



**CITY OF BROKEN BOW
CITY COUNCIL SPECIAL MEETING AGENDA
February 13, 2024 @ 4:00 PM
Municipal Auditorium
314 South 10th Avenue, Broken Bow NE**

Meeting Procedure

The Public may address specific agenda items at the pleasure of the Mayor. Please come to the podium, state your name and address, and limit your remarks to five minutes or less. Out of respect to City employees, we request that any complaints or criticisms of employees not be aired in a public meeting. Concerns about employees should be brought to the attention of the City Administrator or Mayor. An individual in violation will be declared out of order. Individuals who have appropriate items for City Council consideration should complete the Request for Future Agenda Items.

A. Call to Order

B. Open Meetings Act: A current copy of the Open Meetings Act is available and is posted for review by all citizens.

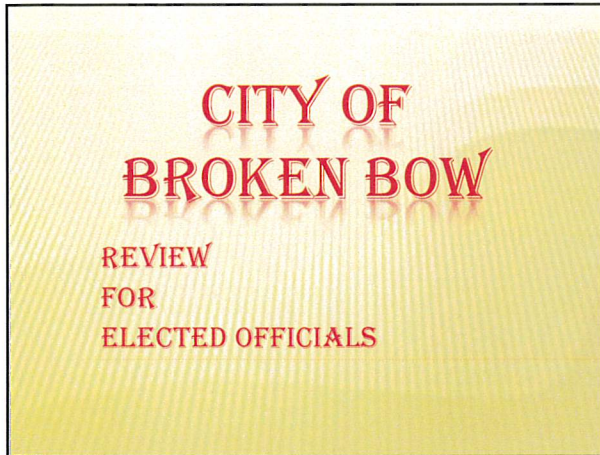
C. Roll Call

D. New Business:

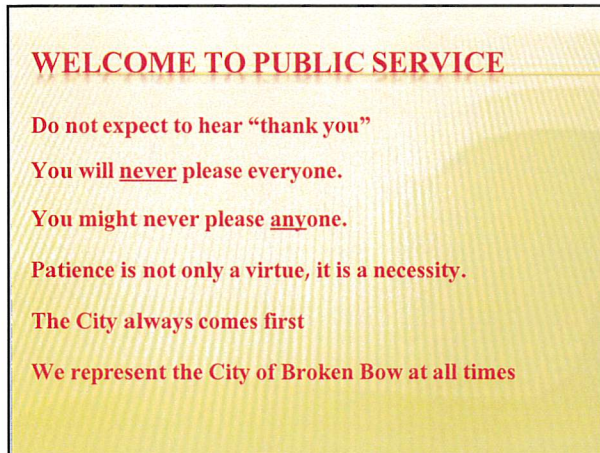
a. Vacanti Municipal Consulting Services, LLC- Elected City Official Workshop

E. Adjournment

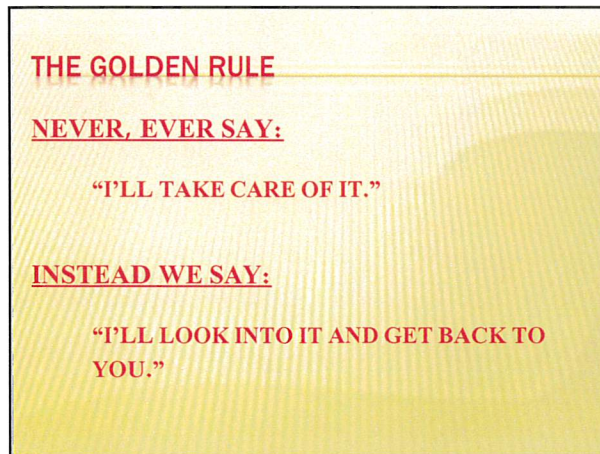
The Council will review the above matters and take such action as they deem appropriate. The Council may enter into closed session to discuss any matter on this agenda when it is determined by the Council that it is clearly necessary for protection of the public interest or the prevention of needless injury to the reputation of any individual and if such individual has not requested a public meeting, or as otherwise allowed by law. Any closed session shall be limited to the subject matter for which the closed session was classed. If the motion to close passes, immediately prior to the closed session the Mayor shall restate on the record the limitation of the subject matter of the closed session.



