policy form with a Retroactive Date** prior to the contract effective date, Pismo Beach must purchase "extended reporting" coverage for a minimum of **five (5)** years after completion of contract work.

**Separation of Insureds**

**All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.**

**Verification of Coverage**

Pismo Beach shall furnish Grover Beach with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this Agreement. All certificates and endorsements are to be received and approved by Grover Beach before work commences. However, failure to obtain the required documents prior to the work beginning shall not be deemed a waiver of Pismo Beach's obligation to provide them. Grover Beach reserves the right to require complete, certified copies of all required insurance policies, including endorsements, at any time.

Certificates and copies of any required endorsements shall be sent to:

City of Grover Beach  
Attn: Administrative Services Director  
154 S. 8<sup>th</sup> Street  
Grover Beach, California 93433

**X. NOTICES**

Notices required or permitted under this agreement shall be sent through U.S. Postal Service by certified mail. Notice shall be considered given upon deposit. Addresses for any such notices shall be:

For Pismo Beach:  
Chief of Police  
1000 Bello Street  
Pismo Beach, California 93449

For Grover Beach:  
Chief of Police  
711 Rockaway Ave.  
Grover Beach, CA 93433

Either party may designate a change of address in writing at any time.

**XI. AUDITS**

Since this Agreement is over \$10,000, the Parties shall be subject to examination and audit, in accordance with Government Code section 8546.7, for a period of three (3) years after final payment under the agreement. Upon reasonable notice from the other party, each party shall make its records and books relating to this Agreement available for management review and fiscal audit by the other party at any time up to three years

following final payment. Examination and audit shall be confined to those matters connected with performance of the Agreement including, but not limited to, cost of administering the Agreement.

## **XII. INDEMNIFICATION**

- A. Grover Beach and Pismo Beach are each an independent “General Law City,” as defined by Government Code section 34102, and this Agreement does not create a separate legal entity. Each Party shall, at all times, remain an independent city solely responsible for all acts of its employees or agents, including any negligent acts or omissions.
- B. Grover Beach Indemnity. Grover Beach agrees to indemnify and hold harmless Pismo Beach for Grover Beach’s share of liability, as determined by a court of law, for any damage, injury or death of or to any person or the property of any person, including attorney’s fees, arising out of the willful misconduct or the negligent acts, errors or omissions of Grover Beach in the performance of this Agreement.
- C. Pismo Beach Indemnity. Pismo Beach agrees to indemnify and hold harmless Grover Beach for Pismo Beach’s share of liability, as determined by a court of law, for any damage, injury or death of or to any person or the property of any person, including attorney’s fees, arising out of the willful misconduct or the negligent acts, errors or omissions of Pismo Beach in the performance of this Agreement.

## **XIII. INDEPENDENT CONTRACTOR**

- A. In the furnishing of the services provided for herein, Pismo Beach is acting solely as an independent contractor. Neither Pismo Beach, nor any of its officers, agents or employees shall be deemed an officer, agent, employee, joint venture, partner or associate of Grover Beach for any purpose. Grover Beach shall have no right to control or supervise or direct the manner or method by which Pismo Beach shall perform its work and functions. However, Grover Beach shall retain the right to administer this Agreement so as to verify that Pismo Beach is performing its obligations in accordance with the terms and conditions thereof.
- B. This Agreement is not evidence of a partnership or joint venture between Pismo Beach and Grover Beach. Pismo Beach shall have no authority to bind Grover Beach absent Grover Beach’s express written consent. Except to the extent otherwise provided in this Agreement, Pismo Beach shall bear its own costs and expenses in pursuit thereof.
- C. Because of its status as an independent contractor, Pismo Beach and its officers, agents and employees shall have absolutely no right to employment rights and benefits available to Grover Beach employees. Pismo Beach shall be solely liable and responsible for all payroll and tax withholding and for providing to, or on behalf of, its employees all employee benefits including,

without limitation, health, welfare and retirement benefits. In addition, together with its other obligations under this Agreement, Pismo Beach shall be solely responsible, indemnify, defend and save Grover Beach harmless from all matters relating to employment and tax withholding for and payment of Pismo Beach's employees, including, without limitation:

- (i) Compliance with Social Security and unemployment insurance withholding, payment of workers' compensation benefits, and all other laws and regulations governing matters of employee withholding, taxes and payment; and
- (ii) Any claim of right or interest in Grover Beach's employment benefits, entitlements, programs and/or funds offered employees of Grover Beach whether arising by reason of any common law, de facto, leased, or co-employee rights or other theory. It is acknowledged that during the term of this Agreement, Pismo Beach may be providing services to others unrelated to Grover Beach or to this Agreement.

