



**CITY OF BELTON
CITY COUNCIL
WORK SESSION
TUESDAY, JUNE 2, 2015 – 7:00 p.m.
CITY HALL ANNEX
520 MAIN STREET
AGENDA**

- I. CALL WORK SESSION TO ORDER
- II. ITEMS FOR REVIEW AND DISCUSSION
 - A. REPORT ON PROPOSAL FOR ROM TO PROVIDE EQUIPMENT FOR USE ON NEW FIRE DEPARTMENT VEHICLES.

Council communication sheet attached.

Page 5
 - B. REPORT ON PROPOSED REORGANIZATION PLAN FOR THE POLICE DEPARTMENT.

Council communication sheet attached.

Page 9
 - C. OTHER BUSINESS
- III. ADJOURN

SECTION II
A



CITY OF BELTON
CITY COUNCIL INFORMATION FORM

Agenda Date: June 2, 2015

Department: Fire

Council [] Regular Meeting

[X] Work Session

[] Special Session

Table with 2 rows and 5 columns: Ordinance, Resolution, Consent Item, Change Order, Motion, Agreement, Discussion, FYI/Update, Presentation, Both Readings.

Issue/Recommendation

The need for an agreement between the Belton Fire Department and ROM Corporation to provide products to the department for the new fleet.

Proposed City Council Motion

Allow the Fire Chief to enter in to an agreement between the Department and ROM Corporation to provide products to the Department in exchange for allowing ROM to put a decal on the side of the fire trucks and the use of pictures in their advertising products.

Background

The department and ROM Corporation have been meeting to discuss the possibility of the ROM Corporation providing certain products that ROM builds for our new fleet. This includes but not limited to the following: Roll Up Doors, Scene Lighting, Elkhart Fire Nozzles, Ladder Racks, Pull Out Trays, and Flow Meters.

Impact/Analysis

FINANCIAL IMPACT

Table with 2 columns: Item (Contractor, Amount of Request/Contract, Amount Budgeted, Funding Source, Additional Funds, Funding Source, Encumbered, Funds Remaining) and empty cells for data.

Staff Recommendation, Action, and Date

Allow the agreement and partnership to be formed between the ROM Corporation and the Belton, MO Fire Department.

List of reference documents attached

SECTION II
B



CITY OF BELTON
CITY COUNCIL INFORMATION FORM

AGENDA DATE: 6-2-2015
ASSIGNED STAFF: James R. Person, Chief of Police
DEPARTMENT: Police

Approvals

Engineer: Dept. Dir: Attorney: City Admin.:

<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Consent Item	<input type="checkbox"/> Change Order
<input type="checkbox"/> Agreement	<input type="checkbox"/> Discussion	<input type="checkbox"/> FYI/Update	<input type="checkbox"/> Other
<input type="checkbox"/> Motion			

ISSUE/REQUEST: Discussion relating to the Police Department reorganization proposal.

PROPOSED CITY COUNCIL MOTION:

Motion amending the FY16 budget document to reflect proposed personnel positions.

BACKGROUND: *(including location, programs/departments affected, and process issues)*

See Attached

IMPACT / ANALYSIS:

No monetary change to FY16 Budget.

FINANCIAL IMPACT

Contractor:	
Amount of Request/Contract:	\$
Amount Budgeted:	\$
Funding Source:	
Additional Funds	\$
Funding Source	
Encumbered:	\$
Funds Remaining:	\$

TIMELINE	Start: 7/1/2015	Finish: 9/1/2015
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OTHER INFORMATION/UNIQUE CHARACTERISTICS:

STAFF RECOMMENDATION:

OTHER BOARDS & COMMISSIONS ASSIGNED:

Date:

Action:

List of reference Documents Attached:



**Belton Police
Department**

Memo

To: Mayor Davis, City Manager Ron Trivitt and City Council
From: James R. Person, Chief of Police
Date: May27, 2015
Re: Police Department Reorganization

Several weeks ago I presented a request to reorganize the police department ranks and duty assignments. At that time, I expressed that a final plan had not been developed, but that a concept was being presented for thoughts. Several questions were raised at that time. Since then I have met with different stake-holders including, Mayor Davis, City Manager, city staff, police dept. command staff, BPOA/FOP, as well as individual police personnel. What follows is a working plan.

