

LA VISTA CITY COUNCIL MEETING AGENDA

November 17, 2020

6:00 p.m.

Harold "Andy" Anderson Council Chamber
La Vista City Hall
8116 Park View Blvd

- Call to Order
- Pledge of Allegiance
- Announcement of Location of Posted Open Meetings Act
- Service Awards: Rob George and Dutch Sevener – 15 years; Brad Baber and Brenda Thompson – 10 years
- Reappointment – Bill Ulrich – Civil Service Commission – 5 year term

All matters listed under item A, Consent Agenda, are considered to be routine by the city council and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

A. CONSENT AGENDA

1. Approval of the Agenda as Presented
2. Approval of the Minutes of the November 3, 2020 City Council Meeting
3. Monthly Financial Report – September 2020
4. Request for Payment – Commercial Seeding Contractors – Construction Services – 84th St. Redevelopment – \$3,490.00
5. Request for Payment – HDR Engineering, Inc. – Professional Services – Project Management Services for Public Improvements – \$513.67
6. Request for Payment – HGM Associates, Inc. – Professional Services – East La Vista Sewer and Pavement Rehabilitation – Phase 1 Investigation – \$258.75
7. Request for Payment – HGM Associates, Inc. – Professional Services – 2020 Bridge Inspection – \$2,630.44
8. Request for Payment – Olsson – Professional Services – City Centre Phase 1 Public Infrastructure – \$1,821.50
9. Request for Payment – Thompson, Dreessen, & Dorner, Inc. – Professional Services – Thompson Creek Phase 1 – \$5,354.75
10. Approval of Claims

- Reports from City Administrator and Department Heads

B. Ordinance – Annexation – Oriental Trading Company Business Park – Final Reading

C. Ordinance – Amend the Compensation Ordinance

D. Resolution – Authorize Agreement – Signage and Wayfinding Plan

E. Resolution – Authorize Purchase – Special Transit Service Vehicle

F. Resolution – Authorize Amendment No. 1 – Professional Services Agreement – Bridge Inspections

G. Resolution – Amend Council Policy Statement – Employee Compensation – Pay for Performance

H. Position Description – Information Technology Manager

I. Executive Session – Contract Negotiations

- Comments from the Floor

- Comments from Mayor and Council

- Adjournment

The public is welcome and encouraged to attend all meetings. If special accommodations are required, please contact the City Clerk prior to the meeting at 402-331-4343. A copy of the Open Meeting Act is posted in the Council Chamber and available in the public copies of the Council packet. Citizens may address the Mayor and Council under "Comments from the Floor." Comments should be limited to three minutes. We ask for your cooperation in order to provide for an organized meeting.



CITY OF LA VISTA

CERTIFICATE OF APPRECIATION

A CERTIFICATE OF APPRECIATION PRESENTED TO **ROB GEORGE** OF THE **LA VISTA PUBLIC WORKS DEPARTMENT**, FOR 15 YEARS OF FAITHFUL AND EFFICIENT SERVICE TO THE CITY OF LA VISTA.

WHEREAS, **Rob George** has served the City of La Vista since May 31, 2005; and

WHEREAS, **Rob George's** input and contributions to the City of La Vista have contributed to the success of the City;

NOW, THEREFORE BE IT RESOLVED that this Certificate of Appreciation is hereby presented to **Rob George** on behalf of the City of La Vista for 15 years of service to the City.

DATED THIS 17TH DAY OF NOVEMBER 2020.


Douglas Kindig, Mayor


Kim J. Thomas
Councilmember, Ward I


Terrilyn Quick
Councilmember, Ward II


Alan W. Ronan
Councilmember, Ward III


Jim Frederick
Councilmember, Ward IV

ATTEST:


Pamela A. Buethe, CMC
City Clerk



CITY OF LA VISTA

CERTIFICATE OF APPRECIATION

A CERTIFICATE OF APPRECIATION PRESENTED TO **DUTCH SEVENER OF THE LA VISTA PUBLIC WORKS DEPARTMENT**, FOR 15 YEARS OF FAITHFUL AND EFFICIENT SERVICE TO THE CITY OF LA VISTA.

WHEREAS, **Dutch Sevener** has served the City of La Vista since June 13, 2005; and

WHEREAS, **Dutch Sevener's** input and contributions to the City of La Vista have contributed to the success of the City;

NOW, THEREFORE BE IT RESOLVED that this Certificate of Appreciation is hereby presented to **Dutch Sevener** on behalf of the City of La Vista for 15 years of service to the City.

DATED THIS 17TH DAY OF NOVEMBER 2020.


Douglas Kindig, Mayor

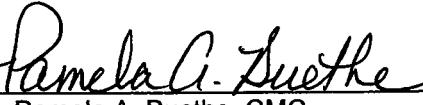

Kirk J. Thomas
Councilmember, Ward I

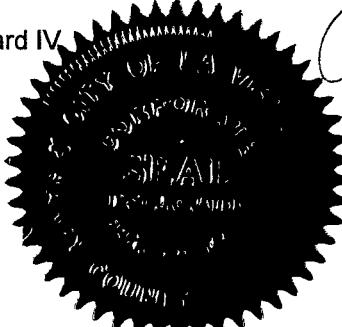

Terrilyn Quick
Councilmember, Ward II


Alan W. Ronan
Councilmember, Ward III


Jim Frederick
Councilmember, Ward IV

ATTEST:


Pamela A. Buethe, CMC
City Clerk





CITY OF LA VISTA

CERTIFICATE OF APPRECIATION

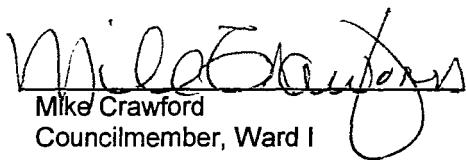
A CERTIFICATE OF APPRECIATION PRESENTED TO **BRAD BABER** OF THE **LA VISTA COMMUNITY DEVELOPMENT DEPARTMENT**, FOR 10 YEARS OF FAITHFUL AND EFFICIENT SERVICE TO THE CITY OF LA VISTA.

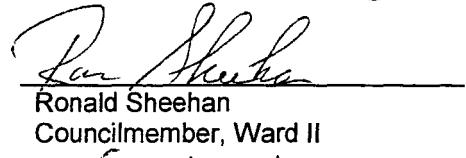
WHEREAS, **Brad Baber** has served the City of La Vista since May 24, 2010; and

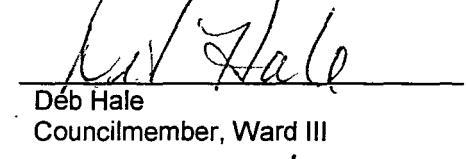
WHEREAS, **Brad Baber's** input and contributions to the City of La Vista have contributed to the success of the City;

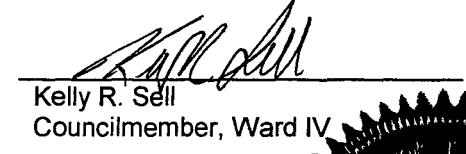
NOW, THEREFORE BE IT RESOLVED that this Certificate of Appreciation is hereby presented to **Brad Baber** on behalf of the City of La Vista for 10 years of service to the City.

DATED THIS 17TH DAY OF NOVEMBER 2020.

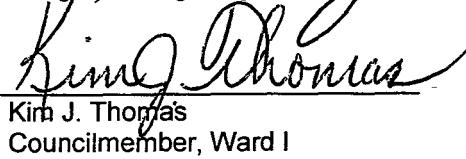

Mike Crawford
Councilmember, Ward I

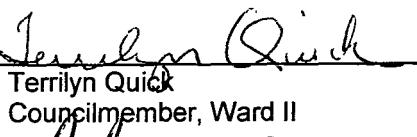

Ronald Sheehan
Councilmember, Ward II

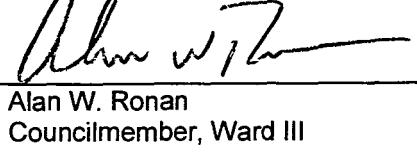

Déb Hale
Councilmember, Ward III

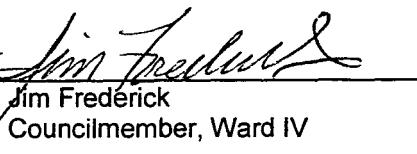

Kelly R. Sell
Councilmember, Ward IV


Douglas Kindig, Mayor

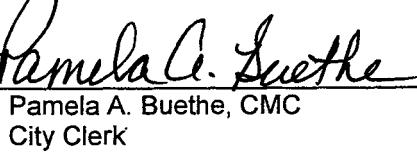

Kirby J. Thomas
Councilmember, Ward I


Terrilyn Quick
Councilmember, Ward II


Alan W. Ronan
Councilmember, Ward III


Jim Frederick
Councilmember, Ward IV

ATTEST:


Pamela A. Buethe, CMC
City Clerk



CITY OF LA VISTA

CERTIFICATE OF APPRECIATION

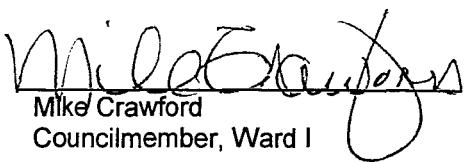
A CERTIFICATE OF APPRECIATION PRESENTED TO **BRENDA THOMPSON** OF THE **LA VISTA POLICE DEVELOPMENT DEPARTMENT**, FOR 10 YEARS OF FAITHFUL AND EFFICIENT SERVICE TO THE CITY OF LA VISTA.

WHEREAS, **Brenda Thompson** has served the City of La Vista since August 2, 2010; and

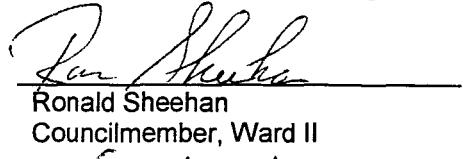
WHEREAS, **Brenda Thompson's** input and contributions to the City of La Vista have contributed to the success of the City;

NOW, THEREFORE BE IT RESOLVED that this Certificate of Appreciation is hereby presented to **Brenda Thompson** on behalf of the City of La Vista for 10 years of service to the City.

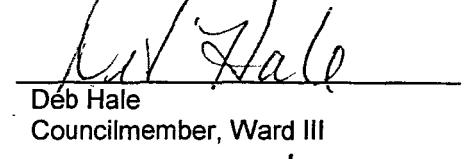
DATED THIS 17TH DAY OF NOVEMBER 2020.



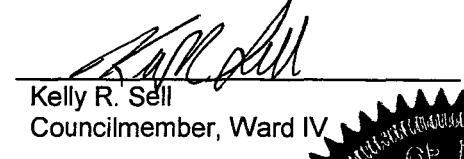
Mike Crawford
Councilmember, Ward I



Ronald Sheehan
Councilmember, Ward II



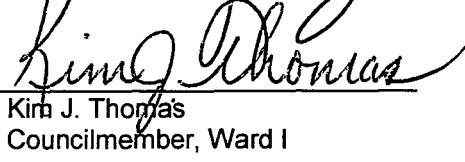
Deb Hale
Councilmember, Ward III



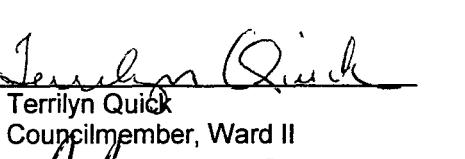
Kelly R. Sell
Councilmember, Ward IV



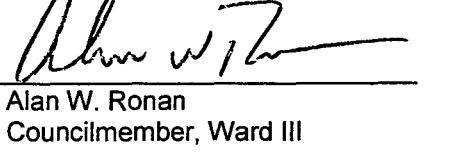
Douglas Kindig, Mayor



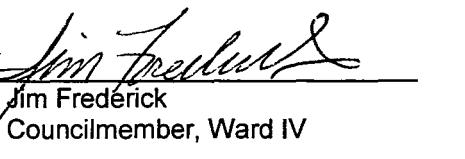
Kirk J. Thomas
Councilmember, Ward I



Terrilyn Quick
Councilmember, Ward II



Alan W. Ronan
Councilmember, Ward III



Jim Frederick
Councilmember, Ward IV

ATTEST:



Pamela A. Buethe, CMC
City Clerk



LA VISTA CITY COUNCIL MEETING AGENDA

November 17, 2020

6:00 p.m.

Harold "Andy" Anderson Council Chamber
La Vista City Hall
8116 Park View Blvd

- Call to Order
- Pledge of Allegiance
- Announcement of Location of Posted Open Meetings Act
- Service Awards: Rob George and Dutch Sevener – 15 years; Brad Baber and Brenda Thompson – 10 years
- Reappointment – Bill Ulrich – Civil Service Commission – 5 year term

All matters listed under item A, Consent Agenda, are considered to be routine by the city council and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

A. **CONSENT AGENDA**

1. Approval of the Agenda as Presented
2. Approval of the Minutes of the November 3, 2020 City Council Meeting
3. Monthly Financial Report – September 2020
4. Request for Payment – Commercial Seeding Contractors – Construction Services – 84th St. Redevelopment – \$3,490.00
5. Request for Payment – HDR Engineering, Inc. – Professional Services – Project Management Services for Public Improvements – \$513.67
6. Request for Payment – HGM Associates, Inc. – Professional Services – East La Vista Sewer and Pavement Rehabilitation – Phase 1 Investigation – \$258.75
7. Request for Payment – HGM Associates, Inc. – Professional Services – 2020 Bridge Inspection – \$2,630.44
8. Request for Payment – Olsson – Professional Services – City Centre Phase 1 Public Infrastructure – \$1,821.50
9. Request for Payment – Thompson, Dreessen, & Dorner, Inc. – Professional Services – Thompson Creek Phase 1 – \$5,354.75
10. Approval of Claims

- Reports from City Administrator and Department Heads

B. **Ordinance – Annexation – Oriental Trading Company Business Park – Final Reading**C. **Ordinance – Amend the Compensation Ordinance**D. **Resolution – Authorize Agreement – Signage and Wayfinding Plan**E. **Resolution – Authorize Purchase – Special Transit Service Vehicle**F. **Resolution – Authorize Amendment No. 1 – Professional Services Agreement – Bridge Inspections**G. **Resolution – Amend Council Policy Statement – Employee Compensation – Pay for Performance**H. **Position Description – Information Technology Manager**I. **Executive Session – Contract Negotiations**

- **Comments from the Floor**

- **Comments from Mayor and Council**

- **Adjournment**

The public is welcome and encouraged to attend all meetings. If special accommodations are required, please contact the City Clerk prior to the meeting at 402-331-4343. A copy of the Open Meeting Act is posted in the Council Chamber and available in the public copies of the Council packet. Citizens may address the Mayor and Council under "Comments from the Floor." Comments should be limited to three minutes. We ask for your cooperation in order to provide for an organized meeting.

MINUTE RECORD

A-2

No. 729 — REEDIE & COMPANY, INC. OMAHA E1310556LD

LA VISTA CITY COUNCIL MEETING November 3, 2020

A meeting of the City Council of the City of La Vista, Nebraska was convened in open and public session at 6:00 p.m. on November 3, 2020. Present were Councilmembers: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Also in attendance were, City Attorney McKeon, City Administrator Gunn, Assistant City Administrator Ramirez, Chief of Police Lausten, City Clerk Buethe, Director of Public Works Soucie, Director of Administrative Services Pokorny, Library Director Barcal, Recreation Director Stopak, City Engineer Dowse, and Community Development Director Fountain.

A notice of the meeting was given in advance thereof by publication in the Times on October 21, 2020. Notice was simultaneously given to the Mayor and all members of the City Council and a copy of the acknowledgment of the receipt of notice attached to the minutes. Availability of the agenda was communicated to the Mayor and City Council in the advance notice of the meeting. All proceedings shown were taken while the convened meeting was open to the attendance of the public. Further, all subjects included in said proceedings were contained in the agenda for said meeting which is kept continuously current and available for public inspection at City Hall during normal business hours.

Acting Mayor Thomas called the meeting to order and made the announcements.

A. CONSENT AGENDA

1. APPROVAL OF THE AGENDA AS PRESENTED
2. APPROVAL OF THE MINUTES OF THE OCTOBER 20, 2020 CITY COUNCIL
MEETING
3. REQUEST FOR PAYMENT – CITY OF OMAHA – SEWER CONNECTION FEES
-\$141,512.00
4. REQUEST FOR PAYMENT – DLR GROUP – PROFESSIONAL SERVICES –
CITY CENTRE PARKING STRUCTURE 2 – \$4,376.00
5. REQUEST FOR PAYMENT – LAMP RYNEARSON – PROFESSIONAL
SERVICES – 2020 ASSET MANAGEMENT – \$1,423.10
6. REQUEST FOR PAYMENT – MIDWEST RIGHT OF WAY SERVICES, INC. –
PROFESSIONAL SERVICES – 120TH & GILES – \$95.00
7. REQUEST FOR PAYMENT – RDG PLANNING & DESIGN – PROFESSIONAL
SERVICES – PLACEMAKING AND LA SERVICES – \$7,525.57
8. REQUEST FOR PAYMENT – SID 237, CIMARRON WOODS – INTERLOCAL
AGREEMENT – OPEN DRAINAGEWAY IMPROVEMENTS MAINTENANCE &
ACCESS – \$25,000.00
9. REQUEST FOR PAYMENT – THOMPSON, DREESSEN & DORNER, INC. –
PROFESSIONAL SERVICES – CIVIL ENGINEERING SERVICES – \$1,650.00
10. REQUEST FOR PAYMENT – THOMPSON, DREESSEN & DORNER, INC. –
PROFESSIONAL SERVICES – PHASE 2 GOLF COURSE TRANSFORMATION
– \$2,050.30
11. REQUEST FOR PAYMENT – THOMPSON, DREESSEN & DORNER, INC. –
PROFESSIONAL SERVICES – CENTRAL PARK IMPROVEMENTS – \$920.00
12. APPROVAL OF CLAIMS

ACTION BATTERIES, maint.	292.68
ALFRED BENESCH & CO, services	3,820.00
ALL FLAGS, services	725.50
AMAZON, supplies	916.83
A-RELIEF, services	632.00
AT&T MOBILITY LLC, phones	97.34
BARCO MUNICIPAL PRODUCTS, supplies	59.75
BAUER BUILT INC, maint.	748.00
BISHOP BUSINESS, services	1,156.57
BJORKLUND COMP CONSULTING, services	480.00
BJSB-BELLEVUE JR SPORTS, services	600.00
BKD LLP, services	975.00
BLAND, TRAVIS, apparel	138.74
BOYCHUK, GLENN, services	250.00
BUILDERS SUPPLY, supplies	246.02
CENTER POINT, INC, books	408.66

MINUTE RECORD

November 3, 2020

No. 729 — REDFIELD & COMPANY, INC. OMAHA E1310556LD

CENTURY LINK, phones	67.12
CINTAS CORP, services	297.70
CITY OF OMAHA, services	257,697.85
CITY OF PAPILLION, services	215,787.64
COX COMMUNICATIONS, INC, services	147.03
CULLIGAN OF OMAHA, services	24.30
D & K PRODUCTS, bld&grnds	2,236.70
DATASHIELD CORP, services	60.00
DIGITAL EXPRESS, supplies	130.00
DOUGLAS COUNTY SHERIFF, services	100.00
FIKES COMMERCIAL, supplies	60.00
GALE, books	124.45
GENERAL FIRE & SAFETY EQUIP CO, services	660.00
GENUINE PARTS CO, maint.	3,394.81
HANEY SHOE STORE, apparel	150.00
HARM'S CONCRETE, services	1,637.25
HARTS AUTO SUPPLY, maint.	1,314.00
HELGET SAFETY, supplies	210.00
HERITAGE CRYSTAL CLEAN LLC, services	533.07
HOME DEPOT, supplies	45.76
HY-VEE INC, services	134.00
IDEAL IMAGES, INC, apparel	284.50
IDENTISYS INC, supplies	124.01
INDUSTRIAL SALES CO, services	1,299.02
INGRAM LIBRARY SERVICES, books	614.33
INTERNATIONAL CODE COUNCIL, services	145.00
KISSEL KOHOUT ES ASSOCIATES LLC, services	9,607.48
KRIHA FLUID POWER, maint.	583.57
LARSEN SUPPLY CO, supplies	54.72
LAUSTEN JR ROBERT S, services	3,105.00
LIBRA INDUSTRIES INC, supplies	337.50
LIBRARY IDEAS LLC, books	3,605.00
LOGAN CONTRACTORS SUPPLY, maint.	187.13
LOVELAND GRASS PAD, bld&grnds	45.48
MARK A KLINKER, services	200.00
MENARDS-RALSTON, supplies	487.16
METRO COMM COLLEGE, services	12,277.82
MID-IOWA SOLID WASTE EQUIP, services	751.29
MIDWEST FENCE, services	6,531.30
MIDWEST TAPE, media	453.20
MIDWEST TURF & IRRIGATION, services	5,065.07
MSC INDUSTRIAL SUPPLY, maint.	43.22
NE IOWA INDL FASTENERS INC, maint.	5.70
NE LIBRARY COMMISSION, services	1,514.60
NE STATEWIDE ARBORETUM INC, services	100.00
NOLL, MARGARET M, service	120.00
NPZA-NE PLANNING/ZONING ASSN, services	100.00
OFFICE DEPOT INC, supplies	829.08
OFFUTT YOUTH CENTER, services	1,120.00
ON YOUR MARKS, services	3,279.43
ORIENTAL TRADING CO, supplies	39.93
PER MAR SECURITY, services	114.33
PROFESSIONAL GROUNDS MGMT, services	500.00
RDG PLANNING & DESIGN, services	1,985.00
REACH SPORTS MARKETING GROUP, services	700.00
REGAL AWARDS INC, services	53.00
REYNOLDS, DANIEL, services	100.00
SARPY COUNTY COURTHOUSE, services	4,207.68
SIGN IT, services	486.00
SUBURBAN NEWSPAPERS INC, services	1,166.04

MINUTE RECORD

November 3, 2020

No. 729 — REIDEL & COMPANY, INC. OMAHA E1310556LD

SUSPENSION SHOP INC, maint.	2,103.82
THE COLONIAL PRESS, services	566.04
THE FILTER SHOP, bld&grnds	25.74
THE PIN CENTER, services	1,799.00
TRUCK CENTER CO, maint.	2,041.22
TY'S OUTDOOR POWER, maint.	137.25
UNITE PRIVATE NETWORKS LLC, services	4,400.00
USI EDUCATION & GOVERNMENT SALES, services	299.54
VERIZON CONNECT NWF, phones	631.41
VERIZON WIRELESS, phones	332.45
WALMART, supplies	1,862.93
WESTLAKE HARDWARE INC, maint.	8.99

Councilmember Sheehan made a motion to approve the consent agenda. Seconded by Councilmember Frederick. Councilmember Sell reviewed the bills and stated everything was in order. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

REPORTS FROM CITY ADMINISTRATOR AND DEPARTMENT HEADS

City Administrator Gunn reported on Executive Order No. 20-34.

Recreation Director Stopak reported on Halloween Safe Night and that Tree City USA 2019 will be a virtual presentation on December 11.

Community Relations Coordinator Beaumont reported on the coat drive and on the food drive supporting Tri-City Food Pantry. He also reported that the Tree Lighting on November 29 will be a virtual only event.

Deputy Director of Public Works Calentine reported on the clean-up days held in conjunction with the City of Papillion.

B. ORDINANCE – ANNEXATION – ORIENTAL TRADING COMPANY BUSINESS PARK – SECOND READING

City Clerk Buethe read Ordinance No. 1400 entitled: AN ORDINANCE TO ANNEX CERTAIN REAL ESTATE TO THE CITY OF LA VISTA, NEBRASKA (LOTS 1 THRU 3, ALONG WITH OUTLOTS B AND C, ORIENTAL TRADING COMPANY BUSINESS PARK, AS SURVEYED, PLATTED, AND RECORDED IN SARPY COUNTY, NE), AS MORE FULLY DESCRIBED HEREIN; TO MAKE PROVISION FOR EXTENSION OF SERVICES TO INHABITANTS OF TERRITORY ANNEXED; AND TO PROVIDE FOR THE EFFECTIVE DATE HEREOF.

Councilmember Sheehan made a motion to approve Ordinance No. 1400 on its second reading and pass it on to a third and final reading. Seconded by Councilmember Frederick. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

C. RESOLUTION – TRANSFER OF OWNERSHIP – POLICE K-9

Councilmember Sell introduced and moved for the adoption of Resolution No. 20-104 entitled: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE MAYOR TO RETIRE POLICE SERVICE DOG TAR FROM THE LA VISTA POLICE DEPARTMENT AND ENTRUSTING POLICE SERVICE DOG TAR TO THE CARE AND OWNERSHIP OF POLICE OFFICER MIKE LOYD.

WHEREAS, PSD "TAR" has rendered more than nine years of faithful and dedicated service to the City of La Vista; and

WHEREAS, PSD "TAR" is retiring due to his age; and

MINUTE RECORD

November 3, 2020

No. 729 — REEDFIELD & COMPANY, INC. OMAHA E1310556LD

WHEREAS, his handler, Police Officer Mike Loyd has offered to provide PSD "TAR" a permanent retirement home and assume all of the responsibilities accompanying pet ownership;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, resolves that PSD "TAR" be retired from active service with the La Vista Police Department; and the Mayor is authorized to enter into an agreement transferring care and custody of PSD "TAR" to Police Officer Mike Loyd. A copy of the agreement is attached hereto as Exhibit A and incorporated by this reference.

Seconded by Councilmember Quick. Officer Loyd and Tar were present. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

D. RESOLUTION – AUTHORIZE PURCHASE – POLICE K-9

Councilmember Hale introduced and moved for the adoption of Resolution No. 20-105 entitled: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA APPROVING THE PURCHASE OF A POLICE K-9 FROM CANINE TACTICAL LLC., CHARITON, IOWA, IN AN AMOUNT NOT TO EXCEED \$13,000.

WHEREAS, the City Council of the City of La Vista has determined that the purchase of a police K-9 is necessary; and

WHEREAS, the K-9 Donation account has funds available for the purchase of said K-9; and

WHEREAS, The La Vista Police Department did extensive research and recommends that the K-9 be purchased from said vendor; and

WHEREAS, Subsection (c) of Section 31.23 of the La Vista Municipal Code requires the City Administrator secure Council approval prior to authorizing any purchase over \$5,000.00;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby authorize the purchase of a police K-9 from Canine Tactical LLC, Chariton, Iowa, in an amount not to exceed \$13,000.

Seconded by Councilmember Frederick. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

E. RESOLUTION – AUTHORIZE PURCHASE – VECTOR RADAR DETECTION SYSTEM

Councilmember Frederick introduced and moved for the adoption of Resolution No. 20-106 entitled: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, AUTHORIZING THE PURCHASE OF ONE (1) ITERIS VECTOR RADAR DETECTION SYSTEM FROM MOBOTREX TRAFFIC, DAVENPORT, IOWA IN AN AMOUNT NOT TO EXCEED \$17,093.00.

WHEREAS, the City Council of the City of La Vista has determined that the purchase of one (1) Iteris Vector Radar Detection System is necessary; and

WHEREAS, the FY 21/22 Biennial Budget provides funding for this purchase; and

WHEREAS, Subsection (C) (9) of Section 31.23 of the La Vista Municipal code requires that the City Administrator secure council approval prior to authorizing any purchases over \$5,000;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council of the City of La Vista, Nebraska authorize the purchase of one (1) Iteris Vector Radar Detection System from Mobotrex Traffic, Davenport, Iowa in an amount not to exceed \$17,093.00.

MINUTE RECORD

November 3, 2020

No. 729 — REEDEL & COMPANY, INC. OMAHA E1310556LD

Seconded by Councilmember Hale. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

F. RESOLUTION – AUTHORIZE PURCHASE – REPLACEMENT SNOW PLOW WEAR BLADES

Councilmember Sell introduced and moved for the adoption of Resolution No. 20-107 entitled: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, AUTHORIZING THE PURCHASE OF REPLACEMENT SNOW PLOW WEAR BLADES FROM MICHAEL TODD & CO., OMAHA, NEBRASKA IN AN AMOUNT NOT TO EXCEED \$10,000.00.

WHEREAS, the City Council of the City of La Vista has determined that the purchase of the replacement snow plow wear blades is necessary; and

WHEREAS, the FY 21/22 Biennial Budget provides funding for this purchase; and

WHEREAS, Subsection (C) (9) of Section 31.23 of the La Vista Municipal code requires that the City Administrator secure council approval prior to authorizing any purchases over \$5,000;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council of the City of La Vista, Nebraska authorize the purchase of replacement snow plow wear blades from Michael Todd & Co., Omaha, Nebraska in an amount not to exceed \$10,000.00.

Seconded by Councilmember Hale. Councilmembers voting aye: Frederick, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: Ronan. Motion carried.

G. RESOLUTION – COUNCIL POLICY STATEMENT – ISSUANCE OF MILITARY LIBRARY CARDS

Councilmember Crawford introduced and moved for the adoption of Resolution No. 20-108 entitled: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, APPROVING A COUNCIL POLICY STATEMENT.

WHEREAS, the City Council has determined that it is necessary and desirable to create Council Policy Statements as a means of establishing guidelines and direction to the members of the City Council and to the city administration in regard to various issues which regularly occur; and

WHEREAS, the issuance of library cards to military personnel residing outside the city limits is being recommended; and

WHEREAS, a Council Policy Statement entitled "Public Library User Privileges" has been created and reviewed by the Library Advisory Board;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby approve a Council Policy Statement entitled "Public Library User Privileges" and do further hereby direct the distribution of said Council Policy Statement to the appropriate City Departments.

Councilmember Crawford made the motion to approve the resolution and Council Policy Statement with the option of "Military personnel (active, retired, or honorably discharged) residing outside the city limits may apply for a card at no charge. Military ID must be presented." The motion failed for lack of a second.

Councilmember Sheehan made a motion to approve the resolution and Council Policy Statement with the option of "Military personnel (active duty and dependents only) residing in Sarpy County outside the city limits may apply for a card at no charge. Military ID must be presented." Seconded by Councilmember Thomas. Councilmembers voting aye: Ronan, Sheehan, Thomas, Quick, and Sell. Nays: Frederick, Crawford, and Hale. Abstain: None. Absent: None. Motion carried.

MINUTE RECORD

November 3, 2020

No. 729 — REDFIELD & COMPANY, INC. OMAHA E1310556LD

H. POSITION DESCRIPTION

Acting Mayor Thomas announced staff had asked that this item be tabled until a future meeting.

Councilmember Frederick made a motion to table Item H. Seconded by Councilmember Sheehan. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

COMMENTS FROM THE FLOOR

There were no comments from the floor.

COMMENTS FROM MAYOR AND COUNCIL

Councilmember Frederick wished luck to the other Councilmembers up for election.

Councilmembers Sheehan, Frederick, and Quick commented on the success of Halloween Safe Night.

At 6:42 p.m. Councilmember Crawford made a motion to adjourn the meeting. Seconded by Councilmember Frederick. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

PASSED AND APPROVED THIS 17TH DAY OF NOVEMBER 2020.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

CITY OF LAVISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
For the Twelve months ending September 30, 2020
100% of the Fiscal Year 2020
Preliminary

	Total All Funds					Over/(under) Budget	% of Budget Used
	Budget (12 month)	MTD Actual	YTD Actual				
OPERATING REVENUES							
General Fund	\$ 19,268,775	\$ 1,236,563	\$ 18,048,978	\$ (1,219,797)		94%	
Sewer Fund	4,410,092	447,125	4,232,516	(177,576)		96%	
Debt Service Fund	4,037,476	200,053	3,614,136	(423,340)		90%	
Capital Improvement Program Fund	22,411	-	248	(22,163)		1%	
Lottery Fund	1,206,420	143,284	1,429,421	223,001		118%	
Economic Development Fund	517	1	26	(491)		5%	
Off Street Parking Fund	115,771	1,643	15,203	(100,568)		13%	
Redevelopment Fund	2,441,569	88,589	2,111,438	(330,131)		86%	
Police Academy	100,083	7	102,663	2,580		103%	
TIF 1A	541,612	-	95,628	(445,984)		18%	
TIF 1B	-	-	30,870	30,870		0%	
Sewer Reserve Fund	8,937	725	7,525	(1,412)		84%	
Qualified Sinking Fund	625	130	756	131		121%	
Total Operating Revenues	32,154,288	2,118,120	29,689,410	(2,464,878)		92%	

OPERATING EXPENDITURES

General Fund	18,932,599	1,333,963	16,499,167	(2,433,432)	87%
Sewer Fund	3,737,941	77,899	3,125,812	(612,129)	84%
Debt Service Fund	3,153,682	10,704	3,139,621	(14,061)	100%
Capital Improvement Program Fund	-	-	-	-	0%
Lottery Fund	710,076	47,356	532,447	(177,629)	75%
Economic Development Fund	137,466	-	-	(137,466)	0%
Off Street Parking Fund	1,241,698	15,352	1,068,895	(172,803)	86%
Redevelopment Fund	1,533,687	12,588	1,328,453	(205,234)	87%
Police Academy	98,596	5,300	97,274	(1,322)	99%
TIF 1A	541,612	-	66,179	(475,433)	12%
TIF 1B	-	-	15,589	15,589	0%
Sewer Reserve Fund	-	-	-	-	0%
Qualified Sinking Fund	-	-	-	-	0%
Total Operating Expenditures	30,087,357	1,503,164	25,873,436	(4,213,921)	86%

OPERATING REVENUES NET OF EXPENDITURES

General Fund	336,176	(97,401)	1,549,811	1,213,635
Sewer Fund	672,151	369,225	1,106,704	434,553
Debt Service Fund	883,794	189,349	474,515	(409,279)
Capital Improvement Program Fund	22,411	-	248	(22,163)
Lottery Fund	496,344	95,928	896,974	400,630
Economic Development Fund	(136,949)	1	26	136,975
Off Street Parking Fund	(1,125,927)	(13,709)	(1,053,692)	72,235
Redevelopment Fund	907,882	76,001	782,985	(124,897)
Police Academy	1,487	(5,294)	5,389	3,902
TIF 1A	-	-	29,450	29,450
TIF 1B	-	-	15,281	15,281
Sewer Reserve Fund	8,937	725	7,525	(1,412)
Qualified Sinking Fund	625	130	756	131
Operating Revenues Net of Expenditures	2,066,931	614,956	3,815,973	1,749,042

CITY OF LAVISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
For the Twelve months ending September 30, 2020
100% of the Fiscal Year 2020
Preliminary

Total All Funds

	<u>Budget</u> (12 month)	<u>MTD</u> <u>Actual</u>	<u>YTD</u> <u>Actual</u>	Over(under) <u>Budget</u>	% of Budget <u>Used</u>
OTHER FINANCING SOURCES & USES					
TRANSFERS IN					
General Fund	100,293	-	65,843	(34,450)	66%
Sewer Fund	3,000	-	-	(3,000)	0%
Debt Service Fund	214,782	-	441,451	226,669	206%
Capital Improvement Program Fund	1,142,500	45,374	1,119,197	(23,303)	98%
Lottery Fund	-	-	-	-	-
Economic Development Fund	-	-	-	-	-
Off Street Parking Fund	1,396,911	328,191	1,332,259	(64,652)	95%
Redevelopment Fund	200,000	-	940,110	740,110	470%
Police Academy	-	-	-	-	-
TIF 1A	-	-	-	-	-
TIF 1B	-	-	-	-	-
Sewer Reserve Fund	728,630	-	740,000	11,370	102%
Qualified Sinking Fund	450,000	-	250,000	(200,000)	56%
Total Transfers In	4,236,116	373,565	4,888,861	652,745	115%

TRANSFERS OUT

General Fund	(1,430,161)	(328,176)	(824,464)	605,697	58%
Sewer Fund	(728,630)	-	(740,000)	(11,370)	102%
Debt Service Fund	(1,255,003)	(45,374)	(1,269,444)	(14,441)	101%
Capital Improvement Program Fund	-	-	(253,322)	(253,322)	-
Lottery Fund	(822,322)	-	(517,599)	304,723	63%
Economic Development Fund	-	-	-	-	-
Off Street Parking Fund	-	-	(940,110)	(940,110)	-
Redevelopment Fund	-	(15)	(343,923)	(343,923)	-
Police Academy	-	-	-	-	-
TIF 1A	-	-	-	-	-
TIF 1B	-	-	-	-	-
Sewer Reserve Fund	-	-	-	-	-
Qualified Sinking Fund	-	-	-	-	-
Total Transfers Out	(4,236,116)	(373,565)	(4,888,861)	(652,745)	115%

NET TRANSFERS

General Fund	(1,329,868)	(328,176)	(758,621)	571,247	57%
Sewer Fund	(725,630)	-	(740,000)	(14,370)	102%
Debt Service Fund	(1,040,221)	(45,374)	(827,993)	212,228	80%
Capital Improvement Program Fund	1,142,500	45,374	865,876	(276,624)	76%
Lottery Fund	(822,322)	-	(517,599)	304,723	63%
Economic Development Fund	-	-	-	-	-
Off Street Parking Fund	1,396,911	328,191	392,149	(1,004,762)	28%
Redevelopment Fund	200,000	(15)	596,188	396,188	298%
Police Academy	-	-	-	-	-
TIF 1A	-	-	-	-	-
TIF 1B	-	-	-	-	-
Sewer Reserve Fund	728,630	-	740,000	11,370	102%
Qualified Sinking Fund	450,000	-	250,000	(200,000)	56%
Total Net Transfers	-	-	-	-	-

CITY OF LAVISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES

For the Twelve months ending September 30, 2020

100% of the Fiscal Year 2020

Preliminary

Total All Funds

	<u>Budget</u> (12 month)	<u>MTD</u> <u>Actual</u>	<u>YTD</u> <u>Actual</u>	Over(under) <u>Budget</u>	% of Budget <u>Used</u>
Total Bond Proceeds	18,000,000	-	-	(18,000,000)	0%

OTHER REVENUE: BOND PROCEEDS

Sewer Fund	-	-	-	-	-
Capital Improvement Program Fund	8,500,000	-	-	(8,500,000)	0%
Economic Development Fund	3,000,000	-	-	(3,000,000)	0%
Off Street Parking Fund	-	-	-	-	-
Redevelopment Fund	6,500,000	-	-	(6,500,000)	0%
Total Bond Proceeds	18,000,000	-	-	(18,000,000)	0%

OTHER EXPENDITURES: CAPITAL IMPROVEMENT PROGRAM

Sewer Fund	50,000	-	38,002	(11,998)	76%
Capital Improvement Program Fund	9,979,512	38,778	928,816	(9,050,696)	9%
Off Street Parking Fund	750,000	19,801	555,375	(194,625)	74%
Redevelopment Fund	10,700,000	94,483	3,292,784	(7,407,216)	31%
Total Capital Improvement Program	21,479,512	153,061	4,814,976	(16,664,536)	22%

OTHER EXPENDITURES: EDP GRANT

Economic Development Fund	3,000,000	-	-	(3,000,000)	0%
---------------------------	-----------	---	---	-------------	----

NET FUND ACTIVITY

General Fund	(993,692)	(425,576)	791,191	1,784,883
Sewer Fund	(103,479)	369,225	328,703	432,182
Debt Service Fund	(156,427)	143,975	(353,478)	(197,051)
Capital Improvement Program Fund	(314,601)	6,596	(62,692)	251,909
Lottery Fund	(325,978)	95,928	379,375	705,353
Economic Development Fund	(136,949)	1	26	136,975
Off Street Parking Fund	(479,016)	294,681	(1,216,917)	(737,901)
Redevelopment Fund	(3,092,118)	(18,497)	(1,913,611)	1,178,507
Police Academy	1,487	(5,294)	5,389	3,902
TIF 1A	-	-	29,450	29,450
TIF 1B	-	-	15,281	15,281
Sewer Reserve Fund	737,567	725	747,525	9,958
Qualified Sinking Fund	450,625	130	250,756	(199,869)
Net Activity	\$ (4,412,581)	461,895	(999,003)	3,413,579
			0	-

CITY OF LAVISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES

For the Twelve months ending September 30, 2020

100% of the Fiscal Year 2020

Preliminary

Total All Funds

<u>FUND BALANCE</u>	<u>Budget</u> <u>(12 month)</u>	<u>MTD</u> <u>Actual</u>	<u>YTD</u> <u>Actual</u>	<u>Over(under)</u> <u>Budget</u>	<u>% of Budget</u> <u>Used</u>
	<u>As of FYE 9/30/2020</u>		<u>As of 9/30/2020</u>	<u>Variance</u>	<u>Notes</u>
General Fund	4,688,168		7,671,787	2,983,619	
Sewer Fund	978,985		1,422,990	444,005	
Debt Service Fund	2,354,279		3,438,704	1,084,425	
Capital Improvement Program Fund	(41,847)		(38,508)	3,339	
Lottery Fund	2,900,404		3,890,376	989,972	
Economic Development Fund	70,019		7,069	(62,950)	
Off Street Parking Fund	234,504		15,144	(219,360)	
Redevelopment Fund	2,416,093		3,805,897	1,389,804	
Police Academy	26,360		31,774	5,414	
TIF 1A	(3,420)		47,336	50,756	
TIF 1B	(19,136)		15,281	34,417	
Sewer Reserve Fund	1,944,692		1,957,259	12,567	
Qualified Sinking Fund	551,125		351,472	(199,653)	
Net Fund Balance	16,100,226	-	22,616,582	6,516,356	

CITY OF LAVISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES

For the Twelve months ending September 30, 2020

100% of the Fiscal Year 2020

Preliminary

General Fund

	Budget (12 month)	MTD Actual	YTD Actual	Over(under) Budget	% of Budget Used
REVENUES					
Property Taxes	\$ 8,673,516	\$ 620,521	\$ 8,535,987	\$ (137,529)	98%
Sales and use taxes	4,691,663	173,605	4,110,117	(581,546)	88%
Payments in Lieu of taxes	288,922	-	304,487	15,565	105%
State revenue	1,958,268	175,172	1,853,126	(105,142)	95%
Occupation and franchise taxes	883,900	8,497	847,152	(36,748)	96%
Hotel Occupation Tax	1,017,550	43,476	659,528	(358,022)	65%
Licenses and permits	440,250	70,132	484,478	44,228	110%
Interest income	28,708	3,041	54,576	25,868	190%
Recreation fees	172,710	4,874	77,777	(94,933)	45%
Special Services	19,500	1,728	20,500	1,000	105%
Grant Income	150,575	19,194	119,830	(30,745)	80%
Other	943,213	116,323	981,420	38,207	104%
Total Revenues	19,268,775	1,236,563	18,048,978	(1,219,797)	94%

Note 1: Due to other entity filing error, September sales tax understated by \$250,000; to be received in October; % of Budget would be 93%

