CITY ADMINISTRATOR REPORT

July 2, 2012

(This Report will longer be presented at Pre-Council Meetings. It will continue to be posted to the City's Website and in the future will be aired on City Television Access Channel 17)

Administrator

Performance Management

Preparations are being finalize to provide in-depth training sessions for subordinate managers/supervisors. Training will also be provided to the non-supervisory employees. All training sessions will be completed by mid-August. HR Solutions Consultant Les Tighe, with the assistance of Administrative Services Director Karen Jackson, will conduct the training sessions. The Administration will continue to work with the Police Department Command Staff to incorporate Performance Management into their current employee evaluation system.

ADA Self-Evaluation

City Administrator and ADA Coordinator Berlowitz continues to oversee and work with the Directors, Public Works, Permits/ Inspections, CDBG and Safety staff to update the City's ADA Self-Evaluation and Transition Plan. The last Self-Evaluation and Transition Plan was completed in 1996.

Permits/Inspections and Safety staff continue to conduct ADA inspections (and prepare reports) of all City buildings and facilities. An internal ADA Committee met June 7th to review/discuss the status of the timetable and process for compiling the results of the Self-Evaluation update and preparation of a new Transition Plan. July 31, 2012 is the revised target date for completion of a draft Plan.

Administrator Berlowitz continues to seek persons with disabilities to sit on an ADA Citizens Advisory. If Councilmembers or citizens know of disabled persons who might be interested in serving on the Committee, please contact him with their names.

CDBG Consolidated Project

CDBG staff has prepared the final 2012 Action Plan for approval at the July 9th City Council meeting. Work has begun on a substantial amendment draft and timeline for the reallocation of funds from an eligible project.

Staff conducted housing inspections, title checks, and scope of works for approved applicants of the Owner Occupied Housing Rehabilitation program.

Labor Negotiations

On June 26th the City Negotiation Team held further contract

negotiations with the Bellevue Police Officers Association (BPOA) and the Bellevue Professional Firefighters Association (BPFA) .

The Negotiation Team continues to wait to resume contract talks with the Bellevue Professional Management Association (B PMA). The BPMA has not yet responded to the City's proposed reconstitution of its membership. The City presented a proposal on membership restructuring to the BPMA last August.

Assistant City Administrator

City Administrator Berlowitz, with the assistance of Administrative Services Director Karen Jackson, conducted the first round of interviews on June 14, 15 and 19. Ten candidates were interviewed. Based on the interview results the field of candidates has been reduced to five for second round interviews on July 3, 11 and 12. Administrator Berlowitz's goal is hire an Assistant by the end of July.

Strategic Plan

The City staff and Councilmembers continues to carry out action steps for accomplishment of the Key Strategic Initiatives.

Economic Development

City Administrative staff continues to work with officials of the Bellevue Chamber of Commerce, Sarpy County Economic Development Corporation, OPPD and Black Hills Energy on a collaborative effort to actively pursue a City of Bellevue LB 840 Local Option Economic Development Program. A strategy meeting is scheduled for July 16th. In order to accomplish this objective it will be necessary to obtain City Council support to endorse placing a LB 840 Plan to be funded with sales tax revenue on the ballot in the November 2012 general election. If this does not occur, the next soonest statutory date to place these economic development and revenue generation proposals on the ballot for voter approval will be the 2014 primary election.

Wellness Program

We had 102 employees complete the Walk for the Health of it Challenge Program and 4 employees complete the Cycle for the Health of it Challenge. The programs offered a fun departmental competition which encouraged employees to incorporate physical activity into their daily lives. A recognition event was held June 29 to present fun awards to participants. The next Walkers Challenge will begin this fall.

Safety

Safety policies continue to be reviewed and updated.

Safety surveys and monthly follow-up continue for City parks, buildings and swimming pools. ADA compliancy inspections continue to be conducted on parks and swimming pools.

Planning is underway for an Employee Safety and Wellness Fair in

	August.
Insurance	Open claims continue to be brought towards resolution and closure. Budgeting for departmental workers compensation and liability claims is in process. Renewal marketing for commercial policies will begin this month.
Projects by Departments	(See attached Directors Reports)

City of Bellevue

Administrative Services Department

210 West Mission Avenue ✦ Bellevue ✦ Nebraska 68005

(402) 682-6601

Administrative Services Activity Report – June 20- July 3, 2012

- Conduct new employee orientations.
- Submitted second Leadership Development – Phase II grant proposal on 6/29. Outcome will be determined in late July.
- Assist with the Assistant City Administrator interview process - Round II .(continued)
- Process and document current FMLA cases.
- Coordinating future Performance Management supervisor training dates with Les Tighe.
- Continue working with Les Tighe on job analysis as needed. He continues to audit to the exempt/non-exempt status of all positions.(Continued)
- Continue assisting with union contract negotiations...
- Continue working on updating job descriptions by department.
- Attended Senior Board meeting 7/3/12.
- Conducted Human Resource staff meeting 6/29.

