

MEMORANDUM

TO: Mayor and Council

FROM: Claire Powell, City Manager

DATE: September 9, 2024

SUBJECT: **Approval of a Resolution Authorizing the Addition of up to Three Firefighter Positions, Two Police Officer Positions, One Detention Officer Position and One Public Safety Dispatcher Position Over the Authorized Number of Positions in the FY 2024-25 Budget to Alleviate Understaffing Caused by Turnover.**

BACKGROUND

City Council annually approves a resolution authorizing the overfill of three firefighter positions, two police officer positions, one detention officer position, and one public safety dispatcher position over the authorized budget. Staff requests approval to overfill these positions due the rigorous and lengthy recruitment and selection process necessary to find qualified applicants. In addition, these positions typically have extended training periods that are required before they can work independently in their positions. This resolution is required each year in conjunction with the vote to adopt the budget.

ANALYSIS

The authorization for overfill positions has rarely been used; however, in FY 2024, overfill positions for both firefighters and police officers were utilized for a short period of time. Turnover soon resulted in both departments having vacancies below the authorized number of full-time employees, effectively offsetting the availability of overfill positions. Staff has never been able to fill all detention officer and dispatcher positions to allow for hiring for the overfill authorization.

Should the Police and Fire Departments have enough qualified applicants for these positions, it gives them the flexibility to make a hiring decision if the opportunity arises. The risk in allowing the overfilling of positions is the possibility of a budgetary constraint, as only authorized positions are budgeted in the departments' respective operating budgets. The likelihood of this risk being realized is very low due to hiring history of these positions. However, both the Police Department and Fire Department typically have salary savings resulting from turnover that can be used to offset these expenses. Should staff be successful in overfilling these positions and the additional cost cannot be absorbed in the budget, staff may have no other recourse but to seek a supplemental appropriation from City Council.

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CITY STAFF'S RECOMMENDATION

That City Council approve the resolution as set forth in the caption above.