



# **City of Grand Island**

**Tuesday, February 12, 2013**

**Council Session**

## **Item G2**

### **Approving Minutes of January 29, 2013 City Council Study Session**

**Staff Contact: RaNae Edwards**

CITY OF GRAND ISLAND, NEBRASKA

MINUTES OF CITY COUNCIL STUDY SESSION

January 29, 2013

Pursuant to due call and notice thereof, a Study Session of the City Council of the City of Grand Island, Nebraska was conducted in the Council Chambers of City Hall, 100 East First Street, on January 29 2013. Notice of the meeting was given in the *Grand Island Independent* on January 24, 2013.

Mayor Jay Vavricek called the meeting to order at 7:00 p.m. The following Councilmembers were present: Vaughn Minton, Mike Paulick, Scott Dugan, John Gericke, Mitch Nickerson, Julie Hehnke, Chuck Haase, Linna Dee Donaldson, and Bob Niemann. Councilmember Peg Gilbert was absent. The following City Officials were present: City Administrator Mary Lou Brown, City Clerk RaNae Edwards, City Attorney Robert Sivick, Interim Public Works Director Terry Brown and Finance Director Jaye Monter.

INVOCATION was given by Community Youth Council member Miranda Wieczorek followed by the PLEDGE OF ALLEGIANCE.

Mayor Vavricek introduced CYC member Miranda Wieczorek.

SPECIAL ITEMS:

Strategic Policing Progress Report Review. Police Chief Steve Lamken reported that the Police Department had provided to the City Council, media, and public on the Police Department web site a report on the Public Safety Implementation update. A comprehensive public safety study was presented in 2012 by IMCA and recommended the Police Department implement a strategic policing model and adopt performance standards. The Department developed a four year implementation plan. Presented was a review of the strategic policing progress report.

The following Performance Objectives were presented:

Performance Objective 1.A.

- Track Performance Measures as Indicators of Department Progress
  - Reduce Violent Crime as Reported in the UCR – 265 violent crimes per 100,000 population.
  - Reduce Property Crimes as Reported in the UCR – 3508 property crimes per 100,000 population.
  - Reporting mechanisms are in place. UCR crime reporting monthly and per 100,000 population annually.

Performance Objective 1.B.

- Hold Criminal Offenders Accountable
  - Violent Crime Clearance Rate of 49.9%
  - Property Crime Clearance Rate of 21.3%
  - Reporting mechanisms are in place. UCR crime clearances will be reported monthly and annually.

Performance Objective 1.C.

- Reduce Fear of Crime

- Requires a community survey that is outside the scope of resources in the Department. Recommend that strategic policing be fully implemented and a survey be conducted after one year of full implementation. Survey recommended for 2016.

Performance Objective 1.D.

- Public Centered Crime Defense – Crime Prevention Unit and number of programs delivered.
  - Crime Prevention Unit will be established in spring of 2013 when the Service Desk Officer is reassigned to Patrol.
  - Reporting mechanisms are in place. Number of programs will be reported monthly and annually.

Performance Objective 1.E.

- Maintain an Injury Accident Rate to be Determined
- Accident rate of 7.5 per 1,000 population established by using average of 2008, 2009 and 2010 Dept. of Highway Safety accident data.
  - Conflict with data entered into Department system and NE Department of Highway Safety data.
  - Dept. of Highway Safety data is months behind.
  - Will determine if reported monthly or annually.

Performance Objective 1.F.

- Maintain Average Response Time of – 5 Minutes to Priority One Calls
  - Problem with how Priority One is categorized in Spillman.
  - Considering use of three call classifications: Injury Accident, Disturbance, and Domestic Disturbance.
  - Reporting mechanisms are in place. Concerns regarding validity of data. Once resolved, reporting monthly and annually.

Performance Objective 1.F.

- Maintain a saturation index of under 60% for Patrol resources as shown by workload analysis
  - Requires significant data analysis that may be outside the scope of the Department. Recommend that strategic policing be fully implemented and a survey be conducted after one year of full implementation. Survey recommended for 2016.

