

City of Norfolk

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MEMO

TO: Mayor and City Council
Department and Division Heads
News Media

FROM: Shane Weidner
City Administrator

SUBJECT: Friday Memo

DATE: January 27, 2012

Following is a list of City activities for the period of January 14 - 27, 2012:

Administration

On January 17, the City Administrator and Public Works Director met with Rans Roman, Stan Staab and Ken Berney to discuss the draft trails master plan. The discussion centered on common goals and objectives and what the group believes makes the most realistic financial and planning sense as it relates to continuing to establish trails in and around Norfolk. The group agreed to continue to partner and also agreed on the first priority of a new trail link to be presented to the elected officials.

On January 19, the City Administrator participated in a legislative conference call with other Chamber of Commerce representatives to discuss legislative issues for the session.

On January 19, the City Administrator met with Russ McKillip of NPPD.

On January 20, the City Administrator met with the Mayor, Lee Klein and Arnie Robinson to discuss Economic Development progression and a first review of job applications for the new director.

On January 23, the City Administrator met with Vehicle Parking District representatives, Connie Geary, James Walphlehorst, and Brad Love regarding downtown signage at 7th and Norfolk Avenue.

On January 23, the City Administrator met with a subcommittee of elected officials and City staff regarding LB 840.

On January 24, the City Administrator met with Senator Flood to discuss LB 1114 (Municipal Equalization Fund) and LB 1115 (Natural Gas Pipeline) to formulate the legislative process.

On January 25, the City Administrator met with other city officials and LARM officials to discuss the coverage documents of municipal insurance.

On January 26, the City Administrator participated in the weekly legislative conference call with Senator Flood and other Norfolk Area Chamber of Commerce representatives.

On January 27, the City Administrator and other City staff met to discuss use of Memorial Field, fees and management issues.

Finance Officer

Sales tax report: Attached is a spreadsheet showing January sales tax receipts (November sales). Sales tax receipts are up \$61,183.54 or 10.71% from last January going from \$571,162.04 last year to \$632,345.58 this year. This is the seventh month in a row of increased sales tax from the same month in the previous year. Fiscal year receipts are up \$116,840.59 or 5%.

Legislation: City officials continue to work with Senator Flood on legislation to change Municipal Equalization Funding and to help alleviate natural gas pipeline capacity issues.

Audit: Five auditors from Williams & Co. were in City offices Tuesday through Thursday of this week for field work for the audit of the City's financial statements for the fiscal year ending September 30, 2011.

Utility bond refunding: On January 19, the City closed the sale of \$735,000 of Combined Utility Refunding Bonds. These bonds refunded the 1999 Series Combined Utility Bonds. This 1999 bond issue was in the form of a note to the Nebraska Department of Environmental Quality utilized for various water plant and system improvements. This refunding resulted in a net present value savings of \$42,895 or 6.6% of the refunded principal.

City Clerk

The City Clerk attended the quarterly Northeast Nebraska Clerks Association meeting on January 19 held in the Norfolk City Council Chambers Conference Room. Association shirts/jackets were distributed and guest speaker was Randy Hellbusch from the Nebraska Rural Water Association.

The City Clerk serves on the Nebraska Municipal Clerks Association Nominating Committee and helped solicit nominations for the position of NMCA Secretary, as well as the position of district director; one in District 1, Panhandle Area Clerks Association, and one in District 2, Southwest Area Clerks Association and the undesignated North-Central Area.

The City Clerk attended a subcommittee meeting on January 24 to discuss economic development and prepared a summary of the discussion.

The City Clerk discussed, with Natalie Bacon of Nebraska.gov, allowing Nebraska.gov to collect local liquor license fees electronically on the State of Nebraska's web site when licensee's pay the state fee. Over the past few months, Hobert Rupe's, Director of the Nebraska Liquor Control Commission, office has been working with Natalie Bacon at Nebraska.gov to update the efficiency of their online service for liquor license renewals. One of the updated features will include the ability to collect the payment of local fees online. The process will allow the license holder to check a box if they wish to pay the local fees at the same time they pay the state fees. If they do not pay the local fees at the time they renew the state fess, the user has the option to go online at a later date to pay the local fees owed. Nebraska.gov

will collect the fees and disburse them into the City's account. The City of Norfolk will not be charged a fee for the service; however, Nebraska.gov will charge the user (licensee) a small fee for the service. Settlement time into the City's bank account is two business days. The City Clerk will be notified via email of licensees who have paid online to be able to match with the online payment when received.

The City Clerk participated, as a member of the Council of Officials, in the NENEDD Board meeting beginning at 7:15 p.m. on January 25. Items discussed were: Summer Board meeting times and locations, possible retreat, quarterly department reports and quarterly loan review.

The City Clerk and Personal Computer Specialist, worked with HDM, the City's provider for electronic submission of ambulance claims, to update the Qwik+File software with the latest version to accommodate 5010 Transaction Compliance.

Operations Manager

The Operations Manager attended an Insurance Coverage Committee meeting in Lincoln on Wednesday, January 25, 2012.

The Operations Manager met with multiple contractors regarding the Supertel renovation of the Council Chambers.