I have stated repeatedly that change is opportunity. We must embrace opportunity and take advantage of all that it offers. In the last 18 months we have experienced some personnel changes, including the retirements of several long-term, senior positions. These changes have presented us with the opportunity to offer advancement through the consolidation of responsibilities, and back-filling with lower paying, entry positions.

With this proposal, there is advancement for at least 13 positions, with the possibility for several more to move to fill the slots vacated by the others. This is an opportunity which was not anticipated at the beginning of the '15/'16 budget process last October. Since then we have had key retirements which make this move possible.

Brad Foster assisted with the review of the salary and benefit figures. All these adjustments can be made with no increase to our budget and in fact may actually save approximately \$30,000. The only change I am requesting is that the budget document be amended to reflect the ranks and pay-grades which I have adjusted. The total number of employees will remain the same for this budget year.

We have a contract with the Mo. Police Chiefs Assn. to conduct a sergeant promotion assessment center on June 15-16. If this plan is approved we will be promoting 5 to sergeant. If not, we will need to promote 1 to fill in a retirement. The other promotions and selections will be determined through professional testing services, and in-house interviews. The anticipated effective date for promotions, if approved, will be July 1, or after.

The attached chart reflects the total organization which includes Police, Jail, Animal Control, and Code Enforcement.

The reorganization plan calls for converting six (6) sergeant positions to five (5) Lieutenant positions. Each will be assigned command responsibilities over a division. Operation/Support, Patrol A/B, Patrol C/D, Investigations, and ITI/Records. This will be accomplished through the June retirement of one sergeant. The five remaining will fill the positions.

There will be five (5) sergeant positions, four (4) patrol sergeants and one (1) detective sergeant. There are currently six (6) officers holding the Corporal/Detective rank or pay grade. These six will participate in an assessment center promotion process for selection.

This leaves four (4) Corporal slots in the patrol division. One of these will be filled by the remaining Corporal who is not promoted. The other three will be filled from the MPO Officers wishing to be considered for promotion. An objective testing and interview process will be conducted. Depending on which officers are selected there may then be detective and/or SRO positions open.

This plan creates across the board opportunity for vertical advancement, and job movement possibilities.

This reorganization plan is the first step in our planning for growth. Our overall employee numbers will remain the same, but we must begin to look to increase the number of police employees in the future. Since 2012 we have down-sized by 6 commissioned police officers and another 2.5 civilian positions.