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OVERVIEW OF DUTIES

Mayor

- ❖ Chief Executive Officer
- ❖ Presides over meetings
- ❖ Appoints officers & officials, subject to City Council approval
- ❖ Breaks tie votes
- ❖ Oversees the Police department
- ❖ Represents the City at various functions

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OVERVIEW OF DUTIES

City Council

- ❖ Passes legislation (ordinances)
- ❖ Approves resolutions
- ❖ Approves matters such as zoning, licenses, etc.
- ❖ Approves personnel appointments
- ❖ Sets the budget
- ❖ Working with the Mayor, establishes policies & plans to be implemented by City employees

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OVERVIEW OF DUTIES

City Administrator

- ❖ Serves as COO on a day-to-day basis
- ❖ Implements City policies & plans with employees
- ❖ Manages budget, oversees official records, etc.
- ❖ Builds relationships with Federal, State, County & Local agencies & officials
- ❖ Provides input regarding personnel matters
- ❖ Coordinates with Economic Development
- ❖ Grant writing
- ❖ Represents the City at various functions

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OVERVIEW OF DUTIES

✦ City Clerk

- ✦ Custodian of official records
 - ✦ Minutes, ordinances, resolutions, licenses, contracts, etc.
- ✦ Prepares City Council meeting agendas & minutes
- ✦ Oversees adoption and publishing of ordinances
- ✦ Responds to proper public records requests
- ✦ Provides timely information to the public

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OVERVIEW OF DUTIES

✦ Deputy Clerk

- ✦ Prepares various licenses
- ✦ Assists City Clerk with agendas & meeting packets
- ✦ Assists with maintenance of documents & records
- ✦ Prepares notices of hearings & advertisements for bids
- ✦ Helps Treasurer with reconciliations of bank statements
- ✦ Helps with claims, payroll and TIF matters

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OVERVIEW OF DUTIES

✦ City Treasurer

- ✦ Prepares monthly and annual financial reports
- ✦ Manages & analyzes City's data and financial reports
- ✦ Ensures purchasing policy compliance
- ✦ Processes payments & reconciles to general ledger
- ✦ Provides payroll, A/R, A/P & other services
- ✦ Prepares the annual budget with the administrator
- ✦ Invests idle funds
- ✦ Oversees the City's Information Systems

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MID-WINTER CONFERENCE

- February 26-27 in Lincoln
- An eye-opener with valuable information & contacts
- Usually improves relationship of elected officials & employees
- Provides a more realistic view of what you will face as an elected official (State & federal laws, regulations, pending legislation, etc.)
- Gives you a greater understanding and appreciation of what administrators, clerks, treasurers and other employees have to do
- Gives you a chance to find solutions and avoid mistakes from the experience of others – Network building
- Gives you & the City more visibility with state representatives and League of Municipalities staff – important resources

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TRUST THE EMPLOYEES

- Employee's job is to do the job well and to help you do your job well
- Employees are most closely connected to what is going on in terms of City business
- Follow the chain of command – go to the City Administrator and let him get answers
- Public sometimes has incorrect or incomplete information
- Public rarely understands the processes or regulations that have to be followed
- Let the employees do their jobs

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EMPLOYMENT ISSUES

Wages are based on "comparables"

Court of Industrial Relations decides if pay is appropriate
 Pay = hourly or salary + benefits (including vacation)
 A salary survey is available if we participate
 "It's good pay for Broken Bow" is not the measure

Wages & benefits are now impacted by the private sector

Retirement is impacting local government
 Unemployment rate means fewer qualified candidates

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EMPLOYMENT ISSUES (CONT.)

Training is absolutely essential for quality work & information

Operators need training to keep their certification

Conferences are important for professional development

Your support is vital to workplace morale

Succession plans are vital to keeping City operations running efficiently

- ♦ Identify employees who are capable of moving into leadership positions upon the resignation, termination or retirement of others. Train them.

