
City of Grand Island



Tuesday, July 16, 2002

Study Session Packet

City Council:

Joyce Haase

Margaret Hornady

Gale Larson

Glen Murray

Jackie Pielstick

Larry Seifert

Robert Sorensen

Scott Walker

Tom Ward

Fred Whitesides

Mayor:

Ken Gnadt

City Administrator:

Marlan Ferguson

City Clerk:

RaNae Edwards

7:00:00 PM

Council Chambers - City Hall

100 East First Street

Call to Order

Pledge of Allegiance

Roll Call

A - SUBMITTAL OF REQUESTS FOR FUTURE ITEMS

Individuals who have appropriate items for City Council consideration should complete the Request for Future Agenda Items form located at the Information Booth. If the issue can be handled administratively without Council action, notification will be provided. If the item is scheduled for a meeting or study session, notification of the date will be given.

B - RESERVE TIME TO SPEAK ON AGENDA ITEMS

This is an opportunity for individuals wishing to provide input on any of tonight's agenda items to reserve time to speak. Please come forward, state your name and address, and the Agenda topic on which you will be speaking.



City of Grand Island

Tuesday, July 16, 2002

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Item -1

Presentation of Public Works Annual Report

Council received copies of the Public Works Department's Annual report a few weeks back. Public Works Director Steve Riehle would like to present Council with a few highlights from the report.

Staff Contact: Steve Riehle, City Engineer/Public Works Director



City of Grand Island

Tuesday, July 16, 2002

Study Session

Item -2

Final Report for Platte Valley Industrial Park Drainage

Engineering consulting firm Olsson Associates of Grand Island was hired to study the stormwater drainage for the Platte Valley Industrial Park. The drainage system within the Park was part of the platting/subdividing of the property. An outlet for the ditch and detention cell system is needed. Olsson Associates will present two alternatives for carrying the stormwater to an outlet.

Staff felt it was appropriate to brief the Council on the results of the study before we begin discussions with property owners downstream of the Industrial Park. When more precise details of the plan as well as Right-of-Way requirements are known, another presentation will be made. A Public Hearing will be held and approval to acquire Right-of-Way by Resolution requested from the Council so that discussions on acquisition of Right-of-Way can begin.

Staff Contact: Steve Riehle, City Engineer/Public Works Director

Stormwater System Platte Valley Industrial Park Grand Island, NE

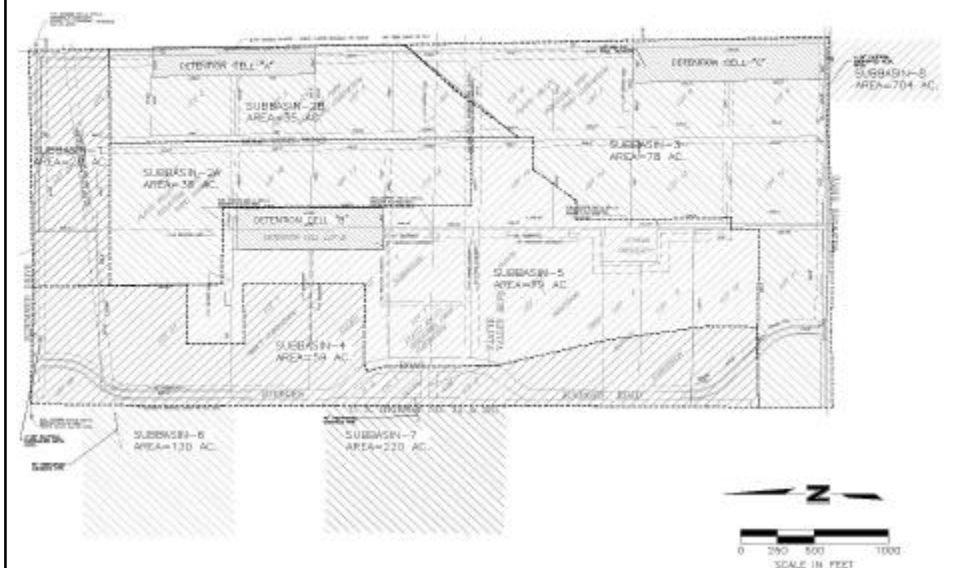
Scope of Study

- Review existing stormwater runoff characteristics of the Platte Valley Industrial Site.
- Evaluate existing stormwater structures and determine runoff from the site and surrounding areas.
- Evaluate how development of the site will effect stormwater runoff.
- Evaluate various stormwater outlets for the Platte Valley Industrial Site.
- Complete hydrologic/hydraulic calculations and preliminary designs for the storm water improvements.

Existing System

- Open ditches.
- Pipe outlets.
- Detention cell.

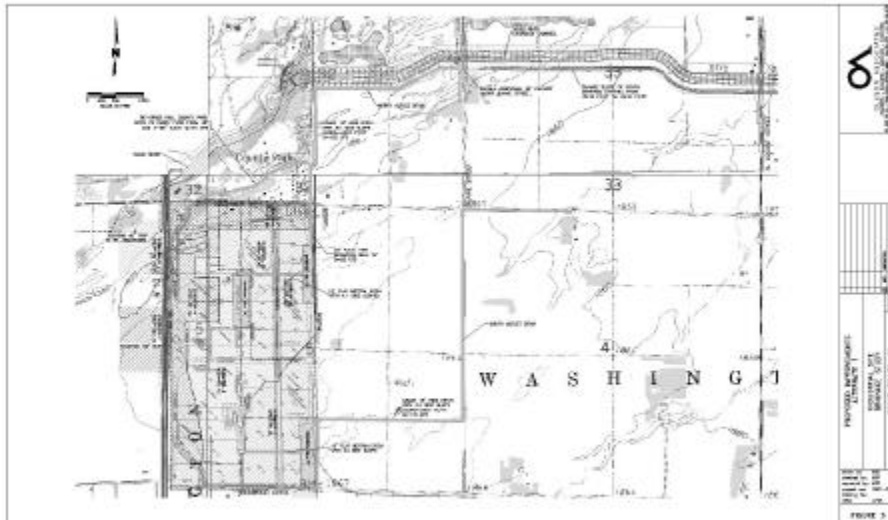
Existing System



Summary of Findings

- There is currently a 48" RCP and a 60" RCP that cross Highway 281 and drain onto the Industrial Site from the west.
- Four 36" elliptical CMP are installed under Wildwood Drive and drain onto the southeast corner of the Industrial Park.
- Three 36" elliptical CMP are installed under Schimmer Drive and drain a portion of the Industrial Park into Hall County Park.
- There are existing 24" and 30" steel pipes under the Union Pacific Railroad tracks on the east side of the Industrial Park, 1250 feet north of Wildwood Drive.

