
City of Grand Island



Tuesday, June 19, 2007

Study Session Packet

City Council:

Tom Brown

Larry Carney

John Gericke

Peg Gilbert

Joyce Haase

Robert Meyer

Mitchell Nickerson

Scott Walker

Fred Whitesides

Jose Zapata

Mayor:

Margaret Hornady

City Administrator:

Vacant

City Clerk:

RaNae Edwards

7:00:00 PM
Council Chambers - City Hall
100 East First Street

Call to Order

This is an open meeting of the Grand Island City Council. The City of Grand Island abides by the Open Meetings Act in conducting business. A copy of the Open Meetings Act is displayed in the back of this room as required by state law.

The City Council may vote to go into Closed Session on any agenda item as allowed by state law.

Invocation - Pastor Charles Gregory, First Baptist Church, 811 West 10th Street

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.

MAYOR COMMUNICATION

This is an opportunity for the Mayor to comment on current events, activities, and issues of interest to the community.



City of Grand Island

Tuesday, June 19, 2007

Study Session

Item -1

Review of Budget Process

Attached is the 2007/2008 Budget Preparation Schedule. City Finance Director David Springer will review the processes of the 2007/2008 budget.

Staff Contact: David Springer

**Budget Preparation Schedule
2007-2008**

		Person Responsible
City send guidance to outside agencies	04/20/07	
Finance issues initial personnel budget worksheets	04/20/07	
Departments submit 5 year capital improvement plan	05/02/07	
Departments submit initial request for change in personnel status	05/02/07	
Revenue - Departments submit individual fee recommendations	06/04/07	
Departments submit initial operating budget request	05/09/07	
Departments submit initial current year revenue projections/budget estimates	05/09/07	
Departments submit initial current year expenditure projections/budget estimates	05/09/07	
Submission of outside Agencies requests due to Finance	05/09/07	
Preliminary Department conference with City Administrator/Finance Director	5/21 - 6/8/07	
Finance Department reviews, cash summaries, projection analysis	6/11 - 6/20/07	
Revised personnel budgets to departments	06/25/07	
Downtown Improvement Boards submit their budgets	07/13/07	
Study Session: Council review Fee Schedule, Outside Agencies and FTE's	06/19/07	
Council adopts new fees and approves FTE's.	07/10/07	
Public hearing on Solid Waste Agency and adoption of SWA budget	07/24/07	
Council gives preliminary approval of BID budgets & sets date for Board of Equalization	07/24/07	
Council sets Business Improvement District Assessments	07/24/07	
Special public hearing, salary ordinance & CRA budget.	08/07/07	
Presentation of the Budget/Work Session	08/14/07	
County certifies taxable values	08/21/07	
Public hearing & amendment to current year budget if necessary	08/21/07	
Adopt budget & amendment #1 approve lid limit increase, including Parking District No. 1 and CRA & approve outside agency funding.	08/21/07	
Hold public hearing and establish general property tax request	09/11/07	
Establish Parking District #1 Occupation Tax request, Cra Tax Request	09/11/07	
Establish Parking District #2 Property Tax request	09/11/07	
Board of Equilization for BIDs and ordinance for assessments	09/11/07	
Submit Official Budget to State Auditor	09/21/07	
Final Budget Distribution	TBD	



City of Grand Island

Tuesday, June 19, 2007

Study Session

Item -2

Review of 2007/2008 Outside Agencies Funding Requests

Staff Contact: David Springer

Council Agenda Memo

From: Dave Springer, Finance Director
Meeting: June 19, 2007
Subject: Approve 2007-2008 Funding for Outside Agencies
Item #'s: 2
Presenter(s): Dave Springer, Finance Director

Background

To some extent, the City has made contributions to Outside Agencies for over a decade. There is no clear history as to how this began, but one suspects they were brought forward by councilpersons, Mayors or Administrators who were sympathetic to an agencies stated mission. Council has requested staff to formulate criteria by which Outside Agencies would be measured before funding requests would even be considered. Attached are potential guidelines as formulated by the City's Legal Department for council consideration.

Also attached is a summary of those agencies that have submitted funding requests for fiscal 2008 and staff's recommendation. If the above funding guidelines were to be adopted by council, these recommendations might be subject to change.

Discussion

This evening, the intent is to reach a definitive policy to qualify an Outside Agency for possible funding, to review those requests in such a light, and then provide staff with funding levels for those agencies which qualify.

Outside Agencies have been notified of this meeting but no presentation has been requested, as their submittals are fairly detailed.

