



City of Grand Island

Tuesday, December 06, 2005

Council Session

Item G11

#2005-343 - Approving FTE Amendment

Staff Contact: Brenda Sutherland

Council Agenda Memo

From: Brenda Sutherland, Human Resources Director

Meeting: December 6, 2005

Subject: Approving FTE Amendment

Item #'s: G-11

Presenter(s): Brenda Sutherland, Human Resources Director

Background

The Council approves a list of FTE's (full time equivalents) during the budget process. These lists are found in the budget book under each department's budget. This provides a guide for filling positions at the City.

Discussion

The Council has recently approved position changes in the Emergency Management Center. Salary Ordinance 9017 was passed on 11-08-05 to allow for the position of Emergency Management Clerk and Emergency Management Deputy Director and to delete the positions of Communications Supervisor and Emergency Management Coordinator. Administration recommends changing the FTE schedule in the budget book to reflect this approved change. Another change that is recommended at this time is to delete the Public Safety Secretary position at the Police Department and replace it with a Police Records Clerk position. Police Department administration believes that it can more efficiently perform duties needed with this position change. The change will not add any FTE's to the department and will decrease payroll. Lastly, there is a typographical error in the current budget book that needs corrected in the Building Department. During the budget process, the Building department requested that the position of Building Clerk be eliminated and replaced with a building secretary. This was approved and the appropriate payroll dollars budgeted. However, it didn't get changed in the budget book.

The changes in the Emergency Management Center and the Police Department will result in no additional FTE's and will actually have a positive impact on payroll. The change in the Building Department is a mere correction to a typographical error that was missed during the budget process.

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand.
The Council may:

1. Move to approve
2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

Recommendation

City Administration recommends that the Council approve the FTE amendment.

Sample Motion

Motion to approve the FTE amendment.

RESOLUTION 2005-343

WHEREAS, the 2005/2006 adopted budget for the Emergency Management Department allows for one full-time equivalent (FTE) Communications Supervisor and one Emergency Management Coordinator; and

WHEREAS, it has been recommended that the Communications Supervisor position be removed and replaced with an Emergency Management Deputy Director position, and that the Emergency Management Coordinator position be removed and replaced with an Emergency Management Clerk position; and

WHEREAS, the 2005/2006 adopted budget for the Police Department allows for one full-time equivalent (FTE) Public Safety Secretary; and

WHEREAS, it has been recommended that the Public Safety Secretary position be removed and replaced with a Police Records Clerk position; and

WHEREAS, the 2005/2006 adopted budget for the Building Department lists one full-time equivalent (FTE) Building Clerk; and

WHEREAS, during the budget process, approval was made to remove the Building Clerk position and replace it with a Building Secretary position, however this was not done in the final budget book; and

WHEREAS, Ordinance No. 9017 was approved by the Grand Island City Council on November 22, 2005 which allowed the above-identified changes.

WHEREAS, the above changes can be accomplished without a budget increase in personnel costs.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the 2005/2006 adopted budget be amended to remove the full-time equivalent allocation for the Communications Supervisor position and to replace it with a full-time equivalent allocation for Emergency Management Deputy Director.

BE IT FURTHER RESOLVED, that the 2005/2006 adopted budget be amended to remove the full-time equivalent allocation for the Emergency Management Coordinator position and to replace it with a full-time equivalent allocation for a Emergency Management Clerk position.

BE IT FURTHER RESOLVED, that the 2005/2006 adopted budget be amended to remove the full-time equivalent allocation for the Public Safety Secretary position and to replace it with a full-time equivalent allocation for a Police Records Clerk position.

BE IT FURTHER RESOLVED, that the 2005/2006 adopted budget be amended to remove the full-time equivalent allocation for the Building Clerk position and to replace it with a full-time equivalent allocation for a Building Secretary.

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Adopted by the City Council of the City of Grand Island, Nebraska, December 6, 2005.

RaNae Edwards, City Clerk