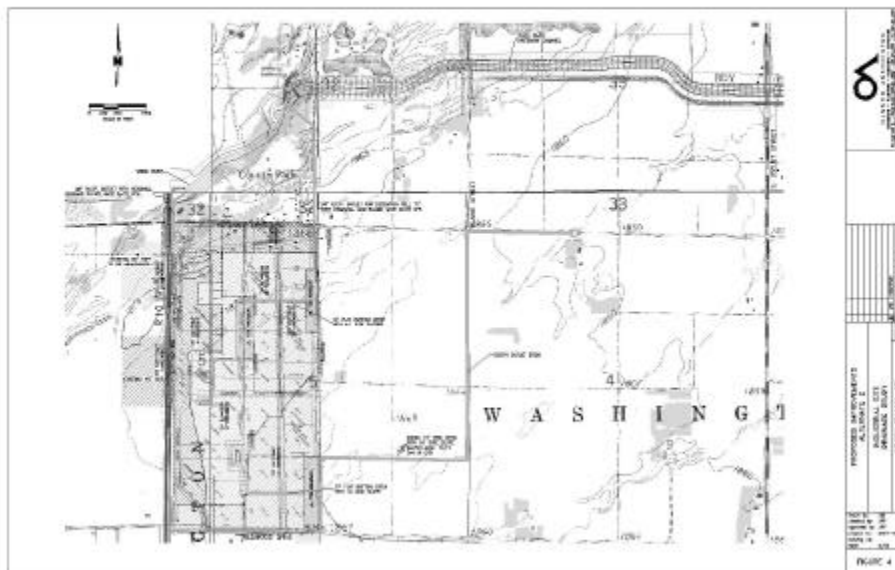
Alternate 1



Summary of Costs for Alternate 1

■ Onsite Improvements	\$230,230
■ West Drain Improvements	\$184,990
■ North Drain Improvements	\$ 76,720
■ South Drain Improvements	\$109,005

Alternate 2



Summary of Costs for Alternate 2

■ Onsite Improvements	\$230,230
■ West Drain Improvements	\$ 70,200
■ North Drain Improvements	\$285,220
■ South Drain Improvements	\$109,005

Recommendations-On Site Improvements

- Three detention cells should be constructed in the areas shown in Figure 2 to provide storm water retention for the Industrial Park.
- Install a 36” RCP from Detention Cell “A”, north under Schimmer Drive to the bridge under the Union Pacific Railroad tracks, approximately 750 feet north of Schimmer Drive.
- Estimated Cost- \$230,230

Recommendations-West Drain

- The existing 60” RCP that is installed under Highway 281 should be removed or plugged to prevent any water within the Wood River Diversion Channel Levee from entering the Industrial Park storm water system.
- The existing drainage channel through Hall County Park should be cleared, grubbed, and re-graded to provide an adequate outlet for drainage from the culverts under Schimmer Drive
- Estimated Cost- \$184,990

Recommendations-North Drain

- Grade an outlet ditch from the bridge under the Union Pacific Railroad tracks north of Schimmer Drive north and east along the Wood River Diversion Channel to Blaine Street.
- Re-grade the south channel of the Wood River Diversion Channel from Blaine Street, 4500 feet east.
- Estimated Cost- \$76,720

Recommendations-South Drain

- Construct a channel from the culverts under Wildwood Drive to the steel pipes under the Union Pacific Railroad tracks.
- Install 2-36" RCP under the railroad tracks at the south end of the Industrial Site.
- Grade a ditch from the railroad, east and north to an existing box culvert under Schimmer Drive.
- Estimated Cost- \$109,005



City of Grand Island

Tuesday, July 16, 2002

Study Session

Item -3

Review of Proposed Changes to Procurement Code

As reported in an April 2002 edition of the City Administrator's Memorandum (The Blues), a staff committee has been charged with reviewing the current Procurement Code and suggesting areas for improvement. A comprehensive review of the Procurement Code has not been undertaken since the Code was significantly overhauled in 1991. It is appropriate from time to time to review and update these types of policies and procedures to ensure they reflect organizational needs and objectives. The Procurement Code provides for the fair and equitable treatment of all persons involved in public purchasing by the City, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

Over the course of the last three months, the Committee has reviewed not only the Procurement Code (Chapter 27 of City Code) but also associated policies and procedures that are established at the Administration level. The goal of the Committee is to identify what changes, if any, could be made to streamline the purchasing process and, at the same time, retain the integrity of the City's procurement processes.

To assist in this effort, procurement policies from other first class cities were obtained and analyzed. Results demonstrated no consistent standards. Some cities did not have a formalized or centralized bidding process; each department handled purchases independently and in many cases differently than others. Others, like Grand Island, were quite structured in their bidding processes.

As a result of this review and discussions with management, it is recommended that the Procurement Code be amended as follows:

RECOMMENDATIONS

Section 27-6 and 27-7 (Responsibility)

Re-assign supervision of the purchasing policies from the Mayor and City Council to the City Administrator. This change clarifies that Department Directors are responsible to the City Administrator for purchasing decisions and any deviations to the Procurement Code will be addressed by the City Administrator and the Department Director, with the assistance of the purchasing agent.

Section 27-8 and 27-10 (Advertising Time)

Reduce the length of time required between formal publication of invitation for sealed bids and bid opening from 15 days to 7 days. This same time frame would be established for the

request for proposals for professional services such as accountants, clergy, physicians, lawyers, and dentists. These requests are generally mailed to potential bidders/proposals, in addition to the formal public announcement. This timeframe maintains adequate notice for response and allows for more efficient and timely purchasing. These timeframes are the minimum required and can be increased at the discretion of the Department Director depending upon the size or complexity of the project.

Section 27-9 (Advertising Time)

Reduce the length of time required for publication for advertisements for competitive sealed proposals and the opening for these proposals from 30 days to 15 days. Again, this allows adequate notice for offerors while expediting procurement process. It should be noted that requests for competitive sealed proposals are mailed to potential proposors who might have an interest (companies listed in Yellow Pages, for instance) or those who have previously expressed interest, in addition to the public announcement. These timeframes are the minimum required and can be increased at the discretion of the Department Director depending upon the size and complexity of the project.

Section 27-11 (Small Purchases)

Set the dollar limit for small purchases at \$2,500. Small purchases such as materials, supplies, and equipment purchases that are under \$2,500 could be purchased without obtaining three quotations. Materials, supplies and equipment purchases over \$2,500 would require the solicitation of three confidential quotations.

Section 27-11(Materials/Services)

Increase the dollar limit for joint material/services from \$5,000 to \$7,500. These increases reflect real increases in service costs over the course of the last decade.

Section 27-11 (Formal Contracts)

Align the contract amount for small purchases with those required for public works improvement projects. This change requires all contracts exceeding \$20,000 to be considered by the City Council. Currently, the Procurement Code requires contracts of \$10,000 to be brought before the Council, except for public works improvement projects (\$20,000) or purchases for the enlargement or improvement of the electric system (\$40,000).

Section 27-31 (Bidder Security)

Adjust the dollar limit for when bid security is required for construction projects.

Local Miscellaneous Expenditure Act

Review of the Local Miscellaneous Expenditure Act has also taken place. As you know, the Legislature adopted the Expenditure Act to address issues relating to the purchase of meals, flowers, gifts and other similar expenditures. The City Council adopted the Local Miscellaneous Expenditure Act in its entirety. The Act addresses when the expenditures of public funds for meals, hotels, etc. are authorized. Obviously, the driving concern for the Legislature and the Council was to ensure that public funds are used in an appropriate fashion. The Act allows for the expenditure of public funds for meals, hotels, traveling and similar expenditures for officials, employees, or volunteers when they are conducting public business, if the government body has given prior approval for these expenditures. The need for expenditures of this nature was evident this past year when the Zoo Committee

participated in site visits to other zoos. Another example of an appropriate use of these expenditures occurs when City government interviews candidates for management positions within the organization. It is recommended that a line item be included in next year's budget for these types of expenditures. In order to ensure compliance with the intent of the Act, all requests would require the prior approval of the City Administrator.

These changes are presented for Council discussion and consideration.

Staff Contact: Marlan Ferguson

Article IV. Miscellaneous Expenditure Act

§27-60. Authorized Expenditures

The mayor and city council shall be authorized to approve the expenditure of funds in accordance with the Local Government Miscellaneous Expenditure Act, subject to the following:

(A) Authorized expenses may include:

- (i) Registration costs, tuition costs, fees, or charges;
- (ii) Mileage at the then current rate allowed by Neb. R.R.S. §81-1176, or actual travel expense if travel is by commercial or charter means. When travel mode is optional, the lower of the reimbursable cost is authorized; and
- (iii) Meals and incidental (M&I) expense at the then current rate of the applicable federal per diem for M&I; and
- (iv) When travel is a partial day, the federal per diem rate for meals will apply at the rate of 20% for breakfast, 30% for lunch and 50% for supper. Departures must occur prior to 6:00 a.m. for breakfast and return must be after 8:00 p.m. for supper; and
- (v) Lodging at a rate not exceeding the then current applicable federal per diem rate unless lodging is at a location hosting the function in which case the actual lodging rate is allowed but no additional transportation costs shall be paid for commuting during the lodging stay.