Personnel Division Activity for June 18 through July 2, 2012:

- **Record Management:**
- Prep and Record Payroll Changes for processing - 27
- Processed Address Changes - 4 Resignations - 1
- Travel & Training Requests Processed - 9 Narratives Received - 6
- Miscellaneous Copies and Secretarial work for Admin Svcs.Director and other
- supervisors, FMLA mailings, regret letters, interviews, legislative changes for job
- descriptions and job description packets for individual departments for review. Prepared
- copies for seasonal and part time supervisors. Prepared packets for seasonal employees.
- Recorded 4 Performance Evaluations
- Verifications of Employment - 4
- Prepared salary authorizations for supervisors
- **Applicants/Recruitment:**
- 5 - Part time Received
- 0 - Full time Received
- 13 - Seasonal Received
- 2 - Full Time Promotions
- 1 - New Full Time Employee
- Posted Professional Standards Investigator in department

- Posted Code Enforcement Supervisor in department
- Posted Utility I position externally
- **Benefit Orientation/Employee Exits:**
- 1- Full Time
- 0 - Part Time
- 1 - Exits
- **Benefit Administration**:
- Prepared and sent New Hire Benefits Packages - Dental, Long Term Disability, Life &
- AD&D - 0 COBRA Notices - 1
- Medical Changes - 2
- Retirement Enrollment - 1
- Insurance Inquiries/Changes -5
- Processed 457 Transfers/Enrollments/Changes- 1
- Audited and prepared Standard Life and LTD for Finance
- Audited and prepared AFLAC and EBS for Finance
- Beneficiary Changes - 0
- Background Checks - 2
- Processed Unemployment Claims - 0
- Processed 0 Death Claim
- Occupational Testing - 0
- **Payroll Administration**:
- Prepared and forwarded to Finance Payroll Change Worksheet for 6-8 and 6-22 payroll
- Prep, E-Verify and Process New Hires - 3
- **Reports:**
- New & Term report for Administrative Svcs. Director
- Anniversary Report for Intranet
- Benefit Cost to Admin Svs. Director for grant
- City of Gering - Police Comparability
- **On Going Projects:**
- Prep new contract year sheets for Grade/Step/Anniversary Date/Changes
- Prepare and Record Personnel Authorizations
- Auditing of Personnel Files to include updating database
- Compile and Prep Activity Sheets for AS Director
- Auditing of I-9 forms
- **Training:**
- Attended EEOC Update Workshop presented by Baird Holm
- **Other**:
- **Civil Service**:
- **Civilian Retirement Committee**:
- Prepping notification requirements for compliance with fiduciary requirement for
- Disclosure rules.
- Prepared notification and sent notification to all employees on new amendment to retirement plan.

City of Bellevue
Human Service Dept. Monthly Report
June 2012

The following activities were undertaken by the *Human Service Program Specialist* for the month of *June 2012:*

A. Attended the following meetings:

1) Bellevue Ministerial Meetings...6/7, 6/14, 6/20, 6/28
2) Energy Meeting...6/21

B. Other tasks undertaken:

1) Compiled Bellevue Food Pantry Statistics for May.
2) Compiled financial assistance numbers for June.

C. Social Assistance Cases:

Emergency food orders **25**
Crisis counseling 25
Application for MUD assistance 3
Application for rent assistance 14
Assisted with OPPD 6
Application for Black Hills Assistance 1
Adult Crisis Assistance 1
Referrals to Unemployment 0
Referrals to H.H.S. 6
Referrals to Red Cross 2
Total households approved for financial/pantry assistance: 45
Total households assisted/referrals: **58**

These client contacts provided direct food crisis assistance to 37 adults and 26 children.
Total of 63 individuals assisted.
The Program Specialist interacted on 69 collateral calls on behalf of clients.
The Human Service Office assisted with 25 food orders, and issued 24 food vouchers and recorded another 159 cases for food assistance on the food pantry data base for a total of 184 households, (Combined total between Bellevue Human Services, ENCAP, and Heartland Family Services.)

The beginning of June was fairly slow in terms of Food Pantry traffic as well as financial

assistance referrals. Once the food stamps started to deplete and the bills came in, the weeks became much busier with clients. We anticipate the pantry business increasing while the children are out of school for the summer. Many of the financial applicants are not eligible for our program due to past usage or their bills are too high for our amount to be able to give significant assistance to.