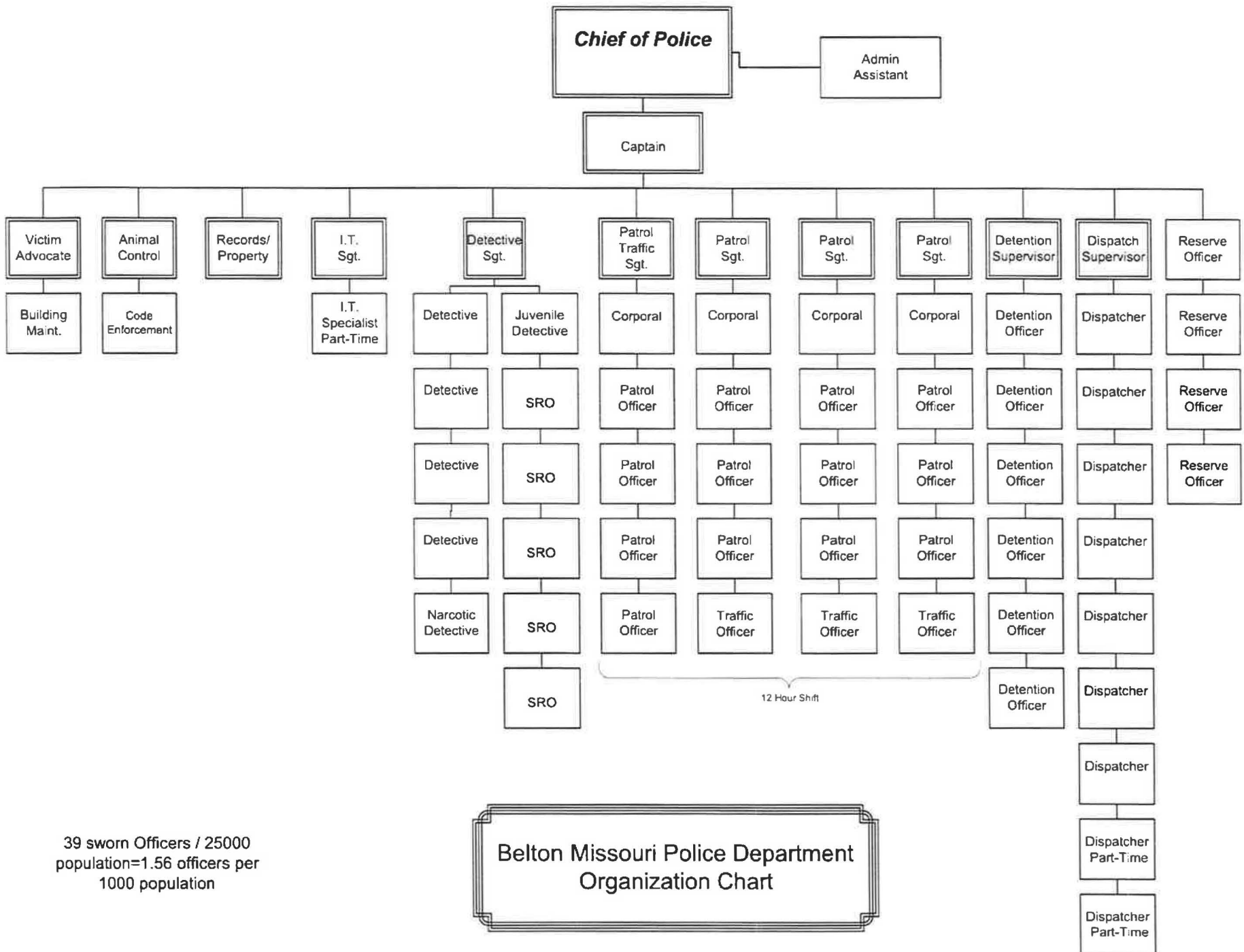
The City is experiencing growth again. Development is occurring both commercially, and in residential (particularly multi-family). This development will bring increased demand in calls for service and traffic. For the coming year's budget we will be requesting additional personnel for patrol, investigation, and support.

A handwritten signature in black ink, appearing to read "L. J. ...".

**Proposed Police Department
Positions 7/1/2015**

<u>Rank</u>	<u>Positions</u>	<u>Pay Grade</u>
Chief	1	67
Captain	1	59
Lieutenant	5	51
Sergeant	5	47
Corporal	4	43
Detective	4	41
Master Patrol	4	39
SRO/MPO	5	39
Patrol Officer	10	37
Property/Records Clerk	1	31
Administrative Asst.	1	32
Dispatch Supervisor	1	41
Dispatcher	7	31
Victim Advocate	1	24
Custodian	1	18
IT Assistant	.5	31
Reserve Dispatcher	2	31 = 420 hours per year
Reserve Officers	4	37 = 1150 hours per year

Current



39 sworn Officers / 25000 population=1.56 officers per 1000 population

Belton Missouri Police Department Organization Chart

2014-15 2015-16 proposed

EMERGENCY MANAGEMENT

Emergency Management Director	1	1	1			
Emergency Management Volunteers	21	21	21			
	22	22	22			

FIRE / EMS

Fire Chief	1	1	1	67	67	67
Deputy Chief	1	1	1	59	59	59
Asst. Fire Chief	3	3	3	51	51	51
Captain	6	6	6	47	47	47
Fire Prevention/Marshall	0	1	1	57	57	57
Asst. Fire Marshall	0	1	0	n/a	51	51
Firefighter/Paramedic	3	3	3	39	39	39
Secretary	1	1	1	28	28	28
Senior Firefighter/Paramedic	24	27	27	41	41	41
	39	44	43			