(B) Authorized expenditures shall not include expenditures for meals of city council members provided while attending a public meeting of the city council unless such meeting is a joint meeting with one or more other governing bodies.

(C) Authorized expenditures shall not include expenditures for any expenses incurred by a spouse of an elected or appointed official, employee, or volunteer unless the spouse is also an elected or appointed official, employee, or volunteer of the City.

§27-61. Beverages; Service Recognition

The expenditure of public funds is hereby authorized for the following purposes:

(A) Nonalcoholic beverages provided to individuals attending public meetings of the city council.

(B) Nonalcoholic beverages and meals:

- (i) Provided for any individuals while performing or immediately after performing relief, assistance, or support activities in emergency situations, including but not limited to, tornado, severe storm, fire or accident;
- (ii) Provided for any volunteers during or immediately following their participation in any activity approved by the city council, including but not limited to, mowing parks, picking up litter, removing graffiti, or snow removal;
- (iii) Provided at one recognition dinner each year held for elected and appointed officials, employees, or volunteers. The maximum cost per person for such dinner shall be nineteen dollars (\$19.00). The annual recognition dinner may be held separately for employees of each department or separately for volunteers, or any of them in combination.

(C) Plaques, certificates of achievement, or items of value awarded to elected or appointed officials, employees, or volunteers, including persons serving on local government boards or commissions, subject to the following dollar limit on value:

Volunteer Service	\$25.00
Board, Commission, Council Service	\$100.00
Award Ceremony/Farewell Tribute	\$50.00
1 year employment	0.00 plus service pin
5 years employment	0.00 plus service pin/clip
10 years employment	50.00 plus service pin
15 years employment	75.00 plus service pin
20 years employment	100.00 plus service pin
25 years employment	125.00 plus service pin
30 years employment	150.00
35 or more years employment	175.00

§27-62. Business Travel

The following procedures shall be used for business travel:

(A) Transportation Method

- I. When travel is by air, advance ticketing by purchase order will be utilized whenever possible to obtain the lowest available coach fare.
- II. All refunds, travel coupons, and other promotions in connection with business travel shall be returned to the City.
- III. When ground travel is required, City vehicles shall be used whenever possible.

(B) Lodging

- I. Reimbursement for non-commercial lodging is not permitted.
- II. When personnel are accompanied by non-City personnel, only the costs attributed to the City personnel are reimbursable.

(C) Expenses

- I. The following expenses are reimbursable upon affidavit of expenditure and receipts are not required: parking fees; taxi and bus fares; and highway tolls.
- II. The following expenses are reimbursable upon submission of paid receipts:
 - (a) registration, tuition, and fees for official functions related to the travel;
 - (b) supplies or equipment required for travel or training;
 - (c) rental cars; and
 - (d) traveler's checks fees.
- III. The following expenses are not reimbursable:
 - (a) entertainment, including television rentals;
 - (b) personal expenses, e.g. hygiene items, magazines;
 - (c) travel insurance; and
 - (d) alcoholic beverages.

(D) Travel Advances. Travel advances are not authorized, except under special circumstances with written prior approval of the finance director. The use of credit cards and advance purchase order payment of lodging and transportation expenses are encouraged.

(E) Expense Claims. Personnel on authorized travel must submit expense claims to the Finance Department immediately upon return, but not later than four (4) work days after return to duty. All receipts, unexpended City funds and funds due the City, shall be returned at that time. All expenses (including prepaid expenses) shall be summarized and accounted for.

ORDINANCE NO. ____

An ordinance to amend Chapter 27 of the Grand Island City Code; to amend Section 27-6 pertaining to the Purchasing Agent; to delete Section 27-7 pertaining to delegation of authority; to amend Section 27-8 pertaining to advertisement for bids; to amend Section 27-9 pertaining to advertisement for proposals; to amend Section 27-10 pertaining to professional services; to amend Section 27-11 pertaining to limits for quotation and small purchases; to amend Section 27-31 to amend the requirement for bid security; to repeal Sections 27-6, 27-7, 27-8, 27-9, 27-10, 27-11, and 27-31 as now existing, and any ordinance or parts of ordinances in conflict herewith; and to provide for publication and the effective date of this ordinance.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA:

SECTION 1. Section 27-6 of the Grand Island City Code is hereby amended to read as follows:

§27-6. Authority And Duties

Except as otherwise provided herein, the purchasing agent shall serve as the principal public purchasing official for the City and shall be responsible for the procurement of supplies, services, and construction in accordance with this chapter, as well as the management and disposal of supplies.

In accordance with this chapter, and subject to the supervision of the city administrator, ~~mayor and city council~~, the purchasing agent shall:

- (A) Procure or supervise the procurement of all supplies, services, and construction needed by the City;
- ~~(B) Exercise direct supervision over the City's central stores and general supervision over all other inventories of supplies belonging to the City;~~
- (B)(C) Sell, trade, or otherwise dispose of surplus supplies belonging to the City; and
- (C)(D) Establish and maintain programs for specifications development, contract administration and inspection and acceptance, in cooperation with the public agencies using the supplies, services, and construction.

Consistent with this chapter, and with the approval of the mayor and the city council, the purchasing agent may adopt operational procedures relating to the execution of its duties.

SECTION 2. Section 27-7 of the Grand Island City Code is hereby deleted:

~~§27-7. Delegation To Other Officials~~

~~With the approval of the city council and the mayor, the purchasing agent may delegate authority to purchase certain supplies, services, or construction items to other City officials, if such delegation is deemed necessary for the effective procurement of those items. Notwithstanding the provisions of §27-6 (Authority and Duties), procurement authority with respect to certain supplies, services, or construction may be delegated to other~~

Approved as to Form ? _____
July 12, 2002 ? City Attorney

ORDINANCE NO. _____ (Cont.)

~~City officials by the mayor with the approval of the city council, when such delegation is deemed necessary for the effective procurement of these supplies, services, or construction.~~

SECTION 3. Section 27-8 of the Grand Island City Code is hereby amended to read as follows:

§27-8. Competitive Sealed Bidding

Conditions for Use. All contracts of the City shall be awarded by competitive sealed bidding except as otherwise provided in §27-9 (Competitive Sealed Proposals), §27-10 (Designated Professional Services), §27-11 (Small Purchases), §27-12 (Sole Source Procurement), §27-13 (Emergency Procurements), and §27-35 (Architects, Engineers, Surveyors) of this chapter.

Invitation for Bids. An invitation for bids shall be issued and shall include specifications, and all contractual terms and conditions applicable to the procurement. Invitations for bids on public works contracts shall require a statement of compliance with fair labor standards as required by Neb. R.R.S. 73-102.

Public Notice. Adequate public notice of the invitation for bids shall be given a reasonable time, not less than ~~seven (7) fifteen (15)~~ calendar days prior to the date set forth therein for the opening of bids, ~~except for public works projects for enlargement or general improvements as defined in §27-11, where adequate public notice of the invitation for bids shall be given a reasonable time of at least seven (7) days prior to the bid closing.~~ Such notice may include publication in a newspaper of general circulation a reasonable time prior to bid opening. The public notice shall state the place, date, and time of bid opening.