Specialized Transportation Service

- Passenger boardings – 380
- Miles Traveled – 2,589
- New clients registered - 6

City of Bellevue

Office of the City Clerk
210 W. Mission Avenue
Bellevue, NE 68005-5237
(402) 293-3007
Fax: (402) 293-3068

Kay

7-2-12

The agenda meeting is at 8:30 tomorrow morning rather than the usual 10:30. We will have the Council packets out tomorrow afternoon. We MUST have the agenda material by the time of the agenda meeting in order to get the packet out tomorrow afternoon since we are off on Wednesday for the 4th of July holiday.

Several weeks ago the Directors were firmly advised that materials for agenda items must be turned in at or prior to the agenda meeting or the item will not go on the agenda for the next meeting. The Directors have been complying with this direction, making the agenda packet process much more efficient. The City Clerk and Deputy City Clerk are most appreciative of your efforts.

I am continuing to work on the City Code Proofs and am very close to having this complete.

Dan Berlowitz

From: Mark.Siepker
Sent: Tuesday, July 03, 2012 12:56 PM
To: Dan Berlowitz
Cc: Richard Severson
Subject: FW: Finance Status Report

Finance and Accounting Activity

- Travel Policy added to the agenda for 7-9-12 City Council meeting
- 2012-13 budget discussions are continuing with all City departments.

Respectfully submitted,

Rich Severson, Finance Director

Thanks.

Mark Siepker
Finance Compliance and Control Manager

City of Bellevue
210 W. Mission Avenue
Bellevue, NE 68005
Phone: 402-293-3008
Fax: 402-293-3081

From: Mark.Siepker
Sent: Thursday, June 21, 2012 3:18 PM
To: Dan Berlowitz
Cc: Richard Severson
Subject: Finance Status Report

Dan,
Here is the report from Rich.
Mark

Finance and Accounting Activity

- Draft of Travel Expense Policy distributed to City management for comments
- 2012-13 budgets have been submitted by all City departments and budget meetings with departments are being held currently
- Efforts continue to develop and perform specific recurring audits of payroll data to ensure accuracy
- Finance Director and Accountant attending the League of Nebraska Municipalities conference in Kearney, NE
- Continuing to provide information under the Freedom of Information Act

Respectfully submitted,

Rich Severson, Finance Director

City of Bellevue Fire & Rescue Department

211 West 22nd Avenue * Bellevue, Nebraska, 68005 * (402) 293-3153 * (402) 293-3079 fax

www.bellevue.net

TO: Dan Berlowitz, City Administrator

FROM: Perry Guido, Fire Chief

DATE: July 2, 2012

SUBJECT: Weekly Administrative report

Dan,

The following is a list of projects we will be working on for the week of 7-2-12

Fire

- Working with Zoll to set up and test a Web based NIFRS (National Incident Fire Reporting System) program.
- Working on documentation for dispatch issues.
- Going over hydraulic extrication tool bid.
- Working on some ICOP issues.
- Submitting a recommendation for discipline
- Preparing a simple presentation for executive session on Eastern Sarpy Rural Fire Protection contract.
- Ranking the FF applicants based on their interviews
- Revising the FAE II refresher course schedule
- Working on FF II HOT (hands on training) practical skills for July
- Working on schedule for FAE III training

EMS

- EMS Training
- Drafting employee infection control memo
- Restock stations/oxygen bottles

MEMORANDUM

To: Dan Berlowitz, City Administrator
From: Chris Shewchuk, Planning Director
Date: July 3, 2012
Subject: Department comments for Administrator's Report

Ongoing Projects

Highway 34 Corridor—The Planning Department will be presenting a proposal for a zoning overlay district to the Planning Commission at its July meeting. We have met with representatives of OPPD, MUD, and Black Hills Energy regarding availability of utilities to serve development in this area.

Olde Towne Blight and Substandard—The Planning Commission recommended approval of designating this area as blighted and substandard at its June meeting; it will be on the July 23rd City Council agenda. This project is in accordance with the City's Strategic Plan.

Capital Improvement Plan—A draft CIP was presented to the Planning Commission at its June meeting. The plan will be finalized and presented to the City Council in August in conjunction with the budget.

Platteview Road Study—Work on this project continues by Olsson Associates; no new information to report at this time.

Daily Activities Planning

I (along with Mark Wayne from Sarpy County and John Yochum from Cass County) made a presentation at the Chamber's Business2Business lunch on June 27th; the topic of the presentation was the Highway 34 corridor.

Tammi and I participated in a teleconference with representatives of the Air Force Enhanced Use Lease program to discuss opportunities for private utilization of excess land belonging to Offutt. The target areas are the parcels where sections of Capehart housing will be demolished in the near future (along 25th Street and along Capehart Road).

I met with the attorney for several property owners in Elbow Bend to discuss electrical service and damage estimates. Some property owners may appeal the damage assessment prepared by the City.

We are working with Jim Ristow of the Chamber on Economic Development Certification for the City through the Nebraska Department of Economic Development.

