



City of Grand Island

Tuesday, August 7, 2018

Study Session

Item -6

Review Full Time Equivalents (FTE) and Salary Adjustments – Non-Union

Staff Contact: Marlan Ferguson

Council Agenda Memo

From: Marlan Ferguson, City Administrator

Meeting: August 7, 2018

Subject: 2019 FTE Changes, Salary Review, and Hiring Practices

Presenter(s): Aaron Schmid, Human Resources Director
Marlan Ferguson, City Administrator

Background

A Salary Ordinance is presented each year as a part of the budget process. Wages for City employees are presented to the City Council for approval in the form of a salary ordinance. Some wages are set as a part of negotiated labor agreements and others through salary surveys that are conducted. The Salary Ordinance will be presented at a later date, however tonight we will discuss salaries as well as FTE's.

Discussion

Wage changes presented in here are for bargaining units according to their respective labor agreements and negotiated wages and included changes to the non-union positions.

The following information shows the average increases for each respective group. The averages are based on movement at the top step of the pay scale. Furthermore, some positions were higher and lower than the average.

FOP Labor Agreement will increase on average by 2.5%
AFSCME Labor Agreement will increase on average by 3%
IAFF Labor Agreement will increase on an average by 0%
IBEW Finance Labor Agreement will increase on an average by 3%
IBEW Service/Clerical Labor Agreement will increase on an average by 3%
IBEW Utilities Labor Agreement will increase on an average by 3%
IBEW WWT Labor Agreement will increase on an average by 3%
Non-Union will increase on an average by 1.5% plus 1.5% increase in retirement compensation.

The wages represented here are included in the proposed 2018/2019 fiscal year budget.

Full Time Equivalents (FTE's) are also part of the budgeting process. Administration is proposing the FTE increases based on needs and request from Council members. (See

Attachment) These include one Office Clerk at the Heartland Shooting Park, one full time and three seasonal Maintenance Workers for the New Veterans Sports Complex, four (4) part time Airport Police Officers, and authorizing two additional sworn police officers utilizing the COPS Grant.

Administration is currently in the process of developing a lateral transfer program for the Police Department. This program will assist in expediting the hiring process of certified Officers.

Recommendation

It is recommended that offsetting reductions in the General Fund are made to compensate for these increased FTE's or additional funding is such as any increase in property tax based on increase in valuations.

Since this is a study session no action will be taken on this item. Any necessary action will come at a later City Council Session.

Full Time Equivalent Increase 2019

Airport Police Officers: We currently receive reimbursement from the airport at \$30 per hour. Our actual average costs, covering flights with on-duty personnel as we currently do, is estimated to be \$35.29 per hour. We billed 1414 hours in calendar year 2017 resulting in \$42,420. Our cost based on our estimates with 1414 hours was \$49,900. The Airport Authority gets reimbursed \$20.00 per hour from the FAA and adds the additional \$10.00 per hour based on our agreement. The estimated time does not include time the officer needs to wrap up current activity in time to be at the airport. The positive is that it allows and forces us to have a presence on the Airport property which is inside the City limits.

Using part time officers the start-up cost for year one would be about \$33.58 per hour. We would need at least four part time staff to cover the flights. An officer that has been retired or resigned for two or more years and hasn't been working in law enforcement during that time, their certification with the state expires. This would require all of those employees to go through a process called Reactivation, which wouldn't mean attending the training center for 15 weeks, but it would take a process of about three to four weeks, possibly at a cost to us. Part time law enforcement officers are also still required to have the 20+ hours of continuing education per year that a full time officer has.

We recommend using part time non-union Police Officers if available beginning January 1, 2019 following the renewal of the agreement with the Airport Authority. We would anticipate asking for an increase in funding to better match our costs.

Police Department Staffing Level: Much has been said about the reduction of two officers from last year. I don't believe that had as much of an impact on the community as not having authorized positions filled which is a management issue we hope to address.

Typically, the police department has two or three open spots at any given time due to turnover. They also tend to have a couple of officers either going through the police academy or in field training as a new officer. Also, there tends to be at least one officer on light duty because of injury. So, if you add that up, that is 6 or 7 officers not on the street. We can't predict losing officers to other agencies or leaving the Department for various reasons, but we can generally predict the retirement of officers. You could look at it as two funds, the operational fund and the authorized fund. If we authorize 87 sworn officers we would hope to have at least 85 on the payroll at any given time.

The other issues that hinder timely hires is the Civil Service testing and getting new hires in the academy. These are things the management team is

addressing. Lateral Transfers might be a way to get officers on the street sooner and the Staff has drafted a program for that.

Grand Island Police Department Lateral Transfer Hiring Program:

Description: The Grand Island Police Department Lateral Transfer Program is a program intended to attract applicants with law enforcement certification for employment with the Grand Island Police Department by providing them incentive in adjusting the administration of wages based on years of law enforcement experience.

This program applies to applicants with Nebraska Law Enforcement Certification or an equivalent law enforcement certification from another state that would alleviate the need for full Nebraska Law Enforcement Training Center attendance. These applicants will hereafter be referred to as 'Certified'.

Requirements: Certified applicants are required to complete all phases of the testing and hiring process the same as all other applicants, and will not receive preference in the civil service process. Proof of certification and years of service will be required.

Scope: The Grand Island Police Department's Lateral Transfer Program applies to the administration of wages, and does not apply toward retirement, benefits, or issues of seniority within the agency; with the exception of experience for purpose of promotion.

Consideration will be made for certified applicants at the time of hire. Application of the lateral transfer program will be made at the time of hire in the following manner:

Lateral Transfer Benefit: Two options are being considered in regards to starting salaries.

- 1) Will be based on years of law enforcement experience taking into consideration the size of the previous agency.
- 2) Will be started in the first pay step equal to or above their last rate of pay at their most recent sworn law enforcement position.

Additional compensation for specialized training may be considered at the time of hiring.

HEARTLAND SHOOTING PARK: The proposal is to add one full time office clerk.

PARKS AND RECREATION: With the new Veterans Sports Complex being completed for the spring activities additional maintenance staff will be required. We are proposing one full time and three seasonal employees to handle