Performance Objective/Recommendation 1.G.

- Track Clearance Rates for Criminal Division Investigators
  - Three tier case clearance system developed based on solvability factors.
  - Reporting mechanisms are in place. Composite of clearances by the Division will be reported annually.

Recommendation 2.A.

- Create a third shift of officers and staff with adequate resources
- Goal – Hire 5 new officers and realign patrol shifts
  - Three Officers hired in December 2012
  - New Civil Service list approved in November 2012
  - Processing applicants to hire four additional Officers in first half of 2013

Recommendation 2.B.

- Create a team of Special Operations Sergeants to lead the strategic policing initiatives
- Goal – Appoint four Sergeants to Special Operations
  - Sergeant promotional process conducted December/January.

- Four Sergeants selected to serve as Special Operations Sergeants. Enrolled in a two day training program for February.
- Recommendation to promote an additional Sergeant to provide for the ten Sergeants recommended in Patrol.

Recommendation 2.C.

- Create a Crime Prevention Program and staff with a sworn Officer
- Goal – Appoint and train a Police Officer as the crime prevention officer
  - Police Officer has been selected to start the Crime Prevention Unit.
  - The Officer will be assigned to Crime Prevention in the first half of 2013 when the Service Desk Officer is reassigned to Patrol.

Recommendation 2.D.

- Civilianize the Service Desk Officer position and Reassign to Patrol
- Goal – Replace Officer with Police Records Clerk and Train Clerks in Duties
  - Currently in Police Records Clerk application process.
  - Records Clerks training to perform duties.
  - Officer reassigned to Patrol (Crime Prevention) in first half of 2013.

Recommendation 2.E.

- Enact and Execute Civil Nuisance Laws
- Goal – Changes in City Code that will Improve Quality of Life
  - Some preliminary research and meetings with Legal and other Departments.
  - Work to be ongoing throughout implementation.

Recommendation 2.F.

- Increase the Number of CSOs to 6 FTE to Assist in Implementing Strategic Policing
- Goal – Hire 2 FTE CSOs and Reassign 2 FTE and 4 PTE CSOs to Patrol under Special Operations Sergeants
  - Hiring process of CSOs is scheduled for Spring of 2013.
  - Transfer of CSOs to Patrol is scheduled for July of 2013.

Recommendation 2.G.

- Empanel Call for Service Committee to Examine Response to Calls for Service
- Develop Recommendations for Differentiated Police Response
  - Department committee has met and made recommendations on property damage accidents and residential alarms.
  - Discussed with EC Director.
  - Surveyed auto insurance providers.
  - Community input through Mayor's group.

Recommendation 2.H.

- Staff Criminal Investigations with one Police Records Clerk
- Assess Need for Position
  - Initial assessment is that need for position should be moved out on implementation timeline until impact of all changes on clerical resources can be evaluated.

Recommendation 2.I.

- Staff Criminal Investigations with a Crime Analyst
- Goal – Develop Job Description, Hire and Train Analyst to Support Strategic Police
  - Job description completed.
  - Currently in application and hiring process. Analyst to start employment within 60 days.

Recommendation 2.J.

- Replace Evidence/Crime Scene Investigator with Civilian
- Goal – Civilianize the Evidence Position and Reassign Officer to Operations
  - Department assessed current position and skills and moved transition out on the implementation timeline.

Recommendation 2.K.

- Review Crime Scene Investigation Protocols
- Goal – Review Protocols and Implement Recommendations for Improvement
  - Criminal Investigations Division Captain is starting the review process.

Recommendation 2.L.

- Merge Investigations and Administration into a Support Division under One Captain
- Goal – Consolidate Divisions into One Division
  - Department leadership reviewed current Captain vacancy.
  - Recommendation to Administration that this position is needed during the implementation of Strategic Policing.
  - Recommendation will be reviewed after implementation.

Recommendation 2.M.

- Consolidate SROs into Patrol Under the Special Operations Sergeants
- Transfer SROs to Patrol to Support Strategic Policing
  - Transfer is scheduled for August 2014.