EXPENDITURES

Administrative Services	555,523	39,970	514,186	(41,337)	93%
Mayor and Council	258,001	13,696	202,620	(55,381)	79%
Boards & Commissions	10,544	182	3,541	(7,003)	34%
Building Maintenance	666,644	51,857	434,529	(232,115)	65%
Administration	814,815	83,533	741,204	(73,611)	91%
Police and Animal Control	5,316,825	436,634	5,110,692	(206,133)	96%
Fire	2,181,863	180,934	2,164,581	(17,282)	99%
Community Development	687,211	42,094	579,849	(107,362)	84%
Public Works	3,982,560	245,842	3,208,703	(773,857)	81%
Recreation	887,273	46,559	586,359	(300,914)	66%
Library	908,468	62,761	777,389	(131,079)	86%
Information Technology	289,745	18,942	289,459	(286)	100%
Human Resources	1,023,722	56,797	876,065	(147,657)	86%
Public Transportation	109,385	7,156	80,991	(28,394)	74%
Finance	489,213	30,764	461,751	(27,462)	94%
Capital outlay	750,807	16,241	467,249	(283,558)	62%
Total Expenditures	18,932,599	1,333,963	16,499,167	(2,433,432)	87%

REVENUES NET OF EXPENDITURES	336,176	(97,401)	1,549,811	1,213,635
-------------------------------------	----------------	-----------------	------------------	------------------

OTHER FINANCING SOURCES (USES)

Operating transfers in (Lottery)	100,293	-	65,843	(34,450)	66%
Operating transfers out (DSF, OSP, CIP)	(1,430,161)	(328,176)	(824,464)	605,697	58%
Total other Financing Sources (Uses)	(1,329,868)	(328,176)	(758,621)	571,247	

NET FUND ACTIVITY	\$ (993,692)	\$ (425,576)	\$ 791,190.5	\$ 1,784,883
--------------------------	---------------------	---------------------	---------------------	---------------------

CITY OF LAVISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-PROPRIETARY FUNDS

For the Twelve months ending September 30, 2020

100% of the Fiscal Year 2020

Preliminary

Sewer Fund

	<u>Budget</u>	<u>MTD Actual</u>	<u>YTD Actual</u>	<u>(Under) Budget</u>	<u>% of Budget Used</u>
REVENUES					
User fees	\$ 4,277,805	\$ 433,120	\$ 4,083,095	\$ (194,710)	95%
Service charge and hook-up fees	128,210	12,903	135,384	7,174	106%
Miscellaneous	18	4	53	35	
Total Revenues	4,406,033	446,027	4,218,532	(187,501)	96%
EXPENDITURES					
Personnel Services	581,719	39,163	518,171	(63,548)	89%
Commodities	39,200	1,772	24,415	(14,785)	62%
Contract Services	2,989,841	10,277	2,490,281	(499,560)	83%
Maintenance	38,584	1,687	25,946	(12,638)	67%
Other	228	-	1,458	1,230	640%
Storm Water Grant	54,540	25,000	40,373	(14,167)	74%
Capital Outlay	33,829	-	25,167	(8,662)	74%
Total Expenditures	3,737,941	77,899	3,125,812	(612,129)	84%
OPERATING INCOME (LOSS)	668,092	368,128	1,092,721	424,629	Note 1
NON-OPERATING REVENUE (EXPENSE)					
Interest income	4,059	1,097	13,984	9,925	345%
	<u>4,059</u>	<u>1,097</u>	<u>13,984</u>	<u>9,925</u>	<u>345%</u>
INCOME (LOSS) BEFORE OPERATING TRANSFERS	672,151	369,225	1,106,704	434,553	
OTHER FINANCING SOURCES (USES)					
Operating transfers in (Lottery Events)	3,000	-	-	(3,000)	0%
Operating transfers out (CIP & Sewer Reserve)	(728,630)	-	(740,000)	(11,370)	102%
Capital Improvement	(50,000)	-	(38,002)	11,998	76%
Total other Financing Sources (Uses)	(775,630)	-	(778,002)	(2,372)	100%
NET INCOME (LOSS)	\$ (103,479)	\$ 369,225	\$ 328,703	\$ 432,182	

Note 1: Restatement of Operating Income Variance

Operating Income Variance	424,629
City of Omaha billing in arrears 1 months	(240,000)
Adjusted Operating Income Variance	<u>184,629</u>

CITY OF LAVISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
For the Twelve months ending September 30, 2020

100% of the Fiscal Year 2020

Preliminary

	Debt Service Fund					% of Budget Used
	Budget	MTD Actual	YTD Actual	Over(under) Budget		
REVENUES						
Property Taxes	\$ 1,004,487	\$ 69,626	\$ 986,793	\$ (17,694)		98%
Sales and use taxes	2,345,832	86,802	1	2,055,059	(290,773)	88%
Payments in Lieu of taxes	93,506	-	37,284	(56,222)		40%
Other (Special Assessments; Fire Reimbursement)	581,714	42,222	508,102	(73,612)		87%
Interest income	11,937	1,403	26,898	14,961		225%
Total Revenues	4,037,476	200,053	3,614,136	(423,340)		90%

Note 1: Due to other entity filing error, September sales tax understated by \$125,000; to be received in October; % of Budget would be 93%

EXPENDITURES

Administration	12,834	696	19,834	7,000	155%
Fire Contract Bond	121,611	10,008	120,096	(1,515)	99%
Debt service					
Principal	2,605,000	-	2,605,000	-	100%
Interest	414,237	-	394,692	(19,545)	95%
Total Expenditures	3,153,682	10,704	3,139,621	(14,061)	100%

REVENUES NET OF EXPENDITURES	883,794	189,349	474,515	(409,279)	
-------------------------------------	----------------	----------------	----------------	------------------	--

OTHER FINANCING SOURCES (USES)

Operating transfers in (GF Hwy Alloc)	214,782	-	441,451	226,669	206%
Operating transfers out (CIP, OSP)	(1,255,003)	(45,374)	(1,269,444)	(14,441)	101%
Total other Financing Sources (Uses)	(1,040,221)	(45,374)	(827,993)	212,228	

NET FUND ACTIVITY	\$ (156,427)	\$ 143,975	\$ (353,478)	\$ (197,051)	
--------------------------	---------------------	-------------------	---------------------	---------------------	--

CITY OF LAVISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
For the Twelve months ending September 30, 2020

100% of the Fiscal Year 2020

Preliminary

Capital Fund						
	Budget	MTD Actual	YTD Actual	Over(under) Budget	% of Budget Used	
REVENUES						
Interest income	\$ 22,411	\$ -	\$ 248	\$ (22,163)	1%	
Grant Income	-	-	-	-	0%	
Special Assessment	-	-	-	-	0%	
Interagency	-	-	-	-	0%	
Total Revenues	22,411	-	248	(22,163)	1%	
EXPENDITURES						
Other	-	-	-	-	-	0%
Total Expenditures	-	-	-	-	-	0%
REVENUES NET OF EXPENDITURES	22,411	-	248	(22,163)		
OTHER FINANCING SOURCES (USES)						
Operating transfers in (GF, DSF)	1,142,500	45,374	1,119,197	(23,303)	98%	
Operating transfers out (DSF)	-	-	(253,322)	(253,322)	0%	
Bond/registered warrant proceeds	8,500,000	-	-	(8,500,000)	0%	
Capital outlay	(9,979,512)	(38,778)	(928,816)	9,050,696	9%	
Total other Financing Sources (Uses)	(337,012)	6,596	(62,940)	274,072	19%	
NET FUND ACTIVITY	\$ (314,601)	\$ 6,596	\$ (62,692)	\$ 251,909		

CITY OF LAVISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
For the Twelve months ending September 30, 2020

100% of the Fiscal Year 2020

Preliminary

Lottery Fund

	<u>Budget</u> (12 month)	<u>MTD</u> <u>Actual</u>	<u>YTD</u> <u>Actual</u>	<u>Over(under)</u> <u>Budget</u>	<u>% of Budget</u> <u>Used</u>
--	-----------------------------	-----------------------------	-----------------------------	-------------------------------------	-----------------------------------

REVENUES

Lottery Rev/Community Betterment	\$ 850,000	\$ 112,546	\$ 1,070,995	\$ 220,995	126%
Lottery Tax Form 51	340,000	27,465	318,980	(21,020)	94%
Event Revenue	-	-	-	-	0%
Interest income	16,420	2,223	28,953	12,533	176%
Miscellaneous / Other	-	1,050	10,493	10,493	0%
Total Revenues	1,206,420	143,284	1,429,421	223,001	118%

EXPENDITURES

Professional Services	160,735	(454)	71,799	(88,936)	45%
Salute to Summer	56,848	-	5,310	(51,538)	9%
Community Events	20,027	827	10,007	(10,020)	50%
Events - Marketing	59,747	19,518	87,641	27,894	147%
Recreation Events	1,474	-	-	(1,474)	0%
Concert & Movie Nights	11,145	-	158	(10,987)	1%
City Anniversary Celebration	50,000	-	38,453	(11,547)	77%
Travel & Training	-	-	-	-	0%
State Taxes	350,000	27,465	318,980	(31,020)	91%
Other	100	-	100	-	100%
Capital outlay	-	-	-	-	0%
Total Expenditures	710,076	47,356	532,447	(177,629)	75%

REVENUES NET OF EXPENDITURES

496,344	95,928	896,974	400,630
----------------	---------------	----------------	----------------

OTHER FINANCING SOURCES (USES)

Operating transfers in	-	-	-	-	-
Operating transfers out (GF, SF, DSF)	(822,322)	-	(517,599)	304,723	63%
Total other Financing Sources (Uses)	(822,322)	-	(517,599)	304,723	63%

NET FUND ACTIVITY

\$ (325,978)	\$ 95,928	\$ 379,375	\$ 705,353
--------------	-----------	------------	------------

CITY OF LAVISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES

For the Twelve months ending September 30, 2020

100% of the Fiscal Year 2020

Preliminary

Economic Development

	<u>Budget</u> (12 month)	<u>MTD</u> Actual	<u>YTD</u> Actual	Over(under) Budget	% of Budget Used
--	-----------------------------	----------------------	----------------------	-----------------------	---------------------

REVENUES

Other Income	\$ -	\$ -	\$ -	\$ -	
Interest income	517	1	26	(491)	
Total Revenues	517	1	26	(491)	

EXPENDITURES

Professional Services	75,000	-	-	(75,000)	0%
Debt service: (Warrants)	-	-	-	-	0%
Principal	-	-	-	-	0%
Interest	62,466	-	-	(62,466)	0%
Total Expenditures	137,466	-	-	(137,466)	0%

REVENUES NET OF EXPENDITURES	(136,949)	1	26	136,975	
-------------------------------------	------------------	----------	-----------	----------------	--

OTHER FINANCING SOURCES (USES)

Operating transfers in (GF, DSF)	-	-	-	-	0%
Operating transfers out	-	-	-	-	0%
Bond/registered warrant proceeds	3,000,000	-	-	(3,000,000)	0%
Community Development - Grant	(3,000,000)	-	-	3,000,000	0%
Total other Financing Sources (Uses)	-	-	-	-	0%

NET FUND ACTIVITY	\$ (136,949)	\$ 1	\$ 26	\$ 136,975	
--------------------------	---------------------	-------------	--------------	-------------------	--

CITY OF LAVISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
For the Twelve months ending September 30, 2020

100% of the Fiscal Year 2020

Preliminary

Off Street Parking

	<u>Budget</u> (12 month)	<u>MTD</u> Actual	<u>YTD</u> Actual	<u>Over(under)</u> <u>Budget</u>	<u>% of Budget</u> <u>Used</u>
REVENUES					
Interest income	\$ 771	\$ 11	\$ 3,422	\$ 2,651	444%
Other Income	<u>115,000</u>	<u>1,632</u>	<u>11,782</u>	<u>(103,219)</u>	10%
Total Revenues	<u>115,771</u>	<u>1,643</u>	<u>15,203</u>	<u>(100,568)</u>	13%
EXPENDITURES					
General & Administrative	220,518	14,363	148,951	(71,567)	68%
Professional Services	76,500	-	1,301	(75,199)	2%
Maintenance	31,404	988	17,410	(13,994)	55%
Commodities	17,365	-	5,323	(12,042)	31%
Debt service: (Warrants)					
Principal	685,000	-	685,000	-	100%
Interest	<u>210,911</u>	<u>-</u>	<u>210,910</u>	<u>(1)</u>	<u>100%</u>
Total Expenditures	<u>1,241,698</u>	<u>15,352</u>	<u>1,068,895</u>	<u>(172,803)</u>	<u>86%</u>
REVENUES NET OF EXPENDITURES	<u>(1,125,927)</u>	<u>(13,709)</u>	<u>(1,053,692)</u>	<u>72,235</u>	
OTHER FINANCING SOURCES (USES)					
Operating transfers in (GF, DSF, RDF)	1,396,911	328,191	1,332,259	(64,652)	95%
Operating transfers out	-	-	(940,110)	(940,110)	0%
Bond/registered warrant proceeds	-	-	-	-	0%
Capital Improvement	<u>(750,000)</u>	<u>(19,801)</u>	<u>(555,375)</u>	<u>194,625</u>	<u>74%</u>
Total other Financing Sources (Uses)	<u>646,911</u>	<u>308,390</u>	<u>(163,226)</u>	<u>(810,137)</u>	<u>-25%</u>
NET FUND ACTIVITY	<u>\$ (479,016)</u>	<u>\$ 294,681</u>	<u>\$ (1,216,917)</u>	<u>\$ (737,901)</u>	

CITY OF LAVISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES

For the Twelve months ending September 30, 2020

100% of the Fiscal Year 2020

Preliminary

Redevelopment Fund

	<u>Budget</u> (12 month)	<u>MTD</u> Actual	<u>YTD</u> Actual	Over(under) Budget	% of Budget Used
--	-----------------------------	----------------------	----------------------	-----------------------	---------------------

REVENUES

Sales and use taxes	\$ 2,345,832	\$ 86,802	\$ 2,055,059	\$ (290,773)	88%
Franchise Fee & Occupation Tax	29,485	-	-	(29,485)	0%
Interest income	66,252	1,787	56,379	(9,873)	85%
Total Revenues	2,441,569	88,589	2,111,438	(330,131)	86%

Note 1: Due to other entity filing error, September sales tax understated by \$125,000; to be received in October; % of Budget would be 93%

EXPENDITURES

Community Development	-	-	-	-	0%
Professional Services	200,000	12,558	36,865	(163,135)	18%
Financial / Legal Fees	100,500	30	155,900	55,400	155%
Debt service: (Warrants)					
Principal	505,000	-	505,000	-	100%
Interest	728,187	-	630,688	(97,500)	87%
Total Expenditures	1,533,687	12,588	1,328,453	(205,234)	87%

REVENUES NET OF EXPENDITURES	907,882	76,001	782,985	(124,897)	
-------------------------------------	----------------	---------------	----------------	------------------	--

OTHER FINANCING SOURCES (USES)

Operating transfers in	200,000	-	940,110	740,110	470%
Operating transfers out (OSP)	-	(15)	(343,923)	(343,923)	0%
Bond/registered warrant proceeds	6,500,000	-	-	(6,500,000)	0%
Capital Improvement	(10,700,000)	(94,483)	(3,292,784)	7,407,216	31%
Total other Financing Sources (Uses)	(4,000,000)	(94,498)	(2,696,596)	1,303,404	
NET FUND ACTIVITY	\$ (3,092,118)	\$ (18,497)	\$ (1,913,611)	\$ 1,178,507	

CITY OF LAVISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES

For the Twelve months ending September 30, 2020

100% of the Fiscal Year 2020

Preliminary

Police Academy Fund

	<u>Budget</u> (12 month)	<u>MTD</u> <u>Actual</u>	<u>YTD</u> <u>Actual</u>	<u>Over(under)</u> <u>Budget</u>	<u>% of budget</u> <u>Used</u>
REVENUES					
Other Income	\$ 100,000	\$ -	\$ 102,405	\$ 2,405	102%
Interest income	83	7	258	175	311%
Total Revenues	100,083	7	102,663	2,580	103%

EXPENDITURES

Personnel Services	79,672	6,145	78,426	(1,246)	98%
Commodities	3,535	-	1,239	(2,296)	35%
Contract Services	11,854	(1,245)	7,252	(4,602)	61%
Other Charges	3,535	400	10,358	6,823	293%
Total Expenditures	98,596	5,300	97,274	(1,322)	99%

REVENUES NET OF EXPENDITURES

REVENUES NET OF EXPENDITURES	1,487	(5,294)	5,389	3,902
-------------------------------------	--------------	----------------	--------------	--------------

OTHER FINANCING SOURCES (USES)

Operating transfers in (GF)	-	-	-	-	0%
Operating transfers out	-	-	-	-	0%
Total other Financing Sources (Uses)	-	-	-	-	-
NET FUND ACTIVITY	\$ 1,487	\$ (5,294)	\$ 5,389	\$ 3,902	

CITY OF LAVISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES

For the Twelve months ending September 30, 2020

100% of the Fiscal Year 2020

Preliminary

	TIF 1A				
	Budget (12 month)	MTD Actual	YTD Actual	Over(under) Budget	% of Budget Used
<u>REVENUES</u>					
Property Tax	\$ 541,612	\$ -	\$ 95,628	\$ (445,984)	18%
Total Revenues	<u>541,612</u>	<u>-</u>	<u>95,628</u>	<u>(445,984)</u>	<u>18%</u>
<u>EXPENDITURES</u>					
Other	-	-	-	-	0%
Contract Services	5,416	-	956	(4,460)	18%
Debt service: (Warrants)					
Principal	313,710	-	65,222	(248,488)	21%
Interest	222,486	-	-	(222,486)	0%
Total Expenditures	<u>541,612</u>	<u>-</u>	<u>66,179</u>	<u>(475,433)</u>	<u>-</u>
REVENUES NET OF EXPENDITURES	<u>-</u>	<u>-</u>	<u>29,450</u>	<u>29,450</u>	
<u>OTHER FINANCING SOURCES (USES)</u>					
Operating transfers in	-	-	-	-	0%
Operating transfers out	-	-	-	-	0%
Total other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET FUND ACTIVITY	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 29,450</u>	<u>\$ 29,450</u>	

CITY OF LAVISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES

For the Twelve months ending September 30, 2020

100% of the Fiscal Year 2020

Preliminary

TIF 1B

	<u>Budget</u> (12 month)	<u>MTD</u> Actual	<u>YTD</u> Actual	Over(under) Budget	% of Budget Used
--	-----------------------------	----------------------	----------------------	-----------------------	---------------------

REVENUES

Property Tax	\$ _____ -	\$ _____ -	\$ 30,870	\$ 30,870	0%
Total Revenues	_____ -	_____ -	30,870	30,870	0%

EXPENDITURES

Other	- _____	- _____	15,281	15,281	0%
Contract Services	- _____	- _____	309	309	0%
Total Expenditures	_____ -	_____ -	15,589	15,589	_____

REVENUES NET OF EXPENDITURES

	_____ -	_____ -	15,281	15,281
--	---------	---------	--------	--------

OTHER FINANCING SOURCES (USES)

Operating transfers in	- _____	- _____	- _____	- _____	0%
Operating transfers out	- _____	- _____	- _____	- _____	0%
Total other Financing Sources (Uses)	_____ -	_____ -	_____ -	_____ -	_____

NET FUND ACTIVITY

	\$ _____ -	\$ _____ -	\$ 15,281	\$ 15,281
--	------------	------------	-----------	-----------

CITY OF LAVISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES

For the Twelve months ending September 30, 2020

100% of the Fiscal Year 2020

Preliminary

Sewer Reserve Fund

	<u>Budget</u> (12 month)	<u>MTD</u> Actual	<u>YTD</u> Actual	Over(under) Budget	% of Budget Used
--	-----------------------------	----------------------	----------------------	-----------------------	---------------------

REVENUES

Interest income	\$ 8,937	\$ 725	\$ 7,525	\$ (1,412)	84%
Total Revenues	<u>8,937</u>	<u>725</u>	<u>7,525</u>	<u>(1,412)</u>	<u>84%</u>

EXPENDITURES

Other	-	-	-	-	0%
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

<u>REVENUES NET OF EXPENDITURES</u>	<u>8,937</u>	<u>725</u>	<u>7,525</u>	<u>(1,412)</u>	
--	---------------------	-------------------	---------------------	-----------------------	--

OTHER FINANCING SOURCES (USES)

Operating transfers in	728,630	-	740,000	11,370	102%
Operating transfers out	-	-	-	-	0%
Total other Financing Sources (Uses)	<u>728,630</u>	<u>-</u>	<u>740,000</u>	<u>11,370</u>	

<u>NET FUND ACTIVITY</u>	<u>\$ 737,567</u>	<u>\$ 725</u>	<u>\$ 747,525</u>	<u>\$ 9,958</u>	
---------------------------------	--------------------------	----------------------	--------------------------	------------------------	--

CITY OF LAVISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES

For the Twelve months ending September 30, 2020

100% of the Fiscal Year 2020

Preliminary

Qualified Sinking Fund

	<u>Budget</u> (12 month)	<u>MTD</u> Actual	<u>YTD</u> Actual	<u>Over(under)</u> Budget	<u>% of Budget</u> Used
--	-----------------------------	----------------------	----------------------	------------------------------	----------------------------

REVENUES

Interest income	\$ 625	\$ 130	\$ 756	\$ 131	121%
Total Revenues	<u>625</u>	<u>130</u>	<u>756</u>	<u>131</u>	<u>121%</u>

EXPENDITURES

Other	-	-	-	-	0%
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

<u>REVENUES NET OF EXPENDITURES</u>	<u>625</u>	<u>130</u>	<u>756</u>	<u>131</u>	
--	-------------------	-------------------	-------------------	-------------------	--

OTHER FINANCING SOURCES (USES)

Operating transfers in	450,000	-	250,000	(200,000)	56%
Operating transfers out	-	-	-	-	0%
Total other Financing Sources (Uses)	<u>450,000</u>	<u>-</u>	<u>250,000</u>	<u>(200,000)</u>	

<u>NET FUND ACTIVITY</u>	<u>\$ 450,625</u>	<u>\$ 130</u>	<u>\$ 250,756</u>	<u>\$ (199,869)</u>	
---------------------------------	--------------------------	----------------------	--------------------------	----------------------------	--

Commercial Seeding Contractors
26365 Reichmuth Circle
Valley, NE 68064

A-4

Invoice

Date	Invoice #
10/21/2020	23795

Bill To

City of LaVista
Attn: Pat Dowse
8116 Park View Boulevard
LaVista, NE 68128



P.O. No.	Terms	Project		
20-008647		84th St Redevelopment		
Quantity	Description	U/M	Rate	Amount
1	Work performed as requested by Jason Allen			
1	Mobilization (Each)		500.00	500.00
5	Laborers (Hours) to repair silt fence		40.00	200.00
1	Materials used in silt fence repairs		40.00	40.00
11	Remove and Replace Inlet Filter		250.00	2,750.00
<i>Consent Agenda 11/17/2020</i>				
(Kc)				Total
				\$3,490.00

Consent Agenda 11/17/2020

10

Total

\$3,490.00

Ohio Pay
PMD 11/11/2020

A-5



Invoice

Reference Invoice Number with Payment

HDR Engineering Inc.
Omaha, NE 68106-2973
Phone: (402) 399-1000

HDR Invoice No. 1200303362
Invoice Date 27-OCT-2020
Invoice Amount Due \$513.67
Payment Terms 30 NET

City of La Vista
Rita Ramirez
8116 Park View Blvd
La Vista, NE 68128

Remit To PO Box 74008202
ACH/EFT Payments Chicago, IL 60674-8202
Bank of America ML US
ABA# 081000032
Account# 355004076604

Project Management for Services for Public Improvements and Other Works.

Purchase Order: 20-008348

Professional Services
From: 30-AUG-2020 To: 24-OCT-2020

Professional Services Summarization	Hours	Billing Rate	Amount
Communications Coordinator	2.50		234.90
Graphic Designer	2.25		245.90
	4.75		\$480.80
		Total Professional Services	\$480.80

Expense Summarization	Quantity	Billing Rate	Amount
Public Relations & Advertising			32.87
		Total Expenses	\$32.87

Amount Due This Invoice (USD)	\$513.67
--------------------------------------	-----------------

Fee Amount	\$670,695.00
Fee Invoiced to Date	\$501,056.14
Fee Remaining	\$169,638.86

HDR Internal Reference Only	
Client Number	41331
Cost Center	10134
Project Number	10053040

Consent Agenda 11/17/2020
(R)

R. Ramirez
11-2-20

Invoice

HDR Invoice No. 1200303362
Invoice Date 27-OCT-2020

Professional Services and Expense Detail

Project Number:	10053040	Project Description:	LaVista-Project Mgmt Svcs
Task Number:	3.0	Task Description:	Public Outreach
Professional Services			
Communications Coordinator	Veldhouse, Kristen Lynn	Hours	Billing Rate
Graphic Designer	Rodriguez, Christina Anne Rolfes	2.50 2.25	93.96 109.29
		4.75	\$480.80
		Total Professional Services	\$480.80
Expense			
Public Relations & Advertising	First National Bank of Omaha	Qty	Billing Rate
			32.87
		Total Expense	\$32.87
		Total Task	\$513.67

A-6



5022 S 114th Street
Suite 200
Omaha, NE 68137
(712) 323-0530

City of LaVista
Attn: Mr. Patrick Dowse, P.E.
9900 Portal Road
LaVista, NE 68128

INVOICE

Invoice Number: 702619-8
Date: November 10, 2020
Client Code: 7220
P.O. Number: 20-008340

Progress billing for engineering services for the East LaVista Sewer and Pavement Rehabilitation - Phase I Investigation, per agreement dated June 4, 2019.

Phase I - Investigation:

1) Emspace + lovgren: Public Involvement

Through: October 31, 2020

	Hours	Rate	Current Period	Billed To Date
001: Phase I Investigation (LS \$53,340)		90% Complete		\$48,006.00
002: Trekk (\$90,420) (Hrly)				\$89,172.71
003: Thiele Geotech (\$18,675) (Hrly)				\$18,675.00
004: Emspace & Lovgren (\$9,775) (Hrly)				
Emspace + Lovgren		\$258.75		
		\$258.75		\$4,177.17
005: Amendment 1 HGM (LS \$923)		100% Complete		\$923.00
006: Amendment 1 TREKK (\$4,000) (Hrly)				\$4,000.00
		Total Amount Billed		\$164,953.88
		Less Previous Invoices		\$164,695.13
		Invoice Total		<u>\$258.75</u>

Outstanding Invoices

Invoice	0 - 30	31 - 60	61-90	Over 90	Balance
					<i>OK TO PAY PMO 11/11/2020</i>

Consent Agenda 11/11/2020

Page: 1 of 1

(16)



5022 S 114th Street
Suite 200
Omaha, NE 68137
(712) 323-0530

INVOICE

Invoice Number: 703020-1
Date: November 10, 2020
Client Code: 7220

City of LaVista
Attn: Mr. Patrick Dowse, P.E.
9900 Portal Road
LaVista, NE 68128

Progress billing for engineering services for the 2020 Bridge Inspection of 10 Structures for the City of LaVista, per agreement dated August 21, 2020. Through: October 31, 2020

	Hours	Rate	Current Period	Billed To Date
001: Field & Forms (NTE \$5,700)				
Administrative Assistant IV	0.50	75.76	\$37.88	
Engineer Technician I	23.00	112.72	<u>\$2,592.56</u>	
			<u>\$2,630.44</u>	<u>\$2,630.44</u>
 Total Amount Billed				
Less Previous Invoices				
Invoice Total				
			<u>\$2,630.44</u>	<u>\$2,630.44</u>

Outstanding Invoices

Invoice	0 - 30	31 - 60	61-90	Over 90	Balance
---------	--------	---------	-------	---------	---------

OK TO PAY
Pm 11/12/2020
01.20.03/14

Consent Agenda 11/17/2020 (2)

Invoice

601 P St Suite 200
 PO Box 84608
 Lincoln, NE 68501-4608
 Tel 402.474.6311, Fax 402.474.5063

olsson

October 23, 2020
 Invoice No: 370733

Pat Dowse
 City Engineer
 City of La Vista NE
 8116 Park View Blvd
 La Vista, NE 68128-2198

Invoice Total \$1,821.50

Olsson Project # B16-0546 La Vista NE City Centre Phase 1 Public Infrastructure

Professional services rendered August 9, 2020 through October 10, 2020 for work completed in accordance with agreement dated October 7, 2016 and Amendment #1 dated July 7, 2017, Amendment #2 dated July 21, 2017, Amendment #3 dated November 21, 2017, Amendment #4 dated May 17, 2018, and Amendment #5 dated October 24, 2018.

NTP: 12.06.16
 PO: 20-008346

 Phase 300 Project Management (Including Amendments 2, 3, 5 & 7)

Labor

	Hours	Rate	Amount
Team/Technical Leader Egelhoff, Anthony	1.00	185.00	185.00
Administrative Chambers, Veronica	.50	73.00	36.50
Totals	1.50		221.50
Total Labor			221.50
		Total this Phase	\$221.50

 Phase 402 SWPPP Inspections (Including Amendment 5 & 7)
Fee

Number of Mo Insp Fees	2.00	
Fee Each	800.00	
Subtotal	1,600.00	
	Subtotal	1,600.00
	Total this Phase	\$1,600.00

INVOICE PAYMENT IS REQUESTED WITHIN 30 DAYS

Consent Agenda 11/17/2020
 (DR)

Project	B16-0546	La Vista NE City Centre Phase 1 Public	Invoice	370733
---------	----------	--	---------	--------

Billing Limits	Current	Prior	To-Date
Total Billings	1,821.50	1,153,807.17	1,155,628.67
Limit			1,168,326.50
Balance Remaining			12,697.83
	AMOUNT DUE THIS INVOICE		\$1,821.50

Email Invoices to: pdowse@cityoflavista.org

Authorized By: Anthony Egelhoff

OK TO PAY
PMD 11/4/2020

INVOICE PAYMENT IS REQUESTED WITHIN 30 DAYS

A-9



Thompson, Dreessen & Dorner, Inc.
Consulting Engineers & Land Surveyors

INVOICE

engineering
& surveying

Please remit to:
TD2 Nebraska Office
10836 Old Mill Road; Omaha, NE 68154
Office: 402/330-8860 Fax: 402/330-5866

TD2 South Dakota Office
5000 S. Minnesota Ave., Ste. 300; Sioux Falls, SD 57108
Office: 605/951-0886

CITY OF LA VISTA
PAT DOWSE
9900 PORTAL ROAD
LA VISTA, NE 68128

Invoice number 140398
Date 11/03/2020
Project 0171-408 THOMPSON CREEK PHASE 1

Professional Services from August 5, 2020 through October 22, 2020

Description	Current Billed
Surveying and Engineering Services-Annual Monitoring Report 2020	5,354.75
Total	5,354.75

Invoice total 5,354.75

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
140398	11/03/2020	5,354.75	5,354.75				
	Total	5,354.75	5,354.75	0.00	0.00	0.00	0.00

Terms Net 30 Days. A Finance Charge of 1 1/2% Per Month (18% per Annum) Will Be Charged on Past Due Accounts. Also Liable for all Legal and Collection Fees. Invoices not paid within 90 days of the invoice date will be subject to possible lien filings.

OK TGPAY
PMD 11/9/2020

02.43.0303

Consent Agenda 11/17/2020

CITY OF LA VISTA

Invoice number 140398

Invoice date 11/03/2020

Page 1

User: mgustafson

DB: La Vista

Check #	Check Date	Vendor Name	Amount	Voided
133558	11/04/2020	BS&A SOFTWARE	22,581.00	N
133559	11/04/2020	CITY OF OMAHA	141,512.00	N
133560	11/04/2020	DLR GROUP	4,376.00	N
133561	11/04/2020	DULTMEIER SALES LLC	70.80	N
133562	11/04/2020	LAMP RYNEARSON & ASSOCIATES	1,423.10	N
133563	11/04/2020	MIDWEST RIGHT OF WAY SVCS INC	95.00	N
133564	11/04/2020	RDG PLANNING & DESIGN	7,525.57	N
133565	11/04/2020	READY MIXED CONCRETE COMPANY	4,502.05	N
133566	11/04/2020	SID 237 - CIMARRON WOODS	25,000.00	N
133567	11/04/2020	SUCCESS FACTORS INCORPORATED	643.95	N
133568	11/04/2020	THOMPSON DREESSEN & DORNER, IN	4,620.30	N
133569	11/04/2020	WESTLAKE HARDWARE INC NE-022	820.31	N
133570	11/12/2020	UNITED STATES POSTAL SERVICE	1,401.28	N
133571	11/17/2020	AA WHEEL & TRUCK SUPPLY INC	324.42	N
133572	11/17/2020	AKRS EQUIPMENT SOLUTIONS, INC.	701.78	N
133573	11/17/2020	AMAZON CAPITAL SERVICES, INC.	1,119.42	N
133574	11/17/2020	ASPEN EQUIPMENT COMPANY	2,899.50	N
133575	11/17/2020	AUTOSOUND AND MORE	12.00	N
133576	11/17/2020	BAXTER CHRYSLER DODGE JEEP-124TH	79.50	N
133577	11/17/2020	BISHOP BUSINESS EQUIPMENT COMPA	261.72	N
133578	11/17/2020	BKD LLP	975.00	N
133579	11/17/2020	BRITE IDEAS DECORATING	210.00	N
133580	11/17/2020	BUILDERS SUPPLY CO INC	62.40	N
133581	11/17/2020	CARROT-TOP INDUSTRIES INC	2,199.30	N
133582	11/17/2020	CENTURY LINK	6.00	N
133583	11/17/2020	CENTURY LINK BUSN SVCS	110.28	N
133584	11/17/2020	CINTAS CORPOTATION NO. 2	255.31	N
133585	11/17/2020	COMP CHOICE INC	257.50	N
133586	11/17/2020	CONTROL MASTERS INCORPORATED	3,317.16	N
133587	11/17/2020	COX COMMUNICATIONS, INC.	280.55	N
133588	11/17/2020	CULLIGAN OF OMAHA	46.00	N
133589	11/17/2020	D & K PRODUCTS	98.75	N
133590	11/17/2020	DEMCO INCORPORATED	293.73	N
133591	11/17/2020	DITCH WITCH OF OMAHA	1,141.17	N
133592	11/17/2020	DXP ENTERPRISES INC	235.55	N
133593	11/17/2020	EDGEWEAR SCREEN PRINTING	2,516.20	N
133594	11/17/2020	FEDEX	42.78	N
133595	11/17/2020	FIRST WIRELESS INC	784.00	N
133596	11/17/2020	GENUINE PARTS COMPANY-OMAHA	504.13	N
133597	11/17/2020	HARM'S CONCRETE INC	130.00	N
133598	11/17/2020	HEARTLAND TIRES AND TREADS	315.65	N
133599	11/17/2020	HEIM, JAMES A	3,354.00	N
133600	11/17/2020	HEIMES CORPORATION	88.29	N
133601	11/17/2020	HELGET SAFETY SUPPLY INC	436.82	N
133602	11/17/2020	HY-VEE INC	36.00	N
133603	11/17/2020	IDEAL IMAGES, INC.	275.00	N
133604	11/17/2020	INGRAM LIBRARY SERVICES	2,320.69	N
133605	11/17/2020	INTERSTATE POWER SYSTEMS INC	1,565.01	N
133606	11/17/2020	IVERSON, DENNIS	150.00	N
133607	11/17/2020	J & J SMALL ENGINE SERVICE	81.36	N
133608	11/17/2020	KANOPI, INC.	106.00	N
133609	11/17/2020	KEVIN KUSH PUBLIC SPEAKING INC	156.00	N
133610	11/17/2020	KEYMASTERS LOCKSMITH	132.49	N
133611	11/17/2020	KRIHA FLUID POWER CO INC	190.83	N
133612	11/17/2020	LABRIE, DONALD P	150.00	N
133613	11/17/2020	LARSEN SUPPLY COMPANY	585.71	N
133614	11/17/2020	LOGAN CONTRACTORS SUPPLY	456.48	N
133615	11/17/2020	LOVELAND GRASS PAD	56.85	N
133616	11/17/2020	LOWE'S CREDIT SERVICES	89.08	N
133617	11/17/2020	MARCO INCORPORATED	120.46	N

User: mgustafson

DB: La Vista

Check #	Check Date	Vendor Name	Amount	Voided
133618	11/17/2020	MENARDS-RALSTON	287.04	N
133619	11/17/2020	METRO AREA TRANSIT	1,086.00	N
133620	11/17/2020	METROCOUNT USA INC	1,075.00	N
133621	11/17/2020	MIDWEST TAPE	115.35	N
133622	11/17/2020	NEBRASKA CITY MANAGERS ASSOCIAT	631.99	N
133623	11/17/2020	NEELS TRAILER OUTLET INC	80.00	N
133624	11/17/2020	NEWMAN SIGNS INC	1,461.26	N
133625	11/17/2020	NOLL, MARGARET M	120.00	N
133626	11/17/2020	O'REILLY AUTO PARTS	1,083.89	N
133627	11/17/2020	OCLC INC	161.21	N
133628	11/17/2020	OFFICE DEPOT INC	333.95	N
133629	11/17/2020	OMAHA UNITED SOCCER	80.00	N
133630	11/17/2020	OMNI ENGINEERING	511.70	N
133631	11/17/2020	ONE CALL CONCEPTS INC	311.82	N
133632	11/17/2020	ORIENTAL TRADING COMPANY	69.92	N
133633	11/17/2020	PAPILLION SANITATION	2,392.97	N
133634	11/17/2020	READY MIXED CONCRETE COMPANY	3,987.53	N
133635	11/17/2020	RED WING BUSINESS ADVANTAGE ACC	150.00	N
133636	11/17/2020	SAPP BROS, INC.	1,262.88	N
133637	11/17/2020	SARPY COUNTY COURTHOUSE	996.84	N
133638	11/17/2020	SARPY COUNTY FISCAL ADMINSTRN	18,182.54	N
133639	11/17/2020	SIGN IT	176.00	N
133640	11/17/2020	SUBURBAN NEWSPAPERS INC	78.00	N
133641	11/17/2020	THE HARRY A KOCH COMPANY	234,320.75	N
133642	11/17/2020	THE PENWORTHY COMPANY	329.88	N
133643	11/17/2020	THE SCHEMMER ASSOCIATES INC	647.50	N
133644	11/17/2020	TRANS UNION RISK AND ALT. DATA S	50.00	N
133645	11/17/2020	TRUCK CENTER COMPANIES	567.24	N
133646	11/17/2020	U.S. CELLULAR	1,696.11	N
133647	11/17/2020	WOODHOUSE PARTS DIRECT, INC	327.13	N
			TOTAL:	516,676.73

APPROVED BY COUNCIL MEMBERS ON: 11/17/2020

COUNCIL MEMBER

User: mgustafson

DB: La Vista

Check #	Check Date	Vendor Name	Amount	Voided
1194(E)	10/13/2020	BLACK HILLS ENERGY	1,361.74	N
1195(E)	10/19/2020	OMAHA PUBLIC POWER DISTRICT	14,022.04	N
1188(E)	10/26/2020	FIRST BANKCARD	21,732.42	N
1196(E)	10/30/2020	CENTURY LINK	729.47	N
1197(E)	10/31/2020	3C PAYMENT USA CORPORATION	100.00	N
1198(E)	10/31/2020	AMERICAN HERITAGE LIFE INSURANCE	1,398.05	N
1199(E)	10/31/2020	BLUE CROSS BLUE SHIELD OF NEBR	112,151.93	N
1200(E)	10/31/2020	CCAP AUTO LEASE LTD	449.00	N
1201(E)	10/31/2020	CCAP AUTO LEASE LTD	391.12	N
1202(E)	10/31/2020	DEARBORN NATIONAL LIFE INSURANC	1,178.00	N
1203(E)	10/31/2020	DEARBORN NATIONAL LIFE INSURANC	5,650.82	N
1204(E)	10/31/2020	ESSENTIAL SCREENS	159.30	N
1205(E)	10/31/2020	FIRST STATE BANK	4,399.70	N
1206(E)	10/31/2020	FIRST STATE BANK	5,668.85	N
1207(E)	10/31/2020	FIRST STATE BANK	2,137.23	N
1208(E)	10/31/2020	FIRST STATE BANK	4,399.70	N
1209(E)	10/31/2020	FIRST STATE BANK	5,668.85	N
1210(E)	10/31/2020	FIRST STATE BANK	2,137.23	N
1211(E)	10/31/2020	GREATAMERICA FINANCIAL SERVICES	1,127.00	N
1212(E)	10/31/2020	LINCOLN NATIONAL LIFE INS CO	6,512.87	N
1213(E)	10/31/2020	MID-AMERICAN BENEFITS INC	630.50	N
1214(E)	10/31/2020	MID-AMERICAN BENEFITS INC	11,231.87	N
1215(E)	10/31/2020	NE DEPT OF REVENUE-LOTT/51	86,606.00	N
1216(E)	10/31/2020	NE DEPT OF REVENUE-SALES TAX	369.66	N
1217(E)	10/31/2020	TOSHIBA FINANCIAL SERVICES	127.40	N
1218(E)	10/31/2020	TSYS	146.90	N
1219(E)	10/31/2020	UNITED HEALTHCARE INSURANCE CO	941.19	N
			TOTAL:	291,428.84

APPROVED BY COUNCIL MEMBERS ON: 11/17/2020

COUNCIL MEMBER

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
NOVEMBER 17, 2020 AGENDA

Subject:	Type:	Submitted By:
ANNEXATION — ORIENTAL TRADING COMPANY BUSINESS PARK FINAL READING	◆ RESOLUTION ◆ ORDINANCE RECEIVE/FILE	CHRIS SOLBERG DEPUTY COMMUNITY DEVELOPMENT DIRECTOR

SYNOPSIS

The final reading of an ordinance has been scheduled for Council to consider the annexation of the following property:

Oriental Trading Company Business Park

- Oriental Trading Company Business Park: Lots 1 thru 3, along with Outlots B and C

FISCAL IMPACT

	<u>Assessed Valuation</u>	<u>Net Debt</u>
OTC Business Park	\$ 34,715,846	\$ 0

Additional detail can be found in the annexation plan.

RECOMMENDATION

Approval.

BACKGROUND

On March 19, 2019, the Council adopted Look Out La Vista, a full update of the Comprehensive Plan, which provides a detailed annexation plan. The areas proposed for annexation are identified within the plan, on the Annexation Summary spreadsheet, within the 1-5 Year consideration window.

On September 15, 2020, the Council approved of resolution 20-087 that commenced the annexation process as per Section 16-117 of the Nebraska Revised Statutes.

A detailed annexation plan has been prepared and is attached for your review. With the adoption of the resolution, a public hearing to consider this annexation was held by the Planning Commission on October 1, 2020. The Planning Commission unanimously voted to recommend approval of the Annexation.

The City Clerk and planning staff mailed notices of the Planning Commission public hearing to utility companies, fire districts, school districts, and owners of the property within the area proposed for annexation according to statutory requirements and the City's Annexation Plan.

On October 20, 2020 City Council held a public hearing and completed the 1st reading of the annexation ordinance. Property owners were notified of the City Council public hearing as well.

ORDINANCE NO. 1400

AN ORDINANCE TO ANNEX CERTAIN REAL ESTATE TO THE CITY OF LA VISTA, NEBRASKA (LOTS 1 THRU 3, ALONG WITH OUTLOTS B AND C, ORIENTAL TRADING COMPANY BUSINESS PARK, AS SURVEYED, PLATTED, AND RECORDED IN SARPY COUNTY, NE), AS MORE FULLY DESCRIBED HEREIN; TO MAKE PROVISION FOR EXTENSION OF SERVICES TO INHABITANTS OF TERRITORY ANNEXED; AND TO PROVIDE FOR THE EFFECTIVE DATE HEREOF.

