



Saginaw Staffing Workshop

Fiscal Year 2023



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Building Safety & Code Compliance

Staffing Requests

Code Compliance Officer FT (1)

- Current Code Enforcement Manager is spread thin between office and field duties
- Staffed at same level as in 2006 (Population approx. 18,000)

Rental Inspector FT (1)

- Currently only one inspector for both single and multi-family homes
- Scheduling for the rental inspections must be alleviated as the program continues to expand

Administrative Assistant FT (2)

- Rental program and permits are being assisted by Management Analysts and interns.
- Workload requires dedicated personnel

Public Works

Staffing Requests

Superintendent FT (1)

- Would create two separate superintendent positions for Streets/Drainage/Facilities & Parks
- Increased effectiveness and organization of individual areas

Platting & Zoning

- Management of overall P&Z function is proposed to be outsourced
- Retention of an in-house manager to oversee the process

Water/Waste Water & Environmental

- No staffing requests at this time

Fire Department

Staffing Requests

Shift Firefighter (1)

- Current staffing per 3 duty shifts 9 – 9 – 8
- Minimum daily staffing per shift is unequal at 8 – 8 – 7
- At minimum staffing >90% of the time in any given year
- Recognized target ratio is 1.5 shift FFs per 1000 pop.
- Current ratio is 1.13
- Request for 9 per shift staffing began in 2015

Administrative Assistant/Technician (1)

- No position exists currently
- Duties would include: Payroll, records, scheduling, permits, assistance with Fire and EMS credentialing, facilities maintenance, etc.
- Needed for some time but shift FF request is priority

Assistant Fire Marshal (1)

- Fire Inspector/Public Safety Education Specialist
- Shift personnel conduct majority of annual occupancy inspections
- Call volume increases and operational duties prevent annual completion
- Fire inspections and public safety education directly result in low fire and injury occurrences



Community & Economic Development/Rec Services

Staffing Requests

Special Events/Food Truck Coordinator FT (1)

- Coordinates Train and Grain, Run the Rails 5k, Christmas Parade and etc.
- Up to 140 food trucks per month
- Existing workload can take 12+ hour days for staff

Recreation Services Coordinator FT (1)

- Assist existing Recreation Manager
- Current staff of 2, this is less than 2004 staffing

Communications Coordinator FT (1)

- Communication to all staff and residents
- Manages all internal communications, 2 newsletters, entire website, social media, 4 email notification systems, etc.



Senior Center & Animal Services

Staffing Requests

Senior Center Coordinator FT or PT (1) (IMMEDIATE)

- Seniors currently have 1 FT and 20 hour PT staff member
- Senior Center Director takes work home when she is "off"
- Write newsletter & calendar, design marketing pieces, social media, get & maintain sponsors, buy supplies online & in store, plan events, prepare food, wash dishes EVERY day, call BINGO, etc.
- Must handle the emotional needs of all the seniors.

Senior Center Associate PT (3) (in the future)

- Center expanding from 1,800 sq ft to 10,000 sq ft
- Up to 29 hours per week
- Will give staff necessary flexibility to properly take lunch breaks

Animal Services Technician FT (1)

- Current staffing levels below comparable cities
- Require increased personnel to accommodate Blue Mound and fully cover front desk



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Police Department

Staffing Requests

Saginaw Per Capita Analysis

Year	Population	# Sworn Officers	Officers per 1000 pop.
2008	19260	40	2.07
2012	21110	37	1.75
2016	22864	37	1.62
2020	24310	41	1.69
2021	25312	41	1.62

Police Officer FT (6)

Per Capita Analysis – Ratio provided by D.O.J.

- Comparable PDs nationally avg. 1.7 officers per 1,000 residents and southern U.S. PDs avg. 2.1 officers
- Saginaw PD's annual budget objective: employ 2 officers per 1,000 residents

International Association of Police Chief (IACP) Staffing Analysis

- Standardized formula constructed by utilizing compliant/incident report numbers
- Estimated staffing projection of 43.6

Library Services

Staffing Requests FY 2023

Circulation Manager FT (1)

- Stability and continuity for front desk
- Enables PT staff to take sick/vacation/personal leave
- Scheduling, training and maintaining customer service

Children's Assistant FT (1)

- Provide help and redundancy to our Children's and Teen Librarians
- Travels to local daycares and preschools for outreach

Adult Learning Assistant PT (1)

- Assist current Adult Education Librarian
- Coordinating classes and tutoring including: English, GED, Citizenship and other languages
- Position could be filled by current volunteers or former students



Library Services

Staffing Requests FY 2024

Cataloger FT (1)

- This position is currently PT and we project in FY24 it will need to be FT
- Would improve Tech Services Workflow, functions as trainer and a committee member

Adult Services Librarian FT (1)

- Library Director has absorbed duties for this position at a limited capacity
- Planning and implementing Adult and Family programming such as: Book clubs, LibraryFest, etc.

Technology Specialist FT (1)

- Integrate, manage and assist with new IT systems and software programs in the upcoming library
- Will serve on consortium's technology committee

Circulation Assistant PT (2-4)

- Processing returned books and returning them to shelves
- Projected 4 service desk at new Library that will need to be staffed
- Remaining shifts can be covered by Full-Time employees

Shelving Page PT (1+)

- Solely responsible for putting books away



Library Services

Planning for the future FY 2025+

Adult Services Manager FT (1)

- Collection development, processing, cataloging and Adult Learning programs
- Travels to local daycares and preschools for outreach

Children's/Teen Assistant FT (1)

- Additional assistant for one in each program area

Adult Learning Assistant FT converted from PT (1)

- Coordinating classes and tutoring including: GED prep, citizenship, English and other languages, etc.

Makerspace/Technology Assistant (as needed)

- Depending on the demand for popular technology offerings



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Proposed Mid-Year Additions FY 2022

Staffing Requests

Police Department & Building Department (Rental Program)

- Current recommendation of staff is to fill two PD positions by March 2022
- Staff also recommends finding an additional inspector for rental program