Conclusion

This item is presented to the City Council in a Study Session to allow for any questions to be answered and to create a greater understanding of the issue at hand.

It is the intent of City Administration to bring this issue to a future council meeting.

INTEROFFICE MEMORANDUM

TO: DAVID SPRINGER
FROM: WESLEY D. NESPOR
SUBJECT: FUNDS TO NON-PROFITS FOR PUBLIC PURPOSES
DATE: 6/15/2007
CC: RANAE EDWARDS

The Nebraska Constitution prohibits lending or giving credit in aid of any individual, association, or corporation. Courts have held this to mean lending credit which is not used for a public purpose. What constitutes a public purpose must be decided on a case by case basis focusing on the object sought to be accomplished and the degree and manner in which that object affects the public welfare. *Unsolicited requests* for money should be from non-profit entities because for-profit companies should go through the competitive bid/proposal process.

Suggested guidelines

- 1 Council should prepare a written statement of the public purpose and how the entity will accomplish it. This is absolutely necessary because the Supreme Court has stated repeatedly that "it is for the Legislature (city council) to decide in the first instance what is and what is not a public purpose...". *State v. Cornell*, 53 Neb. 556.
- 2 There should be a contract with the entity setting forth the purposes/services and itemized costs to accomplish those purposes (Humane Society for example).
- 3 There should be an annual accounting of how the funds were used. (see *Chase v County of Douglas*, 195 Neb. 838 regarding contract and accounting as measures to ensure expenditures are being used for a public purpose).
- 4 Some general guidelines to use in determining if the expenditure is for a public purpose.
 - a. Is the general public benefited or only a small group? (e.g. if funds are given to a private entity for buses, the service must be available to the entire public and not just for use by members or patrons of the entity).
 - b. If benefits redound to individuals, are those benefits only incidental to the benefits to the general public. (e.g. funds given to the chamber of commerce to "advertise the city" may benefit the members of the chamber but that is only incidental to the broader purpose of attracting tourists and industry for the benefit of the entire community).
 - c. Is real estate being purchased or improved which will house a private entity? Case law disapproves this practice specifically.
 - d. Are fixed assets being purchased or human resources acquired which will be used by the entity for other purposes? (e.g. Government funds are used to pay 100% of the costs of an employee or equipment but only part of the employee's/equipment's time is spent or used for the public purpose).

<u>ORGANIZATION</u>	<u>2004 FUNDED</u>	<u>2005 FUNDED</u>	<u>2006 FUNDED</u>	<u>2007 FUNDED</u>	<u>2008 REQUESTED</u>	<u>STAFF RECOMMEND</u>
Hope Harbor	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 5,000	\$ 4,500
Convention and Visitors Bureau	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 15,000	\$ 10,000
Council for International Visitors	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Crisis Center	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 13,000	\$ 12,000
G. I. Dive and Rescue Team - Trailer	\$ 2,500	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -
Retired and Senior Volunteer Program (RSVP)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Senior Citizens Industries, Inc.	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Multicultural Coalition		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Fishing Derby	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Central Nebraska Ethnic Festival (Some in kind, postage, etc.)					\$ 900	\$ 900
Third City Community Clinic					\$ 1,000	0
Heartland CASA (Court Appointed Special Advocate)					\$ 5,000	0
Totals	<u>\$ 57,000</u>	<u>\$ 64,500</u>	<u>\$ 66,500</u>	<u>\$ 66,500</u>	<u>\$ 71,000</u>	<u>\$ 65,400</u>

AGENCIES WITH WORKING RELATIONSHIPS WITH CITY DEPARTMENTS

<u>ORGANIZATION</u>	<u>2004 FUNDED</u>	<u>2005 FUNDED</u>	<u>2006 FUNDED</u>	<u>2007 FUNDED</u>	<u>2008 REQUESTED</u>	<u>STAFF RECOMMEND</u>
Central Nebraska Humane Society	\$150,000	\$157,500	\$157,500	\$167,500	\$ 225,000	\$ 167,500
Central Nebraska Health Department	\$135,000	\$135,000	\$135,000	\$125,000	\$ 125,000	\$ 125,000
Clean Community Systems	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Totals	<u>\$305,000</u>	<u>\$312,500</u>	<u>\$312,500</u>	<u>\$312,500</u>	<u>\$ 370,000</u>	<u>\$ 312,500</u>
TOTAL OUTSIDE AGENCIES	<u>\$362,000</u>	<u>\$377,000</u>	<u>\$379,000</u>	<u>\$379,000</u>	<u>\$ 441,000</u>	<u>\$ 377,900</u>



