



# City of Grand Island

Tuesday, July 24, 2012

Council Session

## Item G4

**Approving Minutes of July 17, 2012 City Council Study Session**

Staff Contact: RaNae Edwards

CITY OF GRAND ISLAND, NEBRASKA

MINUTES OF CITY COUNCIL STUDY SESSION

July 17, 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 17, 2012. Notice of the meeting was given in the *Grand Island Independent* on July 11, 2012.

Mayor Jay Vavricek called the meeting to order at 7:00 p.m. The following Councilmembers were present: Chuck Haase, Larry Carney, Bob Niemann, Kirk Ramsey, Peg Gilbert, Mitch Nickerson, Linna Dee Donaldson, Scott Dugan, Vaughn Minton, and John Gericke. The following City Officials were present: City Clerk RaNae Edwards, City Attorney Bob Sivick, Public Works Director John Collins and Finance Director Jaye Monter.

INVOCATION was given by Community Youth Council member Ashley Bykerk followed by the PLEDGE OF ALLEGIANCE.

SPECIAL ITEMS:

Emergency Medical Service (EMS) Demonstration. Interim Fire Chief Russ Blackburn stated this presentation was a simulation of a chest pain victim and what the response by EMS and the Grand Island Fire Department would be in an actual emergency. The goal for transfer was 10 minutes or less. Reasons for an engine truck and an ambulance at each call were needed for manpower. Mentioned was that it was important to call 911 if you were having chest pains. Station #1 engine company was introduced along with Jason Carter who portrayed the chest pain victim. Emergency Management Director Jon Rosenlund explained the process of incoming calls to the 911 Center.

Presentation of Grand Island Police Department Implementation Plan for the ICMA Public Safety Study. Police Chief Steve Lamken reported this was an overview of the ICMA Study. The “End Game” was to reduce Crime and the Fear of Crime in Grand Island.

The following Benchmarks were presented:

- Performance Objectives
  - Crime Reduction – 3773/100,000 population
  - Crime Clearance – Violent 50%, Property 21.3%
  - Fear of Crime – City Survey
  - Crime Defense – Crime Prevention Programs
  - Traffic Safety – to be determined
  - Emergency Services – 5 min. Response Time to Priority 1 Calls. Less than 60% Saturation Index.
- Saturation Index – Above 60% - Upper Threshold
- Police Officers
  - Ten Additional Officers

- Replacement and Reassignment of Two Officers
- CSOs – 5 FTE Positions
- Support Staff – 3 FTE Positions

Chief Lamken stated ICMA recommended a Strategic Policing Plan. His definition of Strategic Policing was a well planned and coordinated initiative, using multiple resources in cooperation with community resources, with the goal of creating a sustainable impact on crime. Explained was a plan for Strategic Policing for the Grand Island Police Department. Implementation would take place over four years.

The following Implementation Costs Summary was presented:

<u>Program</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>
Police Officers	\$561,690	\$820,220	\$861,862	\$921,047
CSOs	\$137,723	\$213,619	\$286,556	\$313,649
Support Staff	\$ 70,583	\$108,741	\$111,581	\$153,320
Totals	\$769,996	\$1,142,580	\$1,259,999	\$1,388,012

Discussion was held regarding if there were enough candidates to fill these positions. Chief Lamken stated they would take the time to find the right people for these positions. Comments were made by Council regarding the importance of the School Resource Officers. Chief Lamken stated during the school year the officers would still be in the schools and then be put on patrol duty during the summer. Calls for service had been addressed and changed over the past few years. Chief answered questions regarding the mobile units in the cars and stated the reception of calls was very good through Verizon.

Mentioned was the importance of Community Service Officers (CSOs) and what a great job they were doing. Comments were made concerning the Police Officer's taking their cars home to have a presence in the neighborhoods and the elimination of the Police Motorcycles. Explained was the Fear of Crime City Survey. Chief stated if the Council wanted the impact of the Strategic Policing, the Police Department needed the resources.

