CITY ADMINISTRATOR REPORT

August 7, 2012

Administrator

Performance Management

Supervisor sessions for the Performance Management evaluation system were conducted July 24, 26 and 31. City Administrator Berlowitz attended all of the sessions. On August 7, 20, 28 and 30 training on goal setting will be provided to the non-supervisory employees. HR Solutions Consultant Les Tighe, with the assistance of Administrative Services Director Karen Jackson and Human Resources Coordinator Cathey Rabbass, will conduct the training sessions. The Administration will 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 have completed all ADA inspections (and prepare reports) of all City buildings and facilities. An internal ADA Committee will meet August 16th 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.

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

The CDBG staff completed the proposed Substantial Amendment to the 2012-2013 Annual Action Plan.

The Notice of Availability and Public Hearing along with copies of the draft Substantial Amendment to the 2012-2013 Annual Plan have been distributed to sites identified in the Citizen Participation Plan. The draft amendment is also available on the City's website.

Staff conducted a site visit, completed Davis Bacon, Prevailing Wage interviews, and interviewed certified payroll for the 2011 Community Development Block Grant Curb and Gutter project in

north Bellevue.

Work has begun on the Environmental Review Record for the 2012-2013 Action Plan projects.

CDBG Olde Towne Phase I	Staff is working with the Metropolitan Area Planning Agency to prepare for the State Department of Economic Development monitoring visit for the CDBG programs under the Olde Towne Phase I and Supplement Appropriation grant contracts. We are continuing to work with homeowners and contractors to complete Projects 3 &4 under the Owner Occupied Housing Rehabilitation Program.
Labor Negotiations	On July 26th the City Negotiation Team held further contract negotiations with the with the Bellevue Professional Firefighters Association (BPFA). The Negotiation Team resumed contract talks on August 6th with the Bellevue Professional Management Association (BPMA). The primary topics discussed were resolution of a vacation accrual issue and reconstitution of the Association's membership. The City and Police Command Staff previously negotiated a collective bargaining agreement for the period between May 1, 2010 and April 30, 2012. During negotiations for a renewal contract, the parties agreed to extend the duration of that contract until September 30, 2012 to allow the City adequate time to complete negotiations with the Bellevue Police Officers Associations.
Assistant City Administrator	Based on the results from the two interview rounds, thorough background and reference checks, City Administrator Berlowitz has made a conditional offer of employment to a candidate whom he believes to be best qualified for the new position of Bellevue Assistant City Administrator.
Hiring Police Chief	On July 11, 2012 City Administrator Berlowitz formally requested that the Civil Service Commission undertake a national search to seek qualified candidates for Police Chief. Administrator Berlowitz and Aimee Bataillon of the City Attorney's Office meet on July 18th with Civil Service Commission Attorney Mike McCellan, Chairman James Kresnik and Britteny Ferrin of Morrow & Associates to review the process used a few years ago to hire a Bellevue's first Fire Chief. This primary purpose of the meeting was to mutually agree on and establish what will be an extensive, high level, and ethically sound hiring process for a new Police Chief.

FY 2012-2013 Budget	As a first step toward implementing priority-based budgeting, the City held Public Forum on July 25, 2012. Administrator Berlowitz, Finance Director Severson, Planning Director Shewchuk presented a financial overview of the proposed City of Bellevue 2012-2013 Operating Budget and Six Year Capital Improvement Plan. Following the presentation, the public had an opportunity for input and comments regarding the budget proposal.
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 was held on August 2nd with another scheduled for August 14th In order to accomplish this objective it will be necessary to obtain City Council support to seek voter approval at the November General Election for a LB 840 Economic Development Plan to be funded with sales tax revenue.
Wellness Program	Fall Wellness programs and events are being planned which will i include a second Walking Challenge, Bicycle Challenge, and educational sessions for employees.
Safety	Safety policies continue to be reviewed and updated. Safety surveys and monthly follow-up will continue for City parks, buildings, vehicles and operations. ADA compliancy inspections has been completed on parks and swimming pools, and evaluation report presented to the ADA Review Committee Chair.
Insurance	Open claims continue to be brought towards resolution and closure. Renewal marketing and applications for commercial policies have been completed with initial quotes from incumbent carriers due this week.
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 – July 18 - August 6, 2012

