



## WORK SESSION MEMORANDUM

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Work Session Date: December 5, 2016 at 6:00 p.m.  
City Council Chambers  
448 East 1<sup>st</sup> Street, Room 190  
City of Salida, Colorado

To: Mayor and City Council

Re: Work Session

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- I. **Student Resource Officer – Terry Clerk**
- II. **Appointment Process for NRCDC Appointments – City Council**
- III. **City Administrator Hiring Process – Steve Rabe**

## MEMORANDUM

TO: Honorable Mayor LiVecchi and Council Members  
CC/: Interim Administrator Steve Rabe

FROM: Chief Terry Clark  
DATE: November 28, 2016  
SUBJECT: School Resource Officer

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I have been approached by the Salida School Administration, wanting to discuss the possibility of a School Resource Officer position in the Salida School District for 2017/2018.

We have in years past discussed with the school the possibility of the SRO and have spoken to some of the past School boards and Council members on this matter. The school up to this point has been very interested but funding their part has been the issue. So the school has made it a priority but put it on a "future" project list.

I have made this a department goal in years past and this position is also included in our comp plan for the city as well. I believe having the SRO in the schools is a huge asset for the School and all of the citizens of Salida. As with any project there is a cost but I believe the dollars spent on this is well worth it to our community.

Without getting in to the fine details of cost, basically the City and the School would split the cost of the position- to include all cost associated with an officer to include wages, benefits and some basic equipment. The SRO would work in the School during the school season and while school is on break we would have the officer working the streets- a win win for both.

**At this time, I am only asking if Council is favorable to moving forward with discussions with the school on the possibility of having an SRO for the High School. If the discussions do move forward and seem as if they will become reality, I will be back before Council for an update and with more in depth detail on the cost and job duties this position will bring.**

Thank You,

Chief Terry Clark

COUNCIL WORKSHOP (12/5)  
Final Steps – City Administrator Search

Process:

Thursday, January 12, 2017 (???)

- 2:00 pm to approximately 4:30 pm – Meet w/Department Heads
  - 10 minute presentations by Department Heads to discuss department, projects, needs, future, etc.
  - Follow-up questions by Finalists (5 minutes each)
- 5:00 pm to 7:00 pm – Meet-n-Greet
  - SteamPlant (light dinner)
  - 30 minute “work-the-room” time
  - Serve dinner – Finalists first (30 minutes)
  - Finalists to talk about themselves (10 minutes each)
  - Divvy up leftovers
- Adjourn

Friday, January 13, 2017 (???)

- 8:30 am – Council to arrive @ City Hall (Methodist Room)
  - Prep by Interim CA
  - Handout writing assignments for review
  - Discuss previous day’s interactions
- 9:00 am to 6:00 pm – Finalist Interviews
  - 1 ½ hour interviews
  - 12+ questions for each candidate
  - Mayor to facilitate
  - Lunch will be served (30 minutes)
- 6:00 pm to 7:00 pm – Debrief w/Interim CA
  - Discussion about Finalists
  - Need for additional information
  - Review of references
  - Ranking of Finalists
  - Contract negotiations
  - Schedule follow-up meeting (if necessary)
  - Return of packets to Interim CA

Still To Do:

Confirm process outline

Set interview date

Does Council wish to use a ranking system?

Council's Finalist Packets

Packets to City Council by 1/6

Packet to include:

Resume

Application for employment

Self-Evaluation

Summary of Finalists from Interim CA

Questions for each Finalist

Other information as necessary

Review of Finalist questions