



# **City of Grand Island**

**Tuesday, July 24, 2012**

**Council Session**

## **Item G3**

**Approving Minutes of July 10, 2012 City Council Study Session**

**Staff Contact: RaNae Edwards**

CITY OF GRAND ISLAND, NEBRASKA

MINUTES OF CITY COUNCIL STUDY SESSION

July 10, 2012

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 July 10, 2012. Notice of the meeting was given in the *Grand Island Independent* on July 4, 2012.

Mayor Jay Vavricek called the meeting to order at 8:07 p.m. The following Councilmembers were present: Chuck Haase, Larry Carney, Bob Niemann, Kirk Ramsey, Peg Gilbert, Mitch Nickerson, Linna Dee Donaldson, Scott Dugan, and John Gericke. Councilmember Vaughn Minton was absent. The following City Officials were present: City Clerk RaNae Edwards, City Attorney Bob Sivick, Public Works Director John Collins and Finance Director Jaye Monter.

SPECIAL ITEMS:

Presentation on Fire Chief Recruitment Process. Human Resources Director Brenda Sutherland reported that the City had an opening for a Fire Chief that was currently being advertised with a closing date for applications on July 16, 2012. An overview of the process for recruitment was presented. The goal was to hire the best possible candidate with community and council participation, professional expertise, validated process to lead to a successful recommendation.

The following Fire Chief Recruitment Process was presented:

- Applications are being accepted until July 16, 2012 at 3:00 p.m.
- Applicants must submit required supporting documents with an on-line application by deadline
- CPS (company that the City has used for Fire testing for many years) is supplying the assessment center test. Civil Service rules require a competitive testing process

Using an assessment center testing process would increase the applicant pool and be a validated, objective process. While applications were being accepted, a job analysis along with the knowledge, skills and abilities necessary would be evaluated by Subject Matter Experts (SMEs) i.e. professional fire department management employees. Assessment center exercises and scoring would be developed during the application period. Candidates meeting the eligibility requirements/minimum qualifications would be contacted by Cooperative Personnel Services (CPS) and phone interviews would be conducted by CPS with candidates who met qualifications. The Civil Service Commission would receive recommendations on candidate eligibility. The assessment center would consist of approximately three exercises and two to three assessors per exercise to be held August 21 – August 23, 2012 at the One-Stop building.

The following hiring process was presented:

- Candidates' scores will be based on their responses to assessment center exercises
- Candidates will be ranked based on their score
- Civil Service Commission will certify scores and form a certified eligibility list
- Civil Service Rules permit consideration for the top three ranking candidates (finalists)

- Thorough background checks will be conducted on the top candidates
- An employment interview will be conducted by an interview committee with the top candidates
- Community opportunity to hear from top candidates will be held
- Recommendation by Mayor and City Council approval

Discussion was held regarding an interview committee. Ms. Sutherland stated if people in the community were interested to be on the interview committee or be a part of the assessment center they could contact Ms. Sutherland or the Mayor. Comments were made by the Mayor that employees on the Fire Department would be a part of this process.

2013 Proposed Budget Presentation – General Fund and Capital Improvement Projects Fund. Finance Director Jaye Monter reported that tonight's presentation would allow council to start with an understanding of the estimate of the 2012-2013 General Fund revenues and know the revenue needed for departments to incur increasing payroll costs and continue to provide quality services to the citizens of Grand Island.

The goal was for financial sustainability of City policies and services to best serve the people of Grand Island. The purpose of the budget was to meet service expectations based on prioritization, identify the financial needs for the next 12 months, and lay the groundwork for long-term financial sustainability.

Presented were revenue projections for the 2012-2013 Budget. An increase in sales tax, property tax, municipal equalization, and food & beverage tax were forecasted to increase for a total increase of 2.9% or \$38,401,000. Explained was the All Other category which included motor vehicle tax, grants, and fees received by the city, etc.

Explained was the program expenditure for 2012-2013. Revenue needed for General Fund Department Expenditures was \$31,890,000 with a General Fund Revenue shortage of \$353,000. Discussion was held regarding the increase in operating costs over the last two to three years. Of the \$31,890,000 projected expenditures, \$24,000,000 was for payroll costs.

The following 2012-2013 Payroll Budget Calculations were presented:

- 1.75% salary increase FOP union – Fraternal Order of Police
- 1.50% salary increase AFSCME union – American Federation of State, City and Municipal Employees
- 2.00% salary increase all other unions
- 2.00% salary increase non-union
- 15.00% increase health insurance premium

General Fund Capital Department requests for 2012-2013 were presented for a total of \$1,835,285. Carry over funds were discussed. Discussion was held regarding the addition to Station No. 3 – Dormitory, exercise request for an amount of \$200,000. Interim Fire Chief Russ Blackburn explained the need for this request.

Capital Improvement Projects - 400 Fund were reviewed for a total request of \$4,744,067.

Discussion was held with regards to those items that were budgeted for in 2011-2012 but were not done and were moved over to the 2012-2013 budget request at an increased amount. Building Department Director Craig Lewis explained the City Hall HVAC item in the budget.

Mayor questioned the Council, if they were in agreement of no tax increase in the General Fund or in the Capital Improvement Projects. Comments were made regarding the Program Prioritization process with regards to eliminating programs. Reviewed were the upcoming Council meetings. City Attorney Bob Sivick explained the cell phone occupation tax.

Several Councilmember's commented on no increase in property tax.

ADJOURNMENT: The meeting was adjourned at 10:15 p.m.

RaNae Edwards  
City Clerk