- Performance Management Supervisor Training has been completed.
- Performance Management Employee Goals training sessions have begun. First session is scheduled for 8/7/12 (8:30-11:00.)
- 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 working on updating job descriptions by department.
- Attended Senior Board Meeting Monday 8/6/12.
- Coordinating with EAP on wrapping up the phase 1 Leadership Development grant.
- Reminders will be sent to the employees scheduled to begin the phase II sessions on 6/27.
- Continue to assist with union negotiations.
- Submitted proposed Modified Duty Policy for all city employees for review.
- Sent acceptance letter to METRO for new minibus.
- Continue FMLA tracking
- Conducted Human Service staff meeting.

Personnel Division Activity for July 17 – August 6, 2012

Record Management:
Prep and Record Payroll Changes for processing - 29
Processed Address Changes - 2 Resignations - 5
Travel & Training Requests Processed - 14 Narratives Received - 4
Miscellaneous Copies and Secretarial work for Admin Svcs.Director and other supervisors. Prepared copies for seasonal and part time supervisors. Prepared packets for orientations.
Recorded 1 Performance Evaluations
Verifications of Employment - 5
Prepared salary authorizations for supervisors
Applicants/Recruitment:
19 - Part time Received
2 - Full time Received
1 - Full Time Promotion
1 - New Full Time Employee

Advertised Part time Utility Worker (Outside); Automotive Equipment Operator II (In House)and Community Policing/Community Services Coordinator (In House)

Benefit Orientation/Employee Exits:

1 - Full Time
0 - Part Time
0 - Exits
3 - Leave of Absences

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
Retirement Payout - 1
Insurance Inquiries/Changes - 4
Processed 457 Transfers/Enrollments/Changes- 1
Audited and prepared Standard Life and LTD for Finance
Audited and prepared AFLAC and Ameritas for Finance
Audited and prepared EBS for Finance
Beneficiary Changes - 2
Background Checks - 22
Processed Unemployment Claims - 0
Occupational Testing - 20

Payroll Administration:

Prepared and forwarded to Finance Payroll Change Worksheet for 8-3-12
Prep, E-Verify and Process New Hires - 1

Reports:

New & Term report for Administrative Svcs. Director
Anniversary Report for Intranet

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 Webcast - Compliance Issues in Applicant Screening
Performance Management for Supervisors

Other:

Civil Service:

Prepared packet, notice, agenda and scheduled meeting for August 14, 2012.

Civilian Retirement Committee:

Coordinated and attended Quarterly Review Committee Meeting on July 22, 2012

Human Service Division Monthly Report
July 2012

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

A. Attended the following meetings:

1) Bellevue Ministerial Meetings…7/5, 7/12, 7/18, 7/26
2) United Way Meeting….7/26
3) Annual Pantry Meeting…7/30

B. Other tasks undertaken:

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

C. Social Assistance Cases:

Emergency food orders **43**
Crisis counseling 31 (8 pended or not eligible)
Application for MUD assistance 6
Application for rent assistance 12
Assisted with OPPD 13
Application for Black Hills Assistance 0
Adult Crisis Assistance
Referrals to Unemployment 0
Referrals to H.H.S. 6
Referrals to Red Cross 4
Total households approved for financial/pantry assistance: 66
Total households assisted/referrals: **84**

These client contacts provided direct food crisis assistance to 61 adults and 85 children.
Total of 146 individuals assisted.
The Program Specialist interacted on 104 collateral calls on behalf of clients.
The Human Service Office assisted with 36 food orders, and issued 39 food vouchers and recorded another 192 cases for food assistance on the food pantry data base for a total of 235

households, (Combined total between Bellevue Human Services, ENCAP, and Heartland Family Services.)