Bid Opening. Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The amount of each bid, and such other relevant information as the purchasing agent deems appropriate, together with the name of each bidder shall be recorded; the record and each bid shall be open to public inspection in accordance with §27-4 (Public Access to Information).

Bid Acceptance and Bid Evaluation. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this chapter. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs. The invitation for bids shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluation that are not set forth in the invitation for bids.

Correction or Withdrawal of Bids; Cancellation of Awards. Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written or telegraphic notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the City or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if:

(A) The mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident; or

(B) The bidder submits evidence which clearly and convincingly demonstrates that a mistake was made.

All decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the purchasing agent.

Award. The contract shall be awarded with reasonable promptness by appropriate written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids, subject to the requirements of Neb. R.R.S. 73-101.01 for resident bidder preference. In the event the low responsive and responsible bid for a construction project exceeds available funds as certified by the city treasurer, and such bid does not exceed such funds by more than five percent, the purchasing agent is authorized, when time or economic considerations preclude resolicitation of work of a reduced scope, to negotiate an adjustment of the bid

ORDINANCE NO. _____ (Cont.)

price with the low responsive and responsible bidder, in order to bring the bid within the amount of available funds. Negotiated adjustments shall be based upon eliminating independent deductive items specified in the invitation for bids or upon adjustments to unit prices or project prices.

Multi-Step Sealed Bidding. When it is considered impractical to prepare initially a purchase description to support an award based on price, an invitation for bids may be issued requesting the submission of unpriced offers to be followed by an invitation for bids limited to those bidders whose offers have been determined to be technically acceptable under the criteria set forth in the first solicitation.

Local Bidder Preference. In case of tied low bids, all other things being equal, preference shall be given in the following order:

- (A) To those bidders who manufacture their products within the limits of the City of Grand Island;
- (B) To those bidders who manufacture their products within the limits of the County of Hall;
- (C) To those bidders who package, process, or through some other substantial operation have employees and facilities for these purposes in the City of Grand Island;
- (D) To those bidders who package, process, or through some other substantial operation have employees and facilities for these purposes in the County of Hall;
- (E) To those bidders who maintain a bona fide business office in the City of Grand Island, whose products may be made outside the confines of the County of Hall;
- (F) To those bidders who maintain a bona fide business office in the County of Hall, whose products may be made outside of the confines of the County of Hall;
- (G) To those bidders whose commodities are manufactured, mined, produced, or grown within the State of Nebraska, and to all firms, corporations, or individuals doing business as Nebraska firms, corporations, or individuals when quality is equal or better and delivered price is the same or less than the other bids received;
- (H) To those bidders whose commodities are manufactured, mined, produced, or grown within the United States of America, and to all firms, corporations, or individuals doing business as firms registered in states other than Nebraska, when quality is equal or better and delivered price is the same or less than the other bids received.

SECTION 4. Section 27-9 of the Grand Island City Code is hereby amended to

read as follows:

§27-9. Competitive Sealed Proposals

Conditions for Use. When the purchasing agent determines in writing that the use of competitive sealed bidding is either not practicable or not advantageous to the City, a contract may be entered into by use of the competitive sealed proposals method.

Request for Proposals. Proposals shall be solicited through a request for proposals.

Public Notice. Adequate public notice of the request for proposals shall be given in the same manner as provided in §27-8 (Competitive Sealed Bidding); provided, the minimum time shall be ~~fifteen (15)~~ 30-calendar days.

Receipt of Proposals. No proposals shall be handled so as to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of negotiation. A register of proposals shall be prepared containing the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award.

Evaluation Factors. The request for proposals shall state the relative importance of price and other evaluation factors.

Discussion with Responsible Offerors and Revisions to Proposals. As provided in the request for proposals, discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussion, there shall be no

ORDINANCE NO. _____ (Cont.)

disclosure of the identity of competing offerors or of any information derived from proposals submitted by competing offerors.

Award. Award shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the City, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain the basis on which the award is made.

SECTION 5. Section 27-10 of the Grand Island City Code is hereby amended to

read as follows:

§27-10. Designated Professional Services

Authority. For the purpose of procuring the services of accountants, clergy, physicians, lawyers, dentists, as defined by the laws of the State of Nebraska, any using agency requiring such services may procure them on its own behalf, in accordance with the selection procedures specified in this section. A using agency procuring such services shall consult with the purchasing agent. No contract for the services of legal counsel may be awarded without the approval of the city council.

Selection Procedure:

(A) *Conditions for Use.* Except as provided under §27-12 (Sole Source Procurement) or §27-13 (Emergency Procurements), the professional services designated in this section shall be procured in accordance with this section.

(B) *Statement of Qualifications.* Persons engaged in providing the designated types of professional services may submit statements of qualifications and expressions of interest in providing such professional services. A using agency using such professional services may specify a uniform format for statements of qualifications. Persons may amend these statements at any time by filing a new statement.

(C) *Public Announcement and Form of Request for Proposals.* Adequate public notice of the need for such services shall be given by the using agency requiring the services through a request for proposals. Such notice may include publication in a newspaper of general circulation not less than ~~seven (7) fifteen (15)~~ days prior to the final date for receipt of proposals. The request for proposals shall describe the services required, list the types of information and data required of each offeror, and state the relative importance of particular qualifications.

(D) *Discussions.* The head of a using agency procuring the required professional services or a designee of such officer may conduct discussions with any offeror who has submitted a proposal to determine such offeror's qualifications for further consideration. Discussions shall not disclose any information derived from proposals submitted by other offerors.

(E) *Award.* Award shall be made to the offeror determined in writing by the head of the using agency procuring the required professional services or a designee of such officer to be best qualified based on the evaluation factors set forth in the request for proposals, and negotiation of compensation determined to be fair and reasonable. If compensation cannot be agreed upon with the best qualified offeror, then negotiations will be formally terminated with the selected offeror. If proposals were submitted by one or more other offerors determined to be qualified, negotiations may be conducted with such other offeror or offerors, in the order of their respective qualification ranking, and the contract may be awarded to the offeror then ranked best qualified if the amount of compensation is determined to be fair and reasonable.

SECTION 6. Section 27-11 of the Grand Island City Code is hereby amended to

read as follows:

ORDINANCE NO. _____ (Cont.)

§27-11. Small Purchases

General. Any contract not exceeding ~~\$20,000~~, ~~\$10,000~~, or in the case of public works improvement projects, any contract not exceeding ~~\$20,000~~, or in the case of utility power plant fuel contracts, any contract not exceeding \$40,000, or for the purchase of equipment used for such enlargement or improvement of the electric system, any contract not exceeding \$40,000, may be made in accordance with the purchase by quotation and small purchase procedures authorized in this section. Contract requirements shall not be artificially divided so as to constitute a purchase by quotation or a small purchase under this section.

Public Works General Improvement Projects. In any contract not exceeding \$20,000 for enlargement or general improvements, such as water extensions, sewers, public heating systems, bridges, work on streets, or any other work or improvement when the cost of such enlargement or improvement is assessed to the property, no less than three businesses shall be solicited to submit quotations. Award shall be made to the business offering the lowest acceptable quotation. The names of businesses submitting quotations, and the date and amount of each quotation shall be recorded and maintained as a public record.

Utility Power Plant Fuel Contracts. In all purchases of utility power plant fuel not exceeding \$40,000 per contract, no less than three businesses shall be solicited to submit quotations. Award shall be made to the business offering the lowest acceptable quotation. The names of businesses submitting quotations and the date and amount of each quotation shall be recorded and maintained as a public record.