Recommendation 2.N.

- Empanel Committee to Discuss Emergency Dispatch and Emergency Management Issues
- Goal – Review Emergency Management Operations to Ensure Efficiency and Effectiveness
  - Action to be considered by the Emergency Management Director
  - Police Department has been coordinating with Emergency Management Director in all changes.

Recommendation 2.O.

- Implement Field Reporting Software
- Improve Officer/SCO Efficiency with Field Reporting
  - Software purchased in December 2012.
  - Tablet and related equipment selected to replace Patrol fleet hardware.
  - Patrol fleet changeover scheduled for 1<sup>st</sup> half of 2013.
  - Implement field reporting scheduled for October 2013.

Recommendation 2.P.

- Institute a Formal Leadership Development Program
- Goal – Prepare for Succession Planning and Provide Employees Development Opportunities
  - Action scheduled for spring of 2013.

Recommendation 2.Q.

- Designate an Investigator to Conduct Internal Investigations
- Goal – Ensure Consistency of Internal Investigations
  - Reviewed by Department leadership. Not recommended at this time.
  - Reviewed by City leadership committee. Not recommended at this time.

Recommendation 2.R.

- Add Sworn Personnel to Training, Crime Prevention and Community Policing
- Goal – Increase Training, crime Prevention, and Strategic Policing Resources
  - Action scheduled for April 2013 during budget process.

Discussion was held regarding reporting statistics on a rolling basis monthly, semi-annually, and annually. Chief Lamken stated they would launch the Strategic Policing on August 1, 2013. Chief Lamken answered questions concerning code enforcement.

Metropolitan Planning Organization Agreement: Regional Planning Director Chad Nabity reported that in March of 2012 the City of Grand Island and the surrounding area were identified as a census defined Urbanized Area and were required by the Federal Surface Transportation Act to form a Metropolitan Planning Organization (MPO) within one year of being declared urbanized. An agreement with the State of Nebraska for the formation of the MPO was presented.

The discussion for this meeting was to focus on: 1) the name of the organization; 2) the boundary of the MPO planning area; 3) the membership of the Policy Board; 4) the membership of the Technical Advisory Committee; 5) other question about the agreement; 6) timeline for approval; and 7) next steps.

Name: Options presented were: 1) Grand Island Area Metropolitan Planning Organization (GIAMPO); 2) Grand Island Metropolitan Planning Organization (GIMPO); and 3) Metropolitan Planning Organization of Grand Island (MPOGI).

Comments were made concerning including the word “Area” in the title.

Map: A proposed map was presented. This map included the census defined Urbanized Area which included parts from Merrick County to Alda and the 20 year growth boundary which included the Cornhusker Army Ammunition Plan (CAAP) and the section of Nebraska Highway 2 immediately north of CAAP. The map can be changed by the policy board with the agreement of the Governor at any time in the future and would be reviewed at a minimum every 5 years when the MPO updated the Long Range Transportation Plan.

Mr. Nabity answered questions concerning how the boundary map came about. Mentioned was that by including the CAAP land, the County should be more actively involved. Interim Public Works Director Terry Brown answered questions regarding the Highway 30 project and Federal funds. Comments were made regarding extending the map on Shady Bend Road down to Highway 34. Mr. Nabity explained why Alda was included in the boundary.

MPO Policy Board: The Policy Board was the decision making authority for the MPO and would approve the planning studies, the work program, the transportation plan and the projects that were submitted to the State of Nebraska for funding with federal highway dollars. The following recommendations were made for the membership on the MPO Policy Board:

- Mayor of Grand Island. (voting)
- Four members of the Grand Island City Council recommended by the Mayor and approved by the City council with other annual boards and commissions appointment. (voting)
- Two members of the Hall County Board of Supervisors who reside within the metropolitan transportation planning area, selected by the County Board of Supervisors. (voting)