WHEREAS, the Mayor and City Council of the City of La Vista, in compliance with Nebraska Revised Statutes, Section 16-117, have adopted a resolution stating that the City is considering the annexation of certain land, have approved a plan for the extension of City services to said land, and have complied with the publication, mailing and public hearing requirements required by said statute; and

WHEREAS, the Planning Commission of the City of La Vista has held a hearing to consider the proposed annexation and plan to provide services, and the Mayor and City Council has obtained the recommendation of the Planning Commission of the City of La Vista to annex the below described land and provide services in accordance with the plan; and

WHEREAS, the Mayor and City Council of the City of La Vista find the below described territory to be contiguous or adjacent to the City of La Vista, Nebraska, and is urban or suburban in character and not agricultural land which is rural in character; and

WHEREAS, the Mayor and City Council of the City of La Vista have determined that sewerage facilities will be sufficient to serve said territory and said territory will be serviced by the water utility franchised by the City and that the City is in a position to extend police and fire protection and other municipal services to said below-described territory, so that the inhabitants of said territory shall receive substantially the services of other inhabitants of the City of La Vista, Nebraska;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, SARPY COUNTY, NEBRASKA:

SECTION 1.

- A. The foregoing recitals shall be incorporated into this ordinance by reference and are hereby ratified, affirmed and approved.
- B. The following described territory situated in Sarpy County, Nebraska to-wit:

LOTS 1, 2 AND 3 AND OUTLOTS B AND C, ORIENTAL TRADING COMPANY BUSINESS PARK, A SUBDIVISION IN SARPY COUNTY, NEBRASKA ALL MORE PARTICULARLY DESCRIBED AS FOLLOWS, BEGINNING AT THE NW CORNER OF SAID LOT 2, SAID CORNER BEING ON THE EAST LINE OF 114TH STREET;

THENCE S84°44'30"E (ASSUMED BEARING) 1918.19 FEET ON THE NORTH LINE OF SAID LOT 2 AND SAID OUTLOTS B AND C;

THENCE SOUTHEASTERLY ON THE NORTH LINES OF SAID OUTLOTS B AND C ON A 2241.50 FOOT RADIUS CURVE TO THE RIGHT, CHORD BEARING S79°10'42"E, CHORD DISTANCE 434.61 FEET, AN ARC DISTANCE OF 435.29 FEET;

THENCE S73°37'02"E 158.22 FEET ON THE NORTH LINE OF SAID OUTLOT B;

THENCE S54°07'02"E 94.50 FEET ON THE NORTH LINE OF SAID OUTLOT B TO THE NE CORNER THEREOF;

THENCE S00°24'53"E 2232.04 FEET ON THE EAST LINES OF SAID LOTS 1 AND 3 AND OUTLOTS B AND C TO THE SE CORNER OF SAID LOT 3;

THENCE S89°42'31"W 1438.14 FEET ON THE SOUTH LINE OF SAID LOT 3;
THENCE N00°02'09"E 412.07 FEET ON THE SOUTH LINE OF SAID LOT 3;
THENCE S89°42'07"W 1030.54 FEET ON THE SOUTH LINE OF SAID LOT 3;
THENCE S00°00'33"W 33.94 FEET ON THE SOUTH LINE OF SAID LOT 3;
THENCE S89°42'26"W 138.70 FEET ON THE SOUTH LINE OF SAID LOT 3 TO
THE SW CORNER THEREOF;
THENCE N00°00'33"E 1719.00 FEET ON THE WEST LINES OF SAID LOTS 2
AND 3;
THENCE N05°04'17"E 238.00 FEET ON THE WEST LINE OF SAID LOT 2;
THENCE N00°00'33"E 226.00 FEET ON THE WEST LINE OF SAID LOT 2;
THENCE N05°39'53"E 42.79 FEET ON THE WEST LINE OF SAID LOT 2 TO THE
POINT OF BEGINNING.

be and the same hereby is, annexed to and included within the corporate limits of the City of La Vista, Sarpy County, Nebraska, and that the inhabitants thereof shall, from and after the effective date of this ordinance, be subject to the ordinances and regulations of the City of La Vista, Sarpy County, Nebraska.

SECTION 2. That the inhabitants of the above-described territory annexed to the City shall receive substantially the services of other inhabitants of such City as soon as practicable, in accordance with Neb. Rev. Stat. Section 16-120 and the Plan to Extend Services to Lots 1-3 along with Outlots B and C, Oriental Trading Company Business Park, which Plan, as amended and submitted to the City Council, is hereby ratified, affirmed and approved. Adequate plans and necessary City Council action to furnish such services shall be adopted not later than one year after the date of annexation.

SECTION 3. This ordinance shall be in full force and effect on December 3, 2020 after passage, approval and publication as provided by law.

PASSED AND APPROVED THIS _____ DAY OF _____, 2020.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk



ANNEXATION PLAN

**ORIENTAL TRADING COMPANY BUSINESS PARK
(Lots 1-3, Outlots B & C)**

August 25, 2020

ANNEXATION SCHEDULE*

(Per R.S. 1943, § 16-117, Annexation; powers**; procedure; hearing; and LB 495)

(1) Prepare a plan for extending city services*** to the land proposed for annexation that contains sufficient detail to provide a reasonable person with a full and complete understanding of the proposal for extending city services to such land. The plan shall:

- a. State the estimated cost impact of providing the services to such land;
- b. State the method by which the city plans to finance the extension of services to the land and how any services already provided to the land will be maintained;
- c. Include a timetable for extending the services to such land;
- d. Include a map drawn to scale clearly delineating the land proposed for annexation, the current boundaries of the city, the proposed boundaries of the city after the annexation, and the general land-use pattern in the land proposed for annexation.

_packets to depts.

10/2/2019

Info. due back

11/1/2019

Draft study 7/9-7/20

Depts. review draft 8/3

Revisions due back 8/17

Prepare final draft 8/18

Final Plan 9/1

(2) The City Council adopts the resolution stating that the city is considering the annexation of the land and the plan for extending services to the land. The resolution shall state:

- a. The time, date and location of the public hearing (#10 below);
- b. A description of the boundaries of the land proposed for annexation; and
- c. That the plan of the city for the extension of city services to the land proposed for annexation is available for inspection during regular business hours in the office of the City Clerk.

CC Resolution 9/15

PC Public Hearing 10/1

CC Public Hearing 10/20

Update City website and social media sites.

(3) Not later than **14 days** prior to the Planning Commission public hearing in #6, the City Clerk must send notice of the proposed annexation by **certified mail, return receipt requested** to any of the following entities serving customers in the City or area proposed for annexation (Section 16-130(6)):

- a. Natural gas public utility defined in Section 66-1802
- b. Natural gas utility owned or operated by the city
- c. Metropolitan utilities district
- d. Any municipality
- e. Public power district
- f. Public power and irrigation district
- g. Electric cooperative
- h. Any other governmental entity providing electric service

This notice must include:

- a. Copy of proposed annexation ordinance,
- b. The date, time and place of public hearing before Planning Commission on proposed annexation ordinance, and
- c. A map showing the boundaries of the area proposed for annexation

Mail 9/16

(4) The City must send written notice of the proposed annexation to the owners of property within the area proposed for annexation by **regular U.S. mail**, postage prepaid, to the address of each owner of such propertyⁱ as it appears in the records of the office of the register of deeds, **postmarked** at least **10 working days** prior to the Planning Commission's public hearing on the proposed change with a **certified letter** to the SID Clerk if the annexation includes property located within the boundaries of such SID. The notice must include:

- a. Description of the area proposed to be annexed, including a map showing the boundaries of the area proposed for annexation, and
- b. The date, time, and location of Planning Commission hearing and

(Ownership list no earlier than 9/1)

Mail 9/16

c.	How further information regarding the annexation can be obtained, including the phone number of the pertinent city official and electronic mail or internet address if available.	
(5)	A copy of the resolution in #2 providing for the public hearing shall be sent by first-class mail following its passage to the school board of any school district in the land proposed for annexation. Also notify Fire District.	Mail 9/16 to PLVSD
(6)	The Planning Commission conducts a public hearing on the proposed annexation and forwards a recommendation to the City Council.	PC 10/1 (PC 10/15 if continued)
(7)	A copy of the resolution in #2 providing for the public hearing shall be published in a legal newspaper in or of general circulation in the city at least once <u>not less than 10 days</u> preceding the date of the public hearing. A map drawn to scale delineating the land proposed for annexation shall be published with the resolution.	Publish 10/7 (Email resolution and map 10/1)
(8)	The City must send a second notice of the proposed annexation to the same owners of property who were provided with notice in #4 above by regular U.S. mail , postage prepaid, to the owner's address as it appears in the records of the office of the register of deeds, postmarked at least 10 working days prior to the public hearing of the City Council on the proposed annexation. The notice must include:	
a.	Description of the area proposed to be annexed, including a map showing the boundaries of the area proposed for annexation, and	Mail 10/1
b.	The date, time, and location of the City Council hearing and	
c.	How further information regarding the annexation can be obtained, including the phone number of the pertinent city official and an electronic mail or internet address if available.	
(9)	The City Council introduces the annexation ordinance (first reading).	CC 10/20 (1 st Reading)
(10)	The City Council holds the public hearing on the proposed annexation <u>within 60 days</u> following the adoption of the resolution in # 2 above to allow City Council to receive testimony from interested persons (the City Council may recess the hearing, for good cause, to a time and date specified at the hearing).	CC 10/20 (Public Hearing)
(11)	The City Council considers the second reading of the annexation ordinance.	CC 11/3 (2 nd Reading)
(12)	Prior to the final adoption of the annexation ordinance, the minutes of the City Council meeting at which the final adoption was considered shall reflect formal compliance with #3 above. <i>[For example, when the agenda item for final adoption comes up and prior to any vote, the Mayor or City Clerk should state for the record that the minutes will reflect formal compliance with the requirements of subsection 16-130(6) of Nebraska Statutes.]</i>	CC 11/17
(13)	The City Council considers the third and final reading of the annexation ordinance.	CC 11/17 (3 rd Reading)
(14)	The City Clerk publishes the annexation ordinance and it becomes effective 15 days after passage*. <i>*Specify effective date of 12/3/2020</i>	Publish 11/25 <i>*Effective 12/3</i>
(15)	The City Clerk notifies:	
a.	SID Chairman – request information on contracts, outstanding bills, name/contact information for auditor, an audit up to the date of annexation, and accounting per Section 31-764. <i>[if applicable, i.e. when the annexed area is in an SID]</i>	
b.	Reporting of annexation pursuant to various statutes, such as:	
	i. (Section ?) – notice to Postmaster General of Nebraska	
	ii. Section 13-509(3) – taxable valuation - Mayor and City Council shall file and record a certified copy of the annexation ordinance, petition, or resolution in the office of the register of deeds or, if none, the county clerk and the county assessor of the county in which the annexed property is located. The annexation ordinance, petition, or resolution shall include a full legal description of the annexed property. If the register of deeds or county clerk receives and records such ordinance, petition, or resolution prior to July 1 or, for annexations by a city of the metropolitan class, prior to August 1, the valuation of the real and personal property annexed shall be considered in the taxable valuation of the annexing political subdivision for the current year	11/26

iii. Section 18-1753 – if annexation adds additional population to the city, city must report additional population to tax commissioner and include a copy of the ordinance and other information specified in Section 18-1753

iv. Section 77-27,143 – sales and use tax administration - local jurisdiction boundary changes apply only on the first day of a calendar quarter after a minimum of one hundred twenty days' notice to the Tax Commissioner and sixty days' notice to sellers

c. Determination if redistricting is required pursuant to Section 19-3052 (within 180 days). No municipality which proposes to annex territory and thereby bring new residents into the municipality shall annex such territory unless the redistricting will be accomplished at least eighty days prior to the next primary election in which candidates for the city council or village board of trustees are nominated. No city of the first class shall annex any territory during the period from eighty days prior to any primary election in which candidates for the city council are nominated until the date of the general election of the same year if such annexation would bring sufficient new residents into such city so as to require that election districts be redrawn to maintain substantial population equality between districts.

d. **County Offices, utility companies, others?**

e. **911 notification – request change to who is dispatched in annexed areas.**

(16) DATE TO PROVIDE SERVICES

Note: Dates may be revised during preparation of final report, see item (1) above, but prior to (2) above.

POLICE: 12/3/2020

FIRE: 10/1/2021

LIBRARY: 12/3/2020

RECREATION: 12/3/2020

PUB WORKS: 12/3/2020

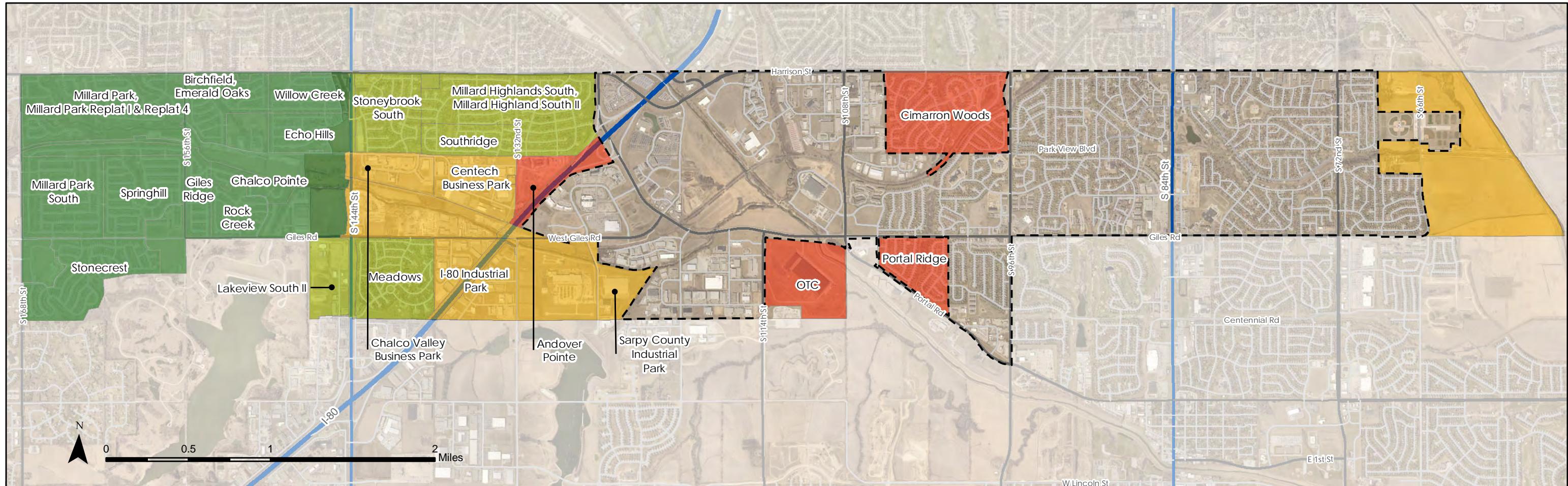
Denotes special meeting.

Denotes not required by statute.

Revised 9-15-20

ⁱ Owner means owner of a piece of property as indicated on the records of the office of the register of deeds as provided to or made available to the city no earlier than the last business day before the 25th day preceding the public hearing by the planning commission on the annexation proposed for the subject property (Section 19-5001(7)).

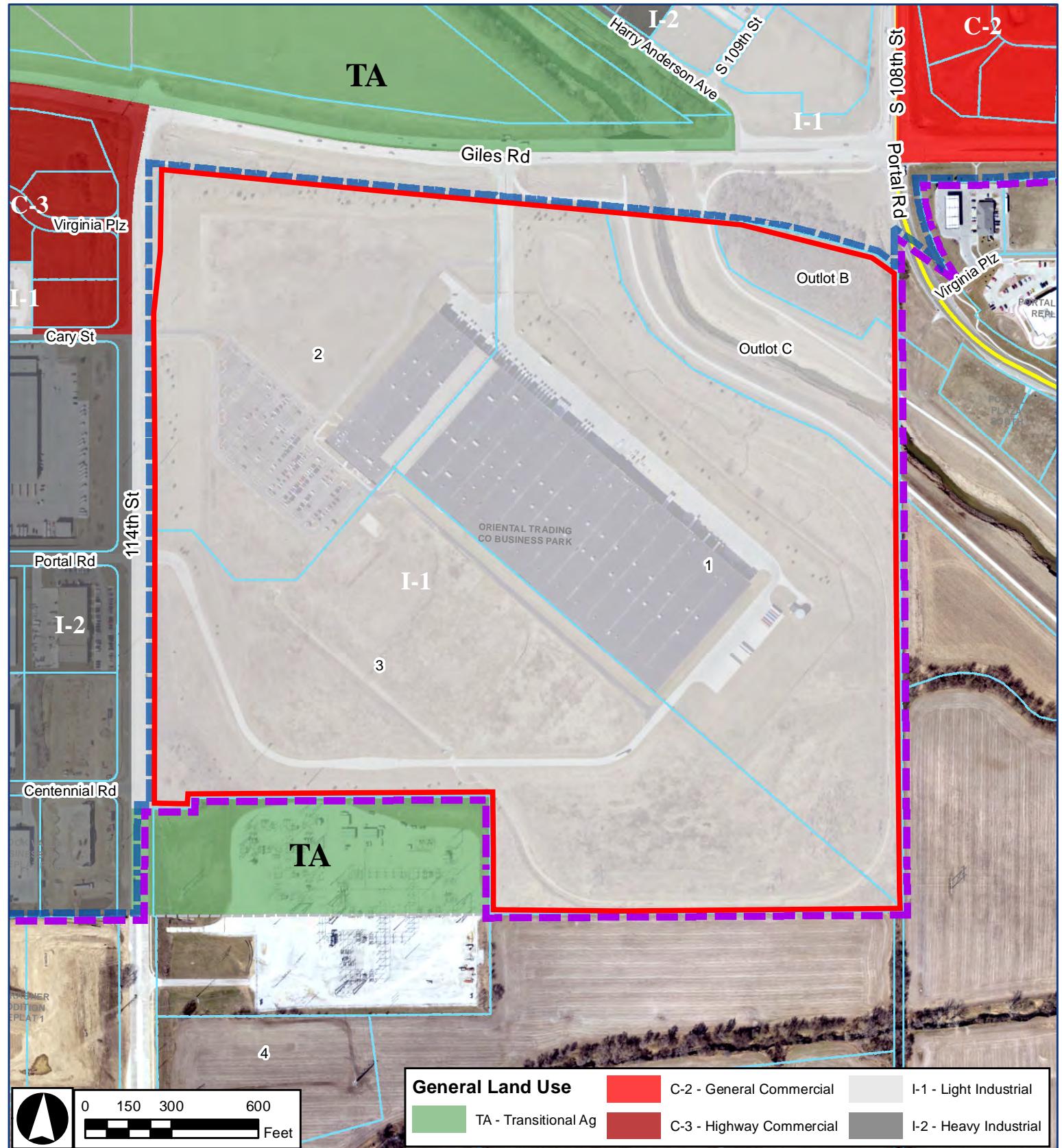
Annexation



LEGEND

Annexation Areas Municipal Boundary

- 1-5 Years
- 5-10 Years
- 10-15 Years
- 15+ Years



Annexation Vicinity Map - Oriental Trading Company Business Park



Legend

- Proposed Annexation Area
- City Limits - Current
- City Limits - Post Annexation

7/29/2020
CB

LEGAL DESCRIPTION

LOTS 1, 2 AND 3 AND OUTLOTS B AND C, ORIENTAL TRADING COMPANY BUSINESS PARK, A SUBDIVISION IN SARPY COUNTY, NEBRASKA ALL MORE PARTICULARLY DESCRIBED AS FOLLOWS, BEGINNING AT THE NW CORNER OF SAID LOT 2, SAID CORNER BEING ON THE EAST LINE OF 114TH STREET;

THENCE S84°44'30"E (ASSUMED BEARING) 1918.19 FEET ON THE NORTH LINE OF SAID LOT 2 AND SAID OUTLOTS B AND C;

THENCE SOUTHEASTERLY ON THE NORTH LINES OF SAID OUTLOTS B AND C ON A 2241.50 FOOT RADIUS CURVE TO THE RIGHT, CHORD BEARING S79°10'42"E, CHORD DISTANCE 434.61 FEET, AN ARC DISTANCE OF 435.29 FEET;

THENCE S73°37'02"E 158.22 FEET ON THE NORTH LINE OF SAID OUTLOT B;

THENCE S54°07'02"E 94.50 FEET ON THE NORTH LINE OF SAID OUTLOT B TO THE NE CORNER THEREOF;

THENCE S00°24'53"E 2232.04 FEET ON THE EAST LINES OF SAID LOTS 1 AND 3 AND OUTLOTS B AND C TO THE SE CORNER OF SAID LOT 3;

THENCE S89°42'31"W 1438.14 FEET ON THE SOUTH LINE OF SAID LOT 3;

THENCE N00°02'09"E 412.07 FEET ON THE SOUTH LINE OF SAID LOT 3;

THENCE S89°42'07"W 1030.54 FEET ON THE SOUTH LINE OF SAID LOT 3;

THENCE S00°00'33"W 33.94 FEET ON THE SOUTH LINE OF SAID LOT 3;

THENCE S89°42'26"W 138.70 FEET ON THE SOUTH LINE OF SAID LOT 3 TO THE SW CORNER THEREOF;

THENCE N00°00'33"E 1719.00 FEET ON THE WEST LINES OF SAID LOTS 2 AND 3;

THENCE N05°04'17"E 238.00 FEET ON THE WEST LINE OF SAID LOT 2;

THENCE N00°00'33"E 226.00 FEET ON THE WEST LINE OF SAID LOT 2;

THENCE N05°39'53"E 42.79 FEET ON THE WEST LINE OF SAID LOT 2 TO THE POINT OF BEGINNING.

**LOTS 1-3 & OUTLOTS B & C
ORIENTAL TRADING COMPANY BUSINESS PARK**

I. Statistics

- A. 2020 Valuation = \$34,715,846
- B. SID Tax Levy (per \$100 valuation) = N/A
- C. Estimated Population of Subject Area (as of 8/17/2020)* = 0
*Population estimated from 2010 Census, persons per household multiplied by housing unit count.
- D. Land Area (acres) = 136.22
- E. Land Use
 - 1. Single Family Units = 0
 - 2. Multi-Family Units = 0
 - 3. Public Property = 2 Outlots
 - 4. Developed Commercial Lots = 0
 - 5. Developed Industrial Lots = 2
(Oriental Trading Company)
 - 5. Number of Vacant Lots = 1
- F. School District = Papillion/La Vista
- G. Fire District = Papillion Rural Fire Protection District

II. Improvements

- A. Streets
 - Total Lane Miles = 0.00
 - Street Rating = NA
 - 1. New Lane Miles: Giles Road and 114th Street are both currently within the La Vista City Limits. No additional lane miles will be added as a result of this annexation.
 - 2. Street Lights: The City will incur no additional street lights.
 - 3. Traffic Signals: The City will incur no additional signals as part of this annexation.
 - 4. Right-of-Way: The City will acquire no additional right-of-way as a result of this annexation.

5. **Street Maintenance & Snow Removal:** No additional streets will be added as a result of this annexation. All adjoining streets are within the La Vista City Limits and are currently maintained by the La Vista Public Works Department. The overall condition of the streets adjoining proposed annexation area is good.
6. **Street Signs:** All required signage in the area is in place. The proposed annexation area is small enough that routine maintenance can be absorbed into the current budget.
7. **Sidewalks:** There no sidewalks in the annexation area. The West Papio Trail traverses Outlot C along the West Papillion Creek. Outlot C is owned by the Papio-Missouri NRD who maintains the trail.

B. Storm Sewer

1. There are no public storm sewer facilities within the proposed annexation areas.

C. Sanitary Sewer

1. The OTC building is served by a lift station and approximate 900-foot force main that connects into the Omaha Interceptor Sewer on the easterly side of the West Papio in an outlot owned by the City. The lift station is privately maintained as per the 2004 agreement with Oriental Trading Company. However, the force main is public and is currently maintained by La Vista Public Works.
2. Per our wastewater service agreement with the City of Omaha, La Vista will collect sewer use fees for this area.
3. The sanitary sewers flow into the Omaha Interceptor Sewer.

D. Water

1. All water services are provided by Metropolitan Utilities District.

E. Public Parks/Recreational Facilities

1. The West Papio Trail traverses Outlot C. The trail is maintained by the Papio-Missouri Natural Resources District. There are no other public parks or recreational facilities in this annexation.

F. Miscellaneous Improvements/Property Owned by SID

1. None that staff is aware of.

III. City Services

A. Police

1. **Calls for Service:** The Police Department has examined the impact of annexing Oriental Trading Company Business Park and has found that for the 2018 calendar year there was 1 call for service to the area, 5 calls in 2017 and 14 in 2016. The Police Department has been responding to calls if officers are in the area when the call comes out.
2. **Fiscal Impact:** The Police Department has staffed an additional patrol district to service areas west of 96th Street since the development of the Southport area. No additional fiscal impact is expected.
3. **Staffing Impact:** During planning for the annexation of the Southport area, the Police Department planned and has since staffed an additional patrol district to service areas west of 96th Street. The planning at the time also included future service to the residential, industrial and commercial areas west of 96th Street. The areas to be annexed will benefit from faster response times than the County is presently providing.
4. **Overall:** The overall impact to the Police Department will be absorbed easily by the current district police car. The district cruiser currently drives through the vicinity in order to patrol and respond to calls for service in the City areas adjacent to the proposed annexation.

B. Fire

1. **Calls for Service:** The Papillion Fire Department has examined the impact of annexing Oriental Trading Company Business Park and has found that for the 2018 calendar year there was 6 calls for service to the area, 7 calls in 2017 and 9 in 2016.
2. **Fiscal Impact:** Based on the current contract arrangement between the Cities of La Vista, Papillion and the Papillion Rural Fire District it is hard to ascertain the fiscal impact of the annexation as the agreement is based on overall property valuation within and between the three entities. As the annexation would take place in the middle of FY21, there is no expected impact to the FY21

budget. It has been roughly calculated that the annexation would increase the payments through the contract by approximately \$56,000.

3. Staffing Impact: The Oriental Trading Company Business Park is already covered by the Papillion Fire Department. No staffing impacts are anticipated.
4. Overall: The Papillion Fire Department will continue to respond to calls for service in the area and maintain adequate response times. There appears to be adequate water supply and access roads for fire and EMS response.

C. Library

1. No impact to the La Vista Public Library is anticipated from this annexation.

D. Recreation

1. No impact to the La Vista Recreation Department is anticipated from this annexation.

E. Community Development

1. These lots are contiguous to the City limits.
2. Annexation of this area is consistent with the approved annexation plan within the City's Comprehensive Plan.

IV. Contractual Obligations of the SID

A. Contracts

1. None (not a SID).

B. Pending Litigation

1. None (not a SID).

C. Pending Improvement Projects

1. None (not a SID).

V. Analysis

A. Annexation Suitability

1. These lots are bordered by the City limits to the north and west making it a contiguous annexation.
2. From a financial standpoint, total annual income from all funds exceeds total annual expense by \$190,918.
3. The City's debt to assessed valuation ratio would decrease from 2.43% to 2.24%.

B. Policy Alternatives

1. Annex.
2. Postpone annexation.

C. Recommendations/Conclusions

The annexation of Lots 1-3 and Outlots B & C, Oriental Trading Company Business Park will bridge the gap in between the City Limits of Papillion and La Vista in this area. This will reduce confusion regarding which areas are within the City limits and which areas are in Sarpy County's jurisdiction. It is recommended that the City annex Lots 1-3 and Outlots B & C, Oriental Trading Company Business Park as this analysis confirms its suitability for annexation and the annexation is in conformance with the Comprehensive Plan.

Revised 8-25-2020

Financial Information - OTC Business Park

REVENUE	EXPENSES
General Fund	General Fund
<i>Income Sources:</i>	<i>Costs to Service:</i>
Property Tax \$ 173,562	Street Lighting
Highway Allocation	Street Maintenance - Personnel
Sales & Use Tax	Street Maintenance - Operating
Franchise Tax \$ -	Snow Removal
General Fund Income \$ 173,562	Street Signs
	Traffic Signals
	Right-of-Way Maintenance
	Law Enforcement
	Fire Protection
	Community Development
	Administration
	Human Resource
	Library
	General Fund Expenses \$ -
	Equipment - One-Time General Fund
	"No Parking" Signs
	One-Time Expenses \$ -
Total General Fund Income \$ 173,562	Total General Fund Expenses \$ -
Sewer Fund	Sewer Fund
<i>Income Sources:</i>	
Sewer Use Fees * \$ -	Sewer Personnel
Sewer Fund Income \$ -	Sewer Maintenance
	Sewer Fund Expenses \$ -
	Equipment - One-Time Sewer Fund
	One-Time Expenses \$ -
Total Sewer Fund Income \$ -	Total Sewer Fund \$ -
Debt Service (Bond Fund)	Debt Service (Bond Fund)
<i>Income Sources:</i>	
Property Tax \$ 17,356	Annual P&I Payments
Unpaid Special Assessments	Rural Fire Districts - One-Time Expense
Special Assessments to be Levied	
Interest on Unpaid Assessments	
Cash On Hand	Debt Service Fund Expenses \$ -
Total Debt Service Income \$ 17,356	Total Debt Service Fund Expenses \$ -
	Capital Fund - One-Time Expense
	Street Repairs
	Total Construction Fund Expenses \$ -
One-Time Income \$ -	One-Time Expenses \$ -
Annual Income \$ 190,918	Annual Expenses \$ -

* Already collecting Sewer Use Fees in OTC.

ADDITIONAL INFORMATION		
Current Assessed Valuation of Annexed Area	\$34,712,366	Current City of La Vista Tax Rate:
0 Lane Miles		General Fund 0.5
Outstanding Debt		Debt Service 0.05
General Obligation		Total City Tax Rate 0.55
Special Assessments to be Levied ⁸		
Accrued Interest		
Total Outstanding Debt	\$0	
Outstanding Revenue		
Special Assessments to be Levied ⁸	\$0	
	\$0	
SID Net Debt		
Outstanding Debt	\$0	
less Special Assessments to be Levied	\$0	
less Unpaid Specials	\$0	
less Cash on Hand	\$0	
Total Net Debt	\$0	
Net debt to assessed valuation ratio	0.00%	

Annexed Area Fire District Debt Obligation		
Millard Fire District		
Annexed Property <i>within</i>		
Percent of Valuation:	0.0%	
Millard Fire District Debt(net)⁹	0	
City of La Vista	0	
Papillion Rural Fire District		2,821,243,244
Annexed Property <i>within</i>		34,712,366
Percent of Valuation:	1.23%	
Papillion Rural Fire District Debt(net)⁹	0	
City of La Vista	0	
Total Fire District Debt - One Time	\$	-

City Information - Pre Annexation	
Outstanding long term debt (10/01/20)	\$42,725,000
Less Cash reserves:	
Debt Service Fund	(\$2,710,709)
Lottery Fund	
Net Debt (10/01/20)	\$40,014,291
Assessed Valuation	
Real Estate	\$1,755,107,309
Personal Property	
City Total Assessed Valuation	\$1,755,107,309
Net debt to assessed valuation ratio	2.28%
Debt to assessed valuation ratio	2.43%

City Debt to Assessed Valuation Ratio Post - Annexation	
City assessed valuation	\$1,755,107,309
Assessed valuation	\$34,712,366
Total Combined Valuation	\$1,789,819,675
City debt (10/01/19)	\$40,014,291
OTC Debt (10/01/19)	\$0
Total Combined Debt	\$40,014,291
City post-annexation debt/assessed valuation ratio	2.24%

PLAN FOR EXTENDING CITY SERVICES TO THE LAND PROPOSED FOR ANNEXATION

Pursuant to Nebraska Revised Statute §16-117, the following plan represents the City of La Vista's intent to serve Lots 1 – 3 and Outlots B & C Oriental Trading Company Business Park.

Lots 1-3 Oriental Trading Company Business Park

The following city services will be extended on or before December 3, 2020:

Community/Recreation Center	Police Protection
Library Services	Street Maintenance
Sewer Maintenance	Park Maintenance

The following city services will be extended on or before October 1, 2021:

Fire and Rescue Services*

*Papillion Fire Department already provides services to this area. Annexation will cause a shift from their Rural Fire District to the La Vista Fire District on the aforementioned date.

City of La Vista Nebraska
9900 Poral Rd.
La Vista, NE 68128

Toys NE Qrd 15-74 Inc.
C/O Oriental Trading Company
4206 S 108th St.
Omaha, NE 68137

Toys NE Qrd 15-74 Inc.
C/O Oriental Trading Company
4206 S 108th St.
Omaha, NE 68137

Toys NE Qrd 15-74 Inc.
C/O Oriental Trading Company
4206 S 108th St.
Omaha, NE 68137

The Papio-Missouri River
Natural Resources District
8901 S 154th St.
Omaha, NE 68138

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
NOVEMBER 17, 2020 AGENDA

Subject:	Type:	Submitted By:
AMEND COMPENSATION ORDINANCE	◆ RESOLUTION ◆ ORDINANCE RECEIVE/FILE	RANDY TRAIL HUMAN RESOURCES DIRECTOR

SYNOPSIS

An ordinance has been prepared to amend the Compensation Ordinance to include recommendations made in the Classification and Compensation study received by Council on October 20, 2020.

FISCAL IMPACT

Total cost to implement the recommendations in the study is \$56,160 assuming a January 1, 2021 start date. The FY21 budget included \$12,000 for implementation. The goal is to make up the difference by savings in other areas, however if that is not possible a budget amendment would be necessary.

RECOMMENDATION

Approval with an effective date of January 1, 2021.

BACKGROUND

On February 4, 2020 Council approved a professional services agreement with Bjorklund Compensation Consulting to conduct a Classification and Compensation Study. Results of that study were presented to the Council on October 20, 2020.

The analysis of comparative data from the study indicated the City's pay ranges were approximately 8.9% and 8.6% below the market for minimums and maximums respectively. Consequently, new salary ranges were recommended. The compensation ordinance being presented is reflective of those recommended changes. Adjustments will be made only for those employees whose wages fall below the new minimum for their pay range. Those adjustments result in the \$56,160 cost referenced above.

ORDINANCE NO.

AN ORDINANCE TO FIX THE COMPENSATION OF OFFICERS AND EMPLOYEES OF THE CITY OF LA VISTA; TO PROVIDE FOR THE REPEAL OF ALL PRIOR ORDINANCES IN CONFLICT HEREWITH; ORDERING THE PUBLICATION OF THE ORDINANCE IN PAMPHLET FORM; AND TO PROVIDE THE EFFECTIVE DATE HEREOF.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, SARPY COUNTY, NEBRASKA:

Section 1. City Council. The compensation of members of the City Council shall, in addition to such vehicle and other allowances as may from time to time be fixed by the Budget or other Resolution of the City Council, be, and the same hereby is, fixed at the sum of \$8,000 per year for each of the members of the City Council.

Section 2. Mayor. The compensation of the Mayor shall, in addition to such vehicle and other allowances as may from time to time be fixed by the Budget or other Resolution of the City Council, be, and the same hereby is, fixed at the sum of \$16,000 per year.

Section 3. City Administrator. The compensation of the City Administrator shall, in addition to such vehicle and other allowances as may from time to time be fixed by the Budget or other Resolution of the City Council, be established by contractual agreement.

Section 4. Management Exempt Employees. The management exempt employees hereafter named shall, in addition to such vehicle and other allowances as may from time to time be fixed by Resolution of the City Council, receive annualized salaries fixed in accordance with the schedules ~~of Table 200~~, set forth in Section 24-20 of this Ordinance, for the following respective wage ranges, and in accordance with such rules as the City Council may by resolution establish:

Position	Pay Grade
Asst. City Administrator/Dir. Community Services	<u>21528</u>
City Clerk	<u>20522</u>
City Engineer	<u>2402324</u>
<u>Deputy City Engineer</u>	<u>205</u>
Community Development Director	<u>21025</u>
Director of Administrative Services	<u>21528</u>
Director of Public Works	<u>21528</u>
Finance Director	<u>24024</u>
Human Resources Director	<u>24023</u>
Library Director	<u>20522</u>
Police Chief/Director of Public Safety	<u>21528</u>
Recreation Director	<u>20522</u>

Section 5. Salaried Exempt Employees. The monthly salary compensation rates of the salaried exempt employees of the City of La Vista shall be, and the same hereby are, fixed in accordance with the schedules ~~of Table 100~~, set forth in Section 24-20 of this Ordinance, for the following respective wage ranges, and in accordance with such rules as the City Council may by resolution establish:

Position	Pay Grade
<u>Accountant</u>	<u>19</u>
Asst. to City Administrator	<u>17518</u>
Asst. Planner	<u>16017</u>
Asst. Recreation Director	<u>18019</u>
<u>Building Superintendent</u>	<u>180</u>
Chief Building Official	<u>18020</u>
Community Relations Coordinator	<u>17518</u>
Deputy City Clerk	<u>16513</u>
Deputy Director Public Works	<u>20524</u>
Deputy Community Development Director	<u>19521</u>
Financial Analyst	<u>17518</u>
Human Resources Generalist	<u>16515</u>
<u>Human Resources Manager</u>	<u>180</u>
Librarian II – Inter-Library Loan/Public Services	<u>16016</u>
Librarian III	<u>17518</u>
<u>Operations Manager</u>	<u>18</u>
Park Superintendent	<u>18020</u>
<u>Planner</u>	<u>175</u>
Police Captain	<u>20523</u>

Police Records Manager/Office Manager	<u>16514</u>
Police Training Coordinator	<u>18021</u>
<u>Accountant</u>	<u>17519</u>
Senior Services Manager	<u>16018</u>
<u>Operations Manager</u>	<u>16018</u>
<u>Street Superintendent</u>	<u>20</u>
Youth and Adult Sports Manager	<u>16017</u>
<u>Street Superintendent</u>	<u>18020</u>

Section 6. Hourly Non-Exempt Employees. The hourly compensation rates of the hourly (non-exempt) employees of the City of La Vista shall be, and the same hereby are, fixed in accordance with the schedules ~~of Table 100 and Table 400~~, set forth in Section 24-20 of this Ordinance, for the following respective wage ranges, and in accordance with such rules as the City Council may by Resolution establish:

Position	Pay Grade
<u>Accounting Clerk</u>	<u>130</u>
Administrative Assistant I	<u>1205</u>
Administrative Assistant II	<u>1308</u>
Administrative Assistant III	<u>14010</u>
<u>Building Inspector I</u>	<u>140</u>
Building Inspector II	<u>16016</u>
<u>Building Maintenance Worker I</u>	<u>9</u>
<u>Building Maintenance Worker I</u>	<u>130</u>
<u>Building Maintenance Worker II</u>	<u>11Building</u>
<u>Maintenance Worker II</u>	<u>140</u>
Building Technician	<u>16514</u>
Code Enforcement Officer	<u>16012</u>
Executive Assistant	<u>16513</u>
Librarian I	<u>14015</u>
Librarian II – Computer/Reference Services	<u>16016</u>
Maintenance Worker I	<u>1309</u>
Maintenance Worker II	<u>14011</u>
Mechanic	<u>14011</u>
Park Foreman	<u>16514</u>
Permit Technician	<u>1208</u>
Police Sergeant	426
Police Officer	423
Police Data Entry Clerk	<u>1206</u>
Sewer Foreman	<u>16514</u>
Shop Foreman	<u>16514</u>
Street Foreman	<u>16514</u>

Section 7. Part-Time, Seasonal and Temporary Employees. The hourly compensation rates of part-time, seasonal and temporary employees of the City of La Vista shall be, and the same hereby are, fixed in accordance with the schedules ~~of Table 100~~, set forth in Section 24-20 of this Ordinance, for the following respective wage ranges, and in accordance with such rules as the City Council may by Resolution establish:

Position	Pay Grade
Assistant Pool Manager	<u>100C</u>
Circulation Clerk I	<u>100A</u>
Circulation Clerk II	<u>115D</u>
Clerical Assistant/Receptionist	<u>115D</u>
Custodian	<u>105C</u>
Evidence Technician	<u>130F</u>
Intern/Special Projects	<u>115D</u>
Lifeguard	<u>100A</u>
Pool Manager	<u>110E</u>
Recreation <u>Supervisor</u> Attendant	<u>100A</u>
Seasonal PW All Divisions 1-5 Years	<u>100A</u>
Seasonal PW All Divisions 5+ Years	<u>110C</u>
Shop Assistant	<u>100A</u>
Special Services Bus Driver	<u>110C</u>
Temporary/PT Professional (PW)	<u>160H</u>

Part-time employees shall receive no benefits other than salary or such benefits as established in accordance with such rules as have been or may be established by Resolution of the City Council. |

Section 8. Pay for Performance. Employees not covered by a collective bargaining agreement or express employment contract shall be subject to the City's Pay for Performance (PFP) compensation system as outlined in Council Policy Statement. PFP salary ranges are set forth in ~~Table 100 and 200 of~~ Section ~~21-20~~ of this Ordinance. For Fiscal year 2021 the range for salary increases will be 0-7% in accordance with the adopted pay matrix.

Section 9. Legal Counsel. Compensation of the legal counsel other than special City Prosecutor for the City shall be, and the per diem rates respecting same shall be, at 90% of the standard hourly rate the firm may from time to time charge. Compensation for Special City prosecution shall be as agreed upon at the time of specific employment.

Section 10. Engineers. Compensation of Engineers for the City shall be, and the same hereby is, fixed in accordance with such schedules of hourly and per diem or percentage rates as shall from time to time be approved by Resolution of the City Council. Travel allowances respecting same shall be as may from time to time be fixed by Resolution of such City Council.

Section 11. Health, Dental Life and Long Term Disability Insurance. Subject to the terms, conditions and eligibility requirements of the applicable insurance plan documents and policies, regular full-time employees of the City of La Vista and their families shall be entitled to be enrolled in the group life, health, and dental insurance program maintained by the City. Regular full-time employees shall also be entitled to be enrolled in the long term disability insurance program maintained by the City.

Unless otherwise provided by collective bargaining agreement, or other applicable agreement, the City's employer share shall be ninety (90) percent of the amount of the actual premium and the employee shall pay the ten percent (10%) balance of the actual premium via payroll deduction for employees enrolled in single coverage. The City's employer share shall be eighty percent (80%) of the amount of the actual premium and the employee shall pay the twenty percent (20%) balance of the actual premium via payroll deduction for any employee enrolled in a level of coverage other than single. Those employees electing not to participate in these programs will receive no other form of compensation in lieu of this benefit.

Section 12. Establishment of Shifts. The City may establish duty shifts of such length, and to have such beginning and ending times, and to have such meal and break times, as it may deem appropriate or necessary, respecting employees of the City.

Section 13. Special Provisions.