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OPEN MEETINGS & CLOSED OR EXECUTIVE SESSIONS

Know this well – do not “stretch” the rules

Specific rules for closed (executive) session:

Personnel issues – can be done in open

Security matters

Possible or actual litigation

Sale or acquisition of real estate

To investigate potential criminal acts

CONFIDENTIAL means CONFIDENTIAL

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OVERVIEW OF BUDGET

General Funds

Administration
Municipal Building
Handi Bus
Police
EMS
Fire
Library
Streets
Parks
Swimming Pool
Sanitation
Sales Tax

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OVERVIEW OF BUDGET

General Funds

Supported by:

Property Tax
Sales Tax
Municipal Equalization Fund
Road Taxes *
Motor Vehicle Taxes *
Fees & Licenses

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OVERVIEW OF BUDGET

Restricted Funds – limited usage

Example – road taxes and motor vehicle
taxes can only be used for streets

Sinking Funds

These are amounts set aside primarily for
future capital expenditures

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OVERVIEW OF BUDGET

Enterprise Funds

Funded by User Fees

“Business” Operations of the City

Electric Utility
Water Utility
Wastewater Utility

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OVERVIEW OF BUDGET

“Benchmark” has been suggested at 15%

Each enterprise operation should try to

earn a 15% “profit” each year

Use this when setting utility rates.

“Profits” then should go into a sinking fund

to be available for capital purchases and

improvements and as a “rainy day” fund

if revenues go down

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OVERVIEW OF UTILITIES

Provided by Dave Schmidt

- ❖ **Electric**
- ❖ **Gas**
- ❖ **Water**
- ❖ **Sewer**
- ❖ **City Dump**

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OFFICE OPERATIONS

Presented on behalf of Jennifer Waterhouse, Jacob Holcomb & Katie Hogg

- ❖ **Monthly utility billings & collections**
- ❖ **Prepare & record Accounts Payable**
- ❖ **Prepare & record Accounts Receivable**
- ❖ **Prepare & record Payroll bi-weekly**
- ❖ **Prepare reports for Payables, Receivables, Payroll & Utility Billings**
- ❖ **Prepare & balance daily deposits**
- ❖ **Record ambulance runs & send information to EMS**
- ❖ **Annual billings for well leases, pole rentals & franchise fees**
- ❖ **Maintain & refund utility deposits**
- ❖ **Maintain the Burn Permit fund**
- ❖ **Prepare reports used for monthly financial reports**
- ❖ **Record & bill for dump charges (Accounts Receivable)**
- ❖ **Maintain sufficient inventory for office supplies**
- ❖ **Answer phone and pick up mail daily**
- ❖ **Greet and serve the public daily**

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APPOINTED OFFICIALS

- City Administrator
- City Clerk
- Deputy Clerk
- City Treasurer
- Police Chief
- Utility Superintendent
- Street Superintendent
- Official Newspaper
- City Attorney
- City Physician
- Police Officer
- Emergency Management Coordinator
- Standing Committees
- Liaisons

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OVERVIEW OF PROJECTS

- Eagle Crest Subdivision
- GIS Mapping – Electrical, Water & Sewer
- Highway 2 sewer project
- Water Mains – 10th to 15th Streets
- Broken Bow/Custer County Recreation Center
- Fairgrounds to Memorial Drive Sewer Improvements
- Electrical Distribution Improvements
- Mud Creek Left Bank Levee Restoration
- Stormwater Drainage Evaluation – 14th Ave. & No. K
- Texas Bridge at 15th Avenue & Mud Creek

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OVERVIEW OF PROJECTS

- Strategic Planning – A good management tool (if used)
- Utility & Office Workers
 - Creates more “ownership” of employees in the process
 - Trains workers for more leadership & succession planning
 - Helps generate better ideas which leads to more efficiency
 - Helps identify a “sense of purpose” for work – mission
 - Vision of the future → goal setting → strategic planning

Can then be used by elected officials either as a road map or a starting point for community planning purposes

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CONCLUSION

Must be able to look at and see the BIG picture

Each option can produce different results now & tomorrow

Broken Bow comes first - ALWAYS

Don't make or take anything personal

"A community leader is a person who understands that what is best for the community is what is best for him" – Anon.

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THE MAN IN THE ARENA

- ✦ "It is not the critic who counts: not the man who points out how the strong man stumbles or where the doer of deeds could have done better. The credit belongs to the man who is actually **in the arena**, whose face is marred by dust and sweat and blood, who strives valiantly, who errs and comes up short again and again, because there is no effort without error or shortcoming, but who knows the great enthusiasms, the great devotions, who spends himself in a worthy cause; who, at the best, knows, in the end, the triumph of high achievement, and who, at the worst, if he fails, at least he fails while daring greatly, so that his place shall never be with those cold and timid souls who knew neither victory nor defeat."

✦ —Theodore Roosevelt
Speech at the Sorbonne, Paris, April 23, 1910

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QUESTIONS?

COMMENTS?

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PRESENTED BY

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