Municipal Electric Utility Enlargement or Improvement. In any contract by the municipal electric utility for the enlargement or improvement of the electric system or for the purchase of equipment used for such enlargement or improvement, when said contract does not exceed \$40,00, no less than three businesses shall be solicited to submit quotations. Award shall be made to the business offering the lowest acceptable quotation. The names of businesses submitting quotations and the date and amount of each quotation shall be recorded and maintained as a public record.

Purchases by Quotation. Insofar as it is practical for materials, supplies and equipment purchases in excess of ~~\$2,500~~~~\$1,000~~, and services and ~~services/materials labor~~ purchases in excess of ~~\$7,500~~~~\$5,000~~, no less than three businesses shall be solicited to submit quotations. Award shall be made to the business offering the lowest acceptable quotation. The names of the businesses submitting quotations, and the date and amount of each quotation, shall be recorded and maintained as a public record.

Small Purchases. The purchasing agent shall adopt operational procedures for making small purchases of materials, supplies and equipment in an amount of ~~\$2,500~~~~\$1,000~~ or less, and for making purchases of services and labor, including materials in an amount of ~~\$7,500~~~~\$5,000~~ or less. Such operational procedures shall provide for obtaining adequate and reasonable competition for the supply, service, or construction being purchased. Further, such operational procedures shall require the preparation and maintenance of written records adequate to document the competition obtained, properly account for the funds expended, and facilitate an audit of the small purchase made.

SECTION 7. Section 27-31 of the Grand Island City Code is hereby amended to

read as follows:

§27-31. Bid Security

Requirement for Bid Security. Bid security shall be required for all competitive sealed bidding for construction contracts when the price is estimated by the purchasing agent to exceed ~~\$500,000~~~~\$100,000~~. Bid security shall be a bond provided by a surety company authorized to do business in the State of Nebraska, or the equivalent in cash, or otherwise supplied in a form satisfactory to the City. Nothing herein shall prevent the requirement of such bonds on construction contracts under ~~\$500,000~~~~\$100,000~~ when the circumstances warrant.

Amount of Bid Security. Bid security shall be in an amount equal to at least 5% of the amount of the bid.

Rejection of Bids for Noncompliance with Bid Security Requirements. When the invitation for bids requires security, noncompliance by a bidder requires that the bid be rejected unless it is determined that the bid fails to comply only in a nonsubstantial manner with the security requirements.

Withdrawal of Bids. If a bidder is permitted to withdraw its bid before award as provided in §27-8 (Competitive Sealed Bidding), no action shall be had against the bidder or the bid security.

ORDINANCE NO. _____ (Cont.)

SECTION 8. Sections 27-6, 27-7, 27-8, 27-9, 27-10, 27-11, and 27-31 as now existing, and any ordinances or parts of ordinances in conflict herewith be, and hereby are, repealed.

SECTION 9. That this ordinance shall be in force and take effect from and after its passage and publication, within fifteen days in one issue of the Grand Island Independent as provided by law.

Enacted: July 23, 2002.

Ken Gnadt, Mayor

Attest:

RaNae Edwards, City Clerk



City of Grand Island

Tuesday, July 16, 2002

Study Session

Item -4

Review of Proposed FY2002-2003 Annual Budget: Outside Agencies, Humane Society, Clean Community Systems, 400 Fund and General Capital Funds

The City annually receives requests from outside agencies to assist in their funding needs. Those requests are submitted to the Council for their review and approval and the agencies have been invited to make presentations as they so choose. These requests have been separated into two groups, actual charitable entities and organizations that have an existing working relationship with city departments. Enclosed are listings of all the agency requests, current year approved funding, and the funds they are asking for next fiscal year.

Staff Contact: David Springer

CHARITABLE AGENCIES

<u>ORGANIZATION</u>	<u>CURRENT YEAR FUNDING</u>	<u>2002-2003 REQUEST</u>
Community Humanitarian Resource Center	\$ 4,500	\$ 4,500
Convention and Visitors Bureau	\$ 10,000	\$ 10,000
Council for International Visitors	\$ 1,000	\$ 1,000
Crisis Center	\$ 10,000	\$ 13,000
Family Violence Coalition of Central NE, Inc.	\$ 10,000	\$ 20,000
G. I. Dive and Rescue Team	\$ -	\$ 9,772 (Trailer)
Retired and Senior Volunteer Program	\$ 10,000	\$ 10,000
Senior Citizens Industries, Inc.	\$ 10,000	\$ 10,000
Totals	<u>\$ 55,500</u>	<u>\$ 78,272</u>

AGENCIES WITH WORKING RELATIONSHIPS WITH CITY DEPARTMENTS

<u>ORGANIZATION</u>	<u>CURRENT YEAR FUNDING</u>	<u>2002-2003 REQUEST</u>
Central Nebraska Humane Society	\$ 121,000	\$ 172,000
Clean Community Systems	\$ 14,250	\$ 18,000
Totals	<u>\$ 135,250</u>	<u>\$ 190,000</u>



Community Humanitarian Resource Center

410 W. 2nd Street, Suite 8
Office: 308-385-5190

Grand Island, Nebraska 68801
Fax: 308-385-5195

April 24, 2002

David Springer
Finance Director
City Hall
P.O. Box 1968
Grand Island, NE 68802-1968

Dear Mr. Springer, Mayor Gnadt and City Council Members:

Last year the Community Humanitarian Resource Center (CHRC) was the recipient of \$4,500.00 from the City of Grand Island. This money was utilized to provide transitional shelter and case management to homeless persons in Grand Island. The \$4,500.00 makes up approximately 3.5% of the CHRC's annual budget. The funds helped replace expired grant monies and the growing need for shelter in Grand Island.

The CHRC provides transitional shelter to homeless families, women and children in Grand Island. The CHRC owns and operates a homeless shelter. The CHRC shelter can house 4 families and 4 single women at one time. While in the shelter, residents are provided a place to stay, food to eat, financial assistance, intensive case management and other services. The goal of the CHRC shelter is to help each family overcome the issues that led to their homelessness and help them become stable, self-sufficient members of our community.

In 1999 the CHRC provided 1,843 bednights, in 2000 the CHRC provided 2,747 bednights and in 2001 the CHRC provided 4,011 bednights of transitional shelter. The CHRC has more requests for shelter than it can fill and recognizes that it needs to expand its capacity.

The CHRC needs a facility for emergency shelter for families, women and children. Until recently the Salvation Army provided emergency shelter in Grand Island. The CHRC had hotel vouchers for emergency shelter to use during times when the Salvation Army was not available. The Salvation Army has changed its policy on emergency shelter. It now uses its shelter facility to provide emergency shelter for men only. The Salvation Army no longer wants to provide emergency shelter for single women. At this point the Salvation Army is providing homeless women one night of emergency shelter in a hotel. The Salvation Army has expressed that it would like the CHRC to take over providing emergency shelter for single women and families. The CHRC needs funding to be able to



E-Mail: chrcgi@cornhusker.net

Web Address: www.cornhusker.net/~chrcgi

provide more emergency shelter nights in hotels as a temporary solution. The long-term solution is to find a larger facility to address both the transitional and emergency shelter needs in Grand Island.

The CHRC could easily utilize \$10,000.00 to provide more emergency and transitional shelter in Grand Island. However, the CHRC is requesting \$4,500.00 from the City of Grand Island this year. This amount really is necessary to maintain the CHRC's current shelter facility and services. The CHRC recognizes the poor economy affected not only the state of Nebraska but our community as well. While the CHRC would like to expand its shelter potential to meet the needs of all homeless families and women in Grand Island, the CHRC does not want to take on this task at the expense of the City.

Sincerely,


Donna J. Douglass
Executive Director

City of Grand Island Proposal

Amount requested.

The Crisis Center is requesting \$13,000 from the City of Grand Island for fiscal 2002-2003. The Crisis Center board respectfully asks the City to consider not only the services which the agency provides but also the Crisis Center's long standing positive history in the community and its well documented fiscal management and accountability to both financial contributors and recipients of services.

