

WORK SESSION
BUDGET REVIEW

The Mayor and City Council of the City of Norfolk, Nebraska, held a budget review work session in the Training Room, 309 North 5th Street, Norfolk, Nebraska, on Monday, July 29, 2019, beginning at 5:30 p.m. to review the proposed FY 2019-2020 budgets.

In the absence of the Mayor, The Council President called the meeting to order.

Roll call found the following present: Mayor Josh Moenning (5:31 p.m.) and Councilmembers Shane Clausen, Gary L. Jackson, Jim Lange, Rob Merrill, Thad Murren, Dick Pfeil and Fred Wiebelhaus. Absent: Corey Granquist.

Staff members present were City Administrator Andy Colvin, City Clerk Beth Deck, Finance Officer Randy Gates, Risk Manager Lyle Lutt, Public Works Director Steve Rames, Police Chief Don Miller, Police Captain Chad Reiman, Housing Director Gary Bretschneider, Police Captain Mike Bauer, Public Safety Director Shane Weidner, Park Superintendent Pat Mrsny, Human Resources Director Sheila Schukei, Recreation Coordinator Pat vonGlan, Senior Accountant Sheila Rios and Permits Technician Brianna Duerst.

Notice of the meeting was given in advance by publication in the Norfolk Daily News and notice of the meeting was given to the Mayor and all members of the Council prior to the meeting.

The Mayor presided and the City Clerk recorded the proceedings.

The Mayor informed the public about the location of the current copy of the Open Meetings Act posted in the meeting room and accessible to members of the public.

911 Fund/Wireless 911

Police Captain Mike Bauer provided information to elected officials. The current number of calls received from wireless devices is now 83%.

Councilmember Pfeil moved, seconded by Councilmember Merrill to approve the budget as presented. Roll call: All Ayes. Nays: None. Absent: Granquist. Motion carried.

Police Division

Public Safety Director Shane Weidner and Police Chief Don Miller provided information to elected officials. Weidner said staff is requesting a Level IV budget for FY 2019-2020 which includes resetting the base amount for the Police Division. Weidner explained that in 2009, through attrition, the Police Division budget eliminated two police officers and the positions weren't replaced. In 2014 out of necessity, two officers were placed back into the budget but at the cost of capital items to balance. Because it is difficult to find, train and keep police officers, staff have been working on establishing a recruitment and retention program to help retain current officers; no additional police officers are being hired in FY 2019-2020.

Miller explained that, in addition to the recruitment and retention program, other things that have caused difficulties in the Police Division budget are: mandated e-citations; new animal pound contract (which may increase costs); new Tasers; and an increase in the cost for police cruisers

(over \$5,000 increase for each cruiser). The Level III budget would require cutting two police officers plus equipment and training. Level IV is basically maintaining the current personnel level but includes a step increase for patrol officers, corporals, sergeants and captains. Miller explained the proposed Master Police Officer Program is meant to motivate officers to do better and to keep quality officers longer. The program would be a certification and include certain requirements, e.g. need to be an officer for 7+ years; additional training; must be involved in extra activities at the Police Division and have a positive evaluation. As part of meeting the criteria, the officer would receive an additional \$250.00 per month but could also lose the money if the certification isn't kept current. The Police Division is also looking at on-call pay for investigators as well as a hiring/recruitment bonus where an existing officer can recruit a person if that person gets hired by the City of Norfolk, the referring officer would receive \$1,000. Miller also said the Level IV budget increases the half time cleaning position to a full-time maintenance/cleaning person.

Weidner said the honor guard is important for public appearance and is appreciated by families and the community as a whole.

Miller explained the new city pound contract will incorporate animal licensing to help streamline the process. Miller anticipates multiple bidders for the pound contract.

Councilmember Merrill moved, seconded by Councilmember Wiebelhaus to approve the Level IV budget as presented. Roll call: All Ayes. Nays: None. Absent: Granquist. Motion carried.

SNARE

Police Chief Don Miller provided information to elected officials. SNARE is a drug task force with multiple agencies participating.

Councilmember Wiebelhaus moved, seconded by Councilmember Lange to accept the budget as presented. Roll call: All Ayes. Nays: None. Absent: Granquist. Motion carried.

Housing Division

Housing Director Gary Bretschneider provided information to elected officials. Staff request approval of the Level III budget.

Councilmember Pfeil moved, seconded by Councilmember Jackson to approve the Level III budget as presented. Roll Call: All Ayes. Nays: None. Absent: Granquist. Motion carried.