- A. Employees covered by the "Agreement Between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista, Nebraska, covering the period from October 1, 2018 through September 30, 2023," shall receive compensation and benefits and enjoy working conditions, as described, provided and limited by such Agreement. The terms of such Agreement shall supersede any provisions of this Ordinance inconsistent therewith, and be deemed incorporated herein by this reference.
- B. Holiday Pay shall be compensated as set forth in the Agreement between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista for police officers and as set forth in the Personnel Manual for all other full time employees.
- C. Subject to subsection 14.D. hereof, each full time hourly non-exempt employee of the City shall be entitled to receive overtime pay at the rate of one and one half times the employee's regular rate for each hour worked in excess of forty hours during a work week. If called out at any time other than during regular assigned work hours during the pay period, such employee shall be entitled to compensation at the rate of one and one half times the regular rate for each hour so worked, provided that in no case shall an employee receive less than two hours overtime pay for such call out work, and further provided there shall be no pyramiding of hours for purposes of computing overtime. For purposes of this subsection an employee's "regular rate" shall be the sum of his or her hourly rate specified in Section 6 of this Ordinance and any longevity pay due under this Ordinance.

- D. Police Department employees covered by the "Agreement Between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista, Nebraska," described in subsection 14.A hereof shall, as provided in such Agreement, be paid overtime at one and one half times the employee's hourly rate (including any longevity allowance) for each hour worked in excess of 80 hours during any 14 day work period coinciding with the pay period established by Section 16 of this Ordinance.
- E. All Management Exempt Employees and all Salaried Exempt Employees are considered to be salaried employees and shall not be eligible for overtime pay, holiday pay, or other special pay as provided by this section.
- F. Public Works Employees who are required to wear protective footwear may submit to the City for reimbursement for the cost of work boots in an amount not to exceed \$150.
- G. Public Works Employees may submit to the City for reimbursement for the difference in cost between a Nebraska Driver's License and a "CDL" driver's license within 30 days of obtaining a CDL license when a CDL license is required as a part of the covered employee's job description.
- H. Public Works Employees shall be provided by the City five safety work shirts in each fiscal year at no cost to the employee.
- I. Employees not covered by the "Agreement Between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista" and who are otherwise eligible, shall be paid overtime at the rate of one and one-half times the employee's hourly rate for all hours worked over forty in the pay periods that encompass the annual La Vista Days celebration, except, that if an employee uses any sick leave, vacation leave, personal leave, or comp time during the corresponding pay periods, such leave time shall offset any overtime earned. Overtime earned will not be offset by any holiday that falls during the above referenced pay periods.
- J. An increase of the fixed dollar amount specified in Section 1 above shall take effect with respect to all members of the City Council on and after the first day of the first full term of office of any member of the City Council that begins after the Ordinance making the increase is effective. An increase of the fixed dollar amount specified in Section 2 above shall take effect on and after the first day of the first full term of office of Mayor that begins after the Ordinance making the increase is effective

Section 14. Pay for Unused Sick Leave Upon Retirement or Death. Employees who voluntarily retire after twenty or more years of service with the City and have no pending disciplinary action at the time of their retirement, shall be paid for any unused sick leave. Employees who began their employment with the City after January 1, 2005, or who began their employment prior to this date but elected to waive their eligibility for emergency sick leave, shall be paid for any unused sick leave, if they voluntarily leave City employment and have no pending disciplinary action, according to the following sliding schedule: After 10 years of employment – 100% of sick leave hours accrued over 660 and up to 880; after 15 years of employment – 100% of sick leave hours accrued over 440 hours and up to 880; after 20 years of employment – 100% of sick leave hours accrued up to 880. No other employee shall be paid for any unused sick leave upon termination of employment.

A regular full-time employee's unused sick leave shall also be paid if, after October 1, 1999, the employee sustains an injury which is compensable by the City or the City's insurer under the Nebraska Workers' Compensation Act and such injury causes the death of the employee within two years after the date of injury. Any payment made pursuant to the preceding sentence shall be made to the surviving spouse of the employee; provided, such payment shall be made to the employee's estate if the employee leaves no surviving spouse or if, prior to his or her death, the employee filed with the City Clerk a written designation of his or her estate as beneficiary of such payment.

Section 15. Pay Periods. All employees of the City of La Vista shall be paid on a bi-weekly basis. The pay period will commence at 12:01 a.m. Sunday and will conclude at 11:59 p.m. on the second succeeding Saturday. On the Friday following the conclusion of the pay period, all employees shall be paid for all compensated time that they have been accredited with during the pay period just concluded.

Section 16. Public Works Lunch and Clean-up Times. Lunch period for employees of the Public Works Department shall be one half hour (30 minutes) in duration. Public Works employees shall be granted a 5 minute clean-up period prior to start of lunch period, and shall be granted an additional 5 minutes clean-up period prior to the end of the work day.

Section 17. Sick Leave and Personal Leave. Sick leave and personal leave will be awarded and administered in conjunction with the provisions set forth in the personnel manual and the Agreement between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista, as applicable to the employee in question.

Section 18. Vacation Leave. Upon satisfactory completion of six months continuous service, regular full-time employees and permanent part-time employees shall be entitled to vacation leave. Such vacation shall not be used in installments of less than one hour. Increments of vacation leave of less than four hours must have 48 hours prior approval and can be taken only at the beginning or at the end of the work day.

Section 19. Vacation Entitlement.

- A. All full-time employees whose employment is governed by the Agreement described in Section 14, Paragraph A. of this Ordinance shall earn, accrue and be eligible for vacation as provided in such Agreement.
- B. All other full-time Hourly Non-Exempt Employees shall earn: six (6) days of paid vacation during the first year of continuous full-time employment; eleven (11) days of paid vacation during the second year of continuous full-time employment; and thereafter, eleven (11) days of paid vacation during each subsequent year of continuous full-time employment, plus one (1) additional day of paid vacation for each year of continuous full-time employment in excess of two years. Notwithstanding the foregoing, no employee shall earn more than twenty-three (23) days of paid vacation per employment year.
- C. All Management Exempt Employees, and Salaried Exempt Employees, shall earn ten (10) days paid vacation during the first year of continuous employment, and one (1) additional vacation day for each additional year of continuous employment not to exceed twenty-six (26) days.
- D. All Permanent Part Time Employees working a minimum of twenty (20) hours per week shall earn forty (40) hours of paid vacation time per year after six (6) months of employment. Total paid vacation time earned per year shall not exceed forty (40) hours.
- E. Full Time Exempt and Non-Exempt Employees shall be allowed to accrue unused vacation leave from previous years to a maximum of 220 hours.
- F. Permanent Part Time Employees shall be allowed to accrue unused vacation leave from previous years to a maximum of 110 hours.

Section 20. Wage Tables.**Full Time Wages**

Grade		Minimum	Maximum
32	Hourly	70.62	98.90
	Annual	146,890	205,712
31	Hourly	65.95	92.36
	Annual	137,176	192,109
30	Hourly	61.62	86.30
	Annual	128,170	179,504
29	Hourly	57.63	80.72
	Annual	119,870	167,898
28	Hourly	53.91	75.50
	Annual	112,133	157,040
27	Hourly	50.50	70.73
	Annual	105,036	147,118
26	Hourly	47.32	66.28
	Annual	98,426	137,862
25	Hourly	44.36	62.13
	Annual	92,269	129,230
24	Hourly	41.66	58.34
	Annual	86,653	121,347
23	Hourly	39.11	54.78
	Annual	81,349	113,942
22	Hourly	36.78	51.51
	Annual	76,502	107,141
21	Hourly	34.63	48.50
	Annual	72,030	100,880
20	Hourly	32.63	45.71
	Annual	67,870	95,077
19	Hourly	30.77	43.10
	Annual	64,002	89,648
18	Hourly	29.07	40.71
	Annual	60,466	84,677
17	Hourly	27.47	38.47
	Annual	57,138	80,018

Grade		Minimum	Maximum
16	Hourly	26.00	36.41
	Annual	54,080	75,733
15	Hourly	24.63	34.50
	Annual	51,230	71,760
14	Hourly	23.37	32.74
	Annual	48,610	68,099
13	Hourly	22.22	31.12
	Annual	46,218	64,730
12	Hourly	21.12	29.58
	Annual	43,930	61,526
11	Hourly	20.12	28.18
	Annual	41,850	58,614
10	Hourly	19.20	26.90
	Annual	39,936	55,952
9	Hourly	18.34	25.68
	Annual	38,147	53,414
8	Hourly	17.55	24.58
	Annual	36,504	51,126
7	Hourly	16.82	23.55
	Annual	34,986	48,984
6	Hourly	16.13	22.60
	Annual	33,550	47,008
5	Hourly	15.51	21.72
	Annual	32,261	45,178
4	Hourly	14.90	20.87
	Annual	30,992	43,410
3	Hourly	14.38	20.14
	Annual	29,910	41,891
2	Hourly	13.88	19.44
	Annual	28,870	40,435

Part-Time, Seasonal and Temporary Employees Wages

Grade		Minimum	Maximum
A	Hourly	11.03	15.42
	Annual	11,471	16,037
B	Hourly	12.65	17.71
	Annual	13,156	18,418
C	Hourly	13.69	19.10
	Annual	14,238	19,864
D	Hourly	13.76	19.24
	Annual	14,310	20,010
E	Hourly	15.70	22.00
	Annual	16,328	22,880
F	Hourly	16.42	23.05
	Annual	17,077	23,972
G	Hourly	18.06	25.30
	Annual	18,782	26,312
H	Hourly	23.32	32.60
	Annual	24,253	33,904

Fraternal Order of Police

Table 400						
FOP Collective Bargaining						
Hourly Non-Exempt						
Rate	A	B	C	D	E	F
426 Pay Grade						
Hourly				\$ 41.27	\$ 41.63	\$ 45.71
Monthly				\$ 7,153	\$ 7,216	\$ 7,923
Annually				\$85,842	\$ 86,590	\$ 95,077
423 Pay Grade						
Hourly	\$ 27.05	\$ 28.88	\$ 31.75	\$ 33.60	\$ 36.67	\$ 38.58
Monthly	\$ 4,689	\$ 5,006	\$ 5,503	\$ 5,824	\$ 6,356	\$ 6,687
Annually	\$ 56,264	\$ 60,070	\$ 66,040	\$ 69,888	\$ 76,274	\$ 80,246

Section 21. Repeal of Ordinance No. 1378. Ordinance No. 1378 originally passed and approved on the 17th 15h day of December 2019September 2020 is hereby repealed.

Section 22. Effective Date. This Ordinance shall take effect after, approval and publication as provided by law on OctoberJanuary 1, 20202021.

Section 23. This Ordinance shall be published in pamphlet form and take effect as provided by law.

PASSED AND APPROVED THIS 15TH17TH DAY OF SEPTEMBERNOVEMBER, 2020.

CITY OF LA VISTA

ATTEST:

Douglas Kindig, Mayor

Ordinance No.

|

|

Pamela A. Buethe, CMC
City Clerk

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
NOVEMBER 17, 2020 AGENDA

Subject:	Type:	Submitted By:
COMPREHENSIVE SIGNAGE AND WAYFINDING PLAN	◆ RESOLUTION ORDINANCE RECEIVE/FILE	RITA RAMIREZ ASSISTANT CITY ADMINISTRATOR DIRECTOR OF COMMUNITY SERVICES

SYNOPSIS

A resolution has been prepared to approve a professional services agreement with Design Workshop for development of a Signage and Wayfinding Plan in an amount not to exceed \$60,000.

FISCAL IMPACT

Funding is included in the FY21 budget for this project.

RECOMMENDATION

Approval

BACKGROUND

Over the last 18 months the City has been engaged in a Comprehensive Branding and Marketing Strategy project, which in addition to the brand strategy, resulted in the development of a new logo and strap line. One of the elements included in the brand strategy implementation recommendations pertained to wayfinding.

A Signage and Wayfinding Plan is a critical tool for deploying brand standards in the built environment, and while often thought of as only signage, it is really an extension of a community's brand and can help create meaningful experiences and establish a sense of place. Wayfinding makes people feel safe and comfortable getting to their destination and navigating that destination once they arrive. Visitors will be more likely to stay longer, spend more money, and come back (likely bringing others with them) if they have a great experience.

During many of the public engagement and visioning exercises held over the last several years we have received a consistent message—La Vista lacks identity. All of our recent efforts, including projects such as the Streetscape Design, the City Centre development, Civic Center Park improvements, the Interface Design and the Branding Strategy, have focused on creating a sense of place, an iconic, memorable experience, an identity for La Vista. Developing a community-wide, comprehensive Signage and Wayfinding plan is essential to continuing this effort and applying it throughout the City.

Although signage is an important component, wayfinding is much more than simply installing signs. There are critical components of a wayfinding plan that need to be addressed by an expert trained in what makes wayfinding effective. Sign companies are great at making signs, however they are not trained in brand strategy and place-based design. Examples of some components that would be addressed in a wayfinding plan include:

- Assessing signage location, taking into consideration whether it is pedestrian or vehicular, the speed of vehicles, the distance for effective placement, etc.
- Map-based kiosks
- Monument signs
- ADA requirements
- Incorporating the brand
- Incorporating public art
- Trail signage
- Park signage
- Parking structure identification

All of that and more, while at the same time finding creative ways to incorporate the City's branding efforts into the plan.

The Mayor and City Council have invested considerable resources on efforts to create a unique identity for La Vista. The development of a comprehensive Signage and Wayfinding Plan is the next step.

Design Workshop was previously engaged to design streetscape improvements for 84th Street. During the initial phases of that project, wayfinding was discussed as a potential component. However, due to the fact that the branding project was on the horizon, we did not pursue the wayfinding component at that time.

A copy of the scope of work is attached as well as a sample deliverable prepared by Design Workshop for a similar project. A short presentation will also be made at the City Council meeting.

RESOLUTION NO._____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH DESIGN WORKSHOP, DENVER COLORADO FOR DEVELOPMENT OF A SIGNAGE AND WAYFINDING PLAN IN AN AMOUNT NOT TO EXCEED \$60,000.

WHEREAS, the Mayor and City Council have determined that design and plan development are necessary; and

WHEREAS, the FY21/22 Biennial Budget provides funding for the proposed services;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and City Council of La Vista, Nebraska, that a professional services agreement, in a form satisfactory to the City Administrator and City Attorney, be authorized with Design Workshop, Denver, Colorado for development of a signage and wayfinding plan in an amount not to exceed \$60,000.

PASSED AND APPROVED THIS 17TH DAY OF NOVEMBER 2020.

CITY OF LA VISTA

ATTEST:

Douglas Kindig, Mayor

Pamela A. Buethe, CMC
City Clerk

Proposal for La Vista Signage and Wayfinding Plan

(La Vista, Nebraska)

11/11/20

PROJECT DESCRIPTION

Design Workshop will develop a comprehensive signage and wayfinding plan that address the application of the City's new branding standards. This will include a review and analysis of the existing branding, signage and city properties and proposed plans for signage and wayfinding locations, sign types and sign designs.

SCOPE OF SERVICES

PROJECT APPROACH

A signage and wayfinding plan is a critical tool for deploying brand standards in the built environment. A successful plan will translate the recently completed brand standards into an actionable plan across the city's existing parks and public spaces as well as upcoming street improvements and future development sites. Design workshop values a multi-modal approach to signage that creates a coherent, legible experience that is aligned with the local brand and aesthetic. This is accomplished through a systematic approach to entry monuments, directional signs, information kiosks and trail markings as well as complimentary graphics on public property.

1. Task 1: Project Kick-off and Overall Project Management

Design Workshop prides itself on effective and communicative project management, leading to highest quality outcomes. It begins with a kick-off meeting that brings the right team to the table to identify all the critical components of the project and continues for the duration of the project with regular check-ins to ensure the plan is working and course correct where it may not be.

1.1. Strategic Kick-off: This meeting will be a discussion to align the project schedule and expectations using Design Workshop's PM Toolkit.

Deliverables:

Meeting #1 Project SKO
Bi-Weekly Progress Calls

2. Task 2: Project Context

While we have a great understanding of La Vista through our previous work, this project will review and compile additional information relevant to the signage plan and compile information for following tasks.

2.1. Field Review: Building on our existing knowledge of La Vista we will review any additional plans, study or documents that may inform the signage and wayfinding plan, including GIS data to develop a map of key locations, and vehicle, bicycle and pedestrian networks. Using the background information collected in the first step, we will review any existing wayfinding as well as future development sites for opportunities and constraints. During this phase we will develop a map identifying bicycle, pedestrian, and vehicle circulation networks as well as key city buildings, parks, significant sites and known future developments. This map will also identify any

Proposal for La Vista Signage and Wayfinding Plan

(La Vista, Nebraska)

11/11/20

districting or top-level categories that may be used to create differentiation in the signage designs, such as color coding.

- 2.2. **Field Review Meeting:** We will meet with City Staff to discuss the design vision and goals for the city wayfinding plan. This will include a visual preference survey, a mapping exercise and initial findings from the first two steps. We will also meet with the relevant public staff to discuss fabrication and maintenance needs.
- 2.3. **Wayfinding Best Practices:** Design Workshop will prepare a memo that addresses current best practices in municipal signage and wayfinding including typical signage hierarchy, elements, and placement typologies consistent with conditions in La Vista.

Deliverables:

Data Needs Memo
Meeting #2 Field Review Meeting
Wayfinding Practices Memo

3. Task 3: Signage and Wayfinding Framework

- 3.1. **Location Plan:** Based on the review and analysis in Task 2 we will prepare a map showing the preliminary locations for each sign type in the overall signage hierarchy. These locations will include typical placement details for common location in La Vista.
- 3.2. **Signage Typology:** The power of a brand lies in its consistent application across media. With an understanding of the various sites, location and overlaid with the circulation networks we will identify the various sign types needed to create a comprehensive signage plan. These will include sign types for trails and parks, vehicular directional and signature entry markers as well as others. In addition to the sign types we will recommend a number of graphic treatments for city property from street furnishings to architectural signage and parking garage wayfinding. These opportunities will be identified in Task 1.
- 3.3. **Signage Design Concepts:** Using the recently completed branding guidelines as well as the signage concepts previously prepared by Design Workshop, we will develop 3 distinct signage design concepts for stakeholder groups to review. Each concept will have a unique character and will consider, information hierarchy, messaging, audience, functional requirements, and maintenance. These initial concepts will be designed to an illustrative level for presentation to the stakeholders through an online survey. Based on the feedback from this round a preferred design option will be created and presented to the City Staff for a final round of commenting. These comments will be addressed in a revised round of the preferred signage design concepts.

Deliverables:

Meeting #3 Preliminary Location and Typology Review
Meeting #4 Initial Signage Concept Review
Meeting #5 Preferred Signage Concept Review

4. Task 4: Signage and Wayfinding Plan

Proposal for La Vista Signage and Wayfinding Plan

(La Vista, Nebraska)

11/11/20

- 4.1. With the completion of the previous tasks a final document will be prepared that incorporates the analysis, planning and design of the complete signage plan. As part of this plan a series of recommendations regarding next steps, priority areas and implementation will be included.

Deliverables:

Meeting #6 Draft Signage and Wayfinding Plan Review
Final Signage and Wayfinding Plan

OPTIONAL TASKS (not included in current scope or budget)

1. **Destination Recommendations:** This scope does not include the development of a list of recommended locations to include on wayfinding signage. Design Workshop can integrate this into the process by conducting additional meetings with stakeholders and internal reviews to develop a consistent approach to identifying and prioritizing destinations for wayfinding signage. This will include a tiered list of destinations that include local landmarks and destinations.
2. **Phasing and Cost Estimate:** Design Workshop will work with the city to develop a phasing plan to identify the three priority projects and the sign types and quantities in those areas. This will be used to develop a cost estimate that includes design, fabrication and installation.

INITIAL INFORMATION

Client shall provide the following information or services as required for performance of its services. Design Workshop assumes no responsibility for the accuracy of such information or services provided by client and shall not be liable for errors or omissions therein, but may rely on the accuracy of the information provided by Client. Should Design Workshop be required to provide services in obtaining or coordinating compilation of this information, such services shall be billed as additional services.

In order to begin services, Design Workshop will require the following information:

1. Existing plans related to signage and wayfinding, including branding, marketing and development studies as well as any GIS data or maps of existing signage and circulations studies to develop a map of key locations, and vehicle, bicycle and pedestrian networks.

PROJECT CONDITIONS

1. Client/Client Rep. coordination may need extra time if Design Workshop has to coordinate with multiple stakeholders.

PROJECT EXCLUSIONS

The following exclusions are not part of Design Workshop's base scope of services and shall be considered Additional Services. Design Workshop will endeavor to solicit approval from the client prior to commencing services however failure to obtain prior approval does not inhibit Design Workshop from being compensated at Design Workshop standard hourly rates for producing the associated work.

1. Revisions to site area or project scope of work
 - a. Design and engineering scope of services required because of changes to the Project including but not limited to changes in size or location of project area, quality and complexity, schedule, program, or budget;
2. Additional Graphic Deliverables

Proposal for **La Vista Signage and Wayfinding Plan**

(La Vista, Nebraska)

11/11/20

- a. Alternate Design directions and/or alternate solutions after the completion of the preferred design package;
- b. Preparation of marketing, fundraising, promotional and collateral material such as renderings, graphics, etc. not listed herein;
- c. Production of fully-rendered 3D (or physical) model or fly-through;

3. Certifications & Permits

- a. Services in conjunction with permit submissions, applications, entitlements, and/or presentations to regulatory agencies except as defined herein;
- b. Coordination and documentation of sustainable design requirements, e.g., LEED, Well Building, Living Building Challenge, or SITES, certification unless contracted;

4. Construction Observation

- a. Phased document (plans and technical specifications) preparation for phased Construction Observation services, including "early bid" packages except as defined herein;
- a. Additional time required in the construction observation phase other than the hours defined herein;
- b. Preparation of record drawings or of measured drawings of existing conditions;
- c. Rework of design documents due to misinterpretation by the Contractor, or as the result of substitution of product or materials specified;

5. Meetings and Site Visits

- a. In person, web and site meetings in addition to the number indicated in base scope of services of this agreement;

6. Sub-Consultant Services

- a. Only subconsultants listed herein are part of the scope of services.
- b. Cost estimating/Opinion of Probable Construction Cost services unless included herein as a base scope of service.

PROJECT TEAM

Design Workshop typically organizes projects in a team format with key responsibilities divided between the Principal-in-Charge and Project Manager. The key team members for your project are listed below:

Principal-in-Charge – **Robb Berg**

Robb Berg will serve as Principal-in-Charge of the La Vista Signage and Wayfinding project and will have primary responsibility for the overall content and quality of the services performed by Design Workshop.

Project Manager – **Michael Stout**

Michael Stout will serve as the Project Manager for the La Vista Signage and Wayfinding project and will also be responsible for leading the planning and design efforts associated with the work. His responsibilities will include the coordination of Design Workshop's in-house design team as well as regular communication and coordination with all members of the client team.

Proposal for **La Vista Signage and Wayfinding Plan**

(La Vista, Nebraska)

11/11/20

SCHEDULE

Design Workshop is prepared begin work based on the provided schedule and receipt of a retainer and a signed copy of this proposal from an authorized owner's representative. At this time, the following generalized schedule is anticipated:

See attached.

FEES AND EXPENSES

1. Basic services

Compensation to Design Workshop for the services described herein and in accordance with the conditions of this agreement shall be for a lump sum fee of \$54,000.

When compensation is on a lump sum, Design Workshop's fee shall be equitably adjusted if the scope of the work is increased by change order(s) or the cost or price of construction is increased by at least 10% of the budget. Such equitable adjustment shall be based on the percentage increase in the cost or price of construction.

The estimated fees are as follows:

BUDGET

Task 1: Project Kick-off and Overall Project Management	\$3,500
Task 2: Project Context	\$15,000
Task 3: Signage and Wayfinding Framework	\$30,000
Task 4: Signage and Wayfinding Plan	\$5,500
Total Professional Fees (labor only)	\$54,000

2. REIMBURSABLE EXPENSES

Reimbursable Expenses are in addition to compensation for Basic Services. Reimbursable expenses incurred by Design Workshop and consultants directly related to the project such as, but not limited to, travel, photography, telephone charges, video conference charges, and printing expenses shall be billed at Design Workshop's cost plus fifteen percent (15%).

Reimbursables \$2,500

3. RETAINER

In accordance with Design Workshop's policy, a retainer of \$10,000 is payable upon acceptance of this proposal. The retainer will be applied to our final billing. All invoices must be paid prior to release of the final documents.

Proposal for **La Vista Signage and Wayfinding Plan**

(La Vista, Nebraska)

11/11/20

4. ADDITIONAL SERVICES

Services in addition to those described above are to be compensated on a Time and Materials basis per Design Workshop's current published rate schedule. Additional services will include (but are not limited to) redesign of previously approved work, major revisions to program and/or expansion of scope of services. Whenever practical, changes, additions, or modifications to the scope of services shall be authorized by written change request; however, the absence of such a written change order shall not act as a bar to payment of fees due Design Workshop, provided the change was in fact approved and ordered by the Client.

5. TAXES (For Canada, UAE and other states and countries that may apply)

Any taxes or fees, (local, state or federal), based on gross receipts or revenues will be added to amounts due under this contract.

PAYMENT TERMS

1. This is a lump sum contract and will be billed monthly as a percentage completed for each phase of the work.
2. Invoices will be mailed from Design Workshop's office by the 10th of each month. Invoices are payable within 30 days of the date of billing. Invoicing shall be specific to each major task and will describe the completed portion of the services.
3. Extensive itemized breakdowns of hourly activities or provision of detailed backup for reimbursed expenses for accounting purposes are not a normal procedure; however, at the Client's request, Design Workshop will provide this service at an hourly rate of \$65 (sixty-five dollars) per hour.

ACCEPTANCE

1. This Agreement is entered into between Design Workshop, Inc. and City of La Vista, owner or reputed owner of the property to be benefited by Design Workshop's services.
2. If this contract meets with your approval, please sign below and return one (1) copy for our file.
3. If this agreement is not accepted within two (2) months from the date of receipt, the offer to perform the described services may be withdrawn and Design Workshop may renegotiate this proposal.
4. The Client agrees that they have read and understood the Contract Provisions attached hereto and incorporated herein by reference.

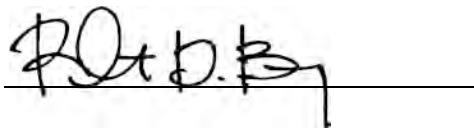
DESIGN WORKSHOP, INC.

Proposal for La Vista Signage and Wayfinding Plan

(La Vista, Nebraska)

11/11/20

By:



Date: 11/11/20

Title: Principal

APPROVED BY CLIENT:

By:

Date: _____

Title: _____

La Vista Signage and Wayfinding Schedule

	JAN	FEB	MAR	APR	MAY	JUN
Task 1: Project Kick-off		●				
Task 2: Project Context						
Task 2.1 Field Review		●	●			
Task 2.2 Wayfinding Best Practices		●	●			
Task 3: Signage and Wayfinding Framework				●		
Task 3.1 50% Framework Package				●		
Task 3.2 100% Framework Package				●	●	
Task 4: Signage and Wayfinding Plan						
Task 4.1 50% Plan Package				●	●	
Task 4.2 100% Plan Package				●	●	●

WESTCHASE DISTRICT

DISTRICT MARKER
MASTER PLAN

PREPARED FOR CLIENT
NOVEMBER 2, 2018



DESIGNWORKSHOP

ACKNOWLEDGEMENTS

WESTCHASE DISTRICT

IRMA SANCHEZ

Vice President of Projects

LOUIS JULLIEN

Projects Manager

PEDESTRIAN BRIDGE CONCEPT DESIGN + FEASIBILITY CONSULTANTS

DESIGN WORKSHOP INC.

ROBB BERG

Managing Principal

ALEX RAMIREZ

Project Manager

ZOEY ZHANG

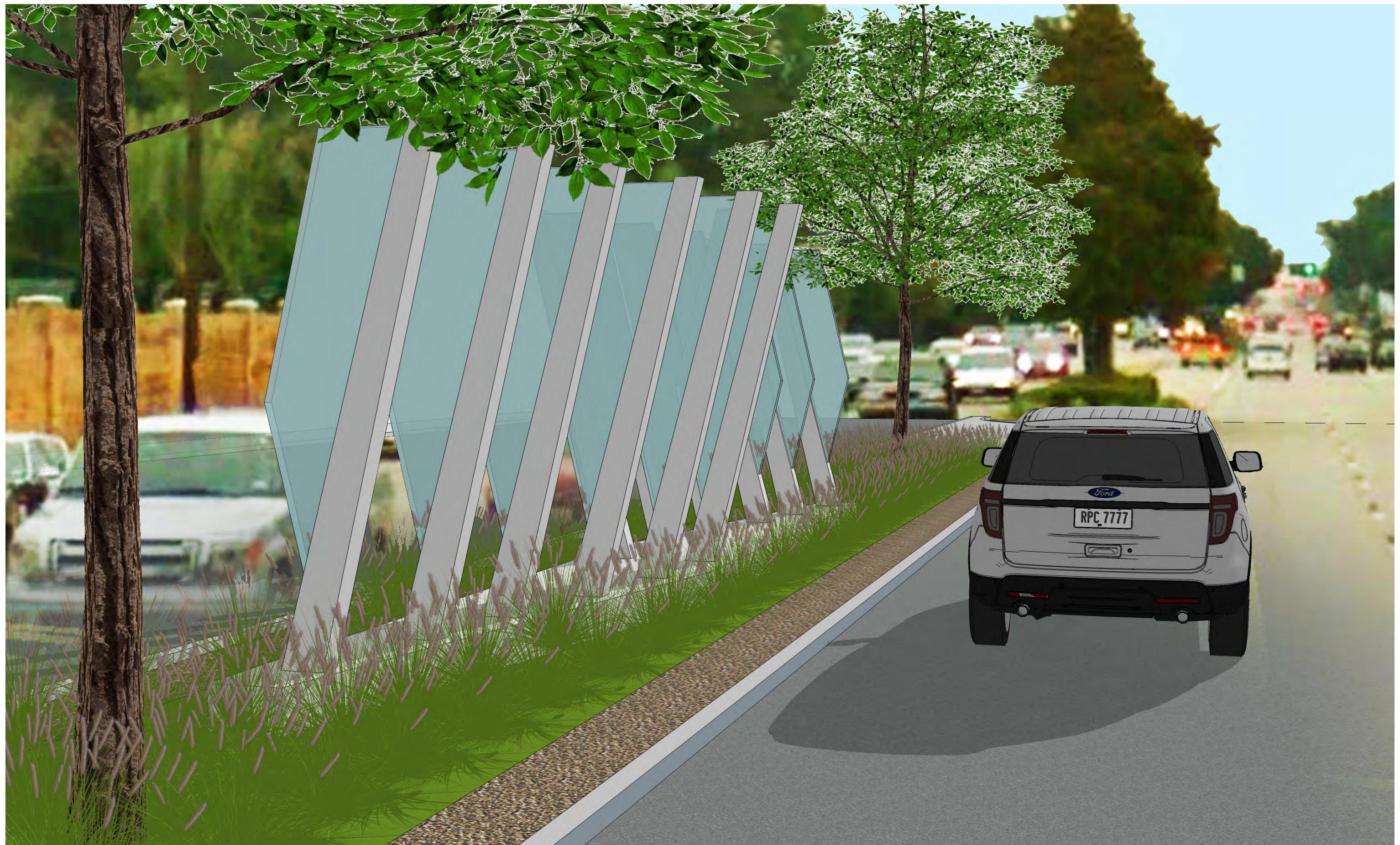
Project Environmental Graphic Designer

DESIGNWORKSHOP

CONTENTS

5

VISION	
CRITICAL SUCCESS FACTORS	
PROJECT CHALLENGE	
PROJECT APPROACH	
GOALS + STRATEGIES	
COMPONENTS	
BASELINE CONDITIONS	13
DESIGNING A WAYFINDING SYSTEM	
MAJOR THOROUGHFARES PLAN	
EXISTING TRAILS, PARKS AND BIKEWAYS NETWORK	
TRANSIT RIDERSHIP AND BUS STOPS	
MAJOR POINTS OF INTEREST	
AVERAGE DAILY TRAFFIC	
LOCATION PLAN	21
EXISTING MONUMENT LOCATION PLAN	
PROPOSED LOCATIONS FOR WESTCHASE DISTRICT MARKERS	
LEGALITIES + CODES	27
TXDOT & HOUSTON MUNICODE GUIDELINES FOR SIGNAGE DESIGN	
EVOLUTION OF THE WESTCHASE BRAND	35
WESTCHASE DISTRICT BRANDING	
PROPOSED DISTRICT MARKER DESIGN	39
CONCEPT OVERVIEW	
TIER 1: LARGE WESTCHASE DISTRICT MARKER	
TIER 2: SMALL WESTCHASE DISTRICT MARKER	
TIER 3: LINEAR WESTCHASE DISTRICT MARKER	
TIER 4: DISTRICT FEATURE MONUMENTS	
MATERIAL RECOMMENDATIONS	
FABRICATION RECOMMENDATIONS	
IMPLEMENTATIONS OF DISTRICT MARKERS	55
IMPLEMENTATION GOALS	
IMPLEMENTATION APPROACH 1	
IMPLEMENTATION APPROACH 2	
IMPLEMENTATION COMPLETION	



TASK 1-1

VISION

CRITICAL SUCCESS FACTORS
PROJECT CHALLENGE
PROJECT APPROACH
GOALS + STRATEGIES
COMPONENTS

VISION STATEMENT - Westheimer Road, a major thoroughfare located in the heart of Westchase District, will be reimagined and rebuilt as an aesthetic and functional streetscape by the District. Part of the effort is to re-envision the system of monuments and equip all users with an improved sense of place identity across the District. The 41 monument signs that exist in Westchase District to-date are to be revamped and replaced with identifiable district markers. In essence, the District Marker Master Plan is being conducted to accomplish the goal of providing clear visual cues in the public realm and redefining the Westchase District brand.

The design team will identify key elements in the existing monument signage, explore feasible locations for their placement through analysis of baseline conditions, investigate regulations that are important to adhere to and finally, develop options for a family of district marker elements, appropriately scaled and contextually designed to fit within the identity of Westchase District.



CRITICAL SUCCESS FACTORS

In order for the District's residents and visitors to have an improved understanding of destinations in the area and be aware of their locations, a clear and thoughtful design of district marker will be provided in this study.

THE RESULTS SHOULD AIM TO:

- **ADDRESS** existing conditions and provide analysis focusing on various opportunities related to mobility improvements, location and public space
- **OFFER** destination understanding for multiple types of streetscape users along Westheimer
- **ENHANCE** visual experience of each district marker and utilize lighting elements as part of the visual brand strategy
- **PROVIDE** a sense of place using district identifiers
- **INVOLVE** client feedback and encourage client ownership
- **COMPLETE** the study in a timely and cost-effective manner
- **IMPLEMENT** "Phase I" improvements as part of the streetscape project

PROJECT CHALLENGE

Westheimer Road is a prominent, arterial road running east-west between downtown Houston and Highway 6 near George Bush Park. The segment between Westerland Drive and S. Kirkwood Road, located in Westchase District, is in particular need of improvements related to access and mobility, shade and human comfort, way-finding and infrastructure. The street is set amongst large strip malls and big-box retail development, which results in vast swaths of parking lots and wide, often frequent curb cuts. The right of way extends to nearly 130' in width with eight vehicular lanes and periodic turn lanes. The back of curb dimension varies in width from less than 5'-0" to just over 8'-0" often obstructed by utility poles and interrupted by poor paving conditions. This creates an environment of limited pedestrian and bicycle mobility and often creates uncomfortable walking experiences for pedestrians along the corridor.

When driving or walking along Westheimer Rd., pedestrians and drivers are faced with inconsistent signage and confusion about distances between destinations. For example, there is a lack of consistent map placement per bus shelters along the corridor, making it difficult for commuters, who are often the primary walkers along Westheimer, to travel in a timely manner. In addition, the road lacks a clear, reliable and legible structure of lighting, signage and identity that not only make it difficult to attain a symbiotic relationship between streetscape users, but also creates visual havoc with improper and limited lighting.

- **How can we deliver a consistent library of district marker that can easily be implemented throughout the District?**
- **How can we enhance district branding to be recognizable as the Westchase District?**
- **How can we design for streetscape marker elements that do not compete with the various forms of strip mall signage and billboards?**
- **What are ways of providing a clear destination understanding to streetscape users?**

PROJECT APPROACH

The District Marker Master Plan will distinguish itself from other master plans and feasibility documents based on how well it integrates the District's brand into the design of district marker. The study will be recognized as a local hallmark for circulation, brand and identity.

GOALS AND STRATEGIES

Goals and strategies for this study are intended to establish benchmarks by which the design team is able to measure outcomes and have a basis for design decisions. The following are goals, associated strategies and metrics and core principles that aspire to fulfill the District's vision for legibility and branding.

GOAL 1

CREATE A SENSE OF IDENTITY



STRATEGIES

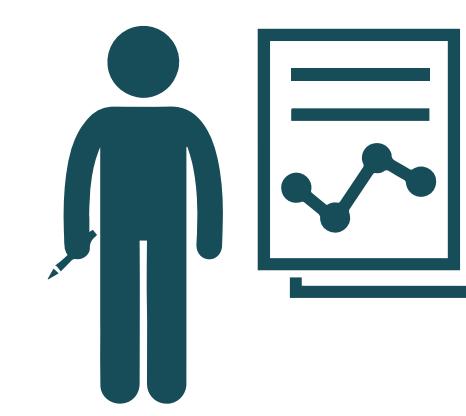
- 1 Provide a common standard and roadmap for district marker, applicable and distinctive to the District
- 2 Develop a list of priority locations as well as concept plans for the district marker kit-of-parts
- 3 Improve gateway conditions such that entry into and out of the District is well-noted
- 4 Establish a library of hierarchical district marker elements that range in size and character depending on placement within the District and visibility

METRICS

- Westchase District Graphic Standards
- TxDOT Wayfinding + Signage Guidelines
- APCO (Association of Public - Safety Communications Officials) Distance Legibility Chart
- Areas of vehicular traffic and foot traffic
- Westchase District boundaries
- Points of entries and exits
- Major Intersections
- Major Intersections
- City of Houston MTFP
- Points of District entries and exits
- TxDOT Wayfinding Guidance
- APCO Distance Legibility Chart

GOAL 2

CONNECT PLACES



STRATEGIES

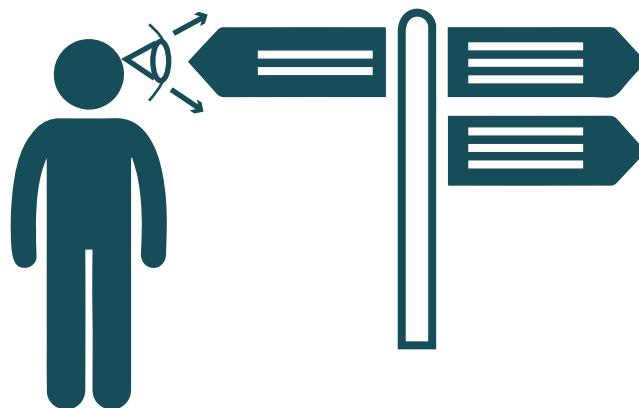
- 1 Detect various baseline circumstances, constraints and opportunities
- 2 Research previous studies that impact potential locations of district marker improvements
- 3 Understand TxDOT regulations on signage and wayfinding requirements
- 4 Clarify types of users, categories of district commuter sizes and kit-of-parts

METRICS

- Number of bus stops with shelters
- Number of street intersections for monument sign
- City of Houston Major Thoroughfares Plan
- Traffic Counts / Frequency
- Connections to trails
- Westchase Mobility Plan
- Westchase Pedestrian + Bicycle Plan
- COH Pedestrian + Bicycle Master Plan
- Traffic Accident Analysis
- Westheimer Corridor Mobility Plan
- Municode
- TxDOT Wayfinding Guidance
- TxDOT Wayfinding Guidance
- Legible London
- METRO

GOAL 3

PROVIDE CONSISTENCY + CLARITY



STRATEGIES

- 1 Enhance streetscape experience for streetscape users by providing a district identified marker
- 2 Offer identifiable markers and functional streetscape features that answers key questions at the appropriate time and place
- 3 Inform users with the right amount of material and information
- 4 Improve mobility through the use of district markers
- 5 Design for safety, accessibility and mobility, context, resiliency and cost-effectiveness

METRICS

- Number of bus stops with shelters
- Ridership information / Number of commuters and pedestrians
- Areas of marker barriers / constraints
- Relevant Wayfinding + Signage documents and guidelines (Legible London)
- Areas of most foot traffic
- Areas of most vehicular traffic
- TxDOT Wayfinding Guidance
- Relevant Wayfinding + Signage documents and guidelines
- City of Houston MTFP
- City of Houston Bikeways Plan
- Westheimer Improvements Plan
- Reimagine Houston METRO
- Number of crossings
- Number and areas of cluttered signs
- View corridors

GOAL 4

ENSURE SAFETY AND SECURITY



STRATEGIES

- 1 Reduce time spent on navigation and assure safety, accessibility, and legibility particularly in conflict zones
- 2 Increase levels of efficiency for multimodal transportation, particularly for vehicles
- 3 Ensure design clarity and limit cluster of landmarks and district marker components
- 4 Detect barriers along Westchase District that hinder visual clearances and provide placement of elements at important nodes

METRICS

- Number and areas of traffic accidents or crashes between pedestrians, vehicles and cyclists
- Levels of traffic congestion
- Existing Locations of monument sign elements
- Existing Locations of Elements
- Number of damaged or hazardous monument sign elements

EXPLORE LINKAGES

Providing identification that helps people travel between destinations

BE PREDICTABLE

Ensuring method of predictability for easy recognition of landmarks

PROGRESSIVE INFO DISCLOSURE

Providing information in manageable amounts, in advance, repeatedly and consistently

KEEP DESIGN SIMPLE

Presenting branding clearly, logically and succinctly through marker design

COMPONENTS

Navigation from place to place is a fundamental human activity and an integral part of everyday life. People use their knowledge and previous experiences to find their way to and from destinations in the built environment.

A district marker informs users of their surroundings. It is important to show branding and information at strategic points to provide people confirmation of the right direction. Complex structures in the built environment are interpreted and stored by people's perception. In essence, distances, locations and time may be remembered differently than they are in reality. To tackle this, creating a system of markers or landmarks can help ground perception of time and physicality to certain locations in a community.

WHO...

WHO ARE THE USERS?

District marker components are developed for numerous users across Westchase District. Each user, whether traveling by personal vehicle, commuting by bus, or traveling by foot or on bike, will have different goals and unique schedules based on their mode of travel. Each mode of transportation will result in different experiences that all need to be accounted for in this study.

TYPES OF JOURNEYS

There are different types of journeys associated with each mode of travel. Whether it is a resident in a vehicle with knowledge of the area or whether it is a cyclist new to Westchase District, the system should support and enhance their understanding of the District to enable efficient travel time. Journeys also vary and can be altered depending on a change in decisions. In essence, availability of local knowledge becomes even more important. The district marker system should support as many journeys as possible. The following are typical journeys made by types of transport.