Detailed program budget with three years of historical financial information.

See attachments A, B, C, D, E,

Copy of the latest Audit.

See attachment F

Describe what the City funds would specifically be used for.

Funds from the City of Grand Island along with support from the other cities and counties are used to support direct client services. These services which are provided on a 24 hour basis include:

- Safe Shelter
- Emergency Transportation
- Support Transportation
- Medical Assistance
- Legal Assistance
- Financial Assistance
- Food/Clothing
- Child Care
- Advocacy
- Court Support
- Peer Support Groups
- Education/Prevention Programs

These services are provided free to victims and families of sexual assault or domestic violence. To access these services the person calls the 24 hour crisis line and requests assistance.

These services in more detail are:

a. **Safe Shelter**-The Crisis Center operates three shelters. They consist of one three bedroom ranch home, a four bedroom ranch home, and a five bedroom ranch home all located in the Grand Island area. Two of these homes serve as safe shelters and the third as a transitional shelter. The shelters are used by persons who are in danger or when there is a threat of danger. The person is able to stay at the safe shelters approximately four weeks and the transitional shelter for 1 year. There is no charge to stay at the shelters. These shelters are able to house up to 12 families at one time.

b. **Emergency Transportation**-Procedures have been developed with law enforcement to transport a victim and their children to a law enforcement agency or hospital if the victim requests to leave a situation where there is a threat of danger. Once at the safe place the person is met by office staff or a volunteer.

c. **Support Transportation**-Once a person has made initial contact with the Crisis Center they are provided with transportation via staff, taxi or gas money if they have their own vehicle. This allows the person to contact the necessary support agencies in the community. Monies or bus tickets are also provided for persons needing to leave the local area to attend court hearings or to relocate to a safer environment.

d. **Medical Assistance**-While a person is in shelter medical needs are attended to: this usually includes the filling of prescriptions and routine office visits. If available, the person's insurance or medicaid is billed for these services. The Third City free clinic is also utilized.

e. **Legal Assistance**-The Crisis Center assists person's in filling out protection orders. Some monies are also available on a case by case basis to pay filling fees to obtain custody of children in a divorce or separation. The person is responsible for making arrangements with their private attorney to pay their legal fees.

f. **Financial Assistance**-Most persons in shelter do not have immediate access to personal resources. The Crisis Center does occasionally help with rent deposits, telephone deposits, sundries and other needs as they arise.

g. **Food/Clothing**-During a person's stay at the shelter the food is provided. Clothing is available for those persons who are forced to leave their home quickly and were not able to pack any clothing. The agency has a large donation room on site at the office.

h. **Child Care**-When the person in shelter is looking for housing, jobs and keeping appointments with human service agencies the Crisis Center provides child care.

i. **Advocacy**-To help the person develop a plan of change they meet daily with a staff person or volunteer to discuss goals, feelings, roadblocks and services available in the community. The Crisis Center also provides transitional advocacy for up to one year to persons leaving shelter and moving into their own residence.

j. **Court Support**-Volunteers and staff are available to the person to provide support in court and during criminal and civil proceedings.

k. **Peer Support Groups**-To help in the persons healing the Crisis Center offers three weekly domestic violence support groups and two children's group. For sexual assault survivors there are two incest groups, an adult rape group, and teen rape groups in the high school. The Crisis Center also provides teen dating violence support groups in all three of the Grand Island high schools. There is no fee for these groups and transportation and child care are provided.

l. **Education/Prevention Programs**-To educated the public, students and professionals the Crisis Center provides speakers who can address the following topics; date rape, dating violence, domestic violence, elder abuse, rape, acquaintance rape, incest, child abuse and suicide.

What would be the impact if City funds were not provided.

The type or assistance made available to clients would have to be reduced or eliminated accordingly. Examples would be requests for financial support or other assistance would have to be denied, support groups would have to be canceled, child care could not be provided and education efforts reduced.

The Coalition

*The Family Violence Coalition of Central Nebraska
203 West Second Street, Suite 204D
Grand Island, NE 68801
308-385-5346*

Dear City Council Members:

May 8, 2002

In 1994, former Grand Island Police Chief Gene Watson applied for a grant through the Nebraska Crime Commission to fund a Victim/Witness unit in our community because he saw a need for advocacy services to be provided to victims of domestic violence, sexual assault, and violent crime. The Crime Commission couldn't afford the \$70,000 price tag listed in this original grant application, and Chief Watson couldn't provide the services for less, and so the Family Violence Coalition was approached about assuming the lesser funded grant amount and taking on this program. We gladly added the Victim/Witness unit to our programs and look forward to continuing to provide these important services to crime victims in our area.

We now find our budget has finally exceeded the level Chief Watson set eight years ago. Although we appreciate the \$10,000 the City has provided to help fund this program over the past few years, and the \$11,000 allocated last year, we find it necessary to request that you consider an increase to \$20,000, if possible. The majority of people we serve are residents of Grand Island. The Coalition is the only non-profit agency providing Victim/Witness services in Nebraska since all other such programs are provided through police departments or County Attorneys' offices.

Any time, day or night, when local law enforcement officers are called to an incident where someone has been victimized by domestic violence, sexual assault, or a violent crime, the Coalition is also called. If the victim needs shelter or other assistance, the Coalition staff contacts the agency that can provide the necessary services to assure the needs are met. The advocates then assists law enforcement agencies in gathering and preparing evidence, reviewing law enforcement reports, providing victim advocacy, setting up meetings between the victim and prosecutor, and guiding the victim through the complicated court processes. Coalition advocates provide direct services to victims and witnesses of all violent crime and to family members of homicide victims.

In addition, the Coalition maintains a structured 36-session program for domestic violence perpetrators, presently offering four groups. The purpose of this program is to help these individuals choose to deal nonviolently with their problems. Additionally, the Coalition is the coordinating agency for the Hall County Coordinated Response Team (CRT). The CRT links all departments and agencies involved in the criminal justice system to reduce domestic violence and sexual assault through a multi-disciplinary community approach.

Although the Crime Commission has continued to support this program financially, its funding is expected to be cut this year while our expenses continue to rise. We have added two fundraising events this year and are applying for additional grants, but our reserves have been expended due to problems experienced in the past year. We understand that there are many fine local organizations seeking funds, but we hope you'll take this opportunity to help our agency continue providing vital services to crime victims in our community.

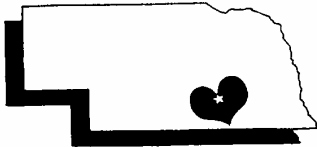
Sincerely yours,



Leah Anne Lauritsen
Coalition Executive Director

President Michael McGahan, M.D.
Vice-President Michelle Kneale
Secretary/Treasurer Ellen Merrill
Irene Abernethy
John Brownell

GIPD Captain Bill Holloway
Hall County Supervisor Bob Humiston
State Probation Officer Michelle McNamara
Hall County Sheriff Jerry Watson



The Heartland welcomes the world.

Grand Island Area Council for International Visitors

April 16, 2002

Mr. David Springer
Grand Island City Finance Director
City Hall, 100 East First Street
Box 1968
Grand Island, NE 68802-1968

Dear Mr. Springer

Attached is an annual report we submitted to the National Council for International Visitors. This will best explain the activities of the Grand Island Area Council for International Visitors and the role our members play in building bridges, one at a time, to further the understanding of what life is like in Central USA.

Our membership fees are \$10 per individual or \$15 per couple annually. While the fees are minimal, it is our belief that a minimal input from interested parties gives an indication of their intentions and also gives the board a decision on whom to invite to the pot lucks or dinners with the visitors.

