

**City of Fayetteville Staff Review Form**

**2017-0329**

**Legistar File ID**

**7/18/2017**

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

Paul Becker

6/29/2017

Chief Financial Officer /  
Finance & Internal Services Department

**Submitted By**

**Submitted Date**

**Division / Department**

**Action Recommendation:**

Approval of request to increase the Police Department's staffing count in General Fund by 1.00 FTE for a Crime Scene Technician, increase Recycling & Trash Collection Division's staffing count by 2.00 FTE's for two Route Drivers in the the Recycling & Trash Collection Fund. In addition a request for the approval of a temporary part-time position in the Finance & Internal Services Department to help with the transition of the retirement of the Payroll Manager which is funded in General Fund. Approval of a budget adjustment.

**Budget Impact:**

1010.131.1310-5100.00

General

Account Number

Fund

Project Number

Project Title

**Budgeted Item?** Yes

Current Budget \$ 746,236.00

Funds Obligated \$ 384,487.00

**Current Balance** \$ **361,749.00**

**Does item have a cost?** NA

Item Cost

**Budget Adjustment Attached?** Yes

Budget Adjustment \$ 38,000.00

**Remaining Budget** \$ **399,749.00**

V20140710

Previous Ordinance or Resolution # \_\_\_\_\_

Original Contract Number: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Comments:



**MEETING OF JULY 18<sup>TH</sup>, 2017**

**TO:** Mayor and City Council  
**FROM:** Paul Becker, Finance and Internal Services Director  
**DATE:** June 16, 2017  
**SUBJECT:** Request to increase position control

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**RECOMMENDATION:**

Approval of a temporary position in the Finance and Internal Services Department to help with the transition when the Payroll and Pension Accounting Manager retires at year end and to help with technology and special projects through 2018.

**BACKGROUND:**

The Payroll and Pension Accounting Manager will be retiring at the end of 2017. Her replacement will need time and assistance to learn the new payroll system implemented by the City in September 2016, as well as other complex accounting duties required in this position.

**DISCUSSION:**

I am requesting one additional temporary position for the Finance and Internal Services Department. The implementation of the new ERP system created many modifications to internal processes, especially in the payroll processing area. In addition, the Accounting Manager over payroll and pension is retiring at the end of the year. Processing payroll bi-weekly is a complicated technological process for which our current Payroll Manager has been trained and has become proficient in the process. The department needs to have the Payroll Manager on board to train her replacement in 2017, to ensure a successful transition with no disruption to payroll production and reporting requirements.

I am requesting this temporary position to be funded through 2018. The position would be full time for the remainder of 2017 and part time (maximum 50%) for 2018. The responsibilities of this position would encompass not only payroll procedures and accounting processes but would also include problem resolution and special projects as assigned by the Directors in Accounting, Budgeting and Utility Financial Services.

**BUDGET/STAFF IMPACT:**

This position would primarily be funded in savings in the current budget relating to a currently unfilled vacancy in the Budget Division with the balance coming from reserves. A budget adjustment which would accomplish that is attached for your consideration.


**Attachments:**

Staff Review form  
City Council Memo  
Budget Adjustment



**MEETING OF JULY 18, 2017**

**TO:** Mayor and City Council

**FROM:** **Greg Tabor, Chief of Police** 

**DATE:** May 31, 2017

**SUBJECT:** **Police Department Crime Scene Technicians**

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**RECOMMENDATION:**

Staff recommends converting the Police Department's one Senior Crime Scene Technician (1 FTE) to two Crime Scene Technicians (2 FTEs)

**BACKGROUND:**

The Police Department has employed a Crime Scene Technician since March 5, 2001. Several years later, this position was upgraded to a Senior Crime Scene Technician. The Senior Crime Scene Technician position was recently vacated by an employee who was at the top of the position's pay range.

**DISCUSSION:**

The Crime Scene Technician responds to all major crime scenes, and assists detectives with searching, photographing, sketching, and the collection and transportation of evidence. Crime Scene Technicians also package and submit evidence to the Arkansas State Crime Lab, and monitor databases for results of forensic testing. Crime Scene Technicians are required to write detailed reports, and testify in court cases where evidence was collected and analyzed. The Crime Scene Technician trains detectives and patrol officers on evidence recovery procedures. The Crime Scene Technician's responsibilities help relieve detectives of the duties of crime scene processing. This allows detectives more time to concentrate on other important, time-sensitive tasks, such as assisting and interviewing crime victims and witnesses, neighborhood canvassing, and tracking down suspects.