#### **XIV. ASSIGNMENT AND SUBCONTRACTING**

- A. The experience, knowledge, capability and reputation of Pismo Beach, its officers and employees were a substantial inducement for Grover Beach to enter into this Agreement. Assignments of any or all rights, duties or obligations of Pismo Beach under this Agreement will be permitted only with the written consent of Grover Beach.
- B. Pismo Beach shall not subcontract any portion of the dispatch work to be performed under this Agreement without the written consent of Grover Beach. If Grover Beach consents to such subcontract, Pismo Beach shall be fully responsible to Grover Beach for all acts or omissions of the subcontractor. Nothing in this Agreement shall create any contractual relationship between Grover Beach and such subcontractor nor shall it create any obligation on the part of Grover Beach to pay or to see to the payment of any monies due to any such subcontractor other than as required by law.

#### **XV. WAIVER**

- A. No waiver shall be binding, unless executed in writing by the party making the waiver.
- B. No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision.

- C. Failure of either party to enforce any provision of this Agreement shall not constitute a waiver of the right to compel enforcement of the remaining provisions of this Agreement.

**XVI. SEVERABILITY**

If any one or more of the sentences, clauses, paragraphs or sections contained herein is declared invalid, void or unenforceable by a court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and shall not affect, impair or invalidate any of the remaining sentences, clauses, paragraphs or sections contained herein.

**XVII. LITIGATION EXPENSES AND ATTORNEY'S FEES**

In the event any action, suit or proceeding is brought for the enforcement of, or the declaration of any right or obligation pursuant to this Agreement or as a result of any alleged breach of any provision of this Agreement, the prevailing party in such action, suit or proceeding shall be entitled to recover its costs and expenses, including reasonable attorney's fees, from the non-prevailing party, and any judgment or decree rendered in such a proceeding shall include an award thereof.

**XVIII GOVERNING LAW AND VENUE**

The validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the parties under this Agreement, shall be construed pursuant to and in accordance with California law. All proceedings involving any disputes over the terms, provisions, covenants or conditions contained within this Agreement and all proceedings involving any enforcement action related to this Agreement shall be initiated and conducted in the applicable court or forum in the County of San Luis Obispo.

**XIV. ENTIRE AGREEMENT**

This Agreement contains the whole agreement between the Parties. It cancels and supersedes any previous agreement for the same or similar services.

**IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the date first written above.**

**CITY OF PISMO BEACH**

Signature\_\_\_\_\_

Date \_\_\_\_\_

Printed Name\_\_\_\_\_

Title\_\_\_\_\_

APPROVED AS TO FORM AND  
LEGAL EFFECT

BY: \_\_\_\_\_

David Fleishman, City Attorney

Date:\_\_\_\_\_

**CITY OF GROVER BEACH**

Signature\_\_\_\_\_

Date \_\_\_\_\_

Printed Name\_\_\_\_\_

Title\_\_\_\_\_

APPROVED AS TO FORM AND  
LEGAL EFFECT

BY: \_\_\_\_\_

David P. Hale, City Attorney

Date:\_\_\_\_\_

## **SCHEDULE A, Scope of Work and Rates for Services**

### **Pismo Beach shall provide to Grover Beach the following services:**

1. Provide Grover Beach with at least one dispatcher to operate a Grover Beach dispatch console, phones and radio systems twenty-four (24) hours per day seven (7) days per week.
2. Provide complete radio transmitting and receiving services required for rapid and efficient dispatch of public safety resources.
3. Provide Grover Beach with a Public Safety Answering Point (PSAP) for all 9-1-1 emergency services, Grover Beach Police Department business line services and law enforcement dispatch services twenty-four (24) hours per day, seven (7) days per week, at a level commensurate with current standards established by the Pismo Beach Police Department and the State of California 9-1-1 Emergency Communications Branch Operations Manual. Dispatch services shall include law enforcement dispatching, emergency and non-emergency call taking, sending and receiving voice and data information, transferring phone calls and other information from other dispatch centers, and obtaining and disseminating appropriate information from local law enforcement databases, DMV, and California Law Enforcement Telecommunications System (CLETS) as requested by Grover Beach police personnel.
4. Use Grover Beach provided Computer Aided Dispatching System (CAD) consisting of hardware and specialized software components that provide automatic status keeping, incident and case numbering systems unique to Grover Beach, geographical referencing, system status management, unit recommendations, and other significant public safety capabilities including Management Information Systems (MIS) and monitoring of Grover Beach's mnemonics and EEHS for any hit confirmations.
5. Provide common network support services associated with devices directly connected to the CAD system data to include, but not limited to, closed incident dispatch data.
6. Provide and/or allow for provisions for 24-hour access to, CAD data to include, but not limited to, incident dispatch data, records data and law enforcement databases.
7. Provide and/or allow for configuration and coordination for Grover Beach-owned devices that may be directly connected to the CAD system in order that Grover Beach may have on-line CAD access. These devices may include, but are not limited to, phone lines, terminals, PC's, hand-held devices, Printers, modems, multiplex devices and paging interfaces.

8. Provide and/or allow for a general business telephone number that can be used for official business in order for Grover Beach to communicate directly with the public safety dispatcher.
9. Provide and/or allow for radio console and control equipment and connection to effect radios transmissions from and between the dispatcher and Grover Beach Police units.
10. Allow on-site access to the Pismo Beach Dispatch Center for new employee trainings/sit-a-longs at times mutually agreed upon by Police Commanders for Grover Beach and Pismo Beach, and under such conditions as are determined by Pismo Beach.
11. Adhere to the instructions and commands of the on-duty Grover Beach public safety supervisor or Grover Beach management representatives regarding public safety incidents or operations within Grover Beach.
12. Submit to mutually agreeable and routine technical audits on the CAD, radio-telecommunications systems, record time-keeping programs and associated interfaces to ensure accuracy and continuity of operations.
13. Timely notify Grover Beach Police Department supervisors of events and/or circumstances affecting public safety in Grover Beach as well as any violations of established policy involving Grover Beach personnel so as to allow Grover Beach Police Department supervisors the opportunity to assist in and/or conduct administrative investigations of Grover Beach personnel.
14. Retain any radio and telephone transmissions that are received by Pismo Beach involving Grover Beach calls for service and personnel for a period of a minimum of 180 days and allow Grover Beach police personnel to review and obtain recordings of such transmissions.
15. Upon request and at reasonable times, allow inspection of all records, books, reports and documentation maintained by Pismo Beach related to the duties performed under this Agreement for Grover Beach.
16. Four dispatcher positions are needed to ensure continuous coverage during absences of dispatchers due to illness, vacation or other reasons. In the event another agency becomes party to a similar agreement with Pismo Beach, the four dispatcher positions in this Agreement will be reduced to 3.5 positions with a corresponding reduction in the cost to Grover Beach herein.
17. Pursuant to Government Code, section 53114.2, the Governor's Office of Emergency Services, Public Safety Communications, California 9-1-1 Emergency Communications Branch, has the authority to review and update technical and operational standards for public agency systems. The California 9-1-1 Emergency Communications Branch has created and updates the State of California 9-1-1

Operations Manual. For purposes of this section Pismo Beach shall be considered the Public Safety Answering Point (PSAP) as that term is used in the State of California 9-1-1 Operations Manual.

