

City of Fayetteville Staff Review Form

2019-0242

Legistar File ID

5/7/2019

City Council Meeting Date - Agenda Item Only
N/A for Non-Agenda Item

Greg Tabor

4/17/2019

POLICE (200)

Submitted By

Submitted Date

Division / Department

Action Recommendation:

Staff recommends approval of the combination and upgrade of a vacant part-time civilian park patrol position with a part-time police imaging clerk position to a full-time police support specialist to meet increased demand and responsibilities of civilian support staff of the Records Division. The part-time civilian park patrol position will be replaced with the reassignment of an existing full-time sworn police officer dedicated to patrolling Fayetteville parks and trails.

Budget Impact:

1010.200.2900-51xx.xx	General
Account Number	Fund
Project Number	Personnel Services
Project Title	
Budgeted Item? <u>Yes</u>	Current Budget \$ 2,605,524.00
	Funds Obligated \$ 772,319.10
	Current Balance \$ 1,833,204.90
Does item have a cost? <u>Yes</u>	Item Cost \$ 6,353.00
Budget Adjustment Attached? <u>No</u>	Budget Adjustment
	Remaining Budget \$ 1,826,851.90

V20180321

Purchase Order Number: _____

Previous Ordinance or Resolution # _____

Change Order Number: _____

Approval Date: _____

Original Contract Number: _____

Comments:



MEETING OF MAY 7, 2019

TO: Mayor and City Council

FROM: Greg Tabor, Chief of Police 

DATE: April 17, 2019

SUBJECT: Combine and Upgrade Part-time to Full-Time Police Personnel

RECOMMENDATION:

Staff recommends approval of the combination and upgrade of a vacant part-time civilian park patrol position with a part-time police imaging clerk position to a full-time police support specialist to meet increased demand and responsibilities of civilian support staff of the Records Division. The part-time civilian park patrol position will be replaced with the reassignment of an existing full-time sworn police officer dedicated to patrolling Fayetteville parks and trails.

BACKGROUND:

Since 2006, police support staff in the Records Division has expanded a total of 0.50 FTE positions. During this time, the Records Division has seen dramatic increases in its' demand and workload. The Records Division has met this demand through the uses of technology and modification of workflows. Historically, records reports were processed in 3-5 days, but recently those processing times inched upward to as much as 5-7 days. Furthermore, the Police Department has maintained a part-time civilian park patrol position for approximately 15 years. This civilian position was allocated 20 hours per week to patrol our city parks to report suspicious activity, distressed citizens, graffiti, or vandalism. In February 2019, this part-time position became vacant resulting in a small opportunity to address demand and workflow within the Police Department.

DISCUSSION:

By combining the two part-time civilian positions and modifying workflow, the Records Division would receive an addition of twenty man-hours per week and significantly increase efficiency. Additionally, this modification in staffing and workflow will enable the Records Division to take on additional responsibilities to include processing Freedom of Information Act (FOIA) requests made of our Department.

BUDGET/STAFF IMPACT:

The budgetary impact of combining two part-time positions to a full-time Police Support Specialist will be approximately \$6,353 contingent upon level of benefits. This budget increase will be absorbed through cost savings from overtime and benefits within our personnel category. This combination of personnel positions has no effect on the approved number of full-time equivalent (FTE) positions within the Police Department.

Attachments:
2019 Budget/Position Control Transfer