The Crime Scene Technician is on call 24 hours a day, 365 days a year. This can be stressful, hectic and tiresome for a single individual. It can interfere with any sort of planning for the scheduling of training, or any personal time off. When the Crime Scene Technician is sick, on vacation, training, or otherwise unavailable, an additional detective must be assigned to the case to process the scene and handle all the evidence.

Two Crime Scene Technicians will allow the flexibility of assigning them to two separate scenes or investigations simultaneously. The addition of a second Crime Scene Technician would allow the on-call schedule to be split between both employees, reducing the chances a detective will be called out to cover the Crime Scene Technician's duties. This will also reduce the stress of 24/7 on-call status, and allow more flexibility for personal time off for both employees. I believe these reasons benefit both the department and the wellness of the employees.

**BUDGET/STAFF IMPACT:**

For the remainder of 2017, a budget savings of approximately of \$9,154 will be recognized. The new employees will not be eligible for retirement, and will have a much lower starting salary than that of the previous employee. There will be additional salary savings during the vacancy of the previous employee. Future costs of the new employees will be addressed during the 2018 budgeting process.

**Attachments:**

None

**TO:** Lioneld Jordan, Mayor

**THRU:** Terry Gulley, Transportation Director

**FROM:** Jeff Coles, Recycling and Trash Collection Director

**DATE:** June 22, 2017

**SUBJECT:** Recycling and Trash Collections request regarding two additional Full Time Employee to keep up with recycling growth in the City.

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**RECOMMENDATION:**

Recycle and trash Collections recommends two additional Full Time Employees (FTE) for the curb sort recycling program to keep up with the increase of current and future growth within the City.

**BACKGROUND:**

The City's Recycling Curbside program utilizes one driver and one truck to pick up recyclables curbside. The average time per stop in the latest evaluation of program services was 1 minute per stop. Each driver is expected to collect an average of 350 homes per day. The drivers operate on a 10 hour work day and in addition to collecting and sorting recyclables are expected to perform pre and post CDL inspections on their trucks, unloading of materials upon returning to the recycling center, fueling and washing the vehicle each day during the 10 hour period.

**DISCUSSION:**

The growth in the City has had many impacts on Recycling and Trash Collection services. In regards to recycling, in 2012 our average city wide weekly recycling bin pickup for the 10 residential recycling routes was 13,700 bins. This represents roughly a 56% participation rate. In 2016 the count for 10 residential recycling routes was a city wide average of 16,000 per week. That represents an increase of 2,300 additional recycling bins placed out for service at residential homes weekly for pickup since 2012.

That increase does not include the small business curbside recycling that was added to our service line in 2008. In 2012, there were 192 businesses signed up for the recycling service. As of today we are servicing 332 businesses for an increase of 140 businesses or a 42% increase to our curb sort program.

The Recycling and Trash Collection Division has delivered over 9,000 bins to businesses and residential homes in the last 3 years alone. These bins are inclusive of all bin handouts for replacements, extra bins and businesses and residential homes. It is quite possible that not all of these bins are placed at the curb each week but still represent a cost to the program.

We have not added an additional residential recycling route to our curb sort program since 2006. The route drivers have absorbed the growth up to this point, putting an additional strain on our work force which causes higher turnover in this field. In fact, over the last 10 years we have had an average of 50% turnover for the recycling driver position.

Fatigue leads to injuries in addition to turnover. Staff anticipates by adding two FTE's to accommodate the growth experienced within the system, the Division will be better equipped to service the recycling program.

Below is a table produced from our G.I.S. Department that illustrates the growth in the City in terms of residential units. As shown below since 2013, the City has added 2093 homes and duplexes that directly affect the curbside recycling program.

		<b>Residential Addresses</b> (as of 20170602)					
In city Limits	Year		Single Family	Duplex	Multi-Family	Mobile	Group Housing
	2013	<b>121</b>	100	11	10		
	2014	<b>637</b>	220	116	300		1
	2015	<b>1067</b>	428	612	22	1	4
	2016	<b>1719</b>	319	52	1348		
	2017	<b>349</b>	204	31	114		

Below is a table produced from the Building Safety Division that shows the number of permits that were issued for construction of new development. These numbers help to show what could be expected to be placed into service once the construction is complete.

	2015	2016	2017 to date through May
New Single-Family Detached	357	484	225
New Single Family Attached	14	0	5
New Two Family (Duplexes)	4	22	18
New Apartments	5	47	81
New Commercial	29	37	9

**BUDGET/STAFF IMPACT:**  
None