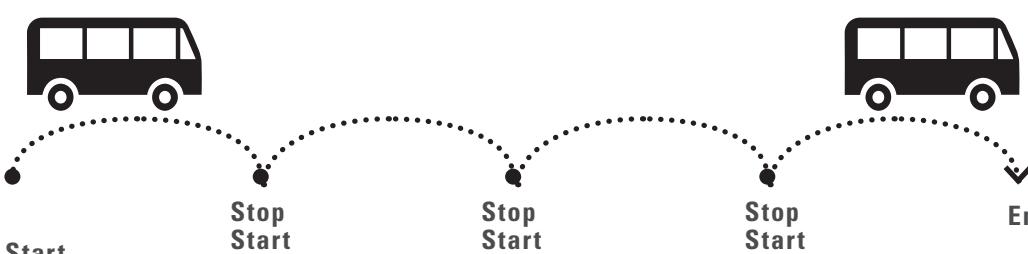
VEHICULAR JOURNEY

Those who use vehicle travel in Westchase usually understand how far they have to travel, from point A to B.



TRANSIT JOURNEY

Transit journeys occur in a start-stop motion. The process can be one of learning where the commuter may utilize different routes to get to an ultimate destination.



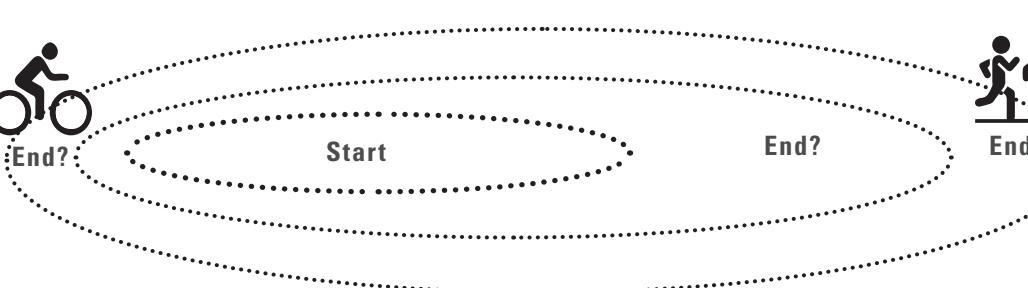
PEDESTRIAN COMMUTE

Pedestrian commuters in Westchase often use other modes of travel midway to reach destinations.

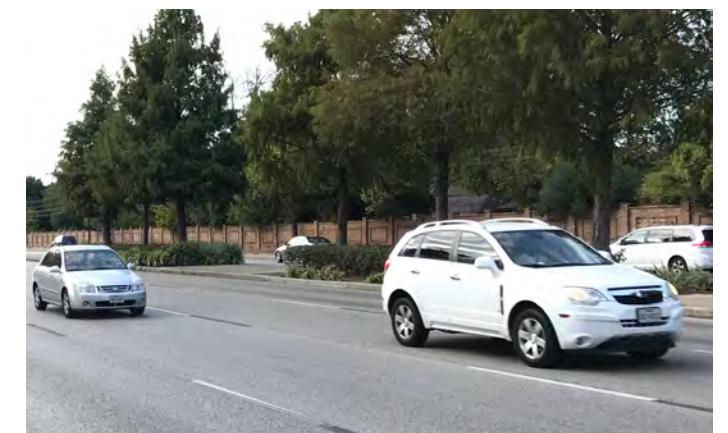


HIKERS + BIKERS JOURNEY

Cyclists and hikers are strollers who use their intuition to explore and discover interesting places in the District.



STRIDERS
efficiency and short distances



STROLLERS
opportunistic, wandering and longer distances



WHAT...

IDENTITY - DISTRICT MARKER

A district marker element may populate the built environment for users to navigate in the District. The elements serve a purpose of directionality, connectivity, and brand identity that express information to aid users in their daily travels. These district markers build a family of identification that pedestrians, commuters, cyclists and drivers can associate with Westchase District.

To create a visible environment and enhance an identity of a place, it is necessary to place landmarks in locations that are visible to multiple users. In addition, identified marker help define the street and set a precedent within a District. They are structures that are built not only to serve a purpose, but also to be an iconic symbol that is easily recognizable and is representative of a place.



WHY...

WHY ARE THEY IMPORTANT?

A District marker is an important communication. Markers serve to guide multiple street users in their daily travels.

District markers are used to define a District's boundaries and its identity, creating a sense of place through a series of features that are usually placed at key junctions. In addition, they are critical in implementing a brand to symbolize a community and provide a point of directional reference for visitors and residents.

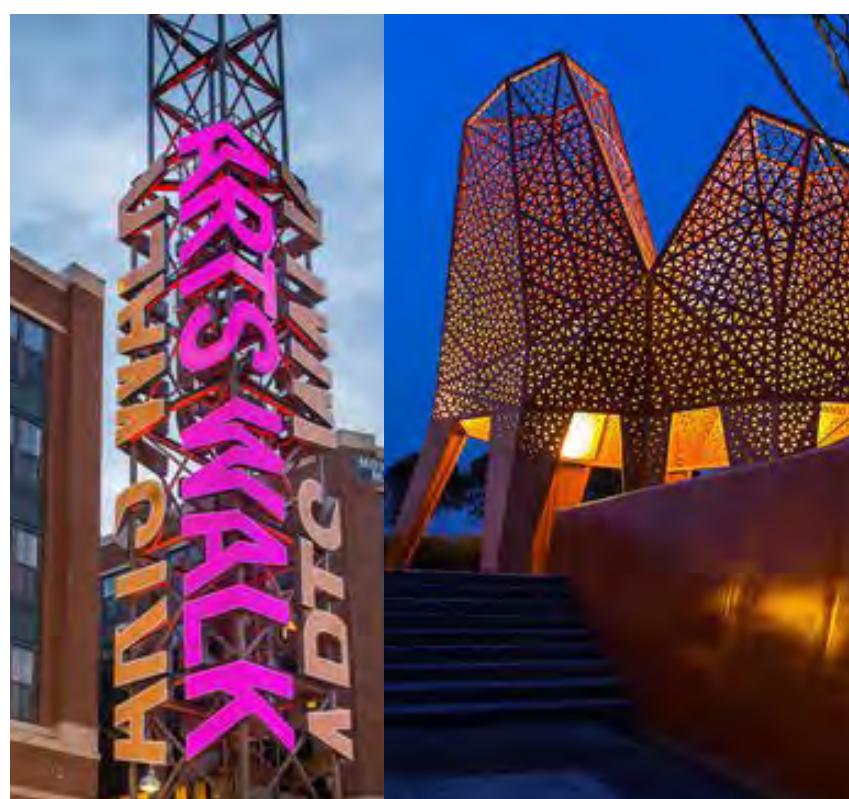


WHERE + WHEN...

WHERE AND WHEN ARE THEY NEEDED?

District markers usually occur in areas of high visibility along paths of pedestrians, cyclists, transit users and cars. They are often needed at conflict zones between multiple users (i.e.: intersections and junctions) to direct the flow of traffic and at major points of interest to provide directional information.

Entry points, exit points, key intersections and major thoroughfares are some examples of where district markers may occur.



HOW...

HOW CAN THEY BE IMPLEMENTED?

There are multiple entities involved in the implementation of district marker elements. Most governmental entities are responsible for sculptural and gateway elements on properties accessible to the public. Some are implemented by developers or builders on private lands that may also require the approval of government facilities.

District markers can be implemented by public entities such as management Districts, super neighborhoods, the City or Tax Increment Reinvestment Zones through design consultants and contractors. There is usually a public process whereby community residents and important stakeholders engage in discussions about their execution. Developers and other

private entities can also work with a City or District to create landmarks or district markers that fall on private properties or easements.





**TASK
2-1**

BASELINE CONDITIONS

DESIGNING A DISTRICT MARKER FAMILY
MAJOR THOROUGHFARES PLAN
EXISTING TRAILS, PARKS AND BIKEWAYS NETWORK
TRANSIT RIDERSHIP AND BUS STOPS
MAJOR POINTS OF INTEREST
AVERAGE DAILY TRAFFIC

Analysis of baseline conditions is a critical component of every project and underscores opportunities and challenges inherent to each project site. The design team examined key aspects of the District that would create a premise for locating district marker elements. For example, examining the major thoroughfares plan (MTP) in Westchase District will allow for the potential allocation of wayfinding elements at intersections between freeways and arterial roads or where traffic volume is highest to ensure maximum visibility. The information gathered includes the major thoroughfares plan, existing trails network, existing transit network and points of interest. The analysis of these baseline conditions also serves to support the overall vision for the District's brand identity and directional clarity.

DESIGNING A DISTRICT MARKER FAMILY

1 STUDY GATEWAYS AND ENTRANCES INTO THE DISTRICT

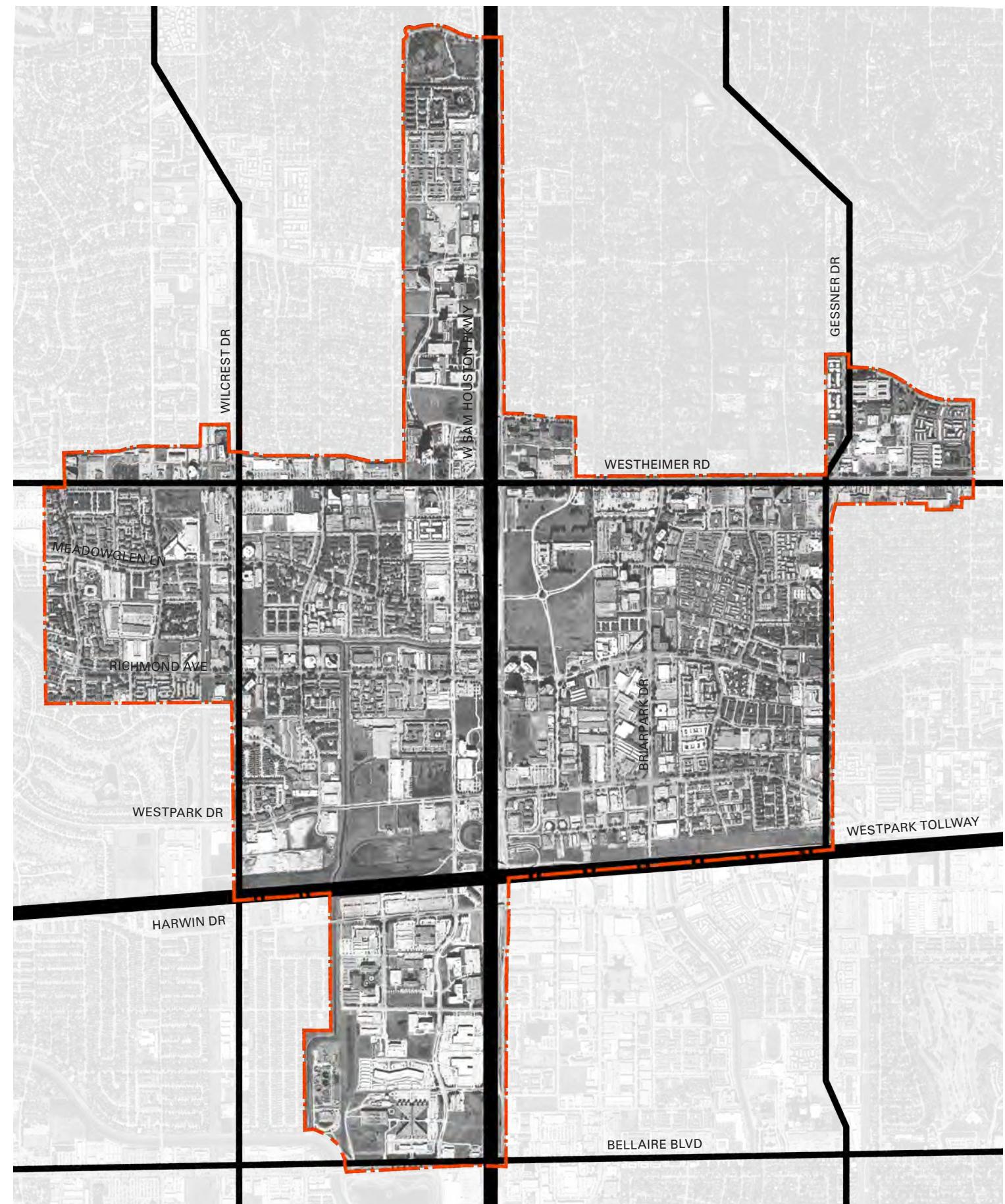
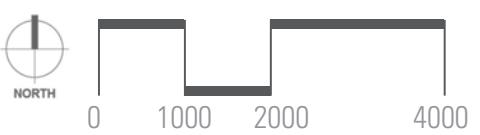
It is important to acknowledge entries into Westchase District as there are adjacent communities (Memorial City and Spring Branch in the north) that have brands of their own. Understanding where points of entry are located will be key to communicating to residents and visitors they have arrived in Westchase District. Although there are many points of entry, it is not suggested to provide district markers for all locations. Strategic interventions will require assessing where there are major thoroughfares, trail entry/exit locations, major points of interest and greatest traffic counts.

2 MAP PUBLIC ATTRACTIONS

Identifying public attractions is an important factor when positioning district markers with the right scale. Each major decision point provides an opportunity to identify the district and to express a warm welcome for all users. Major attractions can be civic buildings, retail centers or recreational amenities (i.e.: parks).

3 PROPOSE DISTRICT MARKERS IN VARIOUS SCALES

Gateways, vehicular decision points, and pedestrian decision points all require a different scale of district marker. A rule of thumb is to locate district markers at major intersections (i.e.: COH Major Thoroughfares Plan) and at any other major decision point throughout the District. Having a family of district marker elements that are tailored to serve a variety of systems (bus stops- commuter-driven element, trails and parks-recreational element, major intersections- vehicular-driven element) will allow users of different modes of transport to have identifiable destinations.



SOURCE DATA: GOOGLE EARTH 2017

MAJOR THOROUGHFARES PLAN

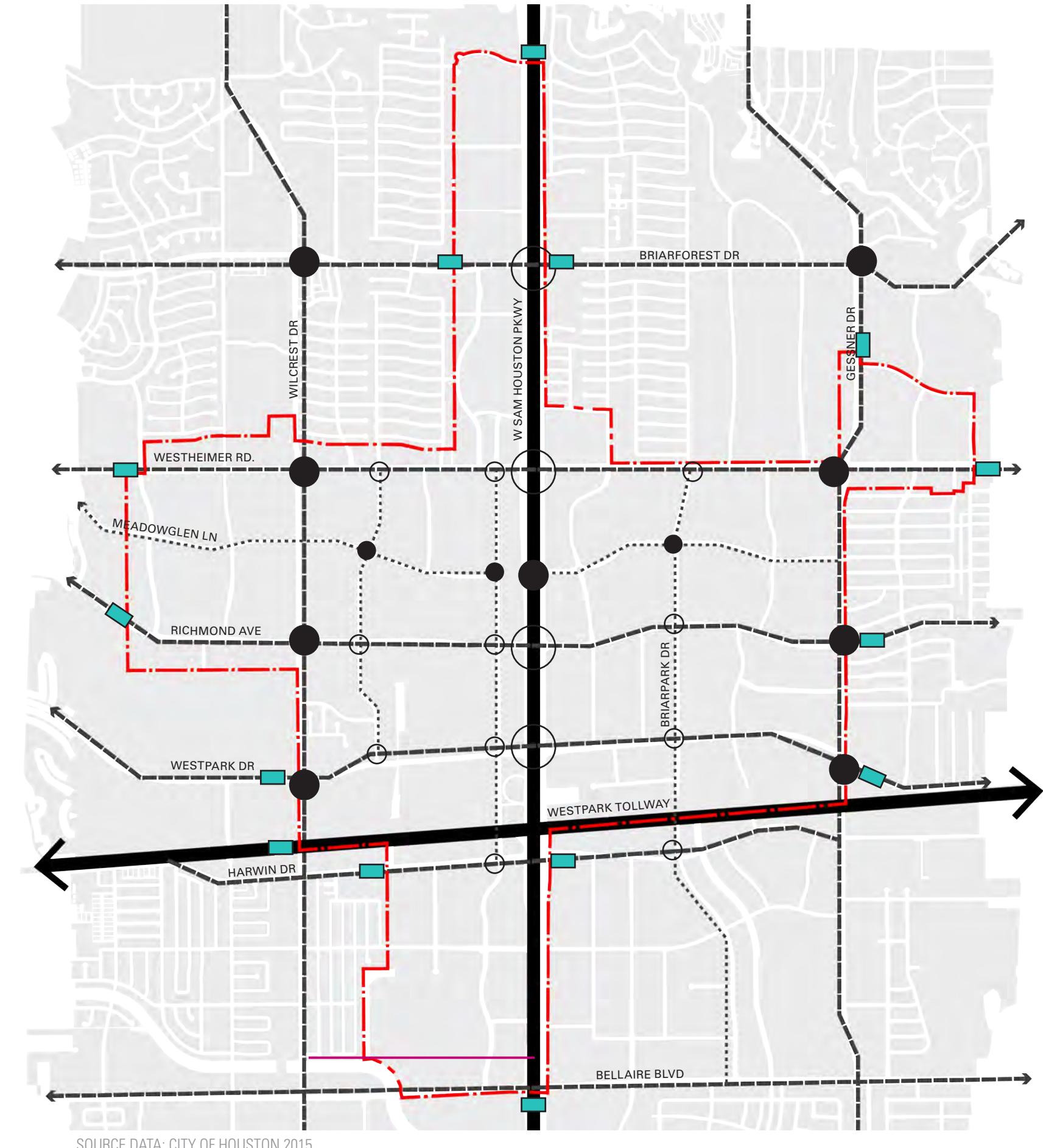
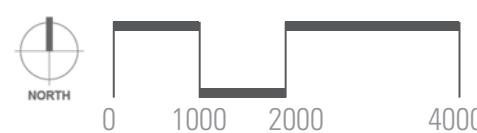
LEVELS OF INTERSECTIONS AND DISTRICT ENTRIES

The existing major thoroughfares plan (MTFP) provides a basis for locating important gateway elements or monuments at key intersections. Elements of the MTFP include freeways, arterial roadways and collector roads and each carries a certain amount of traffic volume. Depending on the types of intersection, whether it is a cross between a freeway and an arterial or an arterial and a collector, a strategy can be developed to prioritize the location of district markers at intersections that carry high traffic volume and have the greatest visibility. In essence, freeway and arterial intersections may be prioritized over collector roads. In addition, positioning district markers at major points of ingress / egress at District boundaries will allow both residents and visitors to understand when they have entered Westchase District.



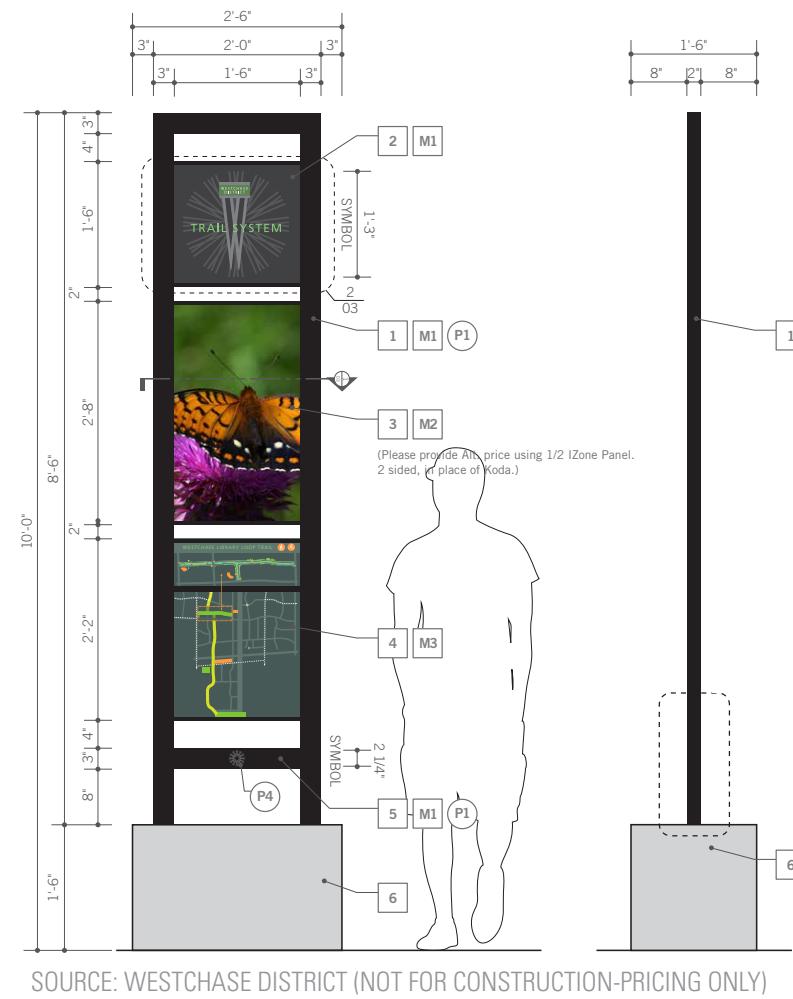
LEGEND

- FREEWAYS
- - - MAJOR ARTERIAL ROADWAYS
- COLLECTOR ROADWAYS
- ENTRY POINTS ALONG MAJOR ARTERIAL ROADS
- INTERSECTIONS [FREEWAY - ARTERIAL]
- INTERSECTIONS [ARTERIAL - ARTERIAL]/[FREEWAY - ARTERIAL]
- INTERSECTIONS [ARTERIAL - COLLECTOR]
- INTERSECTIONS [COLLECTOR - COLLECTOR]

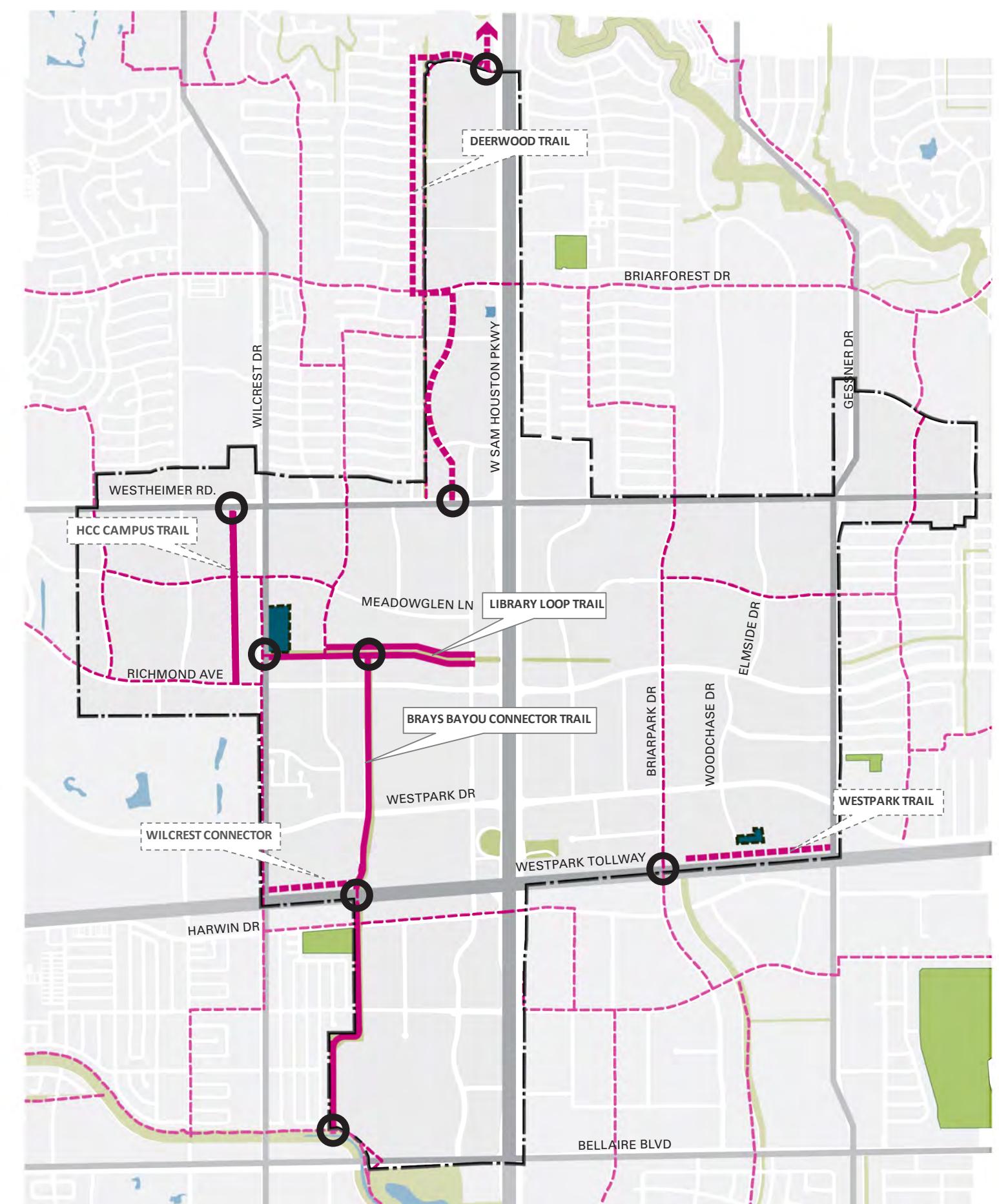
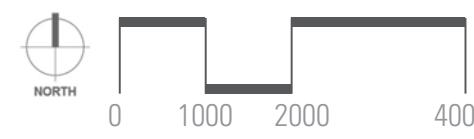


EXISTING TRAILS AND PARKS NETWORK

Westchase District has recently conducted the Trails and Parks Master Plan in an effort to enhance the trails network and alleviate park deficit. Part of the study focused on providing amenities such as signage and markers suitable for long-term trail usability and accessibility. Westchase is installing a series of wayfinding signs (referred to by WD as "trail spikes") along the existing trail system that include information about the history and ecology of the area. These metal "trail spikes" will be placed at key decision points as well as in areas of interest. The map to the right locates potential areas for wayfinding elements for trail users.



SOURCE: WESTCHASE DISTRICT (NOT FOR CONSTRUCTION-PRICING ONLY)



SOURCE DATA: WESTCHASE DISTRICT/ WESTCHASE TRAILS AND PARKS MASTER PLAN 2017

TRANSIT NETWORK + STOPS

Commuters are important users of the public realm in Westchase District and often require directional clarity and destination confirmation. Positioning district markers and providing signage options (in the form of bus shelter maps, schedules, markers) at points of high ridership and transfers or transit centers alleviates confusion and allows commuters to journey efficiently. The map to the right illustrates points of bus ridership and transfer zones across Westchase District and locations where potential smaller scale district markers may be placed.



RANKING BY STREET

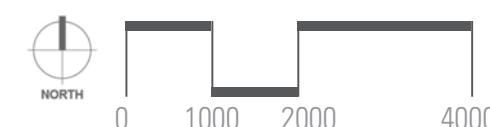
- 1 WESTHEIMER STREET
- 2 RICHMOND AVE
- 3 GESSNER DR
- 4 WALNUT BEND LN
- 5 WILCREST DR
- 6 BRIARPARK DR

LEGEND

- RED: LOCAL BUSES RUNNING EVERY 15 MINS
- BLUE: LOCAL BUSES RUNNING EVERY 16-30 MINS
- BLACK: EXPRESS SERVICE RUNNING WEEKDAY PEAK
- EXISTING OPEN SPACES
- POTENTIAL INTERSECTIONS FOR DISTRICT MARKERS - COMMUTER
- BUS STOP BOARDING NUMBER (BUS RUNS EVERY 15 MINS)
- BUS STOP BOARDING NUMBER (BUS RUNS EVERY 16-30 MINS)



SOURCE DATA: METRO/TEI 2017



MAJOR POINTS OF INTEREST

District marker elements may be located at major points of interest where visibility requirements are high (due to visitor frequency) and points of reference may be needed for residents, employees or visitors in and to the area. Such areas may include the intersection of Seagler Rd. and Richmond where there is a cluster of office parks that inhabit the Houston West Chamber of Commerce and the Westchase District. Other areas may include one of Houston's prime cultural venues, Chinatown, located along Bellaire Boulevard or near institutions such as the Houston Community College campus.

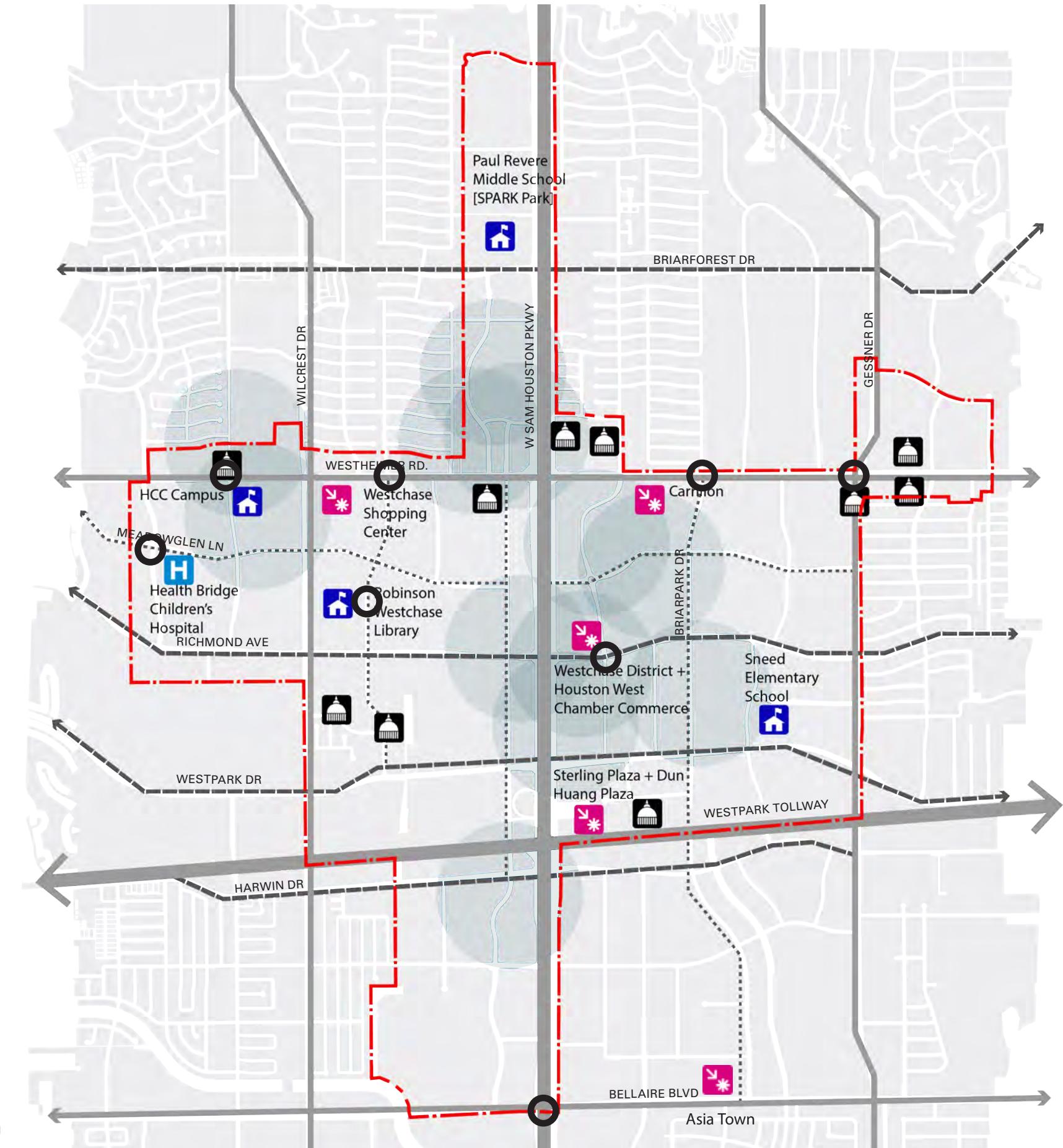
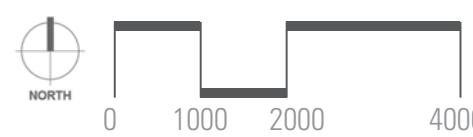


RANKING BY STREET

- 1 WESTHEIMER STREET
- 2 WALNUT BEND LN
- 3 GESSNER DR
- 4 MEADOWGLEN LN
- 5 RICHMOND AVE
- 6 WESTPARK TOLLWAY

LEGEND

- CIVIC SPACES
- POINT OF INTEREST
- HOSPITALS
- MAJOR POINTS OF INTEREST
- DEVELOPMENT HOTSPOTS
- POTENTIAL INTERSECTIONS FOR DISTRICT MARKERS - VEHICULAR



AVERAGE DAILY TRAFFIC VOLUME

As mentioned earlier, areas of high traffic volume serve to create visual catchment areas particularly along major thoroughfares and arterial roads. Visual cues for vehicular traffic will allow drivers, who are the predominant users in the area, to understand where they are situated in the City and in the District.



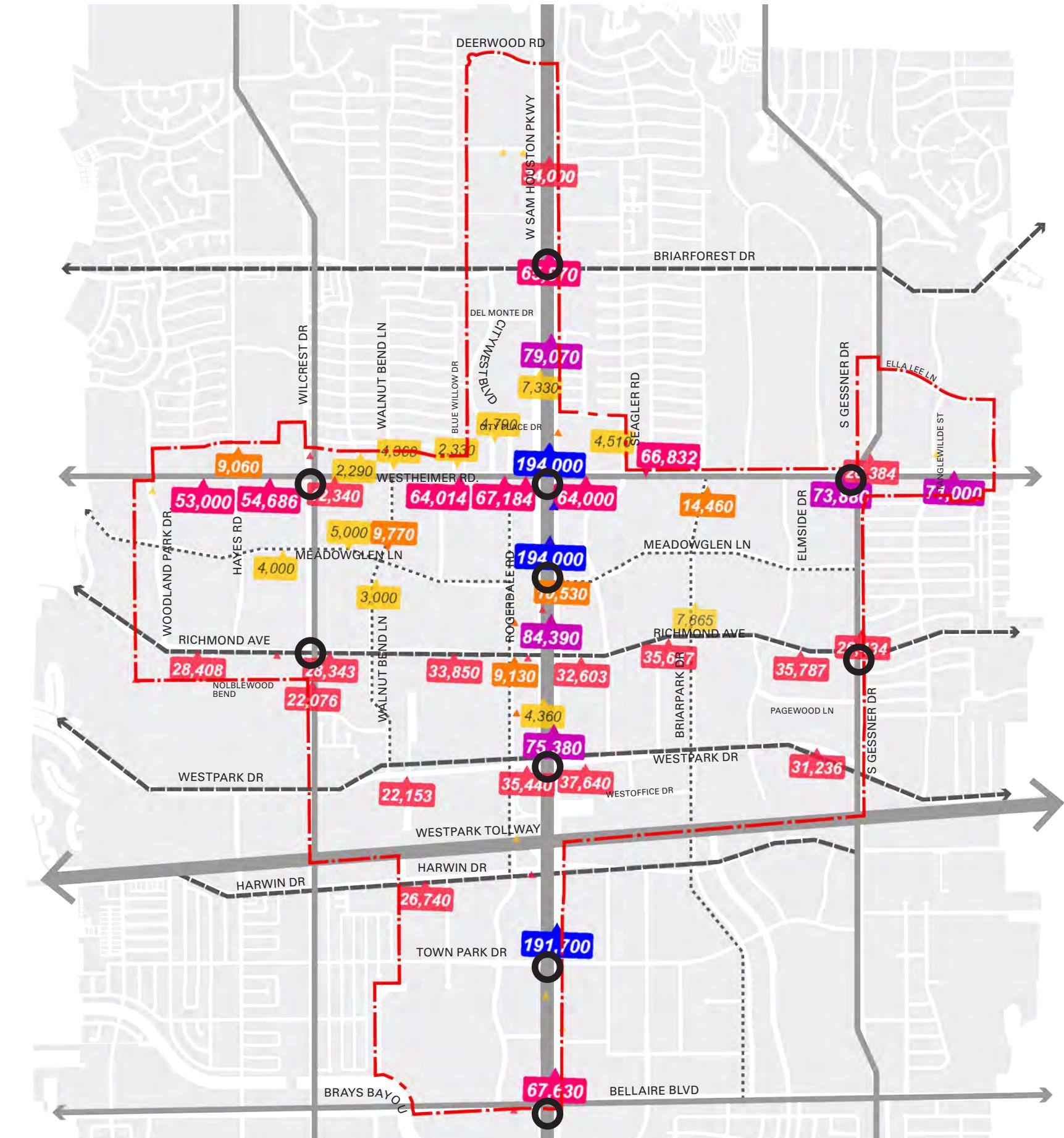
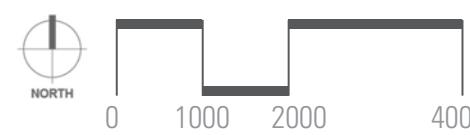
RANKING BY STREET

- 1 SAM HOUSTON TOLLWAY
- 2 WESTHEIMER STREET
- 3 RICHMOND AVE
- 4 WESTPARK DR
- 5 MEADOWGLEN LN
- 6 HARWIN DR

LEGEND

- ▲ UP TO 6,000 VEHICLES PER DAY
- ▲ 6,001 - 15,000
- ▲ 15,001 - 30,000
- ▲ 30,001 - 50,000
- ▲ 50,001 - 100,000
- ▲ MORE THAN 100,000 PER DAY

○ POTENTIAL INTERSECTIONS FOR DISTRICT MARKERS - VEHICULAR







**TASK
3-1**

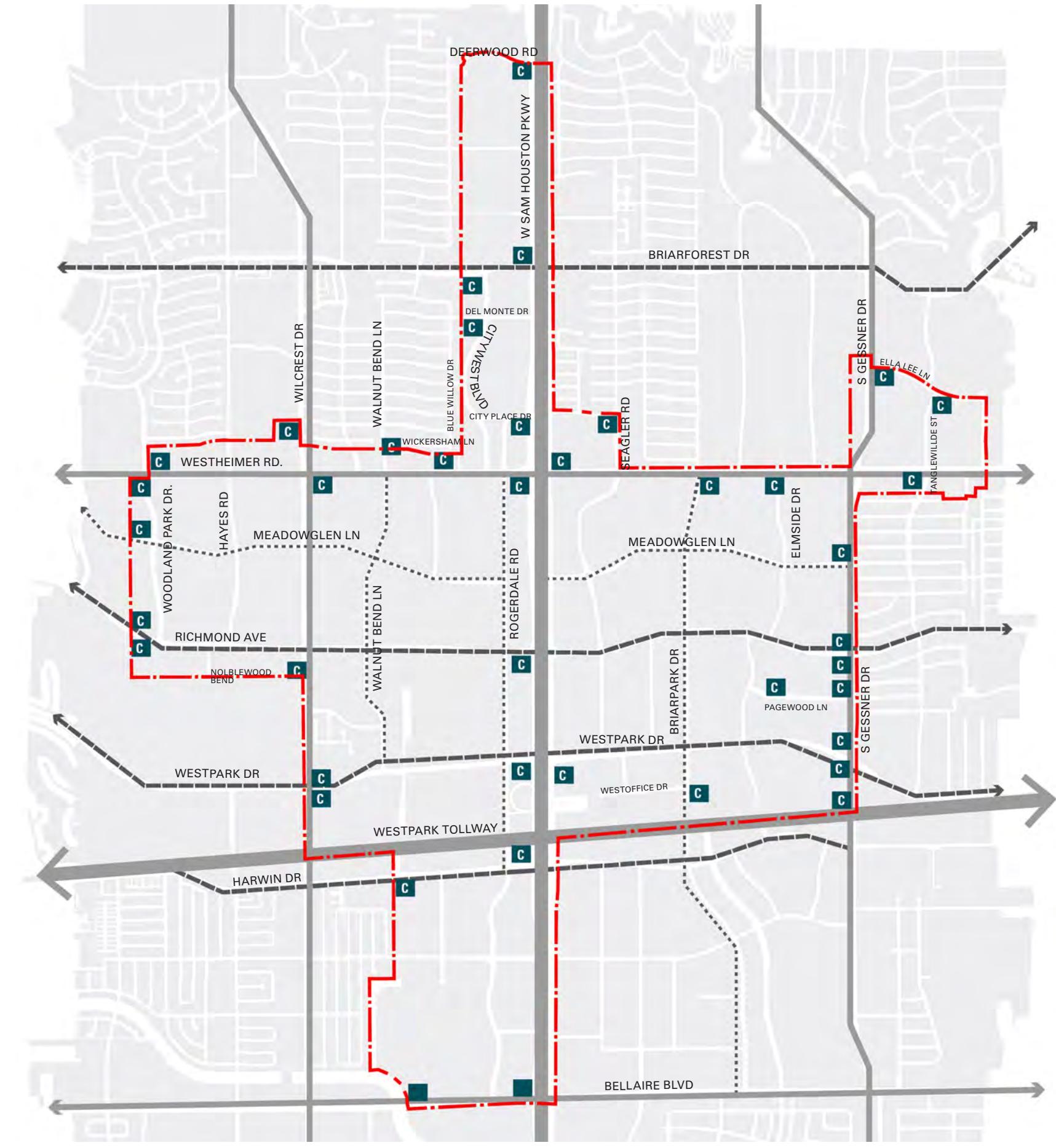
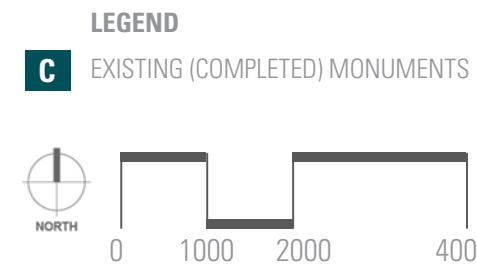
LOCATION PLAN

EXISTING MONUMENT LOCATIONS PROPOSED LOCATIONS FOR WESTCHASE DISTRICT MARKERS

The following is an analysis of the existing Westchase monument location plan. Presently the District has adopted a one-size-fits-all approach that uses a series of white metal obelisks designed through various phases of Westchase branding (older monuments feature the pre-2016 branding while newer monuments have been updated to reflect the latest branding standards). The proposed district marker design understands the need for a hierarchy of markers and a degree of customization within it to clearly define the markers as District identification.

EXISTING MONUMENT LOCATIONS

Westchase District has established 41 obelisk monuments across the District in the last seventeen years. These obelisks, dotted throughout the area at key intersections, illustrate the Westchase District logo and brand colors in acrylic vinyl coating at the top end of the obelisk and display a light feature at the triangular head. The District is working to replace these monuments with new elements that are appropriately scaled and provide materiality and context. It will be important to make a note of existing marker locations and make recommendations for other potential locations that are suitable to increase visibility and legibility for all streetscape users.



PROPOSED LOCATIONS FOR WESTCHASE DISTRICT MARKERS

DESIGNING DISTRICT MARKERS FOR SPECIFIC LOCATION

In the proposed district marker location plan, locations have been determined based on a number of factors.

Traffic volume determines both size and need. For example, high-volume corridors such as Westheimer Road are a prime opportunity for large-scale, prominent branding. As such, Westheimer will be treated with Tier 1 and Tier 2 district markers.