**Grover Beach shall provide to Pismo Beach the following services:**

1. Provide defined geographical location data, beat structures, travel routes and response boundaries for Grover Beach emergency response.
2. Contact information for all Grover Beach employees subject to call back or emergency notifications by the dispatcher.
3. Provide at its own facilities, personnel and/or arrangements to answer and coordinate incoming business and other non-dispatch related calls during business hours (i.e. 8:00 A.M. to 5:00 P.M., Monday through Friday except on Grover Beach holidays. During after hour periods, Grover Beach will provide a recording for its business telephone lines which will inform callers that emergency and/or urgent calls should be directed to 9-1-1 and that non-dispatch, business calls should be made on the following business day.
4. In consultation with Pismo Beach, development and maintenance of the Grover Beach police geographical files needed for accurate CAD dispatching by providing prompt, written notification to Pismo Beach of updated information and/or requests for file modifications and providing written definitions of travel routes, response boundaries, and any other information required to ensure quality public safety communications services.
5. Provide an on-duty supervisor and patrol officer line-up to the dispatch center at shift change. All Grover Beach personnel will be required to log into the CAD program in their vehicle at the start of their shift or notify the dispatcher via radio or telephone of their duty status and any change thereof.
6. Pay all costs of whatever description associated with Grover Beach devices or equipment necessary to connect to the Pismo Beach CAD system, which may include additional equipment purchases, maintenance and recurring costs incurred by Grover Beach.
7. Pay costs associated with the discretionary development of any specialized software interface(s) designed to transfer CAD data to the Grover Beach computer system(s).
8. Participate in a Quality Improvement Program, as mutually agreed upon by the Parties, to assist in the development of dispatch performance standards and providing performance feedback, specifically as it relates to execution of coverage

plans and programs, and to ensure maintenance of national accreditation by Pismo Beach for its dispatch center.

9. Provide a direct line of communication from the Pismo Beach Dispatch Supervisor/Manager to a Grover Beach Police Commander to help identify issues and resolve any conflicts in processes.
10. Provide Pismo Beach with full access to facilities needed to for Pismo Beach to install equipment or software required to provide services under this Agreement. Grover Beach shall be responsible for its own internal costs for ensuring adequate connection of equipment and software to Pismo Beach's facilities that may be required to provide services under this Agreement.
11. Not later than the final day of each month during the term of the Agreement, pay Pismo Beach for services provided according to the following contractual rate schedule (See Schedule A). The Rate is based on the fully-burdened personnel cost of one dispatcher position at "E" Step in the City's salary schedule. "Fully-burdened personnel cost" as used herein means all costs of whatever nature attributable to the dispatcher position, including but not limited to salary, health and welfare benefits, retirement contributions and payroll taxes.

For each subsequent year of this Agreement, the Rate payable by Grover Beach shall be adjusted to equal the fully-burdened personnel cost to Pismo Beach of one dispatcher position at "E" Step in the City's salary schedule for that year, multiplied by four to represent 24-hour coverage unless a second agency is contracted as stated in #16 of the Pismo Beach Provisions at which time the multiplication factor is 3.5 positions. In no case, however, shall the amount payable by Grover Beach be less than the Rate set forth above for the period July 1, 2021-June 30, 2022.

**Schedule A**  
**Police Dispatcher Cost for Grover Beach**  
**FY's 21/22, 22/23, 23/24**  
**4 Positions to meet 2 agencies minimum Staffing**

<b>Police Dispatcher – FY 21/22</b>	<b>Cost Per Dispatcher</b>	<b>Number of Dispatchers</b>	<b>Total</b>	<b>Dollar Increase</b>	<b>% Increase</b>
Police Dispatcher – Salary Includes benefits*	\$135,000	4	\$540,000	0	0

<b>Police Dispatcher – FY 22/23</b>	<b>Cost Per Dispatcher</b>	<b>Number of Dispatchers</b>	<b>Total</b>	<b>Dollar Increase</b>	<b>% Increase</b>
Police Dispatcher – Salary Includes benefits*	\$137,700	4	\$550,800	\$10,800	2 (ARI/CPI)

<b>Police Dispatcher – FY 23/24</b>	<b>Cost Per Dispatcher</b>	<b>Number of Dispatchers</b>	<b>Total</b>	<b>Dollar Increase</b>	<b>% Increase</b>
Police Dispatcher – Salary Includes benefits*	\$140,454	4	\$561,816	\$11,016	2 (ARI/CPI)