The Operations Manager participated with City Staff to discuss signage issues in downtown Norfolk.

The Operations Manager met with the representative from Rueter's Equipment to evaluate the Norfolk Airport Authority pay loader.

City Attorney

During this period, the City Attorney's office processed 91 ordinance violations for a year-to-date total of 190.

On January 16, the City Attorney sent letters to five local businesses that failed to file occupation tax returns and/or pay the required tax. The letters advised that if the returns were not filed and taxes not paid by January 26, charges would be filed against them in the Madison County Court pursuant to Section 13-187 of the City Code. Two of those businesses have now filed returns and paid the occupation tax.

On January 17, the City Attorney participated in a call with Senator Flood, representatives of Kinder-Morgan and Black Hills Energy, and other city staff to discuss natural gas.

On January 18, the City Attorney met with other staff regarding height and area regulations in zoning districts R-2 and R-3.

On January 19, the City Attorney met with the Public Works Director and Water Director to discuss the Regional Center sewer plan.

On January 23, the City Attorney met with other staff to discuss the entrance to Veterans Memorial Park.

On January 23, the City Attorney met with a City Council subcommittee, representatives of Elkhorn Valley Economic Development Council, and other city staff to discuss economic development.

During this period, the City Attorney's office drafted a Memorandum of Understanding to address health coverage for an employee of Northeast Nebraska Solid Waste Coalition and sent the same to other staff for review and comments.

During this period, the City Attorney's office prepared an Ordinance to amend Section 27-114 of the Code to correct a minimum site area requirement and clarify other references regulating height and area in zoning district R-3.

During this period, the City Attorney's office prepared an Ordinance to amend Section 27-401 of the Code to bring consistency to cross-referenced items contained in the land use matrix related to the manufacturing of medical and surgical instruments and apparatus.

During this period, the City Attorney's office prepared Answers to Interrogatories for Captain Leon Chapman's signature along with a Certificate of Service of Discovery Documents to file with the court in the case filed by Todd Cook against the City seeking to obtain police records related to his 1995 arrest which resulted in his murder conviction.

Information Systems Manager

Information Systems staff have been working with Fire Division staff and outside vendors to complete the fiber optic connection to the new Administration building and network cabling within the building.

Information Systems staff have been working to install 6 new public access PCs in the Library that were paid for with a grant from the Nebraska Library Commission.

Information Systems staff continue researching and viewing demonstrations of membership and admittance software systems, and point of sale systems for use at the new aquatics facilities at Veterans Memorial Park.

The Information Systems Manager has been working on options for adding new participants to the Community Fiber Optic network.

The Information Systems Manager has been analyzing options for screen placement, monitors and cabling for the new City Council dais.

Human Resources

The Human Resources Director has been working with other City staff on alternative plans for health care coverage for the Northeast Nebraska Solid Waste Coalition employee.

The Human Resources Director participated in the progress meeting with Burbach representatives. She also participated in the planning meeting for the entrance to Veterans Memorial Park.

The Human Resources Director and recreation staff have been working on concession stand menus, plans, etc. for the new multi-purpose building

Library

There were 9,735 Library items circulated during this time period.

There were 1,112 internet sessions logged during this time period.

More than 700 new Library items were cataloged during this time period.

Fire Division

On January 15, 2012, members of the Norfolk Fire Division, in conjunction with the Norfolk Area Red Cross, Norfolk High School Honor Society, the Optimist JOI Club, & the Law Dawgs, distributed fire prevention materials in a door-to door canvas of portions of the City of Norfolk.

On Jan. 11 & 12, members of the Fire Division demonstrated a Grain Rescue tube at the NE Nebraska Ag. Show held at the ag building of the college.

Assistant Chief Dooley, Inspectors Steve Nordhues, Willie Nelson & Duane Gall, Fire Fighters John Reding, and Mike Joy of the Fire Division have been very active in the office preparations of the Supertel Building.

Fire Fighter Nathan Wortmann completed his probationary status and was honored with a badge pinning ceremony on Jan. 13th at 7:00 a.m. Numerous fire fighters were present, as well as family members welcoming Nathan into the Norfolk Fire Division family.

Public Works Director

The Public Works Director received the Notice to Proceed with construction engineering for 25th Street from the Nebraska Department of Roads. This is one more step toward start of construction this spring.

The Public Works Director and Water and Sewer Director participated in a Department of Public Institutions review of the JEO study of the sanitary and storm water systems at the Norfolk Regional Center. JEO presented several options of needed upgrades to serve various facilities at the Norfolk Regional Center campus.

The Public Works Director participated in a meeting with the City Administrator and representatives of the Sanitary District of the City of Norfolk and Lower Elkhorn Natural Resources District to discuss each group's interest in participating in future recreation trail development in and around the City of Norfolk.

Street Division

Street crews worked on designated tree removal at Skyview and Ta-Ha-Zouka Parks.

Street crews completed the night time stop sign inventory.

Street salters were called on duty Sunday, January 22nd due to weather conditions.

Solid Waste Division

WPC staff completed replacement of the No. 2 Raw Lift Pump.

