

CITY OF CLOVERDALE

CITY COUNCIL

RESOLUTION NO. 077 –2021

ADOPT A RESOLUTION TITLED, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVERDALE AUTHROIZING A FY 2021-22 BUDGET AMENDMENT TO FUND 100-30-303-41110-COMMUNICATIONS/RECORDS IN AN AMOUNT NOT TO EXCEED TEN THOUSAND, FOUR HUNDRED EIGHTY-SEVEN DOLLARS, SEVENTY-TWO CENTS \$10,487.72 FOR THE DISPATCH SUPERVISOR POSITION AND RECLASSIFICATION OF THE TECHNICAL SERVICES MANAGER POSITION”

WHEREAS, the police department has a full-time Technical Services Manager who is responsible for a variety of records functions, records maintenance, and annual audits through the State of California, Department of Justice; and

WHEREAS, many of these records are time-sensitive and critical thus requiring a significant amount of commitment and dedication; and

WHEREAS, these records include locating, processing, downloading, and duplicating evidentiary items and body camera audio/video recordings for Discovery through the District Attorney’s Office, managing and responding to Public Records Act requests, maintaining compliance with the records retention schedule, and, ensuring all records are complete, accurate and conform to legislation; and

WHEREAS, the Technical Services Manager is also responsible for supervising six dispatchers who report directly to the Technical Services Manager and there are several responsibilities associated with the role of a dispatch supervisor which include, scheduling for vacations and training, approving time off, coverage for illnesses and personal absences, employee counseling, discipline, writing annual evaluations, and, oftentimes, working the console; and

WHEREAS, due to the impacts of recent legislation, coupled with the current climate surrounding public relations, records management has become increasingly complex requiring considerably more time than previously devoted as requests for public records have multiplied since the passage of Senate Bill 54 Immigration Law/Values Act, Senate Bill 230 Use of Force by peace officers reporting, Senate Bill 978 Public Policies, practices and procedures online, Senate Bill 1421 Police Officer Personnel Release of Records and, Assembly Bill 748 Release of Video/audio recordings related to critical incidents; and

WHEREAS, to ensure proper supervision of the dispatch center, staff believes it is necessary to reclassify the Technical Service Manager position into a permanent Records Technician position focusing entirely on records management. The increase in records management is creating a challenge for the Technical Services Manager as she is unable to properly balance the workload between the dual roles and there is a concern that lack of adequate supervision will continue. It is necessary to create a more permanent solution to the dispatch supervisor role and proposes creating a permanent Dispatch Supervisor position, promoting from with; and

WHEREAS, staff believes the development of a Dispatch Supervisor position will provide employees with avenues of career development and enhancement that otherwise would not be afforded during their career. Staff strongly supports succession planning for employees and the addition of a Dispatch Supervisor position provides a valuable opportunity for qualified dispatchers whose goals are to become

future leaders within the organization; and

WHEREAS, staff completed research on the Dispatch Supervisor and Records Technician positions and developed job description flyers that outline the responsibilities; and

WHEREAS, staff recognizes there are additional costs associated with creating a Dispatch Supervisor position however, staff believes the importance of supervision, given the current climate across the nation involving law enforcement and public trust, is critical to the overall success of the department; and

WHEREAS, a top step Dispatcher is \$69,885 (Annually) and Top Step Dispatch Supervisor is \$80,272 (Annually) which represents a 15% gap. The 15% gap is slightly less than the percentage gap between a patrol officer and patrol sergeant however, it is relative to the position of sworn staff and non-sworn staff; and

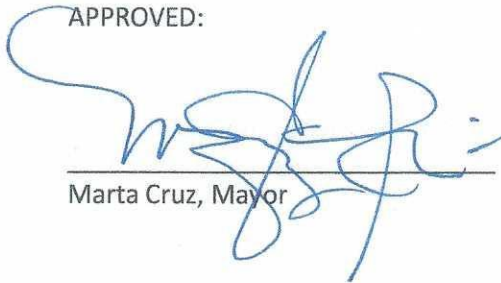
WHEREAS, if approved, staff anticipates the increase to the budget will not exceed \$10,487.72 annually.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Cloverdale hereby approves and amends the Fiscal Year 2021-22 Budget to include expenditures up to \$10,487.72 annually to Fund 100-30-303-41110-Communications/Records for the Dispatch Supervisor position.

The foregoing Resolution No. 077-2021 was duly introduced and adopted by the City Council of the City of Cloverdale at its regular meeting held on the 8th day of September by the following roll call vote:

Ayes: (5) Councilmembers: Palla, Wolter, Lands, Bagby, Cruz
Noes: (0)
Absent: (0)
Abstaining: (0)

APPROVED:



Marta Cruz, Mayor

ATTEST:



Lori Frontella, Acting City Clerk