The month of July was significantly busier for the Human Service office. As usual there were many phone calls from people whose need exceeds our limits and from those who are ineligible for our services. The pantry also saw an increase in the HS office assumingly because of the summer months and children eating all meals at home.

So far in the month of August I have taken 3 food pantries consisting of 5 adults and 8 children. I have also taken 6 financial applications all for OPPD assistance. I have had 4 appointments not show and 2 that have rescheduled for a later date in this month.

Specialized Transportation Service - July 16 thru August 3

Miles Traveled – 4,071
Passenger Boardings -651
New Clients registered – 6

The new minibus was put into service in late July. The old vehicle will be sold at auction or put up for bid.

City of Bellevue

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

Kay

8-13-12

I was out of the office on vacation Wednesday, July 25th, and returned to work on Thursday, August 2nd.

This week Council agenda packets will go out on Wednesday. Once the packets are out. I am planning to close my door and devote as much time as possible to finishing the proofing of the new City Code.

Notices for renewals of Class C liquor licenses will go out shortly. They renew on November 1st. The Liquor Control Commission is encouraging the use of Nebraska.gov for payment of all liquor license fees, including the local occupation taxes. I had decided to wait until the kinks were worked out with the program, but I will now be investigating this further with the head of the licensing division.

Dan Berlowitz

From: Richard Severson
Sent: Wednesday, August 08, 2012 2:51 PM
To: Dan Berlowitz
Subject: Finance Department Report

Finance and Accounting Activity

- 2012-13 budget included in agenda
- 2011-2012 amended budget being prepared
- Travel Policy amended for the 8/13/12 City Council meeting
- Reviewed the E-911 Interlocal Cooperation Agreement allocations for the year July 1, 2012 through June 30, 2013 (Sarpy County 2013 Fiscal Year). Changes include:
    - The total E-911 Communications budget **decreased** by $102,166 or 2.7%
    - Sarpy County's share **decreased** from 79.04% to 77.5%
    - Bellevue's share **increased** from 11.58% to 12.37% (this remains approximately 55% of the cities collective 22.5% share)
    - Bellevue's annual contribution allocation **increased** from $343,299 to $354,153 or 3.16%
- Transferred the Mayor's Emergency Cash Reserve to fund the Police retirement payouts
- Continued work associated with the purchase of the Wall Street Buildings
- Bargaining Unit negotiation support

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

Bellevue Fire Department
Pre-Council Report

Report Date: 08/7/2012

A. General Items:

a. Logistics, schedule and training program for implementation of new SCBA's
b. New Firefighters orientation schedule.
c. Preparing for new shift bids.
d. Thank You letters to the agencies involved in the drill and did standby at the stations.
e. Start preparation for the Arrows to Aerospace parade.

B. Training:

a. Meeting with State Fire Marshalls office to discuss FF-II implementation
b. Hot Wash with SWAT on MCI drill.
c. After action report on MCI drill

C. Inspections:

a. Plan reviews for Chick-Fil-A (fire alarm and fire sprinkler)
b. Plan review for Walmart (fire sprinkler)
c. Plan review for Performance Dodge (fire alarm)

D. Communications:

a. Inventory of equipment to be added to City disposal
b. Start preliminary work to add the training site into the City phone system.

Day to Day Activities

- 70 Fire Calls
- 175 Rescue Calls

EMS Billing

- 24,345.65 Deposited into bank account
- 99,476.25 Billed to Patients

Permits and Inspections Department
July 14 – August 6, 2012

Total Permits issued – 427
Single Family Dwellings
Plans under review – 1
Permits issued for time period - 10

CONDEMNATIONS / MINIMUM HOUSING:
701 Fort Crook Road North – addition built on to main structure without benefit of a permit. The owner has been contacted plans have been submitted to bring the structure into compliance, pending Planning's approved of design standards.
707 W 22nd Ave – Has been placarded as unfit for human habitation, the residents are working on the necessary repairs to bring the structure back into compliance.
COMMERICAL JOBS:
Chick-Fil-A – Permits are issued for the new building and rough inspections are underway on the building, plumbing and electrical.
Colonial Point – Inspections being performed.