<b>Police Dispatcher – FY 24/25</b>	<b>Cost Per Dispatcher</b>	<b>Number of Dispatchers</b>	<b>Total</b>	<b>Dollar Increase</b>	<b>% Increase</b>
Police Dispatcher – Salary Includes benefits*	\$143,263	4	\$573,052	\$11,236	2 (ARI/CPI)

<b>Police Dispatcher – FY 25/26</b>	<b>Cost Per Dispatcher</b>	<b>Number of Dispatchers</b>	<b>Total</b>	<b>Dollar Increase</b>	<b>% Increase</b>
Police Dispatcher – Salary Includes benefits*	\$146,128	4	\$584,513	\$11,461	2 (ARI/CPI)

\*Includes full burden cost of a Step 'E' Dispatcher to include pension liability, full benefits, certificate(s) pay, Overtime, Management Administrative Costs, IT, and Uniform Allowance.

**Schedule A (2) Alternate for 3 City Service**  
**Police Dispatcher Cost for FY's 21/22, 22/23, 23/24**  
**3.5 Positions to meet 3 agencies minimum Staffing**  
**(To be used only if the Cities of Grover Beach and Arroyo Grande contract services)**

<b>Police Dispatcher – FY 21/22</b>	<b>Cost Per Dispatcher</b>	<b>Number of Dispatchers</b>	<b>Total</b>	<b>Dollar Increase</b>	<b>% Increase</b>
Police Dispatcher – Salary Includes benefits*	\$135,000	3.5	\$472,500	0	0

<b>Police Dispatcher – FY 22/23</b>	<b>Cost Per Dispatcher</b>	<b>Number of Dispatchers</b>	<b>Total</b>	<b>Dollar Increase</b>	<b>% Increase</b>
Police Dispatcher – Salary Includes benefits*	\$137,700	3.5	\$481,950	\$9,450	2 (ARI/CPI)

<b>Police Dispatcher – FY 23/24</b>	<b>Cost Per Dispatcher</b>	<b>Number of Dispatchers</b>	<b>Total</b>	<b>Dollar Increase</b>	<b>% Increase</b>
Police Dispatcher – Salary Includes benefits*	\$140,454	3.5	\$491,589	\$9,639	2 (ARI/CPI)

<b>Police Dispatcher – FY 24/25</b>	<b>Cost Per Dispatcher</b>	<b>Number of Dispatchers</b>	<b>Total</b>	<b>Dollar Increase</b>	<b>% Increase</b>
Police Dispatcher – Salary Includes benefits*	\$143,263	3.5	\$501,420	\$9,831	2 (ARI/CPI)

<b>Police Dispatcher – FY 25/26</b>	<b>Cost Per Dispatcher</b>	<b>Number of Dispatchers</b>	<b>Total</b>	<b>Dollar Increase</b>	<b>% Increase</b>
Police Dispatcher – Salary Includes benefits*	\$146,128	3.5	\$511,448	\$10,028	2 (ARI/CPI)

\*Includes full burden cost of a Step 'E' Dispatcher to include pension liability, full benefits, certificate(s) pay, Overtime, Management Administrative Costs, IT, and Uniform Allowance.