Roger Andrews was presented one of two national awards as a programmer for visits. This is recognition for not only his outstanding efforts but also for the membership and community which has offered their assistance and opened their homes and help so the visitors realize what we are all about.

It is a tremendous amount of work for many people but if we are to build understanding in this time of world cooperation, we believe it is an important opportunity for our community to make a difference. Therefore we are requesting the same amount of \$1000 from the city for the coming year to permit our operating budget to satisfy the expenses of postage, office supplies, transportation, advertisements, printing, etc.

Sincerely,

Doyle L. Hulme

Grand Island Area Council for International Visitors
2001 Annual Report

Thirty five visitors of fourteen groups came to Grand Island during our fiscal year 2001 from Morocco, Hungary, South Korea, Portugal, Venezuela, Egypt, Israel, West Bank, Yugoslavia, Laos, New Zealand, Philippines, Taiwan, Thailand, Netherlands, England and China.

Roger Andrews, along with Dick Good, Jon Heinrich, Jim Foster, Don Vogel, continues to do an outstanding job of programming visits. With our all volunteer organization, thirty some visitors is about the number which can be handled in our area.

Very positive comments were received back from the visitors. One escort wrote Congressman Tom Osborne complimenting Grand Island on the excellent visit provided for his visitor which in turn resulted in a complimentary letter from the congressman's office. One of the repeated compliments is the visit to city hall with Mayor Gnadt. Another one repeated often is the "warmth and hospitality of the residents."

The annual meeting was held on April 12, 2001 at College Park. Allene Bish, wife of past U.S. Ambassador to Barbados, was the featured speaker. It was interesting and enlightening to learn of the duties and responsibilities of "our" ambassadors during their service for the United States.

The NCIV National Conference was held in Pittsburgh, March 6-11, 2001. Kay and Doyle Hulme represented the GICIV at the conference promoting the programming agencies to consider Grand Island when drafting their proposals for visitors coming to the United States.

The GICIV board of directors was expanded from nine to twelve members. To coincide with the three year term election, Jean Fisher was appointed for one year, Anita Lewandowski for two years and Duane Burns for three years.

Jean Fisher has completed the initial input of membership data into IEMS. A revised survey is being readied to accompany the annual meeting information and membership solicitation.

As before, we continue to strive for continued membership and excited directors to move the organization forward and expand the boundaries.

Doyle L. Hulme
President

**GRAND ISLAND DIVE RESCUE
EQUIPMENT TRAILER PROJECT**

I. Project Description

Dive Rescue wishes eliminate the high maintenance cost and questioned reliability of our Ford Ambulance by replacing it with a fully enclosed custom trailer witch will be used to house and transport our equipment.

II. Project Budget

Custom 14' tandem axle trailer with heat, A/C & 4500 watt Generator (EX4500 Honda)	15,907.00
12' Awning (\$585 x 2 ea.)	1,170.00
Rhino Lining on floor	837.00
G.I.D.R. Logo & Lettering	225.00
Porta-Potti	170.00
Radiant Heater w/propane tank	140.00
Rubbermaid Tubs	140.00
Move radio equipment	85.00
Deep cycle battery	69.00
Battery charger	29.00
Miscellaneous/Operating Expense	<u>\$1,000.00</u>
Total Project Cost	\$ 19,772.00
Hall County Funding	<u>-\$10,000.00</u>
FUNDS REQUESTED FROM CITY	\$9,772.00

III. Project Justification

One area that has been a constant problem throughout the life of the team it has been the constant maintenance, insurance and general upkeep of our dive vehicles. A new vehicle that would suit our needs is beyond our budget. Less expensive vehicles do not provide the reliability we desire. The following are some reasons we have decided to go with a trailer to store and transport our equipment:

- ☛ Cost- less initial expense than a similar motorized vehicle.
- ☛ Maintenance- no motor or drive train, etc.
- ☛ Reliability- any vehicle will be able to pull it to the scene.
- ☛ Room- will gain storage space for our equipment.
- ☛ Security- trailer can be locked very securely.

G.I.D.R. is looking towards the future with the purchase of this trailer. Although it is not cheap, it's still much less expensive than the cost of purchasing and maintaining motorized vehicles over the next couple decades, and if we build this unit right the first time, it should serve this community well for the next 20 years and beyond.

IV. Project Funding

In just the last two years we received over \$10,000.00 in outside grants and donations to replace some of our original diving and communication equipment. The Dive Team has been able to function for over 12 years on primarily fundraisers and donations. We are hoping to split the cost of this long-term project between Hall County and the City of Grand Island. We have already received \$10,000.00 from Hall County to fund this project. We hope the City will match this. The additional \$1,500.00 is to help cover the constant operating expenses that have occurred while we working on this project and simply miscellaneous expenses that are never apparent until the last stages of the project.

How the Grand Island Dive Team provides a invaluable Community Service

In the United States a 4-year-old boy made a full recovery after being submersed in cold water for 88 minutes. In Europe a 29-year-old female fully recovered after 1 hour and 45 minutes underwater. Waiting close to an hour for divers from a community half our size to respond is not an option, nor will it ever be again.

The Grand Island Dive Team has now served the Grand Island, Hall County area for over 12 years and proved our reliability and worth many times over. A community of this size with so many lakes and ponds in the area not only has a moral and ethical responsibility to the community, but a legal one as well. Grand Island Dive Rescue has shown an identified need for one. Whether or not a water rescue team is needed in this area is no longer an issue.

Keep in mind that no matter whatever entity operates the underwater rescue team, there will always be equipment and training expenses. With G.I.D.R. not only is all of our time volunteered; we also raise money from other outside sources. A Dive Team operating under any City or County Department will look primarily for taxes to cover its' expenses. I have been on the Grand Island Dive Team for 12 years and a City Firefighter for 11. I can tell you that it is still more feasible to turn experienced divers into rescuers, than it is to train rescue personal to be divers. In conclusion, a water rescue team is a necessity in this community, and the Grand Island Dive Rescue Team is the most practical and economical option there is. We ask for your support on this project, and if there are any questions at all please don't hesitate to call.

March 11, 2002

Respectfully,

Brad Laub
G.I.D.R. Executive Board/Treasurer
G.I.F.D. Captain
4304 Blauvelt, G.I., NE. 68803
(308) 382-7947

April 19, 2002

David Springer
Finance Director
City of Grand Island
P.O. Box 1968
Grand Island, NE 68802-1968

Dear David,

As you are aware tourism is one of our city's economic development generators, generating new dollars predominately into the Grand Island economy. The convention and visitors bureau relies solely on the lodging tax for our entire budget, and over the last several years we have sought creative partnerships to increase tourism in our region and to maximize the dollars we spend on marketing and promotion. We have spent numerous hours, as well, educating our community on tourism and its benefits. With the increased loss of convention dollars over the past years, due to increased competition from neighboring communities and lack of adequate facilities, we have turned our attention to creating Grand Island and our region as a family and motorcoach destination. These two markets, in particular, normally take three to five years to develop. As we enter into our third year of marketing this area as a destination and to the motorcoach industry, in calendar year 2001 we observed a slight increase (.65%) in the overall lodging tax. Despite the weather during the spring migration season, high gasoline prices during the summer tourist season, the 9-11 tragedy, the development of a new major attraction within another community, and the continued loss of convention business, which has steadily decreased each year, we have been able to essentially hold our own. This, I believe, is due to our investment in these new markets and the creative partnerships we have been able to establish. The partnership with the city in 2001-2002 greatly increased our ability to advertise our community through print media and at trade & travel shows.