I completed the six-session Leadership Training program provided by Best Care EAP.

The next meeting of the Planning Commission will be on Thursday, July 26th.

INTEROFFICE MEMORANDUM

TO: DAN BERLOWITZ

FROM: CHIEF MARK ELBERT

SUBJECT: DIRECTORS REPORT

DATE: 7/2/2012

CC:

Holiday week which has several staff off either before Wednesday, after Wednesday, or just gone the whole week.

- Crime Mapping training this morning.
- Special Service Unit selections to occur this week.
- Meeting with Al today.
- Some of the cars are coming in this week.
- Of our three conditional offers (police officer) only one made it.
- 3 personnel matters are being worked on.
- IACP asked me to speak at their annual conference in September/October. All expenses paid by them.

Mark Elbert

From: Melinda Jones
Sent: Friday, June 29, 2012 4:25 PM
To: Mark Elbert; Chuck Clark; Tom Dargy; Kurt Stroeher; Larry Lampman
Cc: Ed Foreman
Subject: Weekly Stats

CE1 – Monday June 25, 2012 thru Friday June 29, 2012

CE2 – Monday June 25, 2012, thru Thursday June 28, 2012 (vacation 06-29-12)

CE3 – Monday June 25, 2012, Tuesday June 26, Thursday June 28 2012 and Friday June 29, 2012

(Vacation 06-27-2012)

Calls – 239

Notices:

Zoning – 11

Nuisance – 37

Clean Ups – 8

Tree Removal – 0

Certified Notices – 14

Officer Initiated – 20

Towed Vehicles – 1

Red Tags – 2

Public Works Director's Report
July 3, 2012

Haworth Park

Finalizing contract work combinations for the electrical and building repair contracts. Building replacements will follow. FEMA and NEMA now advise they will fund full riverbank restoration. Have received a proposal from Lamp Rynearson staff regarding permits and design. RFPs for the marina salvage operation have been finalized and were available on June 20th. None have been requested plus we are now advised by our attorneys that we need to permit property owners to first access their lifts and canopies so they can initially have the opportunity to retrieve items with no charges from the city or a contractor. I have contacted Jani Jennings regarding waivers of liability.

New

Riverfest plans are being finalized.

RDG staff is drafting a phase-two Kramer development contract which was initially being prepared prior to the 2011 flood.

Risk Management advises that the boat ramps should not be opened on a temporary basis as was previously intended, primarily due to ADA and liability issues.

Met with Back to the River president regarding moving the Children's Wall away from the river. He will forward a proposed agreement for the project plus wall ownership and maintenance.

Power is now available to the 9-11 memorial.

City of Bellevue Fire & Rescue Department
211 West 22nd Avenue * Bellevue, Nebraska, 68005
* (402) 293-3153 * (402) 293-3079 fax
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Bellevue Fire Department
Pre-Council Report

Report Date: 07/03/2012

A. General Items:

a. Sixty three interviews were conducted for Firefighters. We will start the process of ranking them for hire based on interviews and experience.
b. Working on new employee infection control handout.
c. Working with Zoll to Beta test a web based NIFRS (National Incident Fire Reporting System) program.
d. Working on documentation for dispatch issues.

B. Training:

a. Working on Firefighter 2 HOT (hands on training) practical skills for July.
b. Working on Firefighter 3 training schedule.
c. Firefighters hands on training in preparation for the August 4th Mass Causality Drill.

C. Inspections:
a. Continue with Fireworks inspections.
b. New construction inspections at Nissan Woodhouse , Colonial Painting and Walnut Creek Senior Living.

D. Communications:
a. Making a list of replaced computers for disposal.

Day to Day Activities

- 42 Fire Calls
- 127 Rescue Calls

EMS Billing

- 15,557.55 Deposited into bank account
- 62,805.00 Billed to Patients

Permits and Inspections Department
June 1 through June 30, 2012

Permits issued – 837

CONDEMNATIONS / MINIMUM HOUSING:
701 Fort Crook Road North – addition built on to main structure without benefit of a permit. The owner has been contacted and is working on obtaining permits and bringing the structure into compliance or the owner will remove it.

COMMERICAL JOBS:

Chick-Fil-A – Demolition is complete on Carlos O'Kellys. Permits for grading and for construction of the new building have been issued.

Colonial Point – Inspections being performed.

Fontenelle Hills Apartments – 810 thru 812 Hackberry – Has been completed and the Certificate of Occupancy has been issued

Beardmore Chevrolet – is near completion

Walmart Grocery – 2109 Towne Centre – Permits have been issued and inspections have been performed on footings, plumbing and electrical ground work.

Walnut Creek Senior Center – 2204 Albert – Inspections continue to be performed.

Performance Chrysler Dodge – 7713 So. 19th St. permits have been issued and inspections continue to be performed.