City of Grand Island

Tuesday, June 19, 2007

Study Session

Item -3

Review of 2007/2008 Full Time Equivalent's (FTE) Requests

Staff Contact: Department Directors

Council Agenda Memo

From: Dave Springer, Finance Director
Meeting: June 19, 2007
Subject: Approve 2007-2008 FTE Requests
Item #'s: 3
Presenter(s): Dave Springer, Finance Director

Background

At the June 12 council meeting, staff was requested to provide additional information to council at a Study Session, justifying the Full Time Equivalent (FTE) requests that were presented. Attached are memos from those directors who have requested additional employees, detailing that need within their departments. Last year saw a net reduction in FTE's, but with the city's growth and the expansion of the City's services and operations, some additional staffing becomes necessary. Requested are a net of 7.77 FTE's and \$251,586 in the General Fund and a net request of 12.27 FTE's and \$459,249 city-wide.

Discussion

Between the justification memos and the Director's input at the study session, the goal is to provide council with sufficient information to in turn direct staff as to appropriate staffing changes for incorporation into the 2007-2008 budget.

Conclusion

This item is presented to the City Council in a Study Session to allow for any questions to be answered and to create a greater understanding of the issue at hand.

It is the intent of City Administration to bring this issue to a future council meeting.

SUMMARY OF REQUESTED FTE'S, FISCAL YEAR 2007-2008

(Five Year Financial Impact)

Dept No.	Department Name	FTE	Changes Recommended	PERSONAL COST			
				2008-9 Estimate	2009-10 Estimate	2010-11 Estimate	2011-12 Estimate
ENTERPRISE FUNDS							
505 Sanitary Landfill							
	Equipment Operator	1.000	\$33,686	\$34,697	\$35,737	\$36,810	\$37,914
510 Golf Course							
	Seasonal Part-Time	0.500	\$10,140	\$10,444	\$10,758	\$11,080	\$11,413
	Maintenance Worker II	(1.000)	(\$58,881)	(\$60,647)	(\$62,467)	(\$64,341)	(\$66,271)
	Total Golf Course	(0.500)	(\$48,741)	(\$50,203)	(\$51,709)	(\$53,261)	(\$54,858)
520 Electric Utility							
	Electrical Engineer	1.000	\$61,393	\$63,235	\$65,132	\$67,086	\$69,098
	Wireworker II	1.000	\$58,893	\$60,660	\$62,480	\$64,354	\$66,285
	Lineman Apprentice	1.000	\$53,540	\$55,146	\$56,801	\$58,505	\$60,260
	Total Electrical Utility	3.000	\$173,826	\$179,041	\$184,412	\$189,944	\$195,643
530 Sewer Utility							
	Maintenance Mechanic I or II	1.000	\$48,950	\$50,419	\$51,931	\$53,489	\$55,094
	Total Sewer Utility	1.000	\$48,950	\$50,419	\$51,931	\$53,489	\$55,094
TOTAL ENTERPRISE FUNDS		4.500	\$207,721	\$213,953	\$220,371	\$226,982	\$233,792
TOTAL CITY		12.270	\$459,249	\$478,944	\$493,312	\$508,112	\$523,355

Council Agenda Memo

From: Steven Lamken, Police Chief

Meeting: June 19, 2007

Subject: New Employee Positions

Item #'s: 3

Presenter(s): Steven Lamken, Police Chief

Background

The Police Department is seeking an increase in employees in the 2007/2008 fiscal year. We are requesting two FTE positions. One will be a Custodian and one will be a Police Officer.

Discussion

Custodian

The Police Department is projected to move to the new law enforcement center in November of 2007. The Police Department currently pays rent for custodial services to Hall County for the Public Safety Center. The City assumes responsibility for services at the new center and the County will pay the City rent for the Sheriff's Office use of space.

The new center is over 44,000 square feet in space. The Police Department is proposing to hire one FTE custodian and contract other housekeeping and custodial services to maintain the facility.

Police Officer

The Police Department is continuously working under authorized strength for Police Officers. The problem has become chronic in 2007. Vacancies, extended military and medical leave, and new officers in training create serious staffing problems for the Department. It takes an average of ten months to replace an officer with a new officer who has completed necessary entry level training. The Department is currently down eight operational positions and will be down nine positions as of June 21st. This is 12% of our certified officer strength.