Beardmore Chevrolet – remodel and addition have passed final inspection and Certificate of Completion has been issued.
Walmart Grocery – 2109 Towne Centre – Permits have been issued and inspections have been performed.
Walnut Creek Senior Center – 2204 Albert – Temporary Certificate of Occupancy has been issued on the first phase.
Performance Chrysler Dodge – 7713 So. 19th St. - Inspections being perfor

City of Bellevue

BELLEVUE PUBLIC LIBRARY
1003 Lincoln Road
Bellevue, Nebraska 68005
402 / 293-3157

Memo

To: **Dan Berlowitz, City Administrator**

From: **Guadalupe J. Mier, Library Director**

Subject: **Weekly Admin Report**

Date: **08/07/12**

- We removed 2,586 users from our records on August 1. These users had no fines and had not used the library since December 2009. Our current count of users is 26,402.
- An upgrade to our Symphony system (library catalog, check-out, etc.) is scheduled for August 9 at 9:10 PM. Next morning our computer team will come in early to test the changes and hopefully all will be good by 8:00 AM when the regular staff turns on their computers.
- Staff is studying the possibility of online registration for users. The program is in the system but we didn't get into it last year since it was the first year using Symphony. We didn't want to overload front desk staff at that time.
- The Library will again participate in Arrows to Aerospace on August 18th, with staff and Jr Friends walking in the parade. In the afternoon we will have a tent sponsored by the Foundation. Our programs include a Native American themed puppet show at 1:30 PM, our Park and Read Storytime at 3:00 PM and bubble making activities before and after storytime.

MEMORANDUM

To: Dan Berlowitz, City Administrator
From: Chris Shewchuk, Planning Director
Date: August 7, 2012
Subject: Department comments for Administrator's Report

Ongoing Projects

Annexation—I will be meeting with the Annexation Committee on Tuesday, August 14 to discuss department comments on the areas we are considering for annexation. Based upon the outcome of the meeting, I may be preparing an annexation package for submittal to the Planning Commission.

Highway 34 Corridor—The Planning Commission recommended approval of an overlay district at its July meeting; the ordinance will have public hearing at the August 27th City Council meeting. I continue to work with outside agencies to address economic development issues and opportunities for this area.

Olde Towne Blight and Substandard—Approved at the last City Council meeting; no further reports on this topic are anticipated until a redevelopment plan is submitted.

Capital Improvement Plan—The Planning Commission recommended approval to the CIP at its July 26th meeting; the plan will be presented to the City Council in August in conjunction with the budget.

Platteview Road Study—Work on this project continues by Olsson Associates; the scope of the project has been extended to include the section of the road west of Highway 50.

Daily Activities Planning

Jerry Hare and I met with MUD to discuss a natural gas vehicle for the City.

I attended the Sarpy County Economic Development Corporation quarterly luncheon on July 25th.

I am working with Jim Ristow and Toby Churchill regarding a rehabilitation hospital that is considering a site in Bellevue for a new facility.

I attended a meeting of Back to the River where topics of discussion included the Children's Art Wall and the NRD's grant application to the Nebraska Environmental Trust for funding of the buy-out program.

Tammi and I met with other planners in Sarpy County to discuss issues of common interest; this is a meeting that the group tries to schedule on a quarterly basis.

I met with John Royster of the Big Muddy Workshop to discuss the area at the confluence of the Platte and Missouri Rivers.