Grand Island has the largest concentration of hotels within the county, greatly benefiting from the sales tax generated and overall spending in the community by those staying in the Grand Island properties. The name "Grand Island" predominates in all our advertising as in the name of the CVB. We have placed signs along the interstate indicating Grand Island is minutes away from I-80. In other words, Grand Island is associated with everything the convention and visitors bureau does, and the more we are able to do the greater the name recognition/image and likelihood visitors will associate Grand Island with a place they would like to visit.

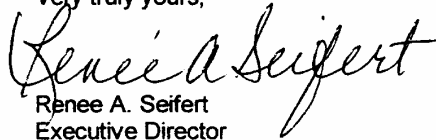
We have already started to establish a working relationship with the city and downtown development. We would like to, once again, be in partnership with the city so we can continue to promote and market this area better than we have been able to do in the past. I would like to request the City of Grant Island consider a subsidy of \$10,000 for the convention and visitors bureau to assist in the marketing and promotion of our community.

I have included a copy of our 2001-2002 marketing plan and our 2001-2002 budget. Our biggest increase in marketing is found in the following line items: trade and travel shows,

advertising, the Grand Island Rack card and its multi-state distribution program. I have also enclosed a copy of our 2000-2001 Marketing Plan, which compared to 2001-2002 will show our marketing expansion, which was greatly increased due to last year's allocation from the city. I believe our marketing plans show that we have developed a very definite plan over the years and are progressively moving forward in the overall marketing and promotion of this area. We are currently working on our 2002-2003 budget and marketing plan. I do not suspect there will be many changes from 2001-2002, since this past year was the first year for much of this expansion. We hope to be able to maintain, in 2002-2003, your partnership and that of others, which enabled us to successfully expand our marketing this year.

We anxiously await the Heartland Events Center and hope that in future years to come we will be able to maintain our budget solely on lodging tax. At this time, for us to remain competitive with our neighboring communities, which both receive additional funds through a city occupation tax on lodging, we must continue to seek alternative sources and funding to maintain our current level of marketing.

Very truly yours,

A handwritten signature in cursive script that reads "Renee A. Seifert". The signature is written in black ink and is positioned above the printed name and title.

Renee A. Seifert
Executive Director

ENC:

Senior Citizens Industries, Inc.

**PO Box 1302
Grand Island, NE 68802
(308)385-5308**

May 9, 2002

David Springer
Finance Department
City of Grand Island
P. O. Box 1968
Grand Island, NE 68802

Dear Mr. Springer:

The Senior Citizens Industries, Inc. (a non-profit human service organization) is located in Grand Island and serves all of Hall County.

The need for services continues to grow due to the longevity of the older generation. Our goal is to help maintain their independence and dignity as long as possible.

We appreciate the support we have received from the city and hope you will consider us for next year's budget.

City funds are needed to support inflation in food costs (we plan to serve about 89,500 meals in the coming year), for property insurance, workman's comp and maintenance of the Grand Generation Center and the Grand Generation Annex.

Please call if you have any questions or if you need me to present this proposal.

Thank you for your consideration

Respectfully,


Lois Stenike
Executive Director



Grand Generation Center ♦ 304 East 3rd ♦ Grand Island, NE 68801

SENIOR CITIZENS INDUSTRIES, INC.
304 E. ERD. STREET
GRAND ISLAND, NE. 68802

FY 2002-2003

PROPOSED BUDGET SUMMARY;

1. Personnel	_____
2. Travel	_____
3. Supplies	_____
4. Equipment	_____
5. Building	<u>5,500</u>
6. Utilities	_____
7. Other	<u>5,025</u>
8. Food	<u>4,475</u>
TOTAL COST	<u>15,000</u>

Signature; _____

Date; _____



1312 Sky Park Road • Grand Island, NE 68801
(308) 385-5305

July 12, 2002

Grand Island City Council
Grand Island City Hall
100 East 1st Street
Grand Island, NE 68801

Dear City Council Member:

Enclosed please find the budget proposal for the Central Nebraska Humane Society for 2002/2003. We are asking for a significant increase because our annual intake of animals has increased by 27% in the last five years. Investigations, citations, monitoring, enforcement and overtime have increased proportionally. Also, the planned annexations will increase our responsibilities and expenses. Unless our revenue increases, we will be unable to provide humane treatment and shelter to the animals of Grand Island.

The current city budget of \$121,000 represents \$2.81 per capita. We are asking for an increase of \$51,000 for a total budget of \$172,000. This is an increase of \$1.19 per citizen (only 10 cents per month!) which would result in a total of \$4 per capita. The national average for city funding for humane societies is \$4 to \$6 per capita. We have operated for many years on a budget far below the national average, but time is catching up with us. We have outgrown our facility. We need to increase our services, provide more extensive education for the public and invest in training for our staff. We have operated very efficiently over the years and have historically been excellent stewards of the city's money.

As the new president of the board of the humane society, I am working diligently to strengthen our board, provide training for our staff and secure a new facility. I realize it is not the duty of the city to provide funding for our capital campaign--that of course will come from private donations. I do, however, hope that you will review the enclosed budget and give it your consideration. It will take everyone in our community, working together, to create a shelter of which we can be all be proud.

Respectfully,

A handwritten signature in cursive script that reads "Jill Hornady".

Jill Hornady
President, Central Nebraska Humane Society Board

**GRAND ISLAND AREA CLEAN COMMUNITY SYSTEM
BUDGET YEAR 2002 – 2003**

<u>Category</u>	<u>City Funding Requested</u>
<u>PERSONNEL:</u>	
Salary – Executive Coordinator @ \$16.00 per hour	\$7,460.00
Payroll taxes	\$1,380.00
<u>BENEFITS:</u>	
Health Insurance	\$ 925.00
Life Insurance	\$ 250.00
Retirement Account	\$ 340.00
<u>SUPPLIES:</u>	
General office supplies, copy paper, toner cart. for copy machine, cart. for printer, notebooks, letterhead, etc.	\$ 500.00
Film and processing	\$ 75.00
<u>OPERATING EXPENSES:</u>	
Telephone	\$ 500.00
Develop utility bill inserts & recycling Brochures	\$ 475.00
Printing of utility inserts and brochures	\$2,000.00
Postage	\$ 475.00
Rent for office	\$1,800.00
Web page technical assistance	\$ 500.00
Membership – Keep Nebraska Beautiful	\$ 75.00
Gas bill	\$ 500.00

<u>Category</u>	<u>City Funding Requested</u>
Electric & Water bill	\$ 375.00
Garbage Service	\$ 70.00
<u>EQUIPMENT MAINTENANCE:</u>	
Copy machine and computer/printer	\$ 300.00
TOTAL FUNDING REQUESTED	\$18,000.00

GRAND ISLAND AREA CLEAN COMMUNITY SYSTEM-

PROGRAMS AND PROJECTS

- Environmental education
- Recycling Coordinator for City of Grand Island
- Clearinghouse for environmental issues and concerns
- Continue to work with local garbage haulers
- Work with the Mayor on Highway 281 litter problem
- Coordinate all the Neighborhood cleanups
- Co-sponsor Citywide "Free" week
- Partnership with City of Grand Island Solid Waste Division for Utility Bill inserts
- Update Recycling Brochure on yearly basis
- Coordinate and obtain funding for annual Household Hazardous Waste collection events
- Presentations to civic clubs/organizations, schools and other groups about the environment i.e., recycling and Household Hazardous Waste collection days and etc.
- Grant writing for education, cleanups and Household Hazardous Waste Collections
- Coordinator for the Grand Island Paint-A-Thon
- Organize and coordinate the Annual Howard Eakes Community "TRASH BASH"
- Work with volunteers on cleaning up Grand Island during the TRASH BASH (replacing the Highway 281 clean up)
- Continue with the "Howard Eakes Community Award"
- Continue with the "Looking Good" award