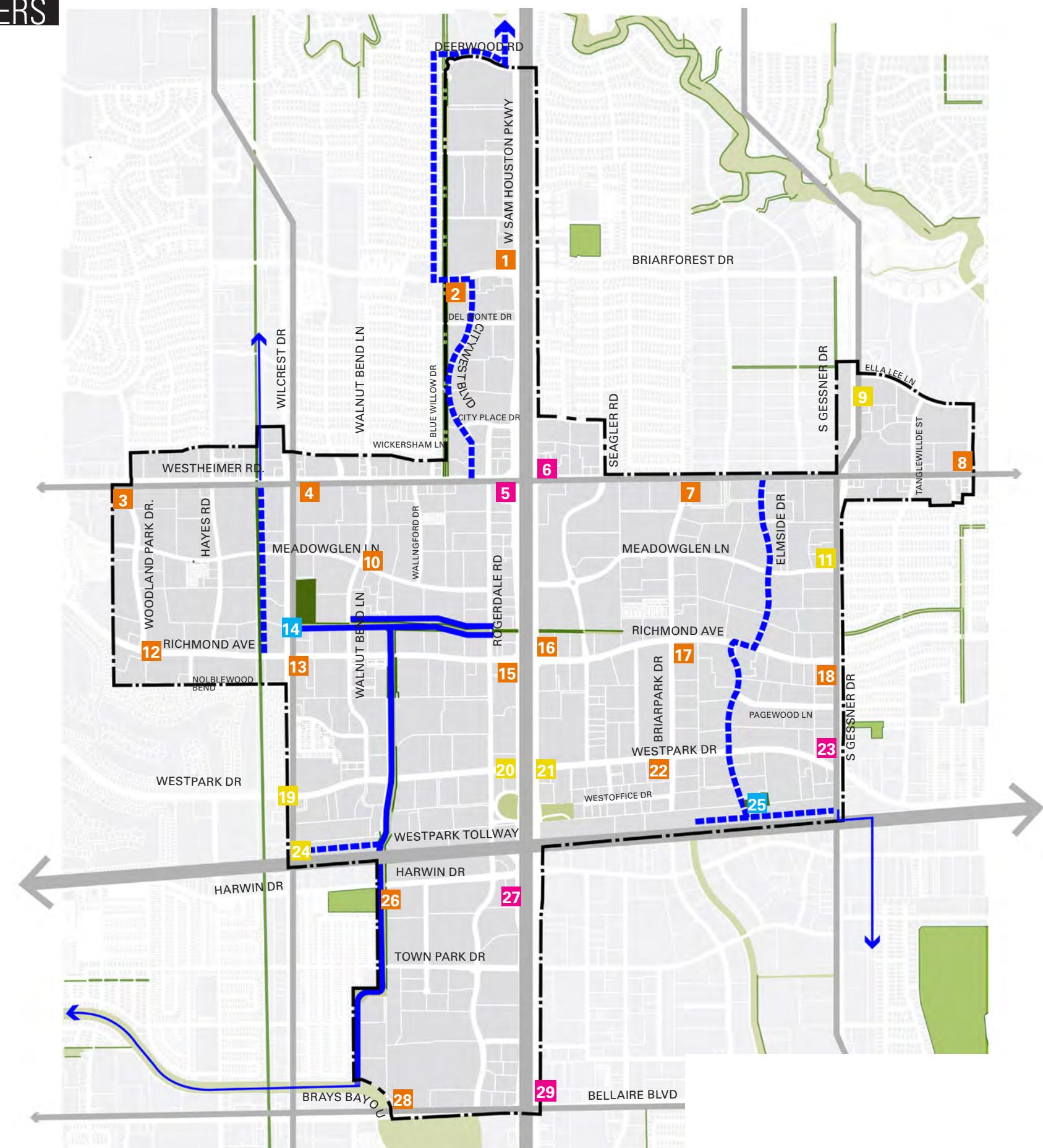
Desire for sense of place determines location based on surroundings. For example, parks identification can be treated with Tier 4 district marker. This not only gives the park a strong sense of place but also creates landmarks for visitors. A destination identification within the District can give directions to visitors using the markers as points of reference.

Need for District identity determines location based on the surroundings. In areas with strong commercial branding on private property, installing district markers in tandem with custom signage and wayfinding can lend a strong and cohesive brand appearance to clearly establish a hierarchy of identity.

Location within District determines location based on geographic position. For example, major points of entry into the District (major junctions along Beltway 8 and key surface intersections on edge of District) are treated with Tier 1, 2, and 3 district markers to "welcome" patrons into the District, while locations within the District are treated with Tier 4 district markers to provide a subtle reminder of place.

Saturation determines location based on the location of district markers/branded features in the immediate area. This is immediately visible by looking at the way monuments are clustered in the existing location plans (vs. proposed). It is important that district markers not appear on every corner and at every point of entry into the District. Over-branding a place can greatly take away from the effect when district markers appear too frequently or if two are visible from any given location. Using this logic, we have reduced the number of district markers from the District's current location plan by strategically identifying key locations where district markers will have the most impact.

LEGEND (SEE TASK 4-1 FOR DISTRICT MARKER DESIGN)	
#	TIER 1: LARGE WESTCHASE DISTRICT MARKER (QTY.5)
#	TIER 2: SMALL WESTCHASE DISTRICT MARKER (QTY.16)
#	TIER 3: LINEAR WESTCHASE DISTRICT MARKER (QTY.6)
#	TIER 4: DISTRICT FEATURE MONUMENTS (QTY.2)
■	EXISTING MONUMENTS
■	EXISTING PARKS
■	EXISTING OPEN SPACE
—	EXISTING TRAILS
...	PLANNED TRAILS
■	ACQUIRED PARK SPACE
—	WESTCHASE DISTRICT BOUNDARY

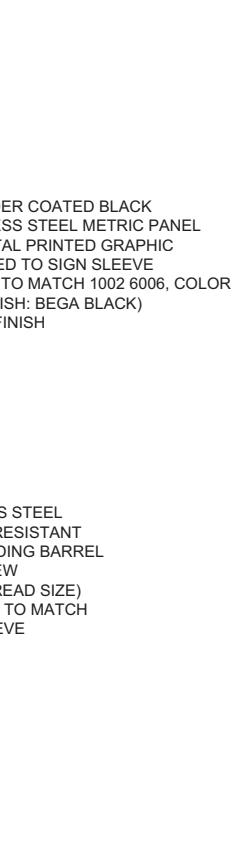
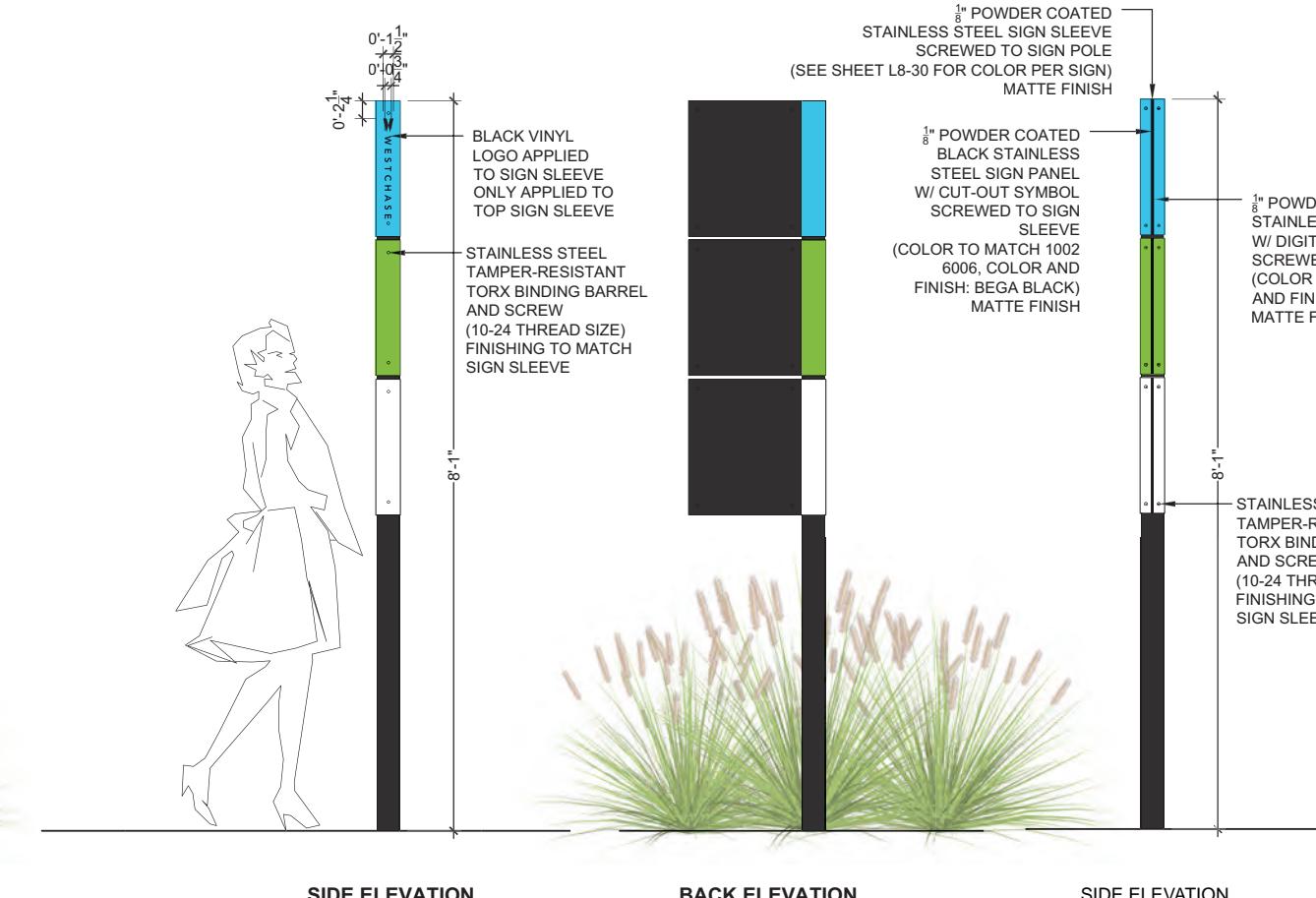
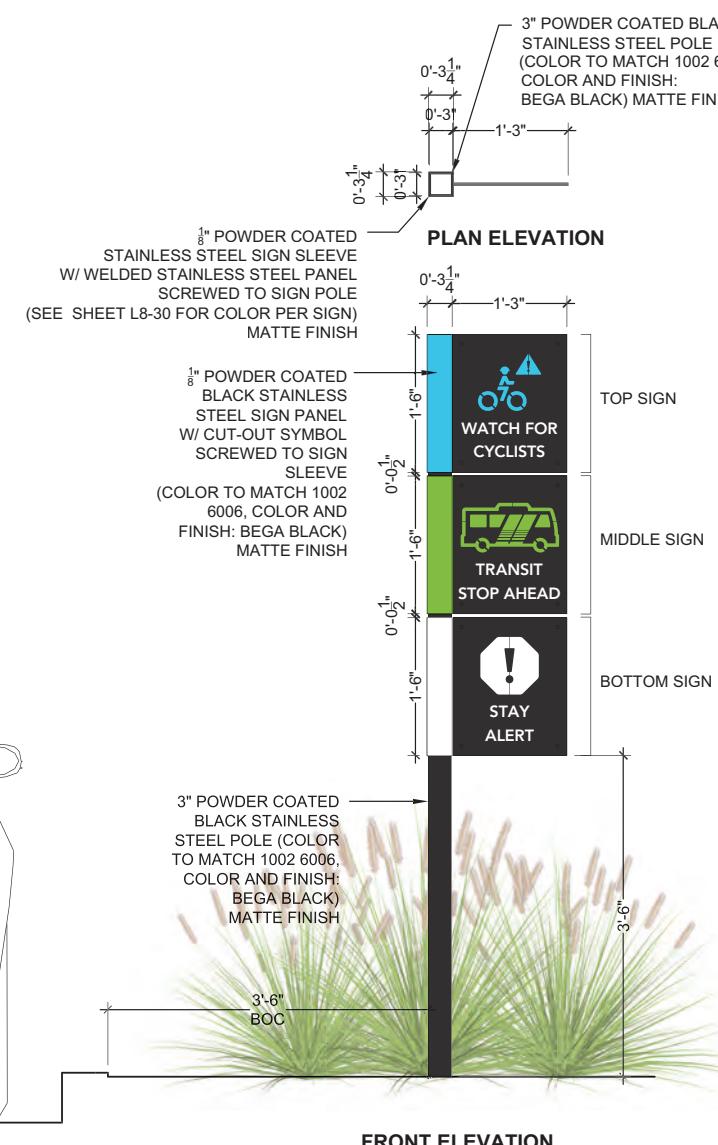
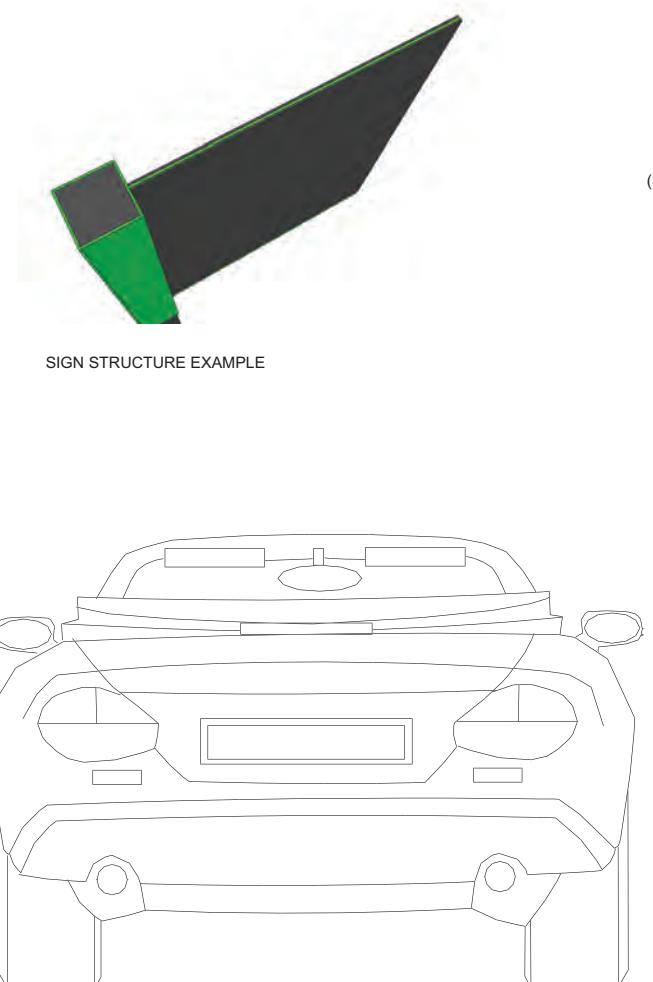
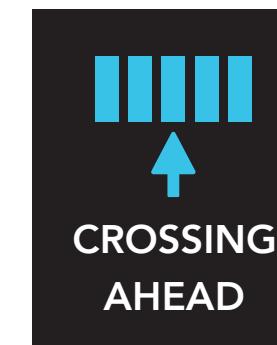


PROPOSED BIKE TRAIL SIGN CONCEPT DESIGN

A non-regulatory sign is recommended to be placed near bike trail beginnings, intersections and ends for safety purpose. This non-regulatory sign was designed for Walnut Bend Lane, featuring five safety messages with matching pictograms to increase legibility and attention for all users. The back side of each sign panel creates opportunity to brand the street and educate users on the street. This master plan recommends future plan developers follow this concept in order to keep the branding and design consistent.

TYPE 1

FREESTANDING SIGN



PROPOSED BIKE TRAIL SIGN CONCEPT DESIGN

Ground painted graphics are also recommended for increasing the safety attention for all users on the street. Customized symbols and accompanying text are added to distinguish the pedestrian lane and cyclist lane, as well as the direction of the designated lane.

TYPE 2

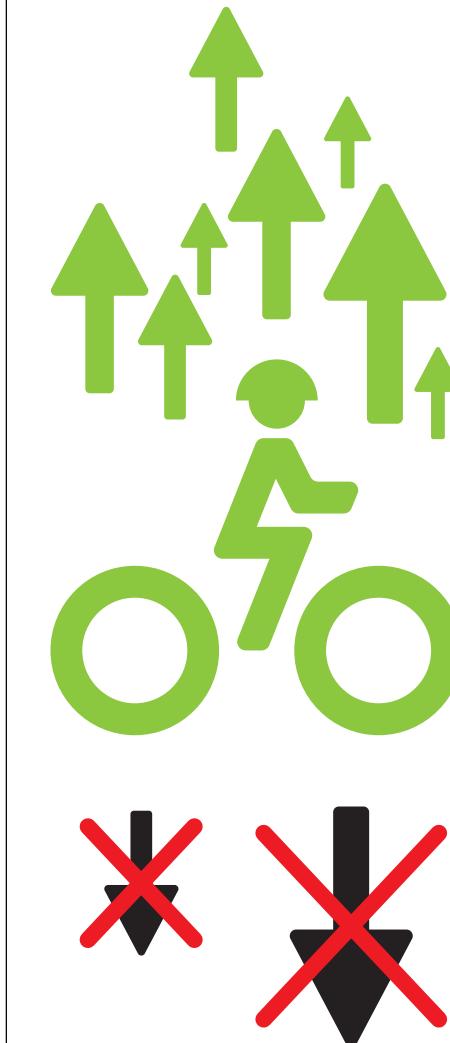
GROUND SIGN



PEDESTRIAN LANE
OPTION 1



PEDESTRIAN LANE
OPTION 2



CYCLIST LANE
OPTION 1



CYCLIST LANE
OPTION 2





TASK 3-2

LEGALITIES + CODES

The following summary of classification and code is based on our current understanding of both TxDOT and Houston Municode regulations and standards. District markers such as the proposed are subject to different regulations depending on features of the final design (construction-ready). Regulations are subject to change over time. Verify revision date on cover of document.

[GENERAL OVERVIEW](#)
[GENERAL CLASSIFICATIONS](#)
[OUTDOOR ADVERTISING SIGNS](#)
[SPECTACULAR SIGNS](#)
[SITE CLASSIFICATION](#)
[TYPE CLASSIFICATION](#)
[SPECIAL FUNCTION CLASSIFICATION](#)
[GENERAL & ARCHITECTURAL DESIGN](#)
[DESIGN & MATERIALS](#)
[CLEARANCE](#)
[VARIANCE PROCEDURE & COMMITTEE](#)
[ELECTRICAL REQUIREMENTS](#)
[METHOD FOR CALCULATING SIGN MEASUREMENT](#)
[SIGN HEIGHT AND SIZE RESTRICTIONS](#)

TXDOT CLASSIFICATIONS

GENERAL OVERVIEW

Under the Texas Department of Transportation (TxDOT), district markers such as those proposed in this document are subject to all laws governing architectural features in and around the right-of-way such as height restrictions, sight line and visibility restrictions, dark sky ordinances (where applicable), and spectacular sign regulations (if applicable).

The district marker concepts in this document can fall under the following categories within TxDOT rules and regulations, depending on their final design. Final design is defined as the construction-ready design that will be installed and erected along a TxDOT roadway.

OUTDOOR ADVERTISING SIGNS

TxDOT regulates off-premise outdoor advertising signs along Texas highways under the Highway Beautification Act and highways and roads located outside of the corporate limits of cities, towns and villages under the State Rural Roads Act. Outdoor advertising does not include signs located within the state right-of-way, including traffic signs, memorial signs or logo signs.

Enterprise Permitting Solution (EPS) allows you to conduct online outdoor advertising business in Texas, including:

- Apply, amend and renew a license or permit
- Maintain an account
- Register for directional signs
- Obtain nonprofit permits
- Resolve violations
- Transfers
- Request replacement plates
- Submit and track complaints
- Locate permitted and unpermitted sign structures

Please read the following prior to starting the registration process:

The person registering for the account should be the primary contact.

The primary contact may register delegates after completing the registration process.

All primary contacts and delegates should register as individuals even if they work for a company/organization.

SPECTACULAR SIGNS

TxDOT regulates spectacular signs located on private property along TxDOT governed rights of way (ROW). Spectacular signs are defined as: any sign that physically rotates, oscillates, contains any moving parts, or contains lights which produce or are capable of producing a pulsating strobe-like effect.

Should you believe that a sign that is classified as spectacular is eligible for a variance, it is recommended that the property owner or lessee follow the prescribed procedure for obtaining a license and variance for the sign in question.

- Apply, amend and renew a license or permit
- Maintain an account
- Register for directional signs
- Obtain nonprofit permits
- Resolve violations
- Transfers
- Submit and track complaints
- Locate permitted and unpermitted sign structures

Please read the following prior to starting the registration process:

The person registering for the account should be the primary contact.

The primary contact may register delegates after completing the registration process.

All primary contacts and delegates should register as individuals even if they work for a company/organization.

SIGN TYPES & CLASSIFICATION

SITE CLASSIFICATION

For the purpose of the following, signs shall be first classified as either an "on-premises sign" or an "off-premises sign".

- On-premises sign shall mean any sign identifying or advertising the business, person, activity, goods, products or services primarily sold or offered for sale on the premises where the sign is installed and maintained when such premises are used for business purposes or which convey information or messages.
- Off-premises signs should not be allowed.

TYPE CLASSIFICATION

All signs shall further be classified into one of the following type signs:

- **Ground sign** shall mean a sign which is supported by uprights or braces in or upon the ground.
- **Marquee sign** shall mean a projecting sign attached to or hung from a canopy or covered structure projecting from and supported by a frame or pipe support extending beyond a building.
- **Monument sign** shall mean any sign six (6) feet or less from the natural ground level to the top of the sign. Such sign shall be solid from the ground to the top and permanently affixed to the ground at intersections.
- **Projecting sign** shall mean any sign which is affixed to any building wall or structure and extends beyond the building wall or structure more than twelve (12) inches.
- **Roof sign** shall mean any sign erected, constructed or maintained above or upon the roof of any building.
- **Wall sign** shall mean any sign affixed to or painted upon the wall of any building.
- **Flag sign** shall mean any sign constructed of cloth, canvas, light fabric or material affixed to a building, wall, fence or on a staff or pole set in a concrete foundation.
- **Awning sign** shall mean any sign made of cloth, metal or plastic with a metal frame attached to a building and projecting over a sidewalk, thoroughfare, or parking area when the same is so erected as to permit its being raised to a position flat against the building when not in use; should not extend off of private property.
- **Canopy sign** shall mean any sign, other than an awning attached to a building, projecting over a thoroughfare, sidewalk, or parking area and not erected so as to permit its being raised to a flat position against the building, does not permit use of marquee letters, and is commonly supported by poles or uprights set upon the underlying ground; should not extend off of private property.
- **Multiple business sign** shall mean that type of sign that is a single structure but has a different display for each different business such as may be found at a shopping center.

SPECIAL FUNCTION CLASSIFICATION

Any on-premises or off-premises sign of any type may also be included within one or more of the following additional classifications according to the special functions of that sign:

- **Electrical sign** shall mean any sign containing electrical wiring or utilizing electric current, but not including signs illuminated by a light source exterior to the sign structure.
- **Portable sign** shall mean any sign designed or constructed to be easily moved from one location to another, including signs mounted upon a motor vehicle or designed to be mounted upon a trailer bench, wheeled carrier, or other non-motorized mobile structure. A portable sign with the wheels removed shall still be considered a portable sign hereunder. For the purpose of this chapter, trailer signs and signs on benches are "portable signs".
- **Spectacular sign** shall mean any sign which has any automatically changing advertising, which is equipped with glaring or rotating strobe or spotlights, or which has any moving message whatsoever.
- **Temporary sign** shall mean any sign including a banner constructed of cardboard, wallboard, or other light materials, not to exceed twelve (12) square feet in size. Further, a temporary sign is intended to be used for a specific period of time (not to exceed thirty (30) days) and then removed. A portable sign and flag sign shall not be considered a temporary sign.
- **Movable sign** shall mean signs designed to be moved by hand and normally stored inside the building during the nighttime.

TXDOT GENERAL DESIGN GUIDELINES

GENERAL & ARCHITECTURAL DESIGN

1. General. All sites and sign structures shall be designed and constructed to resist wind forces as specified in this section. All bracing systems shall be designed and constructed to transfer lateral forces to the foundations. For signs on buildings, the dead and lateral loads shall be transmitted through the structural frame of the building to the ground in such manner as not to over-stress any of the elements thereof. The overturning moment produced from lateral forces shall in no case exceed two-thirds (2/3) of the dead load resisting moment for all signs. Uplift due to overturning shall be adequately resisted by proper anchorage to the ground or to the structural frame of the building for all signs. The weight of earth superimposed over footings may be used in determining the dead-load resisting moment such earth shall be carefully placed and thoroughly compacted.
2. Wind loads. All signs and sign structures shall be designed to resist wind loads.
3. Vertical design loads. Vertical design loads, except roof live loads, shall be assumed to be acting simultaneously with the wind loads.
4. Working stress. All signs shall be designed to conform with the requirements of the 2006 Edition of the International Building Code, regarding allowable working stresses. The working strength of chains, cables, guys or steel rods shall not exceed one-fifth (1/5) of the ultimate strength of such chains, cables, guys or steel rods.
5. Registered engineer's seal. All commercially erected signs shall be approved by a professional registered engineer registered in the State of Texas and all plans shall contain the engineer's seal.

DESIGN & MATERIALS

1. General. The supports for all signs or sign structures shall be placed in or upon private property and shall be securely built, constructed and erected in conformance with the requirements of the 2006 Edition of the International Building Code.
2. Materials. Materials for construction of all signs and sign structures shall be of the quality and grade as specified for building in the 2006 Edition of the International Building Code.
3. Non-structural trim. Non-structural trim and portable display surface may be of wood, metal, approved plastics, or any combination thereof, consistent with the 2006 Edition of the International Building Code.
4. Anchorage members supporting unbraced signs shall be so proportioned that the bearing loads imposed on the soil in either direction, horizontal or vertical, shall not exceed the safe values stated in section 18-14(a)(1) herein. All ground signs shall be anchored to resist the wind load specified in section 18-15(a)(2) herein, acting in any direction. Anchors and supports shall be designed for safe bearing loads on the soil and for an effective resistance to pull out amounting to a force twenty-five (25) percent greater than the required resistance to overturning.
5. Electrical requirements. All electrical fixtures, equipment, and appurtenances installed in conjunction with a sign shall be designed and installed in accordance with the City of Houston's Electrical Code as it now exists or may hereinafter be amended

CLEARANCE

1. Clearances from high voltage power lines. Signs shall be located a minimum distance of twelve (12) feet measured horizontally and twelve (12) feet measured vertically from overhead electrical conductors commonly called distribution lines and a minimum distance of five (5) feet measured horizontally and five (5) feet measured vertically from what are commonly called service drop lines. The term "electrical conductors" as used in this subsection means any electrical conductor, either bare or insulated, installed above the ground.
2. Clearance from poles. No sign shall be erected nearer than five (5) feet horizontally or eight (8) feet vertically from any telephone pole or cable pole or cross-member of that pole.

VARIANCE PROCEDURE AND COMMITTEE

- Definition of the committee. The sign appeals committee created herein may, for a particular site, authorize the following special variances and exceptions with respect to the provisions of this chapter.
- Functions. The sign appeals committee shall recommend to the city council resignation for amendments to this code in keeping with technological progress with respect to public health, safety and welfare.
- Granting variances. The committee may, in specific cases and subject to appropriate conditions, authorize only the following special variances and exceptions to the regulations established in this chapter when the committee has made a finding from the evidence presented that strict compliance with the requirements of this chapter will result in a hardship or inequity to the applicant in accomplishing the objectives of this article, provided that economic or self-created hardship alone shall not be a sufficient basis for the granting of a variance or exception:/
- Grant up to a forty (40) percent variance in total square footage of sign area, height, setback.
- Authorize the relocation on site of a legal sign, which meets the general requirements of this chapter or variable items in this section.
- Allow the erection of one additional on-premises free-standing sign per site provided that the additional sign shall not be located within one hundred (100) feet of any other free-standing sign.
- Authorize on-premises signs other than monument style where a monument sign is not practicable or possible.
- Nonconforming signs. The committee may require a nonconforming sign to be brought into immediate conformity with all current standards of all ordinances of the city or to be removed when, from the evidence presented, the commission finds the sign to be hazardous to the public or to have been abandoned by its owners.

ELECTRICAL REQUIREMENTS

- All electrical fixtures, equipment and appurtenances installed in conjunction with a sign shall be designed and installed in accordance with the City of Houston Electrical Code.
- With the exception of electrical signs covered by the provisions of Section 4611(c)(3), all electrical signs shall be limited to bulbs of 150 watts for bulbs located in the face of the sign.
- Signs shall have electrical circuits limited to the normal voltage used in most commercial buildings, shall contain a sunshade screen dimmer, and shall not use reflectorized lights as part of the face of the sign.
- For the purpose of definition, "reflectorized lights" shall mean any lamp constructed with reflector-type materials so as to focus, intensify, flood or spot such lamp in a certain direction, including, but not limited to, lamps designated by the manufacturers as flood, spot, reflector flood, reflector spot, reflector light or clear reflector.

METHOD FOR CALCULATING SIGN MEASUREMENT

- Method of Determining the Area of a Sign. In determining the area of any sign, the dimensions of the rectangle enclosing the signboard, excluding the supporting structure, shall be used.
- In measuring ground signs with more than one cabinet, each cabinet will be circumscribed.
- If the sign includes cutouts or facings extending beyond the dimensions of the rectangular signboard, the measurement of the sign area shall include the actual area of the cutout or extended facings.
- For signs of a double-faced, back-to-back or V-type nature, each face shall be considered a separate sign in computing the face area.

SIGN HEIGHT AND SIZE RESTRICTIONS

- Except as stated herein, no ground sign shall be established, constructed or erected that exceeds an overall height of 42 1/2 feet, including cutouts extending above the rectangular border, measured from the highest point on the sign to the grade level of the ground surface in which the sign supports are placed.
- On-premise ground signs shall be further limited in height and size in accordance with Table 4609. On-premise roof signs shall not at any point exceed 8 feet above the roof level; an on-premise wall sign erected upon a facade, false front, mansard or other similar architectural construction that extends above the actual roof shall not at any point exceed 8 feet above the highest point of the actual roof.
- Projecting signs shall be a minimum of 14 feet in height above the grade. These height limitations shall not apply to on-premise signs lawfully permitted or lawfully erected prior to the effective date.
- The maximum height limit above grade for signs in the “central business District” as that term is defined by Chapter 42 of the City Code, as amended, shall be 42 1/2 feet.
- A wall sign may extend no higher than 8 feet above the roof line of the building.
- Section 4609 53 Exception: The height limit of 42½ feet for signs in the central business District shall not apply to a headquarters logo sign that meets each of the following criteria: 1. The sign may display only the registered trademark or a portion of the registered trademark of the principal occupant of a headquarters building.
- For purposes of this requirement, a headquarters building is a structure that has 750,000, or more, square feet of gross usable floor space, provided that at least 45 percent of the gross usable floor space is occupied by the holder of the registered trademark as the headquarters for its operations in the world, within the United States, or within a region of the world that includes all of the United States.
- The sign shall be displayed upon the surface structure of the headquarters building. The display may be created by light projection, video projection, laser technology, or other technology that causes the image to appear upon the surface structure of the building and shall appear upon the roof structure, a parapet wall, or other building surface that is situated above the highest occupiable story of the building.
- The sign shall be visible only between sunset and sunrise. The sign may utilize projection equipment or other light sources that are not readily visible from ground level but shall not utilize any conventional sign cabinet or structure.
- Evidence must be provided with the sign permit application that (i) the entity to be represented on the sign is the principal occupant of the headquarters building, meaning that it occupies more space within the building than any other occupant, (ii) that the criteria set forth in Item (1) above are applicable, and (iii) that the building owner accepts and agrees to the removal requirement specified below.
- The building owner's agreement to remove the sign shall be accompanied by evidence of title demonstrating ownership of the building, shall be in the form of a covenant running with the title to the property that is approved by the city attorney, and shall be recorded at the applicant's expense in the real property records of Harris County.
- The sign illumination must be a continuous image that is not blinking or animated in any manner. 5. No more than two signs, each not exceeding 1500 square feet in area, may be placed on any building under this exception.
- A sign authorized under this exception is authorized for only so long as each of the criteria specified above remains in effect. Upon request of the Sign Administrator, the permit holder shall provide evidence of compliance with the requirements of this section.
- Upon failure to timely provide evidence of compliance or upon any change of circumstances that causes a sign to no longer be authorized, the Sign Administrator shall revoke the permit, and the building owner shall upon request of the Sign Administrator cause the sign to be removed.
- The aggregate size of all wall signs shall cover no more than 50% of the wall surface upon which they are mounted or painted. (4) Except as stated herein, and subject to such further restrictions on size as are established under Table 4609, no on-premise sign other than an on-premise wall sign shall be established, constructed, or erected that has a face area exceeding 300 square feet, including cutouts, but excluding uprights, or that has face dimensions that exceed 30 feet in width.
- No off-premise sign shall be established, constructed or erected that has a face area exceeding 672 square feet, including cutouts, but excluding uprights. No double faced off-premise sign shall be established, constructed or erected unless each face is 75 square feet or less and the faces are abutting on one edge.
- Additional restrictions on the height and size of signs, according to the type of sign and the category of right-of-way adjacent to the frontage where the sign is located, are shown in Table 4609 as follows: (5) “Sign type,” for purposes of Table 4609, refers to the number of separate and distinct business entities, service entities, persons or organizations utilizing a single sign structure for their respective commercial advertising messages.
- The term “single business sign” shall mean any sign, regardless of the number of faces, messages or cabinets on the sign structure, that contains advertising for a single business or service entity only. Regardless of the number of the sign faces on any single sign structure advertising separate business or service entities, no business or service entity shall have a sign larger in size than that authorized for a single business or service entity.
- The size in square feet referred to in Table 4609 is the total area Section 4609 55 allowable for the combined area of all sign faces on any one side of a single sign structure. For purposes of Table 4609, any sign that is located along and visible from more than one category of right-of-way shall be subject to the least restrictive requirements established for signs of any category of right-of-way from which the sign is visible and along which the sign is located.



TASK
3-3

EVOLUTION OF THE WESTCHASE BRAND

BRAND ANALYSIS
CREATING PATTERNS AND TEXTURES

A complete brand analysis is a critical component of any successful identity exercise. A thorough brand analysis consists of a number of components. We have understood and contextualized the existing brand standards and used them in a way that adheres to the brand and evolves it at the same time. The brand analysis influences the design of all streetscape elements from monumentation to signage to paving and more.

EVOLVING THE WESTCHASE DISTRICT BRAND

IDENTIFYING KEY ELEMENTS WITHIN A BRAND TO BUILD ON

The Westchase District has a unique identity with a few key graphic components. In this exercise, the design team will aim to identify these key components and use them to create new identity pieces which will carry the brand forward.

In the study of graphic design, the team calls this “deconstruction” or taking apart logos, typography, and other forms. Taking apart the logo reveals two identical polygons which we can use to create textures, patterns, and other iconic elements. Likewise, their frame provides a study of angles, which the team can match in other uses of linework throughout the identity.

Finally, the typographic styles of Avenir and the color palette provide a solid foundation from which to design informational elements and apply primary and secondary colors to all elements.

TYPOGRAPHY: AVENIR

Avenir Light

ABCDEGHIJKLMNOPQRST

UVWXYZ

abcdefghijklmnpqrstuvwxyz

0123456789

Avenir Roman

ABCDEGHIJKLMNOPQRST

UVWXYZ

abcdefghijklmnpqrstuvwxyz

0123456789

Avenir Roman Bold

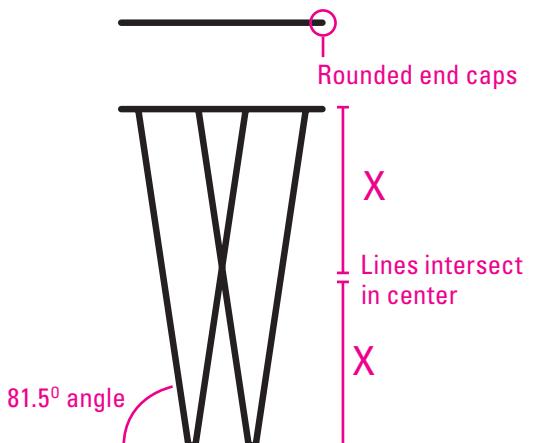
ABCDEGHIJKLMNOPQRST

UVWXYZ

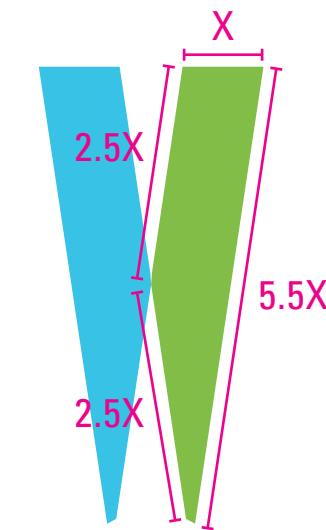
abcdefghijklmnpqrstuvwxyz

0123456789

LINE WORK



SHAPE WITHIN STROKE



Internal shapes are identical and reflected horizontally.

COLORS



Pantone 367



70% Black



Pantone 2985



80% Black



Process Black



90% Black



Pantone 380



100% Black



Pantone 8201

CREATING PATTERNS AND TEXTURES

DEVELOPING WAYS TO USE THE IDENTITY BEYOND PLACING A LOGO

One of the most important pieces of any successful brand identity is a graphic mosaic, texture, or pattern created from the brand's visual elements. By deconstructing the Westchase Identity, the design team has focused in on ways to use the existing Westchase brand in new and innovative ways.

Each of these textures pulls elements from the Westchase logo. The linework texture uses the angles and line-weights of the logo to create a minimalist pattern.

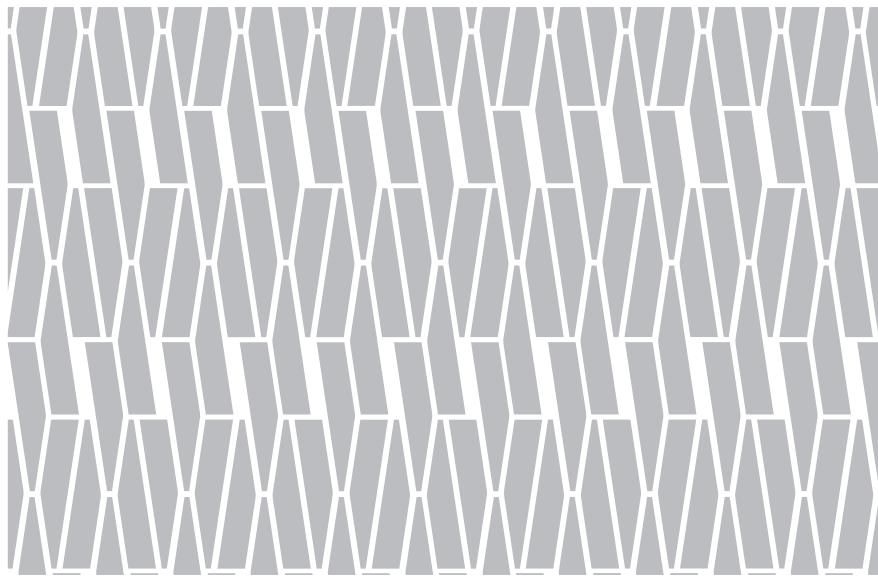
The Geometric pattern takes its influence from Arabesque patterns by combining elements to create alternating rows. In essence, the texture combines the W-mark to create hexagons which are interlaced with each other. In addition, the Asymmetrical pattern is reflective of the Seigaiha pattern, allowing for a free-flowing movement where each element is slightly different and doesn't always follow a prescribed pattern.



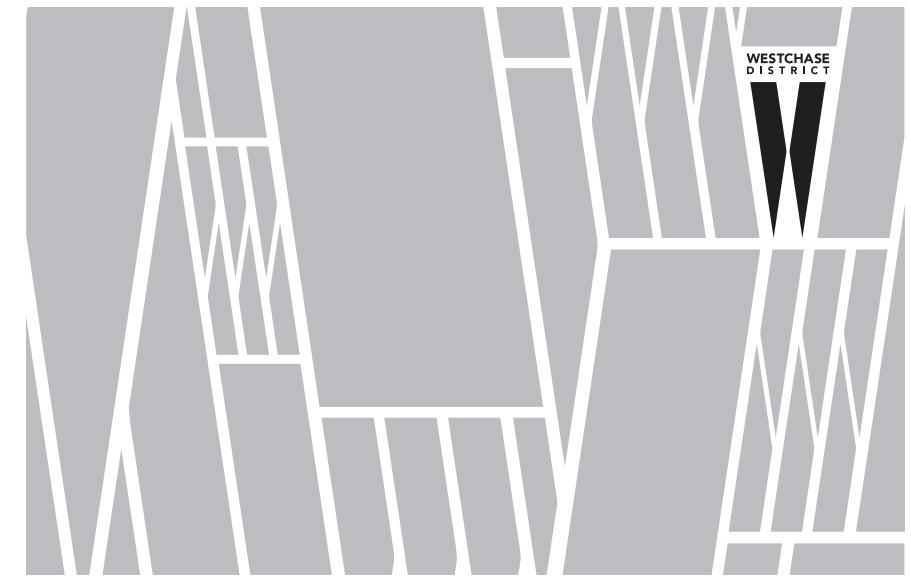
WESTCHASE LINework PAttern



HEXAGONAL ARABESQUE PAttern



GEOMETRIC PAttern



ASYMMETRICAL MOSAIC PAttern





**TASK
4-1**

PROPOSED DISTRICT MARKER DESIGN

CONCEPT OVERVIEW

TIER 1: LARGE WESTCHASE DISTRICT MARKER

TIER 2: SMALL WESTCHASE DISTRICT MARKER

TIER 3: LINEAR WESTCHASE DISTRICT MARKER

TIER 4: DISTRICT FEATURE MONUMENT

MATERIAL RECOMMENDATIONS

FABRICATION RECOMMENDATIONS

The following concepts were designed to reflect the team's understanding of existing conditions, precedents, the District's goals and the concurrent work on the Westheimer Road Streetscape Improvements project. The design team has produced five concepts for district markers organized into a hierarchy of tiers.

CONCEPT OVERVIEW

DESIGNING A FIN THAT CAN BE SCALED AND MULTIPLIED TO CREATE INFINITE SHAPES

The concept of the fin is directly influenced by the Westchase "W". When two are set facing each other, the glass fins create the full W mark. In other executions, the glass fins are used independently.

Although none of the district markers feature the full Westchase logo lockup, each fin is a visual nod to the logo.

Fins can be treated with a frosted texture or pattern (see materials). Likewise, the designs of the fins can be unique or all the same.