The Department has lost most of its ability to perform proactive and preventative operations. Activities such as performing liquor license checks, targeting known active criminals, specialized patrol and bicycle patrol have been seriously curtailed or stopped. Delays in officer response to citizens calls for service are increasing due to reduced staffing on the patrol shifts.

The new Police Officer will assist in allowing the assigning an additional officer during peak call for service hours to Patrol. The position will help reduce the understaffing in the Department and allow us to better provide services to the community.

Conclusion

This item is presented to the City Council in a Study Session to allow for any questions to be answered and to create a greater understanding of the issue at hand.

It is the intent of City Administration to bring this issue to a future council meeting for the inclusion of the funding of the two new employee positions in the 2007/2008 City Budget.

Council Agenda Memo

From: Jon Rosenlund, Emergency Management Director

Meeting: June 19, 2007

Subject: Reclassification and New FTE

Item #'s: 3

Presenter(s): Jon Rosenlund, Emergency Management Director

Background

The Emergency Management Department is funded by a combination of 911 telephone revenues, alarm fees, federal grants, general funds. Budget balances funded by general fund are split between the City and County.

Emergency Management Coordinator Reclassification:

In 2005/2006 the position of Emergency Management Coordinator was reclassified to "Clerk." However, the functions of this position remain more in line with the duties of a "Coordinator", working with various response agencies throughout the City and County, coordinating the application of grants, membership on the Local Emergency Planning Committee, promoting public education, participating in committees for exercise design, Spillman oversight, and a manner of other emergency management duties assigned by the Director.

The Emergency Management Program Grant, a federal grant that funds a portion of the Emergency Management budget, requires agencies to identify employees with primary responsibilities to the emergency management discipline. While the Director and Deputy Director have divided responsibilities over both communications and emergency management, the Emergency Management Coordinator is a position that has emergency management as its primary responsibility. This solidifies our claim for federal grant funding.

As such, a reclassification from "Clerk" to "Coordinator" will properly define the position as it is presently constituted, and help ensure continued emergency management grant funding.

Additional Communications Specialist/EMD:

As our community grows, local emergency response departments also grow in calls for service, activity and staff. With this growth, the Communication Center experiences a proportional increase in workload. However, staffing levels have not increased sufficient to meet this rising demand.

Increasingly, shifts are finding themselves overwhelmed, particularly when the Center is understaffed due to illnesses, FMLA leave, training, and vacation. In 2006, the Communication Center saw 3,946 hours that only two dispatchers were on duty. Similarly, in the first quarter of 2007, the Center saw 768 hours of short staffing.

Unlike other emergency response disciplines, there exists no option for in back up or mutual aid communications staff when call volume and activity becomes significant. Emergency calls cannot be diverted or tabled. As such, instances of short staffing places a significant workload on dispatchers and can contribute to miscommunication, confusion and errors, creating an increased risk to emergency responders and the public.

These and other concerns were presented to Council in 2006/2007. In response, the Council passed Ordinance No. 9106, an occupation tax on cell phones to address the increasing staffing and equipment needs as well as the decrease in landline 911 revenues as customers migrate to wireless phones. That occupational tax took affect on March 1, 2007.

Discussion

As reported to Council in January 2007, the Civil Defense-Communication Center Joint City/County Committee has recommended additional staff to keep up with increasing demand. The addition of FTEs for the Communications Center was a leading topic of discussion when the occupational tax was passed by Council.

This FTE will help ensure that fewer shifts are understaffed so that our Communications Center can more adequately meet the growing needs of our agencies and the public. Without this remedy, the workload on Communications Specialists/EMDs will only increase and contribute to dangerous and tragic circumstances of miscommunications, confusion, or error.

The reclassification of the Emergency Management Clerk to Coordinator will correct a disparity between the job classification and its duties. This reclassificatoin will also solidify our eligibility for federal emergency management grants.

Conclusion

This item is presented to the City Council in a Study Session to allow for any questions to be answered and to create a greater understanding of the issue at hand.

It is the intent of City Administration to bring this issue to a future council meeting.

Council Agenda Memo

From: Steve Fosselman, Library Director

Meeting: June 19, 2007

Subject: Review of 2007/2008 Full Time Equivalent's (FTE) Requests

Item #'s: 3

Presenter(s): Steve Fosselman, Library Director

Background

In anticipation of the public library's expansion/renovation completion at the end of August 2007, the library has submitted requests for 2.00 FTE in the Library Assistant I classification.