The next meeting of the Planning Commission will be on Thursday, August 23rd; items on the agenda include a Conditional Use Permit for a mining operation, a small subdivision plat and rezoning on Cedar Island Road, and a small subdivision plat for Habitat for Humanity on Childs Road.

Directors Meeting
August 7th, 2012

Code Enforcement

CE1 – Monday July 30, 2012 thru Friday August 3, 2012
CE2 – Monday July 30, 2012 thru Friday August 3, 2012
CE3 – Monday July 30, 2012 thru Friday August 3, 2012

Calls – 236

Notices: Zoning – 4 Nuisance – 41

Certified Notices – 15

Clean Ups – 2 Tree Removal – 0 Towed Vehicles – 0 Red Tags – 1

Officer Initiated – 24

Department Reorganization (con't.)

The final part of Chief Elbert's reorganization plan to operate leaner and smarter involves the Office of Professional Standards. For twenty-five years the duties of this office have been handled by a lieutenant. All those duties are non-enforcement, personnel duties which can be handled capably by a civilian with police experience. Those duties involve assisting with hiring and promotional testing, conducting administrative investigations (Internal Affairs), oversight of training, and other special projects. Chief Elbert has been able to eliminate one captain and one lieutenant in part by making the person in this office a civilian. Oversight over training is being assigned to Lt. Dargy and Captain Stukenholtz, leaving only the personnel functions for the Professional Standards Inspector. That person will be Laurie Synowiecki, who is currently our Staff Inspector. Her inspection duties will be taken up by the division captains, as we will leave that position vacant.

In a nutshell, Chief Elbert has taken a civilian staff member from one position and reassigned her to what was a sworn command position… after the proper steps that included a reassignment of job duties amongst several employees, a rewrite of job descriptions, job posting, and selection process. This was all possible because Inspector Synowiecki is very competent and Chief Elbert did some unusual and very effective thinking-outside-the-box.

Final approval by Mr. Berlowitz for Inspector Synowiecki's appointment is expected this week.

Laurie will supervise Bruce Ferrell, our background investigator. Laurie's desk number is 293-3106.

National Night Out Tonight, Tuesday August 7th. Meet in the police department at 4:45pm.

Public Works Director's Report
August 7, 2012

Haworth Park

Specifications within the bid packages for the electrical and buildings are being finalized. A contract with Lamp Rynearson regarding permits and design of the riverbank restoration has been approved by Council, subject to official FEMA confirmation of participation. We are still trying to schedule a meeting with NEMA to discuss this and the building rehab/replacement issues. The marina salvage operation has changed at the advice of the city attorneys. This will now include an initial claim period with no cost to property owners. Letters to slip renters will go out this week.

New

RDG staff drafted a phase-two Kramer development contract amendment, the initial version of which was approved just prior to the 2011 flood. This is under staff review and we plan to have this on the August 13th City Council agenda.

A meeting was held with MUD, Chris Shewchuk, and public works staff regarding a commitment to purchase a CNG vehicle in exchange for the MUD odorant building on Cedar Island Road. Given the nearest fueling location at 53rd & L in Omaha, we are looking for a city vehicle which is scheduled to be replaced and requires no more than one or two tanks of fuel each week. Long term we need a closer fueling station to utilize a significant amount of these vehicles. BPS is looking into this also. Payback for the extra cost of these vehicles is in the 2+ to 5 year range. MUD has options available to us to offset the incremental purchase or conversion cost.

I attended a second goal setting meeting held with mid-level management staff and plan to attend at least one of the sessions for remaining city staff.

Worked with Aimee Bataillon on a Fleet personnel matter.

Will be meeting with NRD regarding trail repairs needed as a result of the 2011 flood.

Mike Francis met with Bill O'Donnell at the 9-11 Memorial regarding their request for city water plus his intended grant application for a granite arch. Bill has been advised that these improvements must be approved by the city council and possibly DEQ depending on the arch location.

The Mission Avenue sidewalk project will be complete before the Arrows to Aerospace parade.