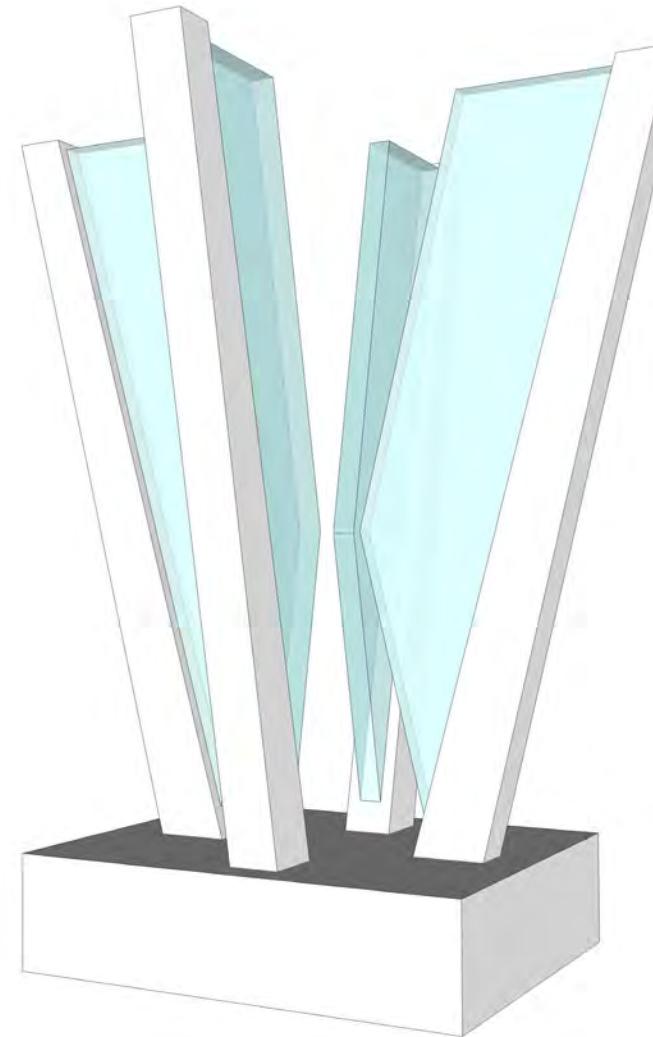
These district markers can be lit in a variety of ways. Interior optical illumination uses the glass fin as a projection device, while up-lighting the fins can create a soft glow at night.

ADAPTING TO LOCATION WITH SHAPE

Every location is different. The family of district markers can fit any constraints that the installation location may pose.

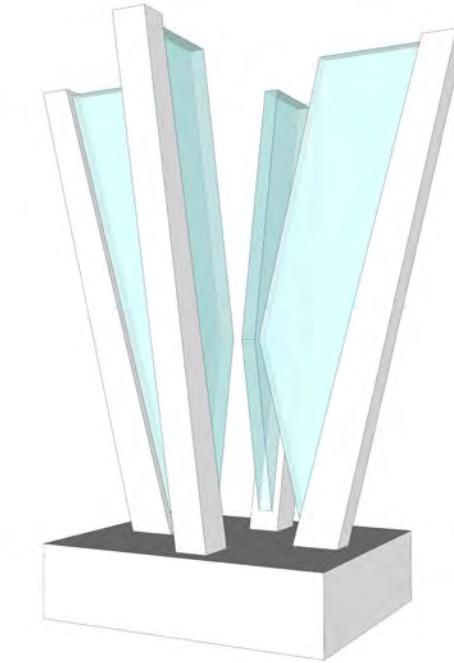
For example, curvature in the roadway or landscape can be accounted and designed for with a linear marker in vertical direction. Conversely, in a narrow space such as corner of major intersections, at a major roadway, the marker can be a smaller scale, straight form designed for single or bi-directional viewing.

Lastly, when the final footprint is determined, one more level of complexity is added. In linear forms, the glass fins scale in sequence from their pillars in one direction. For example, the Tier 3 district marker shows the fins growing from right to left, forming a full half-W at the left end. The direction of this "growth" is determined by traffic flow and most likely direction of experience.



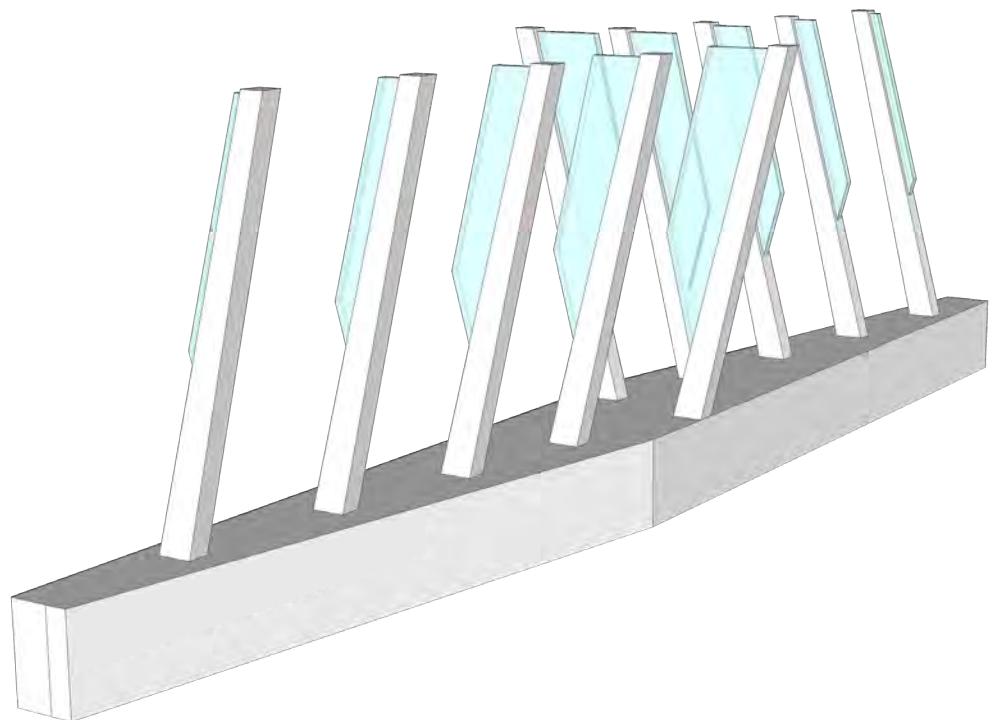
TIER 1 LARGE WESTCHASE DISTRICT MARKER

The large Westchase District Marker is intended for vehicular visibility on high-speed streets. It is imagined to be the primary district marker due to its design and scale. This district marker is approximately 20 feet tall and forms a four-sided prism with the glass fins creating the Westchase "W" brand mark, visible from all angles.



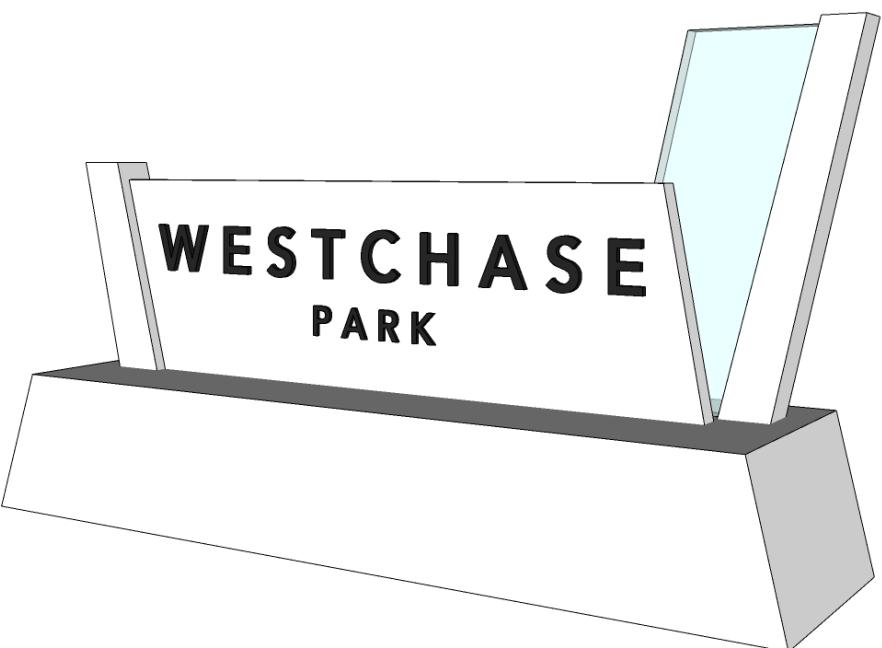
TIER 2 SMALL WESTCHASE DISTRICT MARKER

The small Westchase District Marker is intended for both vehicular visibility on medium-speed streets and major intersections where there may be significant pedestrian activity. It is designed to be the secondary district marker due to the location limitation and smaller scale. This district marker is approximately 10 feet tall and carries the same form of a four-sided prism with the glass fins from the large Westchase District marker.



TIER 3 LINEAR WESTCHASE DISTRICT MARKER

The Linear Westchase District marker is intended for major thoroughfares through the district to provide additional sense of district identity. This district marker is approximately 6 feet tall and is inspired by the fin structure seen in the Tier 1 and Tier 2 district markers. This district marker is designed to be placed in areas where space is more narrow than wide, such as roadway medians or along trails.

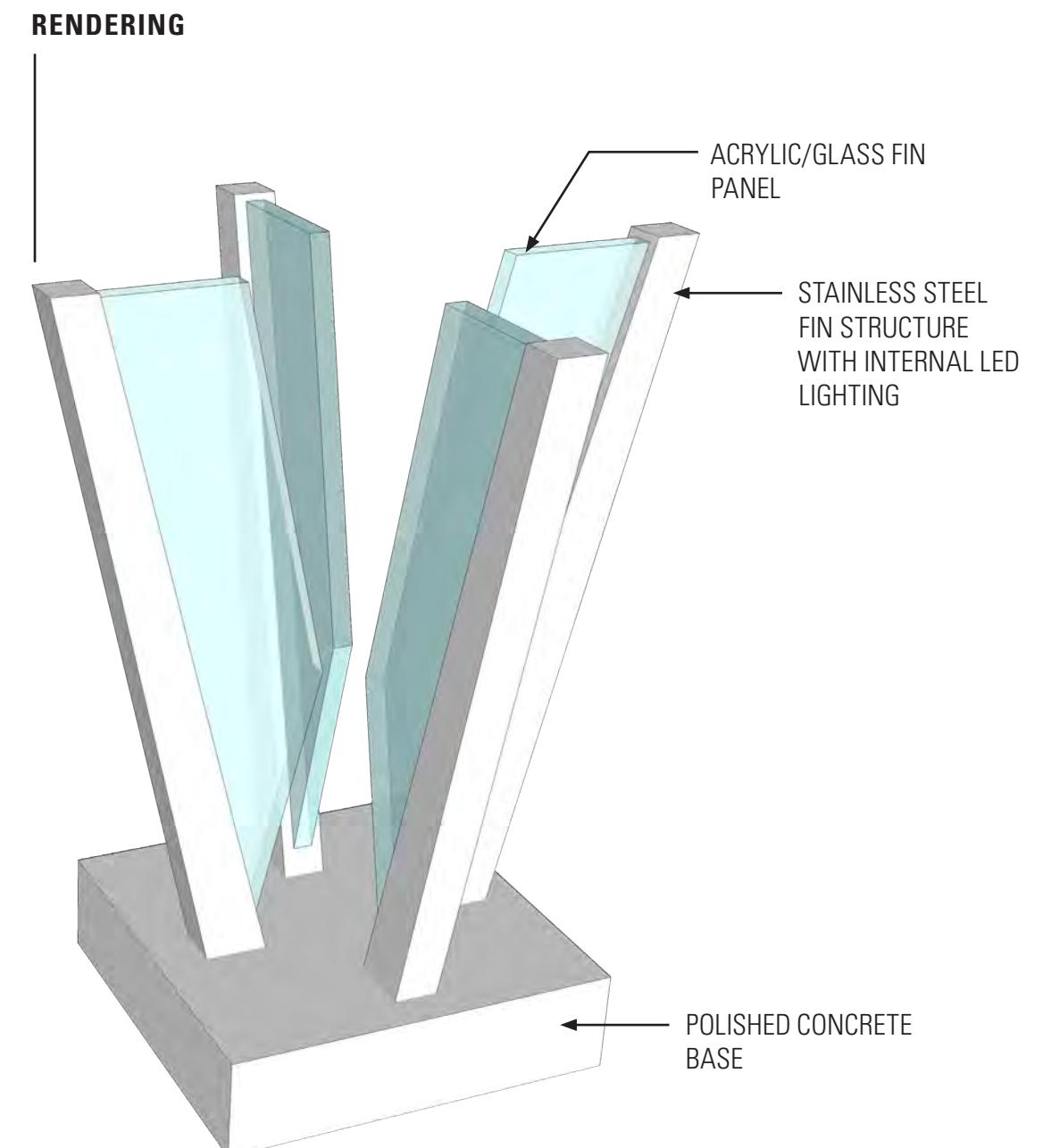
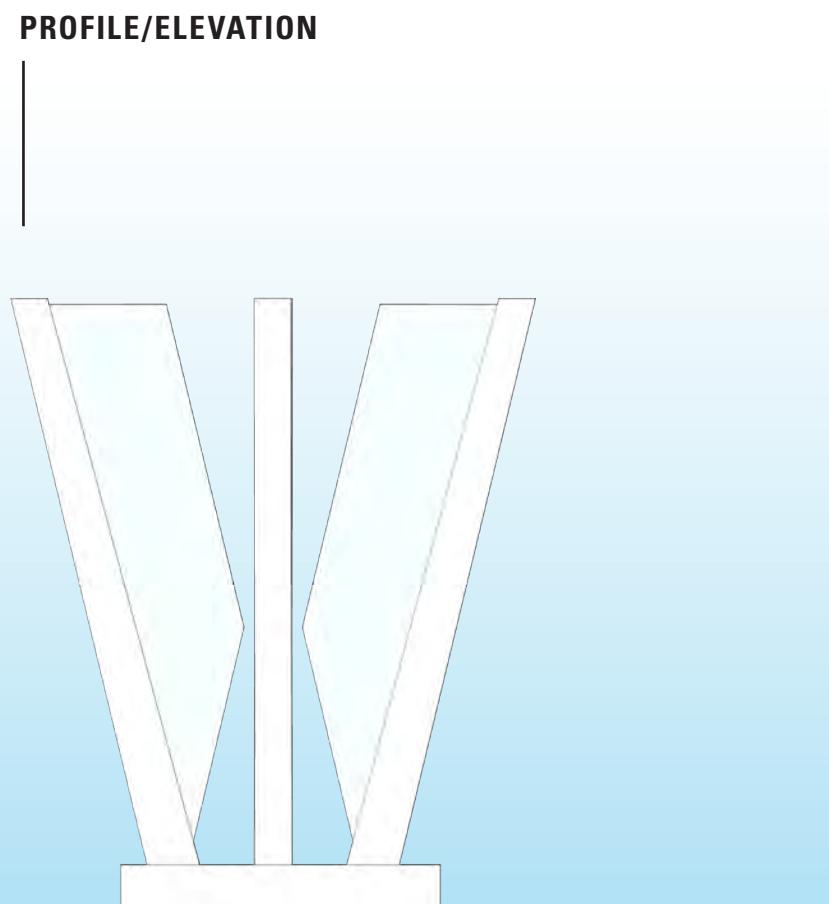
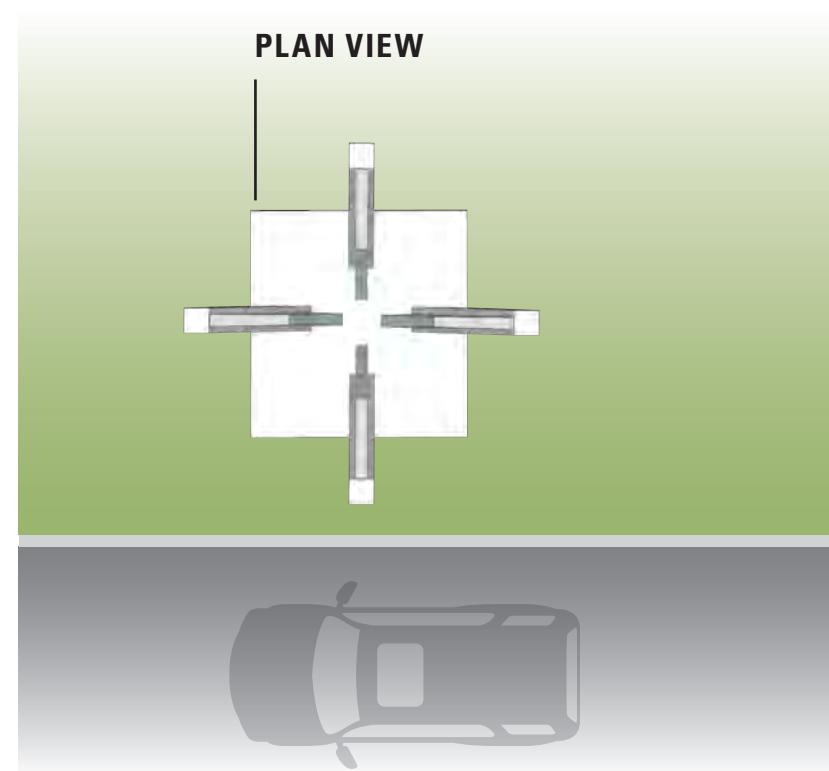


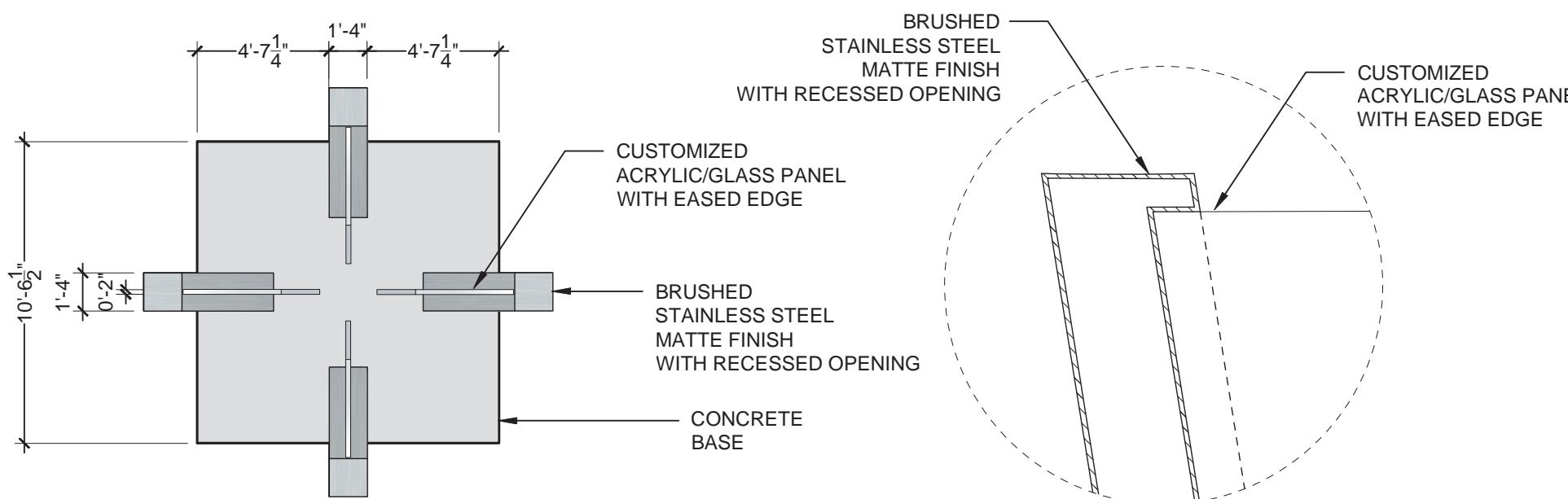
TIER 4 DISTRICT FEATURE MONUMENTS

The Tier 4 district feature monument is intended to identify important point of interests in Westchase District. For example, this district feature monument may be used to identify neighborhood parks, district library or district civil spaces. This marker is approximately 6 feet tall and forms the "W" for Westchase from the left angular sign panel with the glass fin on the right.

TIER 1: LARGE WESTCHASE DISTRICT MARKER

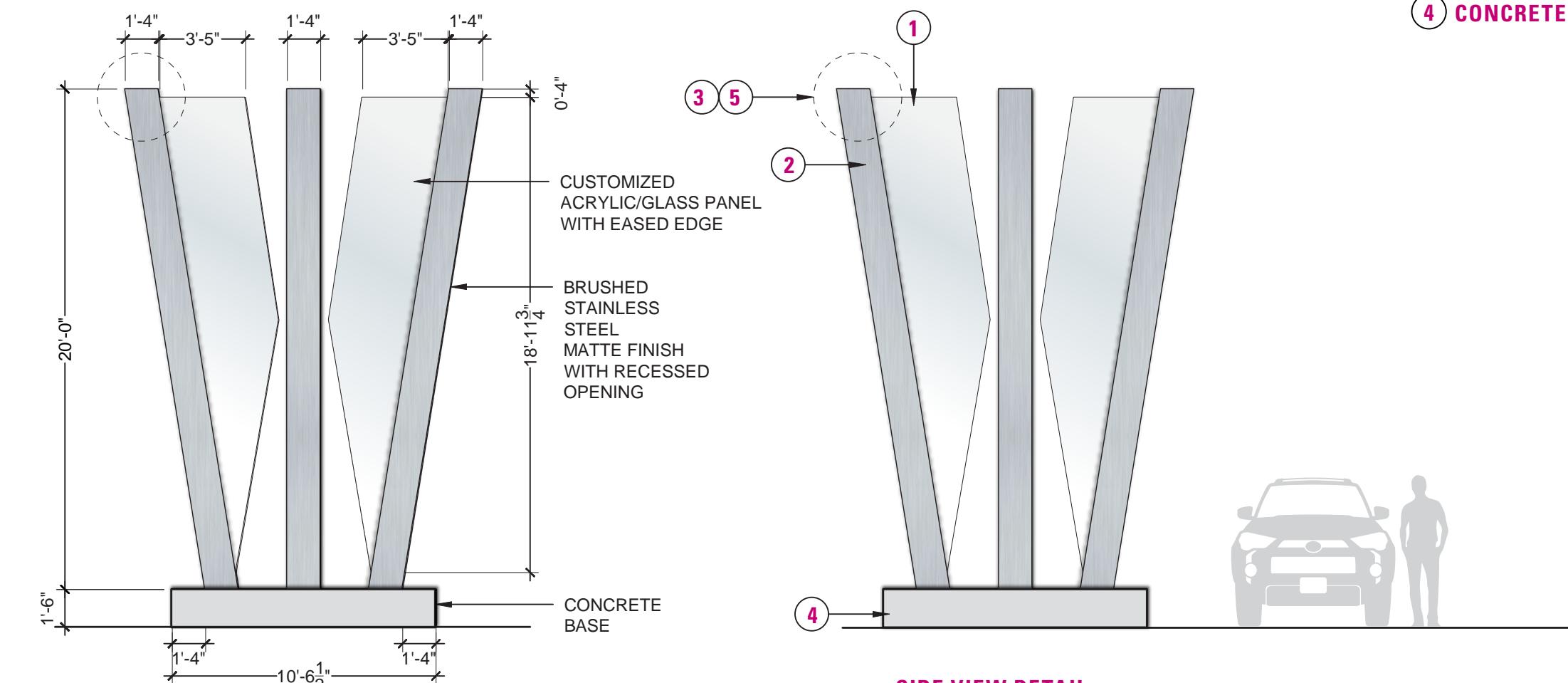
The Westchase "prism" or "jewel" is designed to translate the glass fins and the "W" brand for spaces that are non-linear and adjacent to roadways that carry high volumes of traffic. The configuration of the fins creates a three-dimensional Westchase brand mark that is visible and legible from all angles and all directions. During the day, the glass fins shimmer and refract light, creating what will appear to be a large prism. At night the fins are intended to be illuminated and individually programmed so as to create dazzling lighting effects, progressions and colors in each fin.





PLAN VIEW DETAIL

SCALE: 3/16"=1'-0



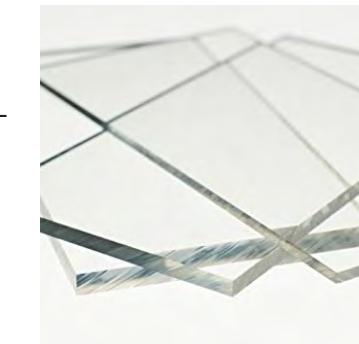
FRONT VIEW DETAIL

SCALE: 3/16"=1'-0

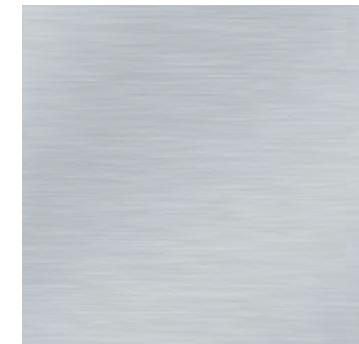
SECTION VIEW DETAIL

SCALE: NTS

FINISHING EXAMPLE



1 ACRYLIC/GLASS



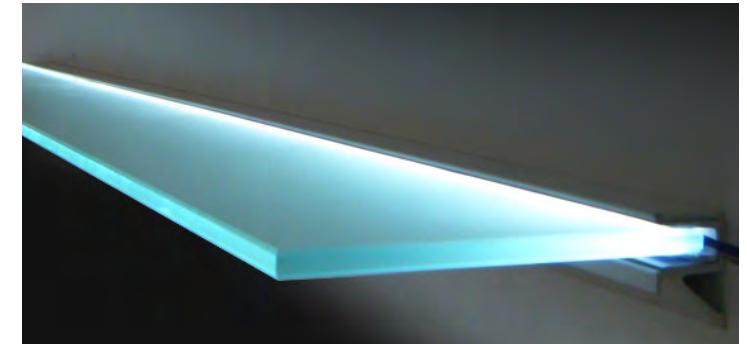
2 STAINLESS STEEL



3 STRUCTURE



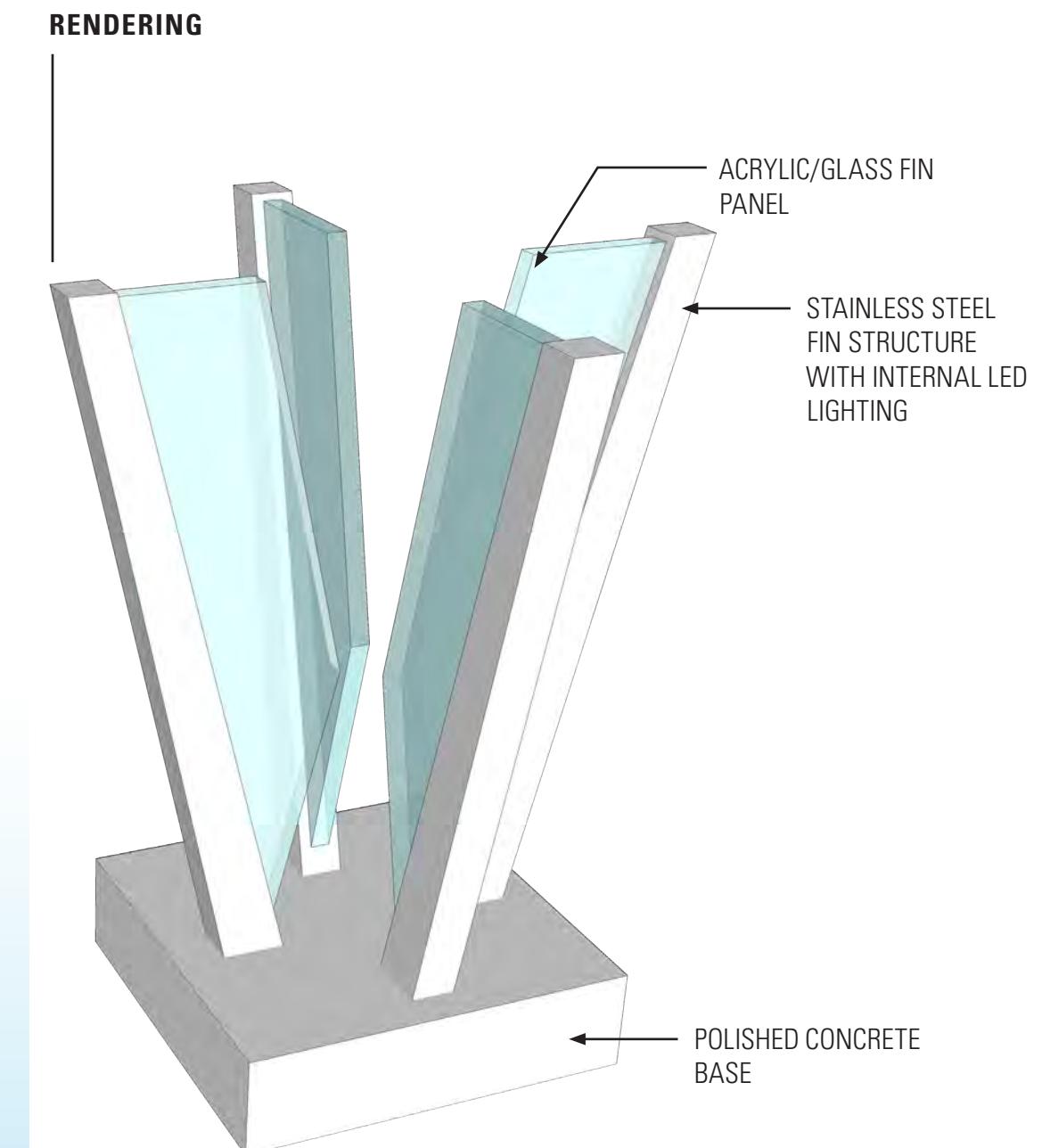
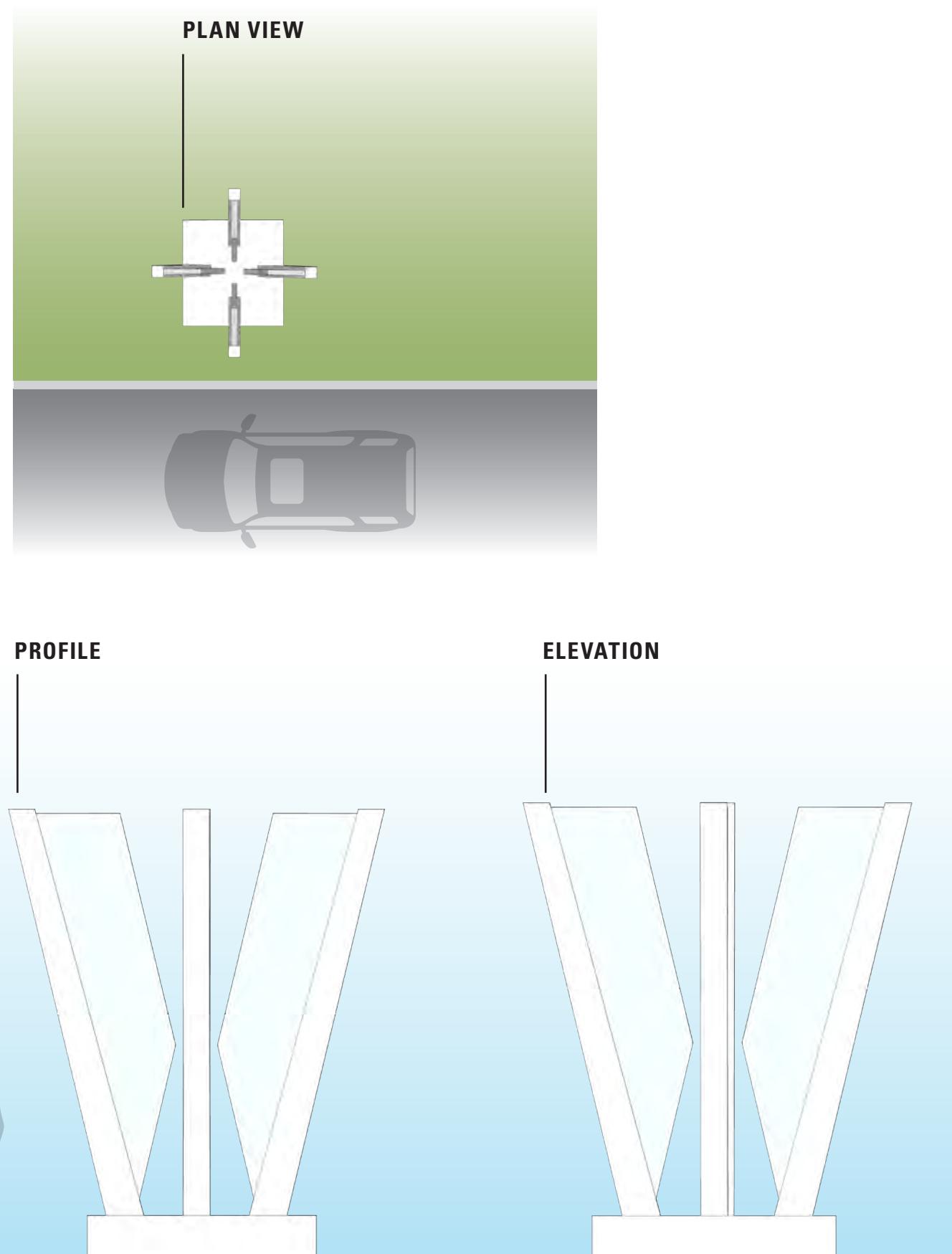
4 CONCRETE

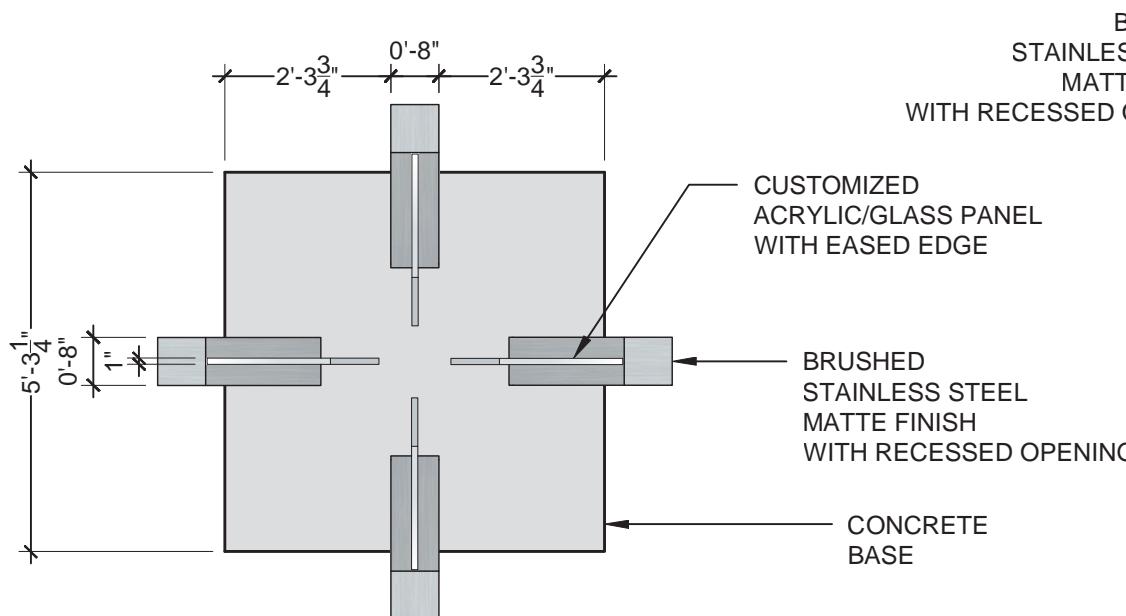


5 LED LIGHTING

TIER 2: SMALL WESTCHASE DISTRICT MARKER

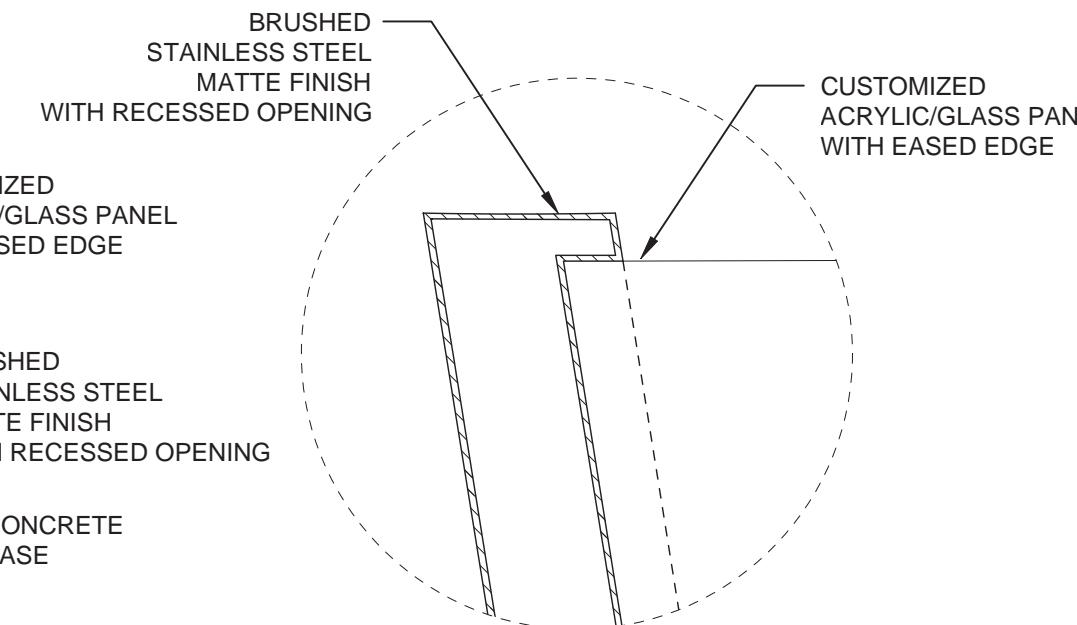
Applying the same design but at a smaller scale of the Tier 1 district marker. The Tier 2 district marker is designed to provide a closer identification for vehicular traffic at a slower speed street where they can fully receive the brand element from the glass fins and the full "W" brand mark for spaces. The configuration of the fins creates a three-dimensional Westchase brand mark that is visible and legible from all angles and all directions. During the day, the glass fins shimmer and refract light creating what will appear to be a large prism. At night the fins are intended to be illuminated and individually programmed so as to create dazzling lighting effects, progressions, and colors in each fin. The smaller scale allows the marker to be harmonic with smaller street landscaping and pavement.