POLICE

39
Police Chief

Police Chief	1	1	1	67	67	67
Captain	1	1	1	59	59	59
Lieutenant	0	5	5		51	51
Patrol Sergeant	4	4	4	47	47	47
Detective Sergeant/IT Sgt.	2	1	1	47	47	47
Property/Records Clerk	1	1	1	31	31	31
Detective	6	4	4	41	41	41
Corporal	4	4	4	43	43	43
Master Patrol Officer	9	4	4	39	39	39
School Resource Officer	5	5	5	39	39	39
Patrolman	7	10	10	37	37	37
Dispatcher	7	7	7	31	31	31
Dispatcher Part-Time	2	2	2	31	31	31
Dispatch Supervisor	1	1	1	41	41	41
Adm Assist/Records Supr	1	1	1	32	32	32
Custodian	1	1	1	18	18	18
Victim Advocate-Full Time	1	1	1	24	24	24
Victim Advocate-Part Time	0	0	0	24	24	24
IT Assistant	0.5	0.5	0.5	31	31	31
Part time Reserve Officer	4	4	4	37	37	37
	57.5	57.5	57.5			

Note 1 Position reimbursed by HIDTA

MUNICIPAL JAIL

Corrections Officer	6	6	6	31	31	31
Jail Supervisor	1	1	1	41	41	41
	7	7	7			

COMMUNITY PLANNING & DEVELOPMENT

Community Development Dir.	1	1	1	64	64	64
Planner	1	1	1	44	44	44
Secretary	1	1	1	28	28	28
	3	3	3			

TOTAL GENERAL FUND

158 164 162

STREETS

Street Superintendent	1	1	1	48	48	48
Street Foreman	1	1	1	38	38	38
Senior Street Maint. Worker	3	3	3	28	28	28
Street Maintenance Worker	7	7	7	20	20	20

**CITY OF BELTON
PERSONNEL
2011/12**

(Using System Codes)

	Current Budget 2010/2011	Department Request 2011/2012	Proposed 2011/2012	Current Pay Grade Level 2010/2011	Dept Req Pay Grade Level 2011/2012	Proposed Pay Grade Level 2011/2012
Deputy Chief	1	1	1	Z	Z	Z
Asst. Fire Chief	3	3	3	FF	FF	FF
Captain	6	6	6	FE	FE	FE
Training Officer	1	1	1	W	W	W
Fire Prevention Officer	1	1	1	W	W	W
Firefighter/Paramedic	16	19	16	FD	FD	FD
Firefighter/EMT	0	0	0	FC	FC	FC
Secretary	1	1	1	M	M	M
Senior Firefighter/P	14	14	14	FD/E	FD/E	FD/E
Deputy Fire Marshall	1	3	1	U	U	U

POLICE

45
Police Officer

Police Chief	1	1	1	AG	AG	AG
Captain	2	2	2	Z	Z	Z
Patrol Sergeant	3	3	3	U	U	U
Detective Sergeant	3	2	2	U	U	U
Traffic Sergeant	1	1	1	U	U	U
IT Sergeant	1	1	1	U	U	U
Property Officer	0	1	1		M	M
Detective	5	5	5	S	S	S
Corporal	3	3	3	S	S	S
Master Patrol Officer	13	13	13	R	R	R
School Resource Officer	6	6	6	Q	Q	Q
Patrolman	6	6	6	Q	Q	Q
Dispatcher	7	7	7	M	M	M
Dispatcher Part-Time	2	2	2	M	M	M
Dispatch Supervisor	1	1	1	O	O	O
Administrative Assistant	1	1	1	O	O	O
Records Clerk	2	2	2	K	K	K
Victim Advocate-Full Time	1	1	1	K	K	K
Victim Advocate-Part Time	0.5	0.5	0.5	K	K	K
IT Assistant	0.5	0.5	0.5	n/a	M	M
Part time Reserve Officer	10	10	10	n/a	n/a	n/a
	69	69	69			

Note 1 Position reimbursed by HIDTA Note 2 Position reimbursed by Kasas City Drug Task Force

MUNICIPAL JAIL

Corrections Officer	7	7	7	L	L	L
Jail Supervisor	1	1	1	O	O	O

COMMUNITY PLANNING & DEVELOPMENT

Community Development Dir	1	1	1	AC	AC	AC
Planner	1	1	1	U	U	U
Secretary	1	1	1	M	M	M

TOTAL GENERAL FUND 143 148 143

PARKS

3/25/2011 3:58 PM