



City of Saginaw

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Meeting Date: 4/03/2018

Staff Contact: Gabe Reaume
City Manager

Agenda Item: 4c
(CC-0418-03)

E-mail: greaume@saginawtx.org

Phone: 817-230-0324

SUBJECT: Action regarding authorization to change the Part Time Police Records Clerk Position to a Full Time Position

BACKGROUND/DISCUSSION:

This item was discussed during the workshop held on March 20, 2018 and the Council concurred to place this item on the agenda for action. The volume of public records requests has increased to a point that it is necessary for the part time position to become a full time position.

FINANCIAL IMPACT:

The additional financial impact for changing this position to full time for the remaining six months of the current fiscal year will be \$17,000. This amount includes salary and benefits.

RECOMMENDATION:

Staff recommends approval of changing the part time Police Records Clerk Position to a full time position.

Attachments

Minutes of March 20th Council Workshop

- (9) WS-0318-01
Presentation of key issues for Fiscal Year 2018-2019 and future projects

City Manager Reaume explained that the purpose of the workshop and power point presentation is to give a general overview of the budget process and begin the discussion of the Fiscal Year 2018-2019 Budget. Also included will be an overview of possible future goals and priorities citywide and by department. He explained that plans are to begin budget discussions now and hold similar workshops over the next few months. He added that these workshops should make it unnecessary to schedule a Saturday budget workshop in August. He also offered to meet with any members of the Council individually to discuss tonight's presentation in more detail.

Asst. Finance Director/Budget Analyst Quin gave an overview of the City's current financial position, financial management policies, and the budgeting process. City Manager Reaume briefly discussed needs for Fiscal Year 2018-2019 and beyond including a proposed increase in the Texas Municipal Retirement System contribution from 6% to 7%. He explained that this increase is the next logical step following the salary study completed last year. This increase would help the City retain employees and also be more attractive to potential employees. Another large proposal is the replacement of the public safety radio communications system at a cost of \$800,000. This replacement is critical to ensure the safety of our fire and police personnel. Legacy projects for future consideration include a new fire station, public works facility, and expansion or relocation of the library. Other facility improvements were also presented.

City Manager Reaume stated that there is an immediate need to add a Police Dispatcher and to change the part time Police Records Clerk to a full time position. He explained that with the current dispatch staff there are times that there is only one dispatcher on duty. Due to increased call volume and radio traffic, the addition of a dispatcher is needed as soon as possible. The volume of records requests has also increased to the point that it is necessary for the part time records clerk to become full time. He also explained that he will request the Council's authorization for these two positions in April. The Council concurred to place these two positions on the next agenda for action.

The Council then agreed to continue the remainder of the presentation at the April 3, 2018 City Council Meeting.