Discussion

Additional staffing has been anticipated since initial planning of the library's expansion/renovation project. Although the library is in effect doubling the size of the facility, the proposed increase of 2.00 FTE would allow the operation with just one additional two-person service desk on the east side of the library in accordance with the following design, construction and service efficiencies:

- Layout of services is designed so that effective service can be accomplished as economically as possible in this expanded space. For example, a one-floor building provides us the greatest economy on the east side of the building with staff assigned to the workroom nearby to help patrons. This is important since that two-person service desk equals 3.5 FTE of staffing need (we are open 70 hours per week). Service needs on the east side are expected to be high as there are 15 separate services including reference assistance, public access computer use, the teen center, and the book stacks.
- This facility as designed and constructed allows for the introduction of increased technological efficiencies. A recently-received federal grant will allow an increase of two more self-checkout computers by the end of August 2007 which reduces the need for additional staff at the checkout desk. This grant will also allow the implementation of RFID (radio-frequency identification) technology for future

efficiencies at checkout, checkin, sorting of library materials prior to shelving, finding mis-shelved materials, inventory, etc.

- Additional staffing in the Library Assistant I (clerical) classification is requested as more economical than staffing in the Library Assistant II (para-professional) or Librarian (professional) classifications.
- A service goal increase from the present 69% to a future 80% public service time by staff in the Library Assistant I and Library Assistant II classifications has been set in order to meet expected increased usage by our public. To meet this goal, along with the above-mentioned considerations for greater economy, the library is also working on streamlining our workroom technical services (cataloging/processing) done by these employees.

Conclusion

This item is presented to the City Council in a Study Session to allow for any questions to be answered and to create a greater understanding of the issue at hand.

It is the intent of City Administration to bring this issue to a future council meeting.

Council Agenda Memo

From: Todd McCoy, Recreation Superintendent
Meeting: May 16, 2006
Subject: ½ FTE Request for Recreation Coordinator
Item #'s: 3
Presenter(s): Steve Paustian

Background

The Parks & Recreation Department currently employs a Recreation Coordinator who works six-months a year to manage youth programs such as Kinder Camp, Playground Pals, Outdoor Explorers, Crafty Kids, Kids Night Out, Outdoor Adventurers Camp, Summer Concert Series, and other special events. The Recreation Coordinator is also responsible for promoting group sales at Island Oasis Water Park.

Discussion

To meet departmental needs, the Parks and Recreation Department is requesting that an additional half FTE be added to this position so it can become a full-time year round position. The Recreation Coordinator will additionally be responsible for promotion of the Heartland Public Shooting Park by developing marketing materials, bidding group events, attending trade shows, and marketing the parks amenities. Approving this position for year-round status will also allow the Parks Recreation Department to address program growth needs, enhance revenues by promoting City facilities, and adding year-round status to a City position that requires a high level of consistency.

Conclusion

This item is presented to the City Council in a Study Session to allow for any questions to be answered and to create a greater understanding of the issue at hand.

It is the intent of City Administration to bring this issue to a future council meeting.

Council Agenda Memo

From: Steve Pauistian, Parks and Recreation Director
Meeting: June 19, 2007
Subject: FTE's for Heartland Public Shooting Park
Item #'s: 3
Presenter(s): Steve Paustian, Parks and Recreation Director

Background

Throughout the past six years developmental phases of the Hartland Public Shooting Park have been completed or are nearing completion. As more and more phases near completion the park will draw an assortment of shooting enthusiasts. The shotgun venues, skeet, trap and sporting clays have been available to the public for approximately three years. The rifle and pistol ranges are now available to the public. This fall, phase one of the campground will be completed and open.

Discussion

With new venues becoming available, staffing requirements need to be addressed. In order to provide SAFE operations, additional programming, and proper maintenance, increased levels of staffing is required. Staff is requesting the addition of two FTE's to aid in the operation of the Park. These FTE's will be part time in nature and will not be eligible for benefits, thus maximizing the number of hours the two FTE's can provide at the minimum cost to the City.

Conclusion

This item is presented to the City Council in a Study Session to allow for any questions to be answered and to create a greater understanding of the issue at hand.

It is the intent of City Administration to bring this issue to a future council meeting.