The Wastewater Superintendent compiled and submitted the required annual Solids Management Plan to the EPA and NDEQ. The report includes details of Bio-solids metals and soil analyses of the solids application program.

The Wastewater Superintendent and staff attended the annual Snowball Conference and meetings in Kearney January 25-26th. The Supt. also attended the Stormwater Coalition meeting in Lexington on the 26th.

The Solid Waste Manager completed the annual certifications and reports for the landfill air permit and the Transfer Station Incinerator air report. He worked with JEO in the completion of landfill survey work. It will be forwarded to Burns McDonnell for completion of an air space survey, which will be used to determine the next cell's construction date.

City staff and HDR Engineering have compiled a list of cuts/modifications to the HHW building, and that has been forwarded to the low bidder for his consideration.

Water Division

Staff repaired Auma effluent valve on Filter 6 at West Plant.

Staff replaced filter 3 effluent valve at the East Plant.

Staff is working on updating water & sewer distribution maps.

Staff replaced ceiling lights in the old Abler building.

Staff relocated the heater and gas line in the old Abler building.

Sewer Division

Staff and the Public Works Director attended a meeting held in Lincoln with the Regional Center and JEO. The meeting was to discuss the Sanitary Sewer Study completed by JEO for the Regional Center.

Rebuilt the # 2 check valve at the Goodyear liftstation.

Replaced the exhaust fan in the East Pasewalk liftstation.

Repaired the #1 check valve in the East Park liftstation.

Staff attended a sewer main line camera demonstration.

CITY OF NORFOLK
SALES TAX COMPARISON
2007 - 2012

PAYMENT DATE	FISCAL YEARS ENDED SEPTEMBER 30,						2012				
	2007	2008	2009	2010	2011	2012	BUDGET	CHANGE 2011 TO 2012	BUDGET VARIANCE		
October	\$ 551,448.64	\$ 526,482.00	\$ 576,811.87 *	\$ 587,378.01	\$ 607,039.72	\$ 627,996.26	\$ 607,039.72	\$ 20,956.54	3.45%	\$ 20,956.54	3.45%
November	\$ 544,777.10	\$ 556,312.13	\$ 568,527.52	\$ 589,820.95	\$ 594,340.94	\$ 627,384.34	\$ 594,340.94	\$ 33,043.40	5.56%	\$ 33,043.40	5.56%
December	\$ 516,987.16	\$ 570,142.74	\$ 533,047.58 *	\$ 569,426.94	\$ 564,907.44	\$ 566,564.55	\$ 564,907.44	\$ 1,657.11	0.29%	\$ 1,657.11	0.29%
January	\$ 535,794.55	\$ 570,994.42	\$ 567,667.99	\$ 562,223.13	\$ 571,162.04	\$ 632,345.58	\$ 571,162.04	\$ 61,183.54	10.71%	\$ 61,183.54	10.71%
February	\$ 732,132.50	\$ 709,177.69	\$ 722,087.48	\$ 688,376.80	\$ 717,777.54		\$ 717,777.54	\$ -	0.00%	\$ -	0.00%
March	\$ 474,372.85	\$ 500,684.23	\$ 497,034.97	\$ 493,810.95	\$ 511,249.68		\$ 511,249.68	\$ -	0.00%	\$ -	0.00%
April	\$ 489,153.72	\$ 494,376.97	\$ 504,279.30	\$ 488,054.31	\$ 523,047.17		\$ 523,047.17	\$ -	0.00%	\$ -	0.00%
May	\$ 530,580.68	\$ 533,361.39	\$ 518,672.19	\$ 589,227.82	\$ 583,874.88		\$ 583,874.88	\$ -	0.00%	\$ -	0.00%
June	\$ 529,529.87	\$ 503,331.40	\$ 527,907.05	\$ 575,722.55	\$ 516,132.08		\$ 516,132.08	\$ -	0.00%	\$ -	0.00%
July	\$ 546,054.12	\$ 567,121.28	\$ 571,203.11	\$ 569,405.97	\$ 598,473.51		\$ 598,473.51	\$ -	0.00%	\$ -	0.00%
August	\$ 569,626.35	\$ 576,070.30	\$ 572,330.72	\$ 596,659.38	\$ 638,532.08		\$ 596,659.38	\$ -	0.00%	\$ -	0.00%
September	\$ 559,421.08	\$ 579,499.13	\$ 568,714.94	\$ 585,374.90	\$ 592,339.79		\$ 585,374.90	\$ -	0.00%	\$ -	0.00%
TOTALS	\$6,579,878.62	\$6,687,553.68	\$6,728,284.72	\$6,895,481.71	\$ 7,018,876.87	\$2,454,290.73	\$ 6,970,039.28	\$ 116,840.59	5.00%	\$ 116,840.59	5.00%

* Madison County was several months late with the 8/09 motor vehicle sales tax report and \$47,151.29 of August motor vehicle sales tax that would normally have been received in October was not received until December. To show actual sales tax trends, October's receipts have been increased by \$47,151.29 and December's receipts reduced by the same amount.

Sales Tax Comparison

