



**Agenda Item: Amendment - Budget**

**Title: Authorization to transition a part time, non-benefitted position in Fire Prevention to a benefitted .8 FTE for the fiscal year 2022 - 2023; and amend the FY 2022 - 2023 budget.**

**Recommended Council MOTION:**

“that Council authorizes transitioning the part time, non-benefitted civilian position in Fire Prevention to a benefitted .8 FTE for the remaining fiscal year 2022 - 2023; and amend the FY 2022 - 2023 budget.”

**Administrative or Policy Goal:**

Department Goal - to provide stability and additional work hours in the Fire Prevention Division of the Laramie Fire Department.

**Background:**

The City of Laramie Fire Department has employed a part time non-benefitted Civilian Fire Inspector since September of 2014. Work hours for this position have averaged 20 hours per week.

As with workload issues for sworn staff assigned to LFD shift duties, the Fire Prevention Division has also experienced and increase in workload demand. Duties and responsibilities within the Civilian Fire Inspector position include inspecting existing commercial properties, construction and remodel sites for code compliance; conducting voluntary residential home inspections, review of construction plans for code compliance, assisting with fire investigations, public education, responding to fire code violation complaints, issuing warnings for fire code violations, work with required permits, maintenance of data and records regarding fire inspections, instructing classes, and performance of related duties and responsibilities as assigned.

Workload assistance from assigned shift personnel to the Prevention Division is still required, but with the increased emergency call volume the department is experiencing, the availability of shift personnel assistance is sporadic. In reviewing the responsibilities of the Prevention Division and ability to meet those responsibilities, additional work hours from trained staff are required. The City Manager and Fire Chief recommend increasing the work hours of the Civilian Fire Inspector position from 20 hours per week to and average of 32 hours per week in order to address the efficiency and effectiveness in meeting the responsibilities within the division.

The cost to the City of Laramie for the proposed increase in work hours with the addition of benefits for the remaining fiscal year is calculated at \$56,413.79. There is currently \$30,000 authorized for this position of which \$20,000 remains and is available to transfer into this request (\$10,000 have been expended to date). The additional funding required to increase workhours to the 32 - hour week average is \$36,413.79. The department requests a Budget Amendment of \$36,500.00 to add to the remaining funds for the fiscal year.

If approved, this action will authorize increasing the work hours for the remainder of FY 2022 - 2023 only. This budget amendment will not automatically carry into FY 2023 - 2024; and LFD staff will provide data to Council on the effectiveness of the increased work hours for any future budgetary consideration.

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**Legal/Statutory Authority: N/A**

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**BUDGET/FISCAL INFORMATION:**

**REVENUE**

| Source                   | Amount      | Type                       |
|--------------------------|-------------|----------------------------|
| Fees/Charges for Service |             |                            |
| Grants for Projects      |             |                            |
| Loans on Project         |             |                            |
| Other                    | \$36,500.00 | pending amendment approval |
| Total                    | \$36,500.00 |                            |

**EXPENSE**

Proposed Project Cost.

| Project Budget         | Amount      | Funds   |
|------------------------|-------------|---|
| Project Cost           | \$36,500.00 | pending budget amendment approval             |
| Loans on Project       |             |   |
| Grants for Project     |             |   |
| Other/Outside Projects | \$20,000.00 | available budget left approved for FY 22 - 23 |
| City's Amount          |             |   |
| Contingency 0%         | \$0.00      |   |
| Total Amount           | \$56,500.00 |   |

**Responsible Staff: Dan Johnson, Fire Chief**

**Dennis Johnson, Division Chief - Fire Prevention**