Council Agenda Memo

From: Steven P. Riehle, Public Works Director

Meeting: June 19, 2007

Subject: Request for an Additional FTE Equipment Operator for the Solid Waste Division of the Public Works Department

Item #'s: 3

Presenter(s): Steven P. Riehle, Public Works Director

Background

The division operates under rules that are regulated by the NDEQ. The Solid Waste Division of the Public Works Department operates a Transfer Station at 5050 West Old Potash Highway and a Subtitle D Landfill at 19550 West Husker Highway. The Transfer Station is located on a 32 acre site that is 3 miles west of US Highway 281 on Old Potash Highway. The 330 acre Landfill is located on Husker Highway just east of the Buffalo County line. The original construction of the landfill in 1992 was financed with bonds. The second landfill expansion project in 1998 was paid for with cash. The next expansion project at the landfill is projected to take place after the original bonds are paid off in 2011.

The Solid Waste Division of the Public Works Department is an enterprise fund with disposal fees providing the financial support for the operation. The division competes with other landfills in the area for customers. Key components to maintaining the customer base and solid waste flows include customer service, hours of operation, flexibility, diversity and of course price. Disposal fees have not changed since October 2003 because competitive fees are the most important factor to maintaining the revenue stream.

The volume of solid waste received peaked shortly after the Landfill opened because the Grand Island Solid Waste Landfill was one of the early Subtitle D Landfills to begin operation. As other Subtitle D Landfills opened, disposal prices and travel distance determined where the trash would go. The volumes stabilized in the early 2000's and have steadily increased since then. The actual revenue from fees consistently exceed projections.

Tipping fee revenues for the division for the last 5 years are as follows:

<u>Fiscal Year</u>	<u>Tipping Fees (millions of dollars)</u>
2003/2004	\$2.060
2004/2005	\$2.128
2005/2006	\$2.300
2006/2007	\$2.550 (projected)
2007/2008	\$2.650 (proposed budget)

Discussion

The Solid Waste Division currently has 9 full time employees, 3 part-time and 3 seasonal employees. Two of the part-time employees work the scale window on weekends. One part-time employee is a retired equipment operator that fills in. Two of the seasonal employees staff the yard waste site. One seasonal employee helps with ground maintenance. Personnel costs are approximately 30% of the budget. A position for an Assistant Superintendent was eliminated from the division in the 2003/2004 budget.

The Transfer Station is currently open 50 hours per week. Because the division has to compete and provide customer service, gate hours cannot be reduced. Work schedules have been staggered and overtime reduced as much as possible without impacting customer service. To deal with the increased volumes the equipment operators are working 48 to 49 hours per week. With the trash volumes continuing to increase, the request for an additional Equipment Operator will be easily covered with the increased revenues.

Conclusion

This item is presented to the City Council in a Study Session to allow for any questions to be answered and to create a greater understanding of the issue at hand.

It is the intent of City Administration to bring this issue to a future council meeting.

Council Agenda Memo

From: Steve Paustian, Parks and Recreation Director
Meeting: June 19, 2007
Subject: Golf Course FTE'S
Item #'s: 3
Presenter(s): Steve Paustian, Parks and Recreation Director

Background

Jackrabbit Run, the City's municipal golf course has been in operation for over thirty years. Over the past decade, golf courses around the country have seen their number of rounds decrease.

To decrease operational expenses the golf course has modified the Golf Pro Contract to become more incentive driven. Staffing levels of the golf course maintenance side of the equation have also been scrutinized.

Discussion

The (.50) FTE request will eliminate one full time maintenance worker and add a seasonal part time worker to create a (.50) FTE request or a savings of \$20,000. Staff has determined that the critical work covered by the loss of the maintenance worker can be made up with a seasonal position. This decrease results in a savings from lower wages and elimination of benefits. This cost savings can be realized without a major impact on the quality of the course.

Conclusion

This item is presented to the City Council in a Study Session to allow for any questions to be answered and to create a greater understanding of the issue at hand.

It is the intent of City Administration to bring this issue to a future council meeting.

Council Agenda Memo

From: Gary R. Mader, Utilities Director

Meeting: June 19, 2007

Subject: Justification of Additional Electrical Engineer for FY 2007/2008

Item #'s: 3

Presenter(s): Gary R. Mader, Utilities Director

Background

Electricity is an essential ingredient to the functioning of modern society. Continuing supply problems combined with major blackouts resulted in increased governmental involvement. Starting June 18th, all electric utilities will be required to comply with standards produced by NERC (North American Electric Reliability Corporation). This is a federal requirement which can not be ignored. The Electric Department is not sufficiently staffed to achieve compliance.