- Chair of the Hall County Regional Planning Commission or their designee from the Hall County Regional Planning Commission. Representative must live within the metropolitan transportation planning area. (voting)
- NDOR Director-State Engineer or designee. (voting)
- FHWA Nebraska Division Administrator or designee. (non-voting)
- FTA Region VII Administrator or designee. (non-voting)
- Other members as approved by a majority vote of the Policy Board (non-voting)

Discussion was held concerning the number of Council members on this board. Mr. Nabity stated he felt the majority of the board should come from the City. Mentioned was having a designee for the Mayor such as the Council President. Representation from the NDOR on these boards was commented on. Mayor Vavricek commented on the importance of a nine member voting board, open meetings, residency, and representatives on this board. Mr. Nabity stated the Mayor would preside over this board and the City would provide staffing.

Mr. Nabity explained the duties of the Policy Board and how they differed from the duties of the City Council. Funding sources were mentioned as they related to projects.

Technical Advisory Committee (TAC): The TAC was the work horse of the MPO making recommendations to the Policy Board. The following recommendations were made for the membership on the TAC Board:

- Grand Island Public Works Director. (voting)
- Grand Island Finance Director. (voting)
- Grand Island Manager of Engineering Services. (voting)
- Hall County Regional Planning Director. (voting)
- Hall County Public Works Director. (voting)
- Two representatives from NDOR: (voting)
  - a. One designated by the Planning and Development Engineer and
  - b. The District Four Engineer
- Merrick County Public Works Director or Highway Superintendent. (voting)
- One representative from the Village of Alda. (voting)
- Other individuals designated by the Policy Board (voting)
- One representative from the FHWA as designated by the Nebraska Division of Transportation Planner. (non-voting)
- NDOR Local Projects Division Urban Engineer. (non-voting)
- One representative from the Union Pacific Railroad and one representative from the Burlington Northern Santa Fe Railroad may be appointed to the committee by their respective companies; other rail system operators may be added by the Policy Board as needed. (non-voting)
- One representative from the Grand Island Area Chamber of Commerce. (non-voting)
- One representative from the Grand Island Area Economic Development Corporation. (non-voting)
- Board of the Central Nebraska Regional Airport may appoint one representative. (non-voting)
- Other individuals selected by the voting membership of the TAC and approved by the Policy Board (non-voting)

Comments were made concerning the Finance Director being included in this list and not the Policy Board. Mr. Nabity stated the MPO involved a substantial amount of money so the Finance Director was included in the Technical Advisory Committee. Comments were made by Council concerning a conflict of interest. Mentioned was to have some other representative on this committee such as the City Administrator or Assistant to the City Administrator. Finance Director Jaye Monter stated she felt the Finance Director needed to be involved on this board but may not need to be a voting member.

Agreement: Comments were made concerning the structure of the MPO staffing.

Timeline for Approval:

- Study Session February 5, 2013 if needed
- Agreement Approved by Council on either February 12 or February 26, 2013
- Study Session on February 19, 2013 if needed
- Submitted to Governor by February 28, 2013
- Agreement Signed by Governor by March 27, 2013

Next Steps:

- MPO Policy Board Meets
- UPWP funding request and activities are submitted to NDOR (April)
- MPO Policy Board adopts By-Laws within 6 Months
- Memorandum of Understanding with NDOR identifying roles and responsibilities is approved within 6 months
- City of GI, FTA, NDOR, and Hall County hold discussions regarding Transit funding in Hall County and the Urbanized Area

Update on Wastewater Treatment Plant (WWTP). Interim Public Works Director Terry Brown reported that on February 14, 2012 the City Council approved Resolution #2012-41 (B) which adopted an internal cost efficiency improvement plan for the Wastewater Treatment Plant and created two (2) new positions consisting of a Wastewater Treatment Plant Engineer and a Wastewater Operations Engineer.

A PowerPoint was presented to show the progress of the internal cost efficiency improvement plan for the Wastewater Treatment Plant. The goal was to provide rate payers with the most efficient cost effective wastewater treatment possible.

Mr. Brown introduced Wastewater Plant Engineer Marvin Strong PE; Wastewater Operations Engineer Jue Zhao, PhD PE; and Lab Technician Joseph Shanle.