Comments were made regarding Program Prioritization and that 24 months ago the Police Department lost 11 employees. Chief answered questions concerning the overtime budget and that it had been reduced over the past few years. Explained was on average there were between five to nine officers and two sergeants on the street on any shift at any one time to cover a city of 50,000 people.

Mayor Vavricek commented on the ICMA Study and spoke in full support of the study. Chief stated this study was solid and the Police Department was up to the challenge. CSOs were mentioned as important to Strategic Policing.

Presentation of 2013 Capital Improvement Fund Budget. Public Works Director John Collins reviewed the Capital Projects for 2012-2013. Explained were construction estimates, rule of thumb, preliminary estimate and final estimate. Total Capital Improvement requests for the Public Works Department for 2012-2013 was \$4,744,067. Anticipated 2013-2014 Capital

Improvement Budget was \$9,388,700. Mr. Collins reviewed and explained each of the proposed projects in the General Fund for 2012-2013.

Discussion was held regarding the Cannon Ditch Lining project and other ditches in the City. Mr. Collins stated he had been working on standards for ditches.

City Attorney Robert Sivick explained the request of \$65,000 for Digital Antenna/Transmission Line Install. Finance Director Jaye Monter explained this presentation was to give the Council more information and time to think about the funding. Mentioned was there should be carryover of approximately \$400,000 to \$500,000 in the General Fund.

Presentation of City Administrator Hiring Process. Human Resources Director Brenda Sutherland reported that the City of Grand Island currently had an opening for City Administrator which was a statutory position appointed by the Mayor and approved by the City Council. The goal was to appoint the best candidate for the City Administrator position for the City of Grand Island.

The following two processes were presented:

- Internal Recruitment – Coordinated by the City Human Resources Department
  - No additional cost other than recruitment advertising
  - Recruitment brochure and job posting
  - Advertising
    - League of Municipalities – various states
    - On-line advertising sources
    - Social Media websites
    - GovernmentJobs.com
    - Trade Organizations
- External Recruitment – Performed by an outside recruitment agency

The following Internal Recruitment Process was presented:

- Applications accepted until 3:00 p.m. on September 7, 2012
- Review of the applications for minimum qualifications estimated completion by September 17, 2012
- Review of applications by committee consisting of Mayor, Council President Gilbert and H.R. Director
- Telephone interviews by a five member committee which includes an additional two at-large members selected from the community
- Background checks will be conducted on the candidates
- Biographical information about the finalists will be shared with the public
- Finalists will be invited to an in-person interview in October with the Mayor, City Council and Community members
- Contract negotiations with recommended candidate
- Recommendation by Mayor and approval by City Council

The following External Recruitment Process was presented:

- Request for Proposal (RFP) – 30 days
- Selection of external recruitment agency – late August. Cost is typically 25% - 33% of the first year's salary (City Administrator salary range is \$1114,033 - \$160,457)
- Contract with recruitment firm brought before City Council for approval – September 11<sup>th</sup>
- Timeline determined in conjunction with external recruitment agency
- Job Analysis
- Creation of recruitment brochure
- Application period is typically 30-45 days
- Advertising by external firm
- Review of applications by external firm
- Phone interviews with the most qualified candidates by recruitment agency
- Top candidates forwarded to the City for review
- Phone interviews with review committee which includes the Mayor, County President Gilbert, Human Resources Director and 2 at-large members
- Background checks will be conducted on the candidates
- Biographical information about each finalist will be made available to the public
- Finalists will be invited to an in-person interview with the Mayor, City Council and Community members
- Contract negotiations with recommended candidate
- Recommendation by Mayor and approval by City Council

Discussion was held concerning the contract negotiation and who would be involved. Mentioned were the City Attorney, Mayor and HR Director if the Internal Recruitment Process was used. Using an External Recruitment Process could be negotiated by the external firm.

Comments were made concerning the cost and time of an external firm. Internal recruitment could have a City Administrator in place by November. It was suggested that the two community members for the committee be Councilmember's.

ADJOURNMENT: The meeting was adjourned at 9:45 p.m.

RaNae Edwards  
City Clerk