Discussion

With the continuing growth of Grand Island, electrical capacity has expanded to meet that growth. During the past ten years, two new substations have increased the distribution capacity by 50%; two more substations planned during the next ten years. In addition to extra substation capacity, Grand Island's transmission system continues to expand. Presently, Grand Island has four interconnections with Nebraska Public Power District. An additional interconnection is planned within the next few years, improving reliability in the northern portion of the Service Area. Additional substations and interconnections result in added equipment and complexity to the system; which produces a need for improved communications and control.

Starting June 18th, Grand Island is required to comply with several federal standards produced by NERC (North American Electric Reliability Corporation). Grand Island is in the process of modernizing the protective relaying to currently recognized performance standards; the physical improvement task is approximately 50% complete. To demonstrate compliance, Grand Island must implement a formal evaluation, testing, and

documentation program. Implementation of a formal compliance demonstration program is sufficiently involved that an additional electrical engineer will be required.

The compliance issue has been a governmental priority for the past several years. In anticipation, the Electric Department requested an additional Electrical Engineering position for Fiscal Year 2006-07. This request did not survive the budgeting process.

Conclusion

Regulations and associated penalties have increased the urgency to correct the compliance deficiency. For Fiscal Year 2007-08 authorization for another Electrical Engineer is again requested.

This item is presented to the City Council in a Study Session to allow for any questions to be answered and to create a greater understanding of the issue at hand.

It is the intent of City Administration to bring this issue to a future council meeting.

Utilities Department - Underground Division –

The Underground Division continues to prioritize new construction followed by performing maintenance and rebuild projects. The reason for the request for additional staff is to allow time to perform inspections and documentation in addition to timely completion of projects as they are performed by GIUD staff or subcontractors. This Wireworker position would lead to improved efficiency by:

(1) Improve efficiency of the existing three Crew Chief staff:

By filling existing crews, it would reduce the times that crews have to join together for the sake of numbers in order to fill project needs. This in turn would help the crews ability to continue to work on a rebuild project, which would aid to shorten both the length of time it takes to complete a project and loss of re-gear-up time during projects being put "on hold." Each time the crew needs to pull off due to other duties, it necessitates documentation that should be done to maintain records of open points, grounded points, etc., along with a section many times that has no loop feed in place for immediate use. The window of doing planned re-build work is limited to months of non-frozen ground. When doing these projects, there are times that conduits must be excavated along with the leveling or replacement of transformer pads and secondary pedestals. This is obviously the same time of year that the needs of new construction are the greatest.

The Department attempts to be proactive when it comes to maintenance of buildings, equipment, and the system itself. There are no problems finding work to do, and there are many items that could expend a great deal more time, such as inspection of the system and other related work.

(2) Provide Crew Chief personnel increase time to:

- Oversee projects
- Train personnel
- Track Materials
- Perform an ever increasing, but necessary amount of formal documentation of the system and its related components. Today specific items are tracked that did not previously need to be, such as terminal style brand and connection style, cable style and exact lengths, etc., to maintain an ever increasing data base of the system.

(3) Installation of vault indicators and associated documentation:

Time has not been spent on this in the past due to lack of personnel.

(4) **Continue to meet the increasing quantity of locates requested through Diggers Hotline:**

This requires driving to the locations and verifying locations of both utility owned lines and privately owned underground services to the meter.

Note: About 15% of locates are not completed during heavy construction season. Locates are only done on those listed with anticipated digging depths of 15" or deeper in order to help limit the needs of staff and vehicles.

The Underground Division is not comfortable not performing these locates, but continues to sign off on them because of the limits of staff availability. Performing all locates sent to us would lessen the overall chance of a lawsuit from not performing a federally mandated service.

In addition to the increase in quantity, a greater number of locations have underground lines that require locating because of an increase in the number of lots that have underground – either primary and/or secondary.

(5) **Provide for two person crews to perform inspections and maintenance:**

This work would not always mandate the need of a Crew Chief on-site. This includes: various system inspections, maintenance of transformers, terminals, switches, secondary pedestals, transformer and cabinet integrity, oil seals/temps and pressures/security/accessibility.

(6) **Continue to provide service for the increasing requests of the Grade School Safety Program:**

This appears to be a consistent and growing public service to the Public School system and other public agencies. The Department performs demonstrations, and provides information to the general public. It has grown to the point that it is difficult for one person to attend to all requests, along with having a back-up person in case of illness, etc.

Line Department –

The Line Department last added an employee in October of 1997.

