



Request for City Council Committee Action from the Department of Police

Date: May 15, 2013

To: Don Samuels – Chair, Public Safety and Regulatory Services
Committee

Referral to: Ways and Means, Full Council

Subject: Contract Agreement with Hilton Garden Inn for Lieutenants'
Assessment Center

Recommendation: That the proper officials be authorized to enter into a contract agreement with Hilton Garden Inn for the training rooms, and food and lodging for nine officers from other police agencies to serve as assessors for Police Department Lieutenant candidates. Total hotel costs for assessment center are estimated to be approximately \$14,000. This is a General Fund expense.

Previous Directives:

Department Information

Prepared by: Wendy Guck

Approved by: Robin McPherson, Finance Officer - Police

Presenters in Committee: Wendy Guck

Reviews

- Permanent Review Committee (PRC): Approval ___ Date _____
- Civil Rights Approval Approval ___ Date _____
- Policy Review Group (PRG): Approval ___ Date _____

Financial Impact *(delete all lines not applicable to your request)*

- No financial impact
- Action is within the Business Plan
- Request provided to the Finance Department

Community Impact

- Neighborhood Notification
- City Goals
- Comprehensive Plan
- Zoning Code
- Other

Supporting Information

The Police Department will be holding an Assessment Center to evaluate Lieutenant candidates for promotion. Officer volunteers from other police agencies will be brought in to conduct the assessment of candidates. The Assessment Center will be conducted at the Hilton Garden Inn in downtown Minneapolis and a contract for services is required. Training room costs, lodging for the volunteer evaluators and lunch and snacks for the volunteers during the workdays will be paid to the Hilton Garden Inn. Breakfast meal costs are included in the cost of lodging and all evening meals will be reimbursed to the evaluators as part of travel costs. The cost of lunch and snacks for the evaluators has been approved by the city Finance Officer.