Mr. Strong presented the following successes at the Wastewater Treatment Plant:

Technical Training:

- Wastewater Treatment Plant operations training will be provided to all Wastewater personnel in early April 2013.
- They will receive credit from the NDEQ for the training.
- All licenses Wastewater Treatment Plant operators must obtain continuing education credits to maintain their licenses.



Asset Management Training:

- Fred Tustin and Scott Cameron attended NASSCO training last year to help develop and Asset Management process for the Sanitary Sewer Collection System.
- GIS will be an integral part of that Asset Management process.

Wastewater Plant Process Study:

- Jue Zhao, PhD is using Bio-Win to model the Wastewater Treatment Plant's performance. This is the same software Veolia planned to use.
- Jue Zhao, PhD made one process change (reduce aeration basin recycle rate from 35MGD to 11 MGD). That reduced electrical usage by approx. 15% and is looking to make several more that will reduce electrical power even more.

Automation/Monitoring:

- SCADA
- Flow Monitoring
- Collection System Corrosion Monitoring
- Rainfall – Inflow/Infiltration Relationship
- Process Monitoring
- Training

Wastewater Plant Efficiency:

- Electrical usage at the Wastewater Treatment Plant has been reduced by 40% to 50% over the last three years
- JBS reduced its' loadings to the Wastewater Treatment Plant
- Treatment Plant Aeration Project
- Drought
- Aeration Basin Recycle

Wastewater Plant Process Study:

- Sludge disposal costs have been substantially reduced by JBS' reduction in loadings to the Wastewater Treatment Plant

Environmental Compliance:

- Joe Shanle conducted laboratory audit and modified the laboratory methodology bringing it into compliance.
- Implementation of Standard Operating Procedures
- Established confidence in data generated by using: lab standards, lab-fortified matrix blanks, method blanks, and replicate analysis
- Detection and Correction of testing interferences
- City Staff visited the wastewater laboratory in Lincoln
- Joe Shanle visited a commercial wastewater laboratory in Omaha
- We are on a par with any wastewater laboratory in the State of Nebraska
- Regulatory Enforcement Issues
- USEPA Administrative Order for failure to submit 503 Sludge Reports – Resolved; 2012 reports have been submitted
- USEPA RCRA Notice of Violation for failure to assess Hazardous Materials – Resolved
- NDEQ Notice of Violation for failure to submit SWPPP NOI – Resolved
- NPDES Permit
- Expires September 30, 2013. No changes are expected during this renewal cycle. However, Phosphorus and or Nitrate limits may be added during the next cycle.
- Initiated meetings with JBS to discuss wastewater issues of mutual interest to JBS and the City of Grand Island

- JBS reduced its' wastewater treatment charges by \$1,000,000 per year by installing pre-treatment facilities
- JBS is working on reducing its' wastewater charges further by increasing their ability to remove Nitrates
- JBS NDEQ wastewater pretreatment permit

Mr. Shanle answered questions concerning laboratory standards and testing.

Staff Utilization:

Proposed Positions

- Regulatory Compliance Position
- Lab Tech/Clerical/Data Management Position
- Project Manager/Construction Manager

Open Positions

- Maintenance Supervisor
- Maintenance Mechanic
- Equipment Operator

Mr. Strong updated the Council on the North Interceptor repair and overall program schedule.

Rate Study:

- The current rate structure is based on capital expenditures of \$44 million based on the May 2010 comprehensive plan. Additional funding will be needed to complete the wastewater work recommended to the Council.
- A rate increase(s) will be needed to cover the cost of the additional capital expenditures.
- A request will be made to Council next month to authorize Black and Veatch to update our rate study to fund the recommended rehabilitation projects.

Compliments were made by Council to Mr. Strong and his staff for the improvements made at the WWTP and working with JBS. Mr. Brown thanked his staff for the work they had done.

ADJOURNMENT: The meeting was adjourned at 10:02 p.m.

RaNae Edwards  
City Clerk