The Department currently has 18 employees. There positions are:

	Distribution Superintendent – Overall Supervision
	Asst. Dist. Superintendent – Metering and Service
Crew #1	Tree Trimming Foreman – Two (2) Lineworkers
Crew #2	Service Foreman + One (1) Lineworker
Crew #3	Construction Foreman + 3 Lineworkers
Crew #4	Construction Foreman + 3 Lineworkers
Crew #5	Construction Foreman + 2 Lineworkers

The Line Crew has very efficiently served the needs of our customers in the past. The service crew has gotten busier each year with service calls to remove services for tree trimmers, install and pull meters, repairing street lights and many other routine calls. This does not leave any time for what is known as power quality managing.

Customers continue to be more demanding as their use of electricity expands. The department has seen a need to have an individual who could handle the power quality complaints. In many cases, this includes using voltage monitors, checking metering, including related PT's and CT's and apparent electrical noise. Noise complaints can be extremely varied and require large amounts of time to find. In many cases, the cause is internal to a home, business, or even neighbor. The person in this position would be a fully qualified Journeyman with experience in troubleshooting. This removes someone from the existing crews.

The Grade School Safety Program is a consistent and growing public service to the Public School system and other public agencies. The department performs demonstrations, and provides information to the general public. It has grown to the point that it is difficult for one person to attend to all requests, along with having a back-up person in case of illness, etc.

The overhead system is designed to give good service for 50 years. Many parts of the system are now approaching 70 years. The overhead system is conservatively designed and is a strong system as is evidenced by the December ice storm. We need to keep it maintained as well as be responsive to our customer's problems.

Council Agenda Memo

From: Steven P. Riehle, Public Works Director

Meeting: June 19, 2007

Subject: Request for an Additional FTE as a Maintenance Mechanic I/II for the Waste Water Division of the Public Works Department

Item #'s: 3

Presenter(s): Steven P. Riehle, Public Works Director

Background

The Waste Water Division of the Public Works Department operates a sanitary sewer collection system with over 215 miles of gravity mains, 6.4 miles of force mains and 15 lift stations. The waste water treatment plant (WWTP) at 3013 East Swift Road treats approximately 12 Million Gallons per Day (MGD). The plant was originally constructed in 1964 with upgrades in 1980, 1995, 2005 and 2006. The highest measured flow through the plant was 37.8 MGD. The plant treats sewage equivalent to a population of well over 100,000 people. The plant is staffed on a 24-hour-a-day, 365 day per year basis.

The Waste Water Division is an enterprise fund with sewer use fees providing the financial support for the operation. Sewer Fee revenues for the division for the last 5 years are as follows:

<u>Fiscal Year</u>	<u>Sewer Fees (millions of dollars)</u>
2003/2004	\$8.275
2004/2005	\$9.132
2005/2006	\$9.504
2006/2007	\$9.045 (projected)
2007/2008	\$8.976 (proposed budget)

Discussion

The division currently has 28 full time employees, and 4 seasonal employees. Two of the seasonal employees work on flusher crews that clean the gravity collection system. One seasonal employee works on the solids and compost operations at the plant. One seasonal employee works on ground maintenance. Personnel costs are approximately 20% of the budget.

The facilities are operated under rules that are regulated by the NDEQ. The WWTP has to deal with the sewage that is sent to us. The commercial and industrial sanitary sewer customers are billed according to the number of gallons they send as well as how strong the sewage is. The strength component of a sanitary sewer bill is to ensure that everyone pays fairly for the expense to treat the sewage they send to the plant. If a business is able to reduce the strength of their sewage, their bill will go down.

A comprehensive review and analysis of staffing levels was performed in July 2006. The analysis compared the Waste Water division with staffing data from other facilities across the United States. The number one position recommended for the Waste Water Division was a Maintenance Mechanic I/II to keep up with the ever-increasing electrical, mechanical and computer needs of the plant. The recently completed UV project to disinfect the discharge from the plant requires substantial maintenance work. The scheduled Aerated Static Pile compost system will add to the maintenance responsibilities. The maintenance staff spend an inordinate amount of their time performing reactive work, when we'd like them to be working on preventive maintenance activities.

With revenues expected to continue to increase, the request for an additional FTE as an Maintenance Mechanic I/II will be easily covered with the increased revenues.

Conclusion

This item is presented to the City Council in a Study Session to allow for any questions to be answered and to create a greater understanding of the issue at hand.

It is the intent of City Administration to bring this issue to a future council meeting.