Community Development Block Grant (CDBG)

Senior Accountant Sheila Rios provided information to elected officials.

Councilmember Wiebelhaus moved, seconded by Councilmember Murren to accept the budget as presented. Roll Call: All Ayes. Nays: None. Absent: Granquist. Motion carried.

Group Insurance

Human Resources Director Sheila Schukei provided information to elected officials. The City has self-funded health insurance for 35 years and have had 15 years when there was a balance

carried forward. The City self-funds the first \$80,000 for specifics and then purchases reinsurance and aggregate insurance for larger claims. Schukei is currently working with a consultant to review insurance options for the City's health insurance coverage.

Councilmember Merrill moved, seconded by Councilmember Jackson to approve the budget as presented. Roll Call: All Ayes. Nays: None. Absent: Granquist. Motion carried.

Parks & Recreation

Park Superintendent Pat Mrsny provided information to elected officials. Staff is requesting approval of the Level IV budget. Staff are proposing to reorganize and combine the Parks and Recreation Divisions, similar to how the City was structured 30-40 years ago. Level IV combines both division and adds more personnel. Staff request approval of the Level IV budget which changes the current part-time secretary to a full-time position; adds more full-time employees; an additional seasonal employee; and a used boom truck.

Colvin suggested combining the Parks and Recreation divisions and that it will only enhance the parks, athletic fields, tree maintenance, etc. in the City of Norfolk. Colvin said adding staff to this division "will be tangible" and noticed by citizens. Colvin feels neighborhood parks give people a community connection, gets people outside and reduces crime.

Clausen said the budget will only increase about \$250,000 without the cost for a used boom truck; but questioned whether council priority dollars will be used to fund the Parks and Recreation budget. Clausen feels council priority dollars should not be spent on personnel costs.

Rios explained council priority dollars currently pay for debt service on the Administration building; \$50,000 for economic development personnel; and one-half of the cost for park personnel which leaves about \$110,000 of uncommitted council priority dollars to use for each year for other projects.

Moening feels the Parks and Recreation reorganization is necessary and "not a bank buster" and elected officials should move forward with the proposed reorganization.

Colvin suggested that staff set a budgetary goal to reduce the amount of council priority dollars used for personnel costs each year.

Lange feels reducing the amount of council priority dollars used for personnel costs over a 5-year time period would probably be best and "more palatable." Lange questions whether tree maintenance should be outsourced and not handled internally with City personnel and resources.

Mrsny said the boom truck will not be used for large tree topping/removal; that service would still need to be outsourced.

Rames says that the two employees added to the Parks Division will not be used just for tree maintenance but used for general park maintenance as well throughout the year.

Councilmember Pfeil moved, seconded by Councilmember Merrill to approve the Level IV Parks & Recreation budget as presented. Roll Call: All Ayes. Nays: None. Absent: Granquist. Motion carried.

Engineering

Public Works Director Steve Rames provided information to elected officials. Staff request approval of the Level IV budget.

Councilmember Lange stepped out of the room for a phone call.

Councilmember Merrill moved, seconded by Councilmember Jackson to approve the Level IV budget as presented. Roll call: All Ayes. Nays: None. Absent: Granquist and Lange. Motion carried.

LB 840 – Economic Development

City Administrator Andy Colvin provided information to elected officials. This is the last year the City is able to levy a property tax to fund the LB 840 program; citizens would need to vote to continue the LB 840 program.

Councilmember Merrill moved, seconded by Councilmember Clausen to accept the LB 840 budget as presented. Roll call: All Ayes. Nays None. Absent: Granquist. Motion carried.

Economic Development Operating

City Administrator Andy Colvin provided information to elected officials. Staff requests approval of the Level III budget. Colvin said the city administrator's salary is going to be funded in FY 2019-2020 with 25% from Economic Development (ED) budget and 75% from Administration budget. Colvin proposes the addition of an Economic Development Assistant and upgrading one of the ED personnel to an Assistant position. Colvin proposes a partnership with Visitors Bureau to provide \$20,000 to fund a full-time position at the Visitors Bureau, and the Visitors Bureau "would market Norfolk Now and economic development would be a huge part of that."

Councilmember Murren moved, seconded by Councilmember Clausen to approve the Level III budget as presented. Roll call: All Ayes. Nays: None. Absent: Granquist. Motion carried

There being no further business, the Mayor adjourned the meeting at 8:27 p.m.

Josh Moenning
Mayor

ATTEST:

Elizabeth A. Deck
City Clerk

(S E A L)