**CITY OF GROVER BEACH**  
**RECORDS/PROPERTY TECHNICIAN**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a class. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general supervision, performs specialized support work handling and processing police records and the custody, control, and disposition of property and evidence held by the Police Department; assists in receiving, inventorying, storing, sealing, maintaining, releasing, and destroying property coming into the possession of the Department; assists the public at the counter; produces evidence for court, attorneys, and investigators; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Records/Property Technician** is the journey level class performing a variety of office support and technical tasks related to handling records, property, and evidence. This class is distinguished from the next higher class of the Records/Property Supervisor in that the latter administers the day-to-day operations of the records, property, and evidence functions of the Police Department.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Records/Property Supervisor or Police Commander. Incumbents in this class do not routinely exercise supervision.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Performs specialized support work related to the custody, control, and disposition of property and evidence held by the Police Department; assists in collecting, receiving, inventorying, storing, sealing, maintaining, releasing, and destroying all property coming into the possession of the Department; produces evidence for court attorneys and investigators.
- Responds to questions and concerns from the general public, department staff, and other agencies regarding records, documents, citations, and reports; makes and distributes copies of reports in accordance with legal requirements; generates special reports as required by the county, state, or federal authorities.
- Collects and processes a variety of fees and applications for permits and services; processes parking citations; assists in generating booking fees, illegal parking, and other notices.
- Assists in overseeing the disposition of property and evidence, including release, auction, disposal, sealing, and conversion; operates the police evidence and property room; notifies owners and disposes of evidence and property according to applicable laws, codes, rules, and regulations; conducts ongoing research on evidence disposal regulations as assigned; coordinates and schedules appointments with the public for release of property; assists in the annual weapon, narcotics, bio-hazard, and hazardous chemical destruction; processes and deposits cash.

- Prepares and transports evidence; performs data entry of evidence and property movement; maintains the chain of custody; prepares and maintains logs and records of property received, stored, or destroyed/sold; processes and/or transports property and blood and urine tests received in evidence to crime lab and identification unit and to court.
- May serve on a rotational basis and at the discretion of the Chief of Police, in the capacity of a Lead Records/Property Technician assignment with the responsibilities of monitoring and evaluating efficiency and effectiveness of Records Bureau tasks, methods and procedures; recommend, within department policy, appropriate changes for increased efficiency; may direct, coordinate and review the work product for the police records staff; may provide staff training; may make recommendations for equipment purchases, troubleshoot technical problems, oversee the evaluation and implementation of equipment essential to records functions; may serve as the police department Agency Terminal Coordinator (ATC) for the Department of Justice California Law Enforcement Telecommunications System; may manage the records management system and other software programs essential to the Police Records function; serves as the Custodian of Record for the Records Bureau; performs studies, audits and research as assigned; oversees the Records Bureau's processes for reporting Uniform Crime Report (UCR), California Incident Based Reporting System (CIBRS) and the Racial and Identity Profiling statistics to the Department of Justice.
- Remains informed of laws, regulations, and policies relating to property and evidence preservation, storage, and disposal.
- Testifies in court.
- Responds to questions and concerns from the general public, departmental staff, and other agencies; provides information as appropriate and resolves service issues and complaints.
- Establishes and maintains positive working relationships with representatives of community organizations, state/ local agencies, City management and staff, and the public.

**PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Additionally, the position requires near and far vision in reading work related documents and using the computer. Hearing sufficient to provide telephone and personal service is required. The ability to lift, drag, and push files, paper, documents and equipment weighing 25 pounds or more is also required. The incumbent may be exposed to chemical and biological hazards in the collection, processing, and storage of evidence. *Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for a **Records/Property Technician**. Typically, a Records/Property Technician would possess experience in an office setting, including some public contact, and a high school diploma or equivalent. Experience in a law enforcement agency is desirable.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license prior to appointment.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Police Department administrative practices and procedures; practices and procedure for the handling, recording, and release of law enforcement records; chain of custody; property and evidence disposition; basic principles of mathematics; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:**

Take a proactive approach to problem solving; demonstrate an awareness and appreciation of the cultural diversity of the department and community; attend work, as scheduled, on a regular basis, to effectively perform the position's required duties and responsibilities; as well as practice and exemplify the Department's Vision for Service. Perform a variety of complex law enforcement records, evidence and property processing and control functions; maintain the chain of custody for evidence and property; oversee the disposition of property and evidence; learn and apply departmental rules and regulations; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.

*Approved & Adopted:*

Signature: \_\_\_\_\_  
Human Resources Analyst

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
City Manager

Date: \_\_\_\_\_

*City of Grover Beach*  
STAFFING DETAIL & SALARY SCHEDULE

Property/Records Technician

	Step A	Step B	Step C	Step D	Step E	Step F
Records/Property Technician	4382	4601	4831	5073	5327	5593