PLAN VIEW DETAIL

SCALE: 3/8"=1'-0



SECTION VIEW DETAIL

SCALE: NTS

FINISHING EXAMPLE



1 ACRYLIC/GLASS



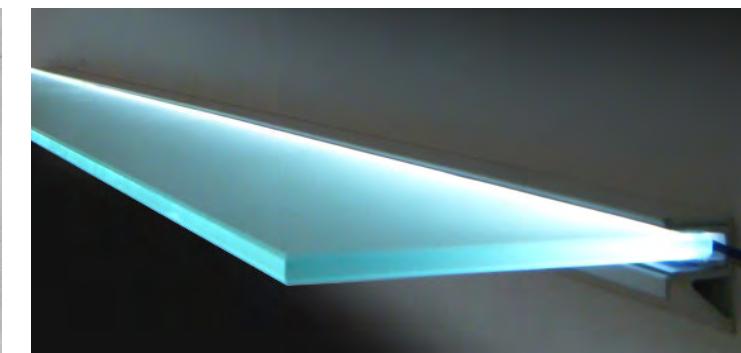
2 STAINLESS STEEL



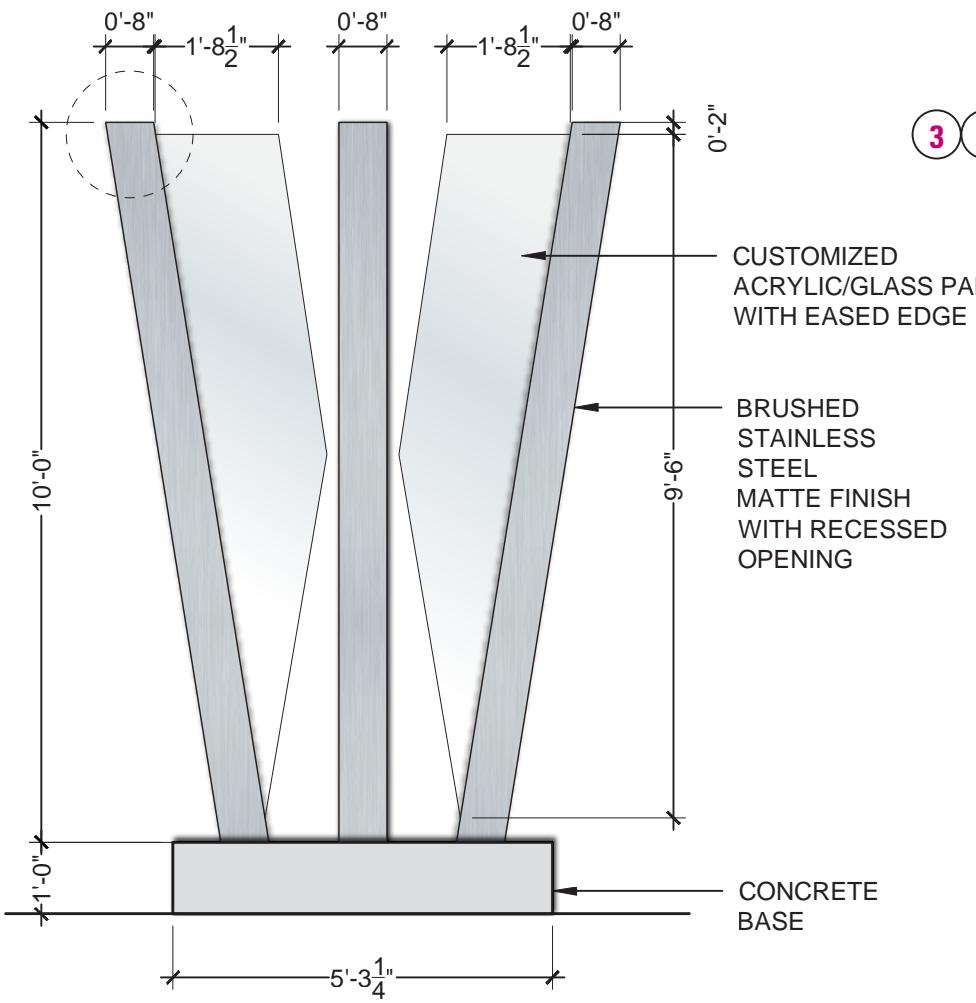
3 STRUCTURE



4 CONCRETE

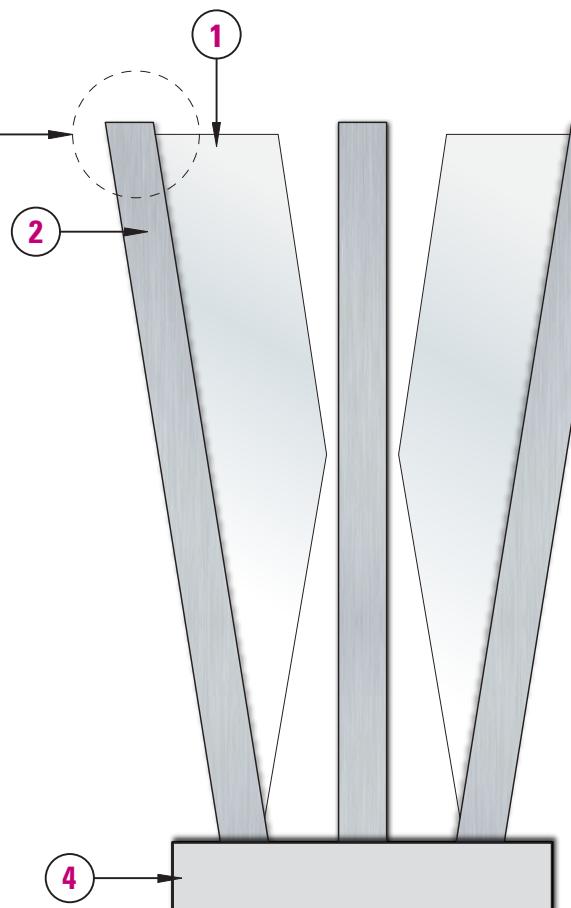


5 LED LIGHTING



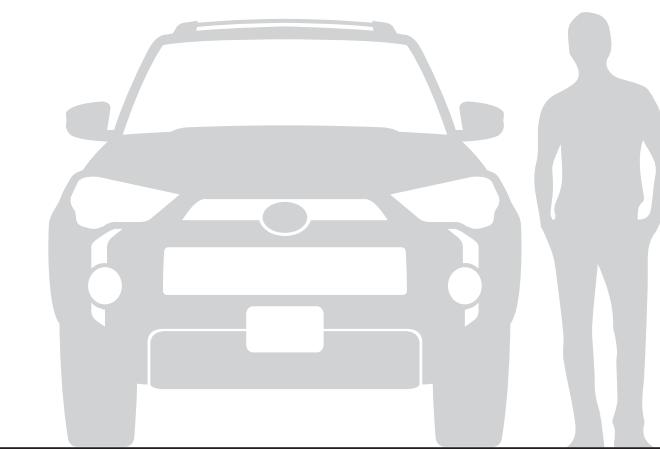
FRONT VIEW DETAIL

SCALE: 3/8"=1'-0



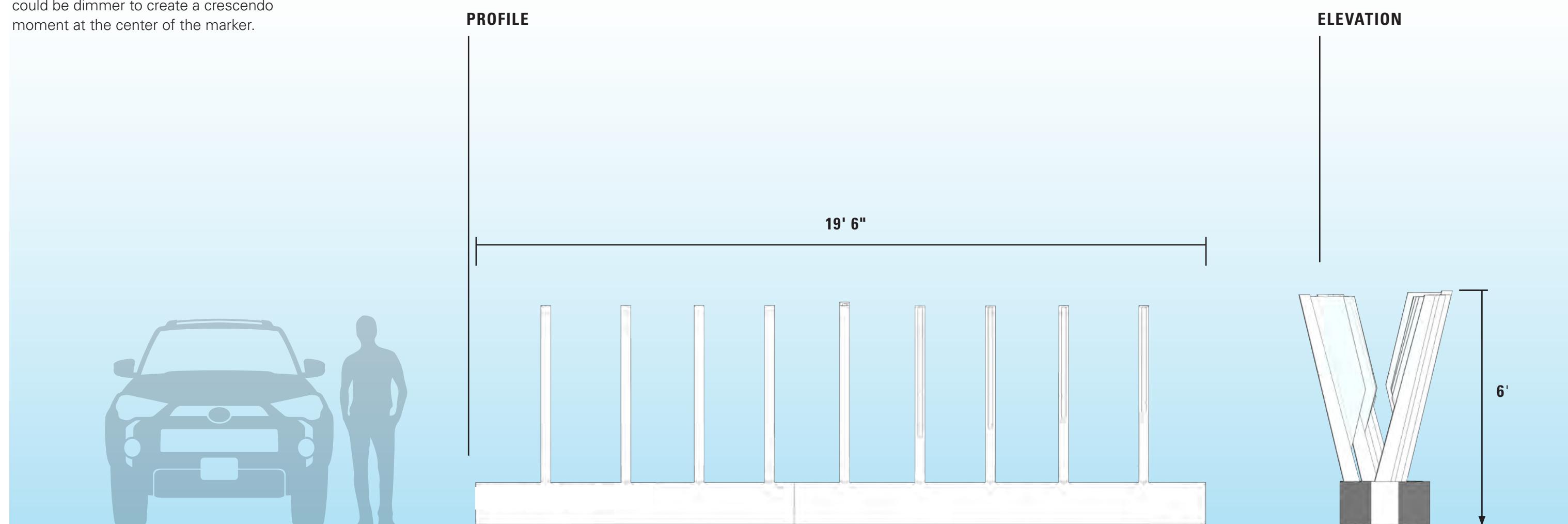
SIDE VIEW DETAIL

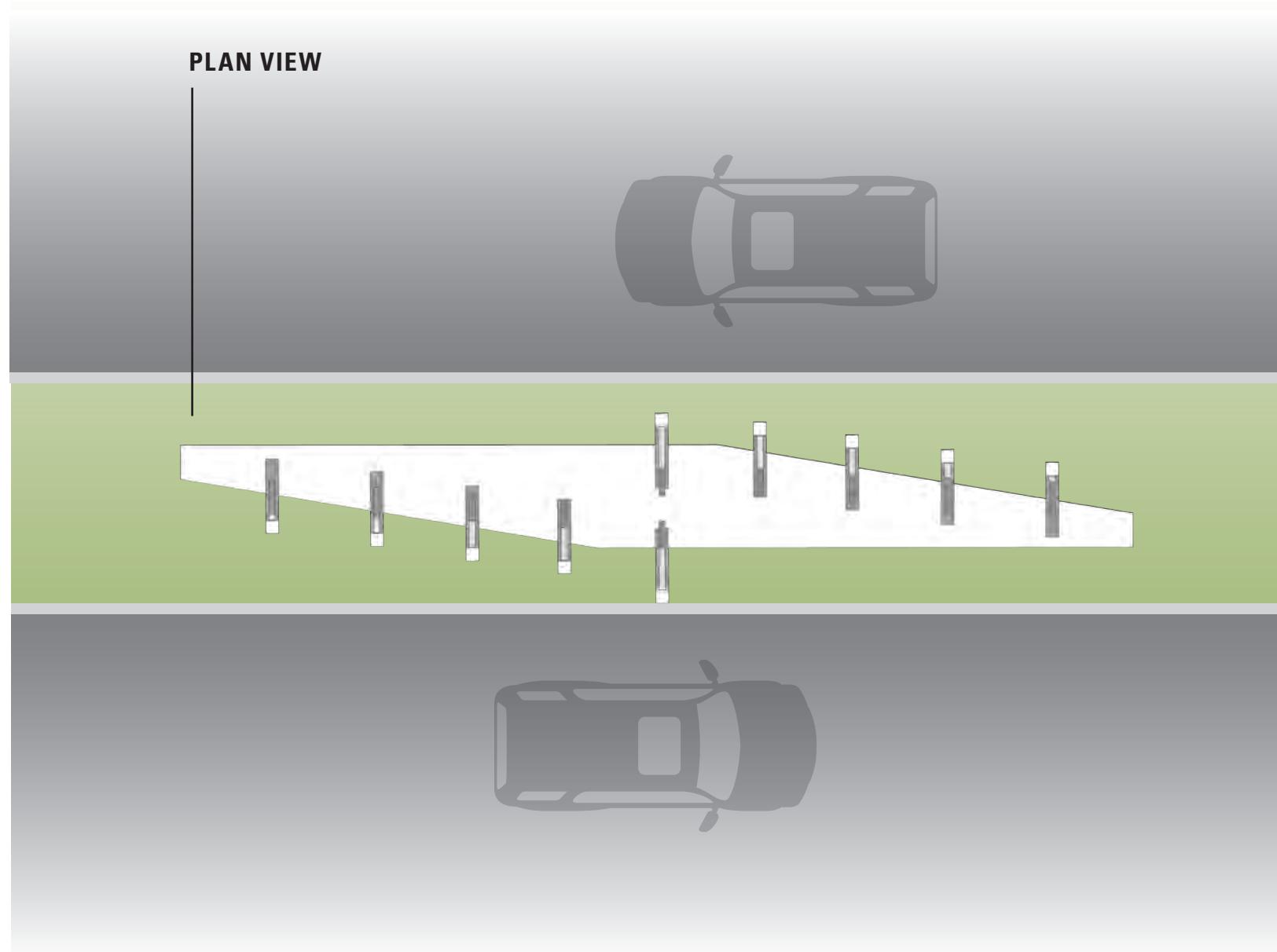
SCALE: 3/8"=1'-0



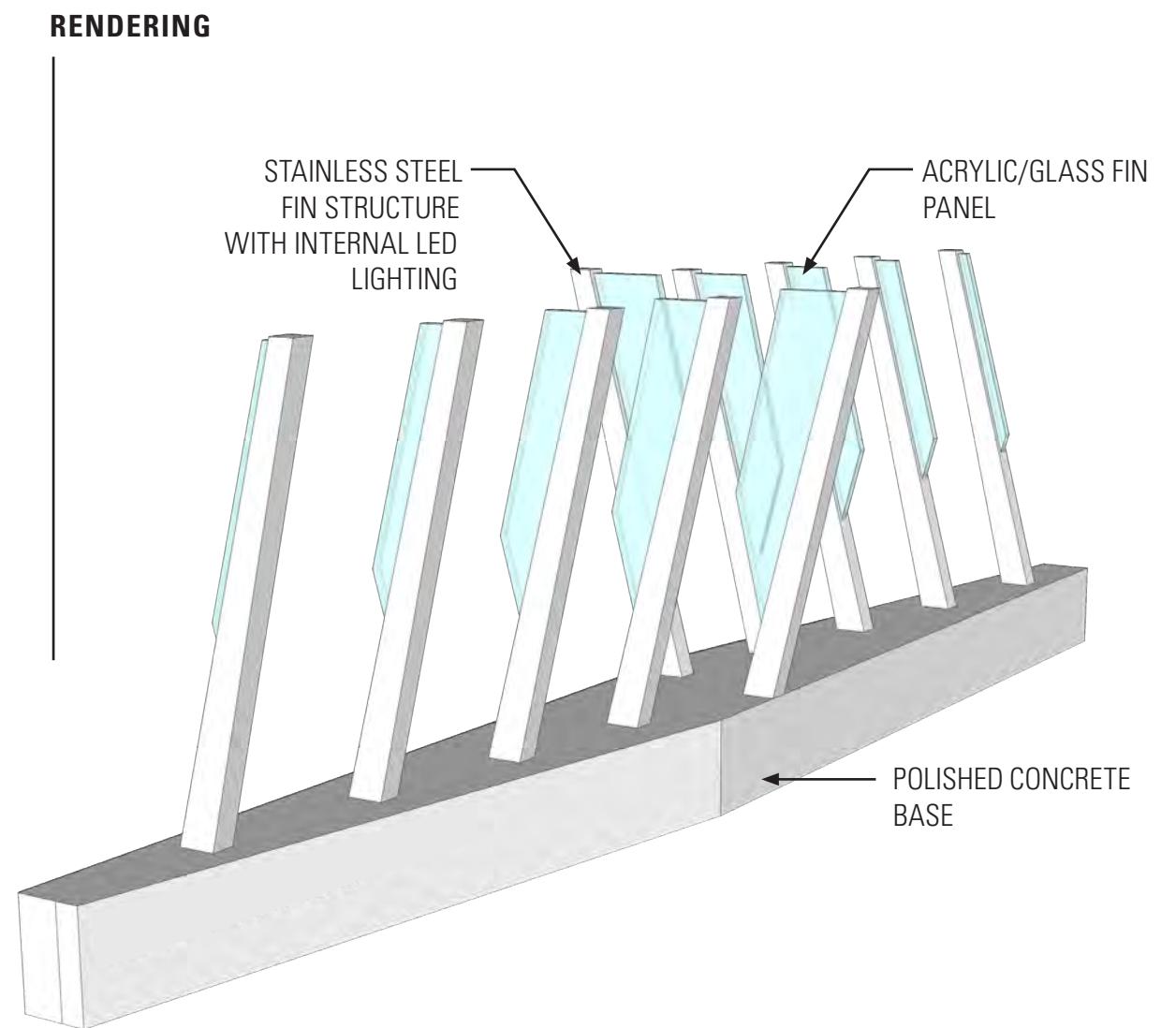
TIER 3: LINEAR WESTCHASE DISTRICT MARKER

The Tier 3 linear district markers are designed to be placed in a median of major thoroughfares through the District (for example, W Sam Houston Pkwy and Wilcrest Drive). The linear district marker is a series of blades that scale in sequence from either side to create the Westheimer "W" brand mark in the center. It is imagined that the blades could be individually programmed or controlled so that lighting could be utilized to create interest. For example, if the center "W" mark was lit the brightest, the blades on either end could be dimmer to create a crescendo moment at the center of the marker.



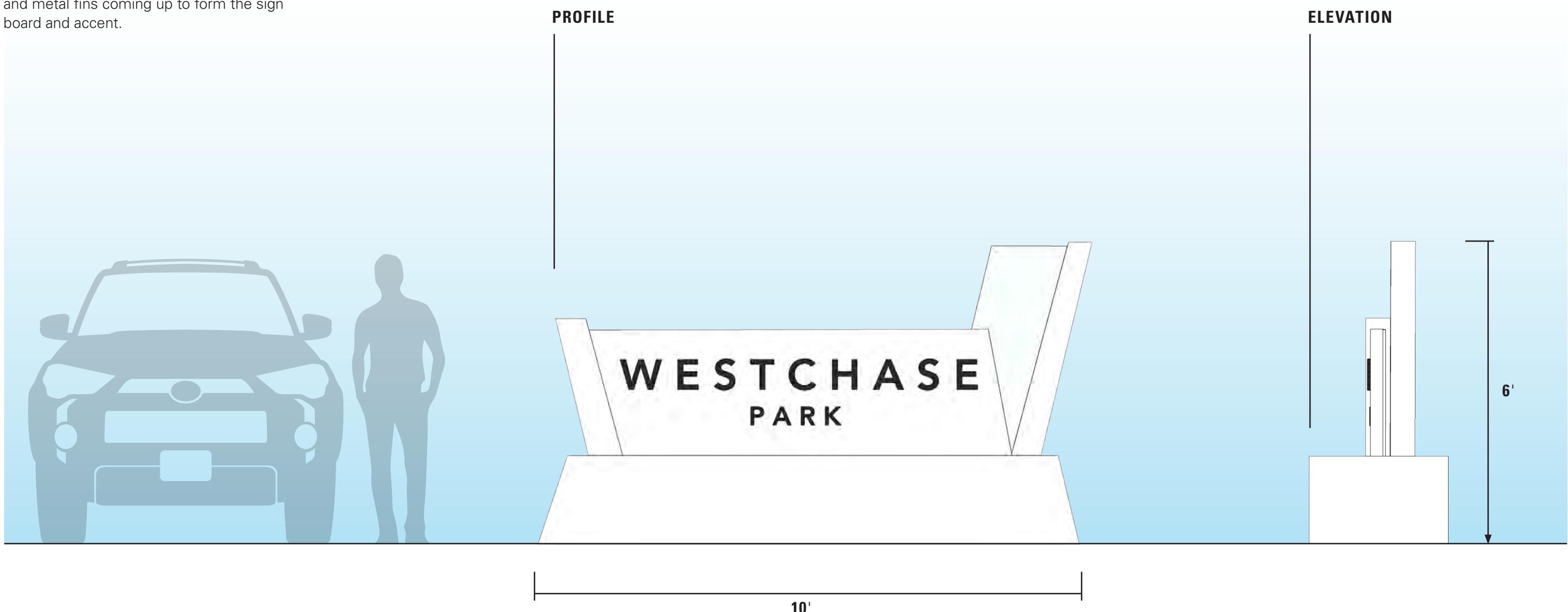


DESIGNED FOR TWO-WAY ROADWAYS WITH MEDIANS

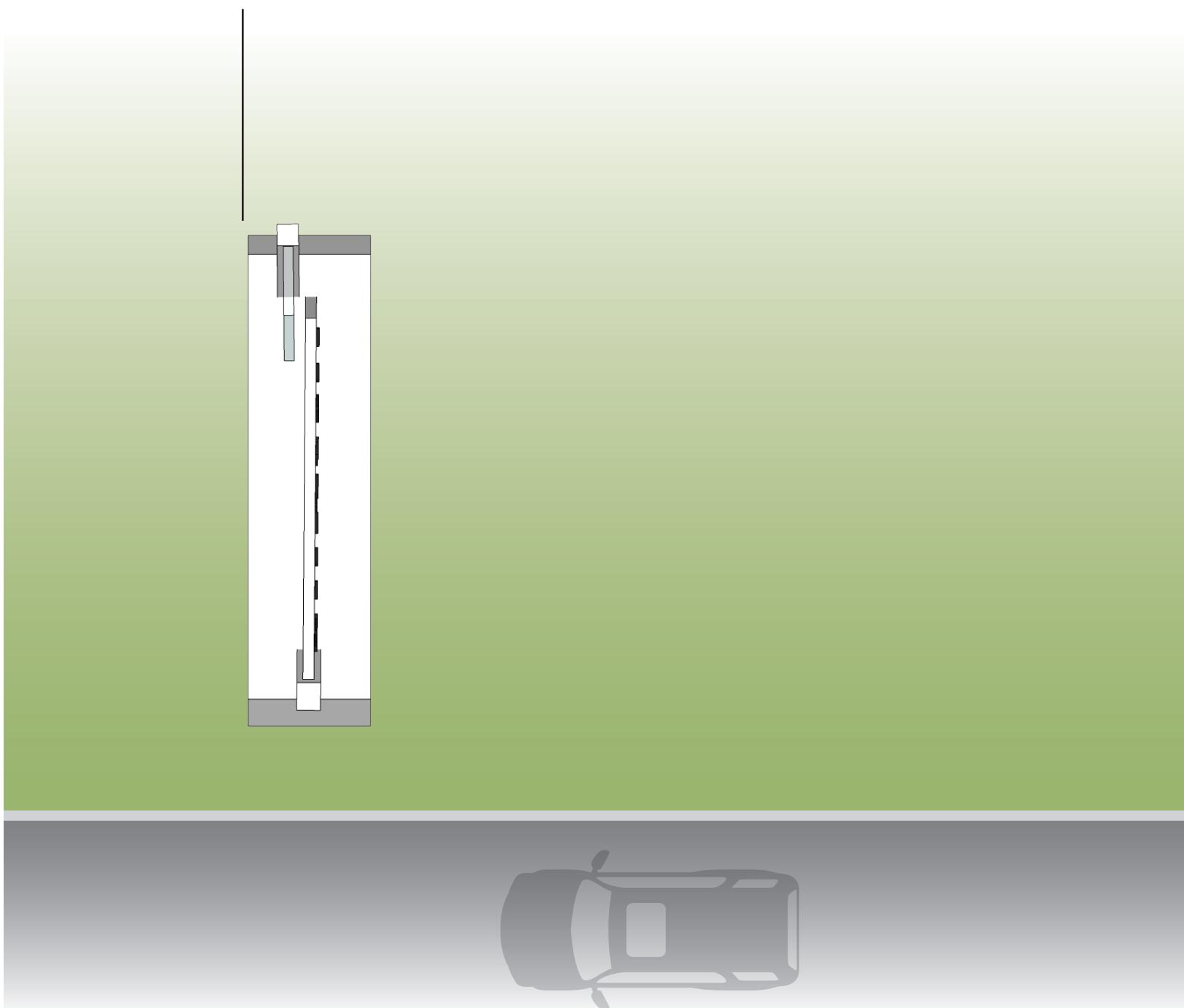


TIER 4: DISTRICT FEATURE MONUMENTS

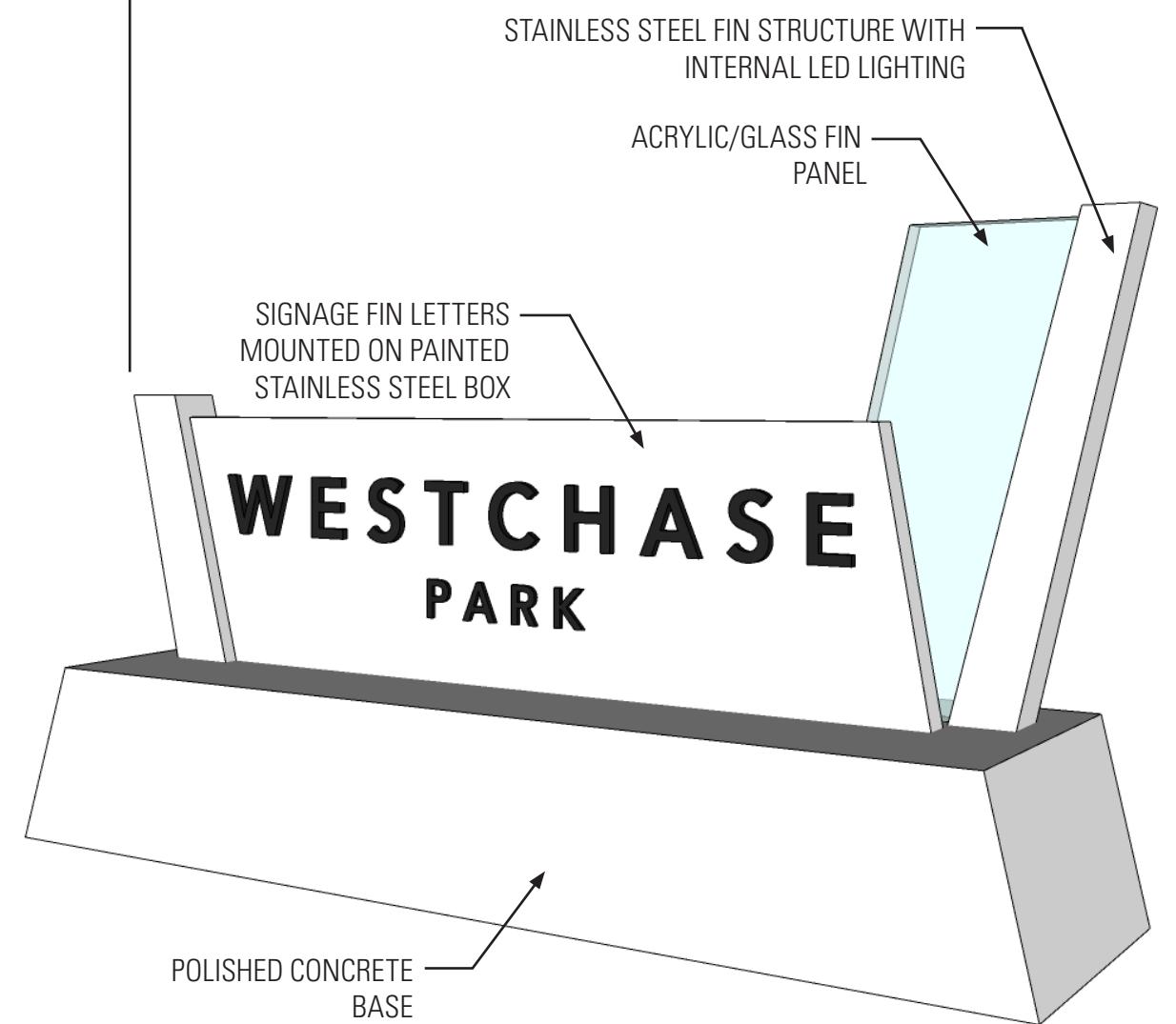
These monuments are designed to be used primarily as signage to cue or reference the Westchase monuments and brand. A modified glass fin can be lit up at night, similar to other monument features in this series. The angular form taken from Westchase "W" logo continues the geometric language from Tier 1 and Tier 2. Any text would be treated in the Avenir font and formatted individually for each monument sign. The base is envisioned to be a smooth, polished concrete with glass and metal fins coming up to form the sign board and accent.



PLAN VIEW



RENDERING



DESIGNED FOR PARKS AND OTHER DISTRICT-BRANDED POINTS OF INTEREST

FROSTED GLASS TO APPLY TEXTURE TO FINS



Close up detail of frosted glass panes in a custom metal and wood enclosure in use as a fence around a residence



Example of how frosting glass can create translucency and presence



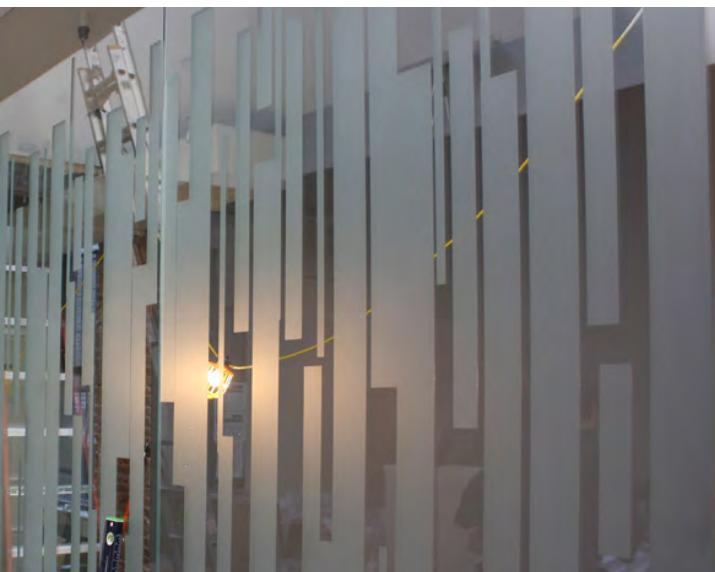
Frosted glass panel with integrated lighting at night



Example of texture which uses frosting as negative space to create depth and dimension



Example of how light appears when viewed through frosted glass



Example of application where equal amounts of the glass is treated and untreated to create texture



Example of branding (typography and logo) applied to glass with frosted vinyl application



Example of molded front side and frosted back side to create multiple layers of dimension

ADDING TEXTURE, DIMENSION, AND BRANDING TO GLASS FINS

Frosted glass is a very contemporary and timeless approach to using glass in an urban environment. Frosted glass has benefited from the advancements of 3D printing and laser-cutting. Panels of outdoor-grade, tempered glass can be treated with fade, crack, and UV resistant translucent vinyl, creating a visible pattern in the glass. In the examples, frosted textures could be used to further enhance the Westchase District identity.

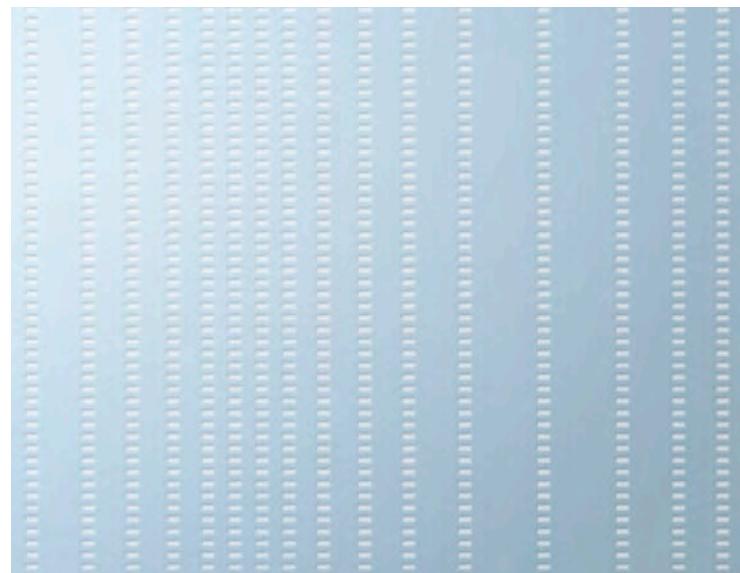
ETCHED GLASS TO APPLY TEXTURE TO FINS



Intricate pattern with minute details etched into back side of glass



Typography etched into the center of a pane of glass



Frosted and etched glass panel to create surface tension (see following image for perspective view)



Etched surface creates visible, three-dimensional texture. In this application it is used to add tread to glass walkway



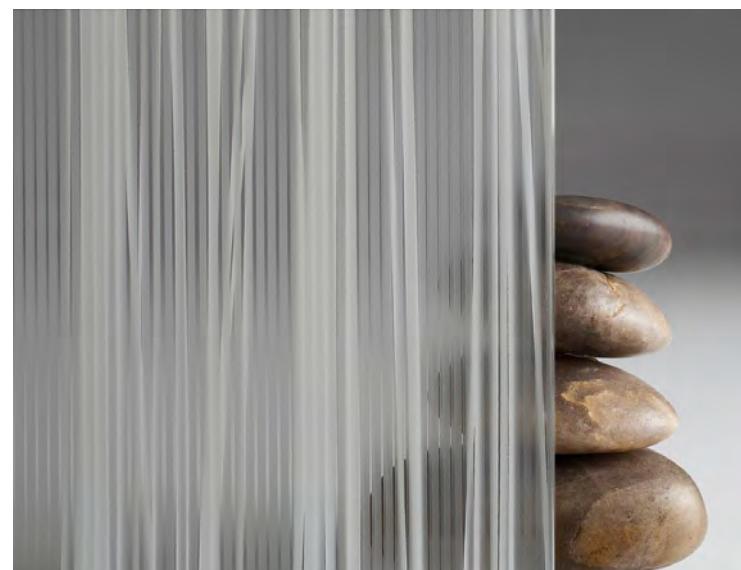
Multiple layers of etching in a single pane of glass creating physical depth



Reverse etching on backside (letters are etched in reverse) for optical illumination of glass blade sign



Textured etching on front side of glass, frosted vinyl applied to flat back side.

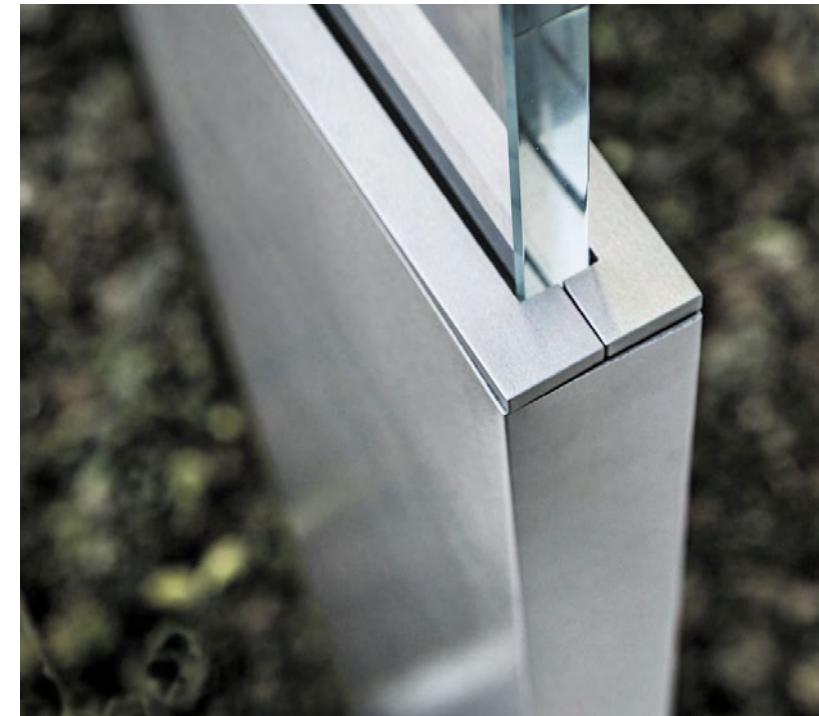
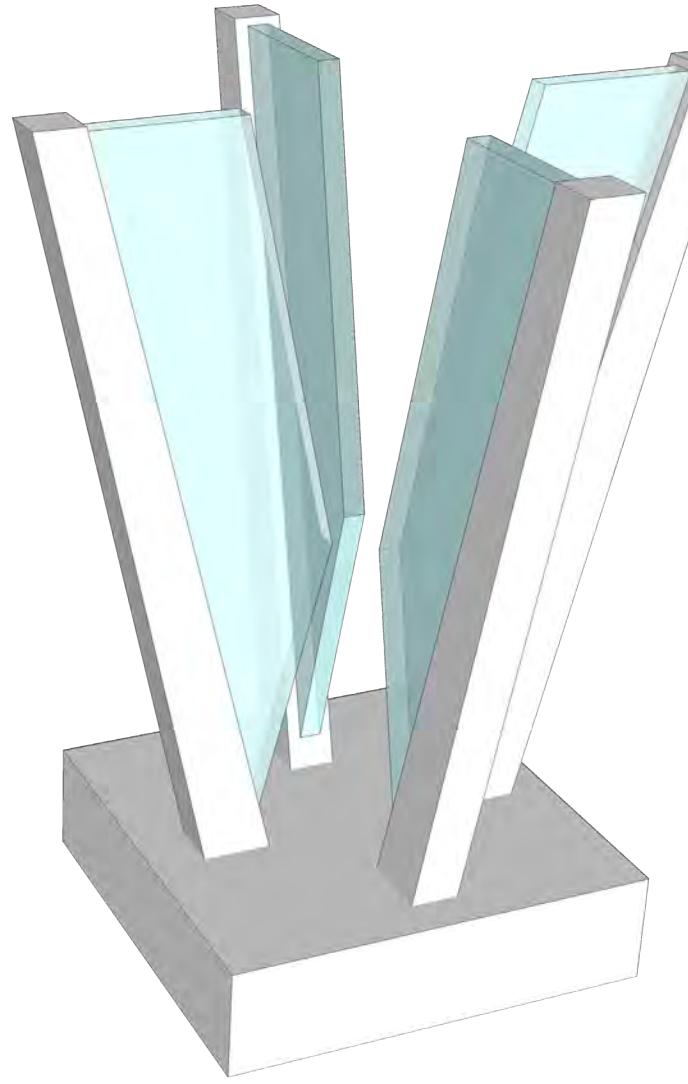


Texture glass panel with various etching depth designed to create a translucent barrier

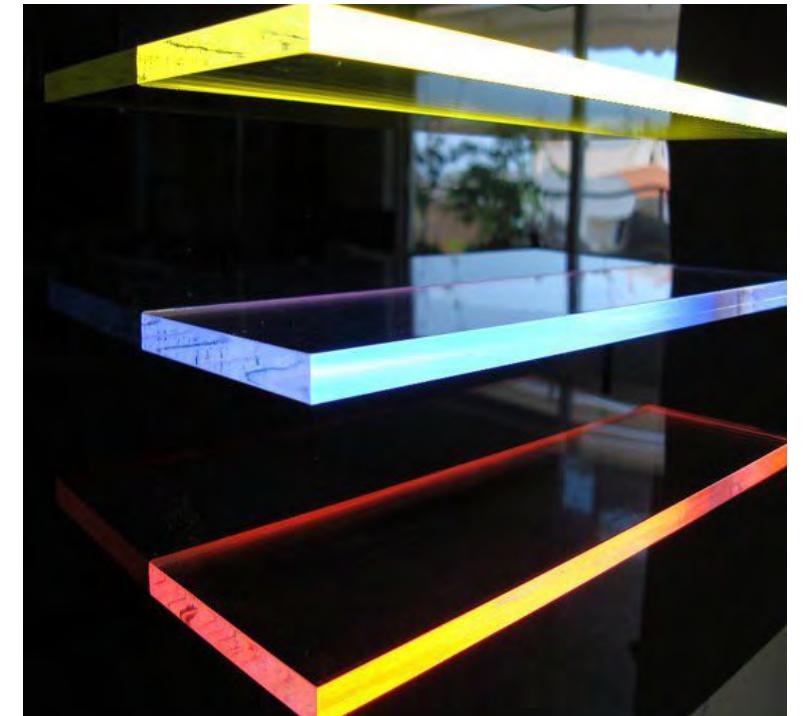
ADDING TEXTURE, DIMENSION, AND BRANDING TO GLASS FINS

A more permanent (and more expensive) way to treat glass is to etch designs into glass. This is most often used when creating textures and graphics that require physical depth to achieve their visual quality. Etching is often also used when creating letterforms into glass and acrylic surfaces. It is also used to create traction when glass is used as flooring. Etching gives the same visual effect as a vinyl-application with the benefits of 3D texture and visual appearance.

CUSTOM HOUSING & OPTICAL ILLUMINATION



Example of custom the glass blade sitting inside of aluminum structure



Example of custom aluminum housing with LED lights to project light through the glass blade and illuminate the glass blade.

ADDING TEXTURE, DIMENSION, AND BRANDING TO GLASS FINS

Frosted glass is a very contemporary and timeless approach to using glass in an urban environment. Frosted glass has benefitted from the advancements of 3D printing and laser-cutting. Panels of outdoor-grade, tempered glass can be treated with fade, crack, and UV resistant translucent vinyl, creating a visible pattern in the glass. In this case, the glass fin sitting inside of the stainless steel structure allows the beacon to shine through the glass at night to provide a warm, friendly welcome, the LED can feature Westchase District branding colors.





**TASK
5-1**

IMPLEMENTATION OF DISTRICT MARKERS

IMPLEMENTATION GOALS

IMPLEMENTATION PLAN APPROACHES AND STRATEGIES

The following implementation plan outlines four approaches for the new Westchase district Markers. Over time, the 41 existing monuments will be phased out in effort to communicate one brand represented by the family of district markers seen in section 4-1. This implementation plan is intended to be used as a guide for the Westchase District over the next several years. Each recommended location will need to be studied at a site-specific scale in order to be most successful. The locations of these markers were developed by studying traffic volumes, transit ridership, trails and open space, bicycle facilities, retail shopping centers, and civic institutions, among many other things. These locations will position the district with highly visible district markers that will promote the brand of the Westchase District for the foreseeable future.

IMPLEMENTATION GOALS

Goals and approaches for this implementation plan are intended to establish different strategies which the design team recommends to provide consistency of visual experience through Westchase District for all users including pedestrian, cyclist, public transit and cars. The following are goals identified to fulfill the District's vision to provide a complete district identification.

1

GOAL

REPLACE EXISTING MONUMENTS

The one-size-fits-all approach that the District's current monumentation program takes doesn't account for the scale or context of the environment where the monuments are located. This goal is to replace existing monuments with context sensitive district markers. For example, the intersection of Westheimer Road and Beltway 8 (Sam Houston Tollway) requires a monument of a much larger scale, designed for viewing by more people at higher rates of speed. Monuments in lower-traffic/residential areas should be appropriately sized to fit the context (fewer people traveling at lower speeds).

2

GOAL

IDENTIFY LOCATIONS FOR MAXIMUM VISIBILITY

The current monumentation program has monuments in a number of locations that may not be optimized for highest viewership. The objective is to reassess the location of the existing monuments in order to identify the locations that will provide the most visibility and best opportunity to promote and establish the brand of the district.

IMPLEMENTATION APPROACH #1

The implementation plan uses three phases to realize full build-out and distribution of the new markers in the district. The vision for implementation of these markers includes developing a budget that can be used to get these markers constructed within a three year period. The phases create an annual budget that accounts for not only the implementation of new district markers, but also the removal of the existing monuments. As the district is able to identify the available annual budget, the approaches outlined in this section can be used to implement the vision for this plan.

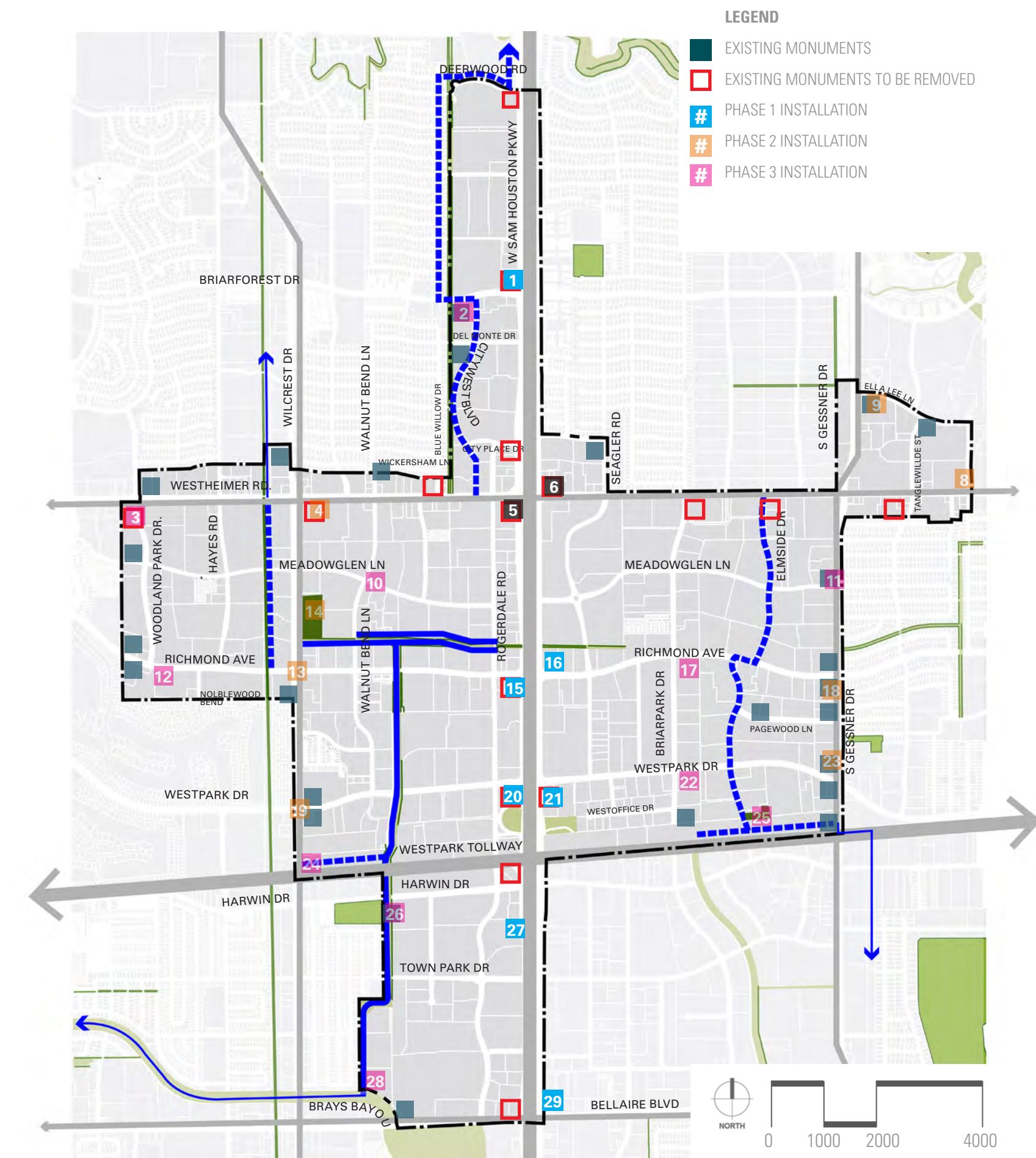
PHASE 1

IMPLEMENT MOST VISIBLE AND MOST IMPACTFUL MARKERS

In the first phase of this approach, the markers are strategically installed at locations with the highest levels of activity within the district. The monuments placed strategically adjacent to Beltway 8 will not only capture individuals traveling North and South through the district, but also those traveling east to west on major thoroughfares such as Briarforest Dr., Richmond Ave., West Park Drive and Bellaire Blvd. Three tiers of the monument are represented and installed in this stage. The existing monuments to be removed have been identified based on where upgraded monuments will make them redundant.

TYPE	QUANTITY	MONUMENT COST	COST
TIER 1	2	\$80,000	\$160,000
TIER 2	3	\$25,000	\$75,000
TIER 3	2	\$16,000	\$32,000
TIER 4	0	\$13,500	0
REMOVALS	9	\$2,000	\$18,000
PHASE 1 - TOTAL COST		\$285,000	

*Seven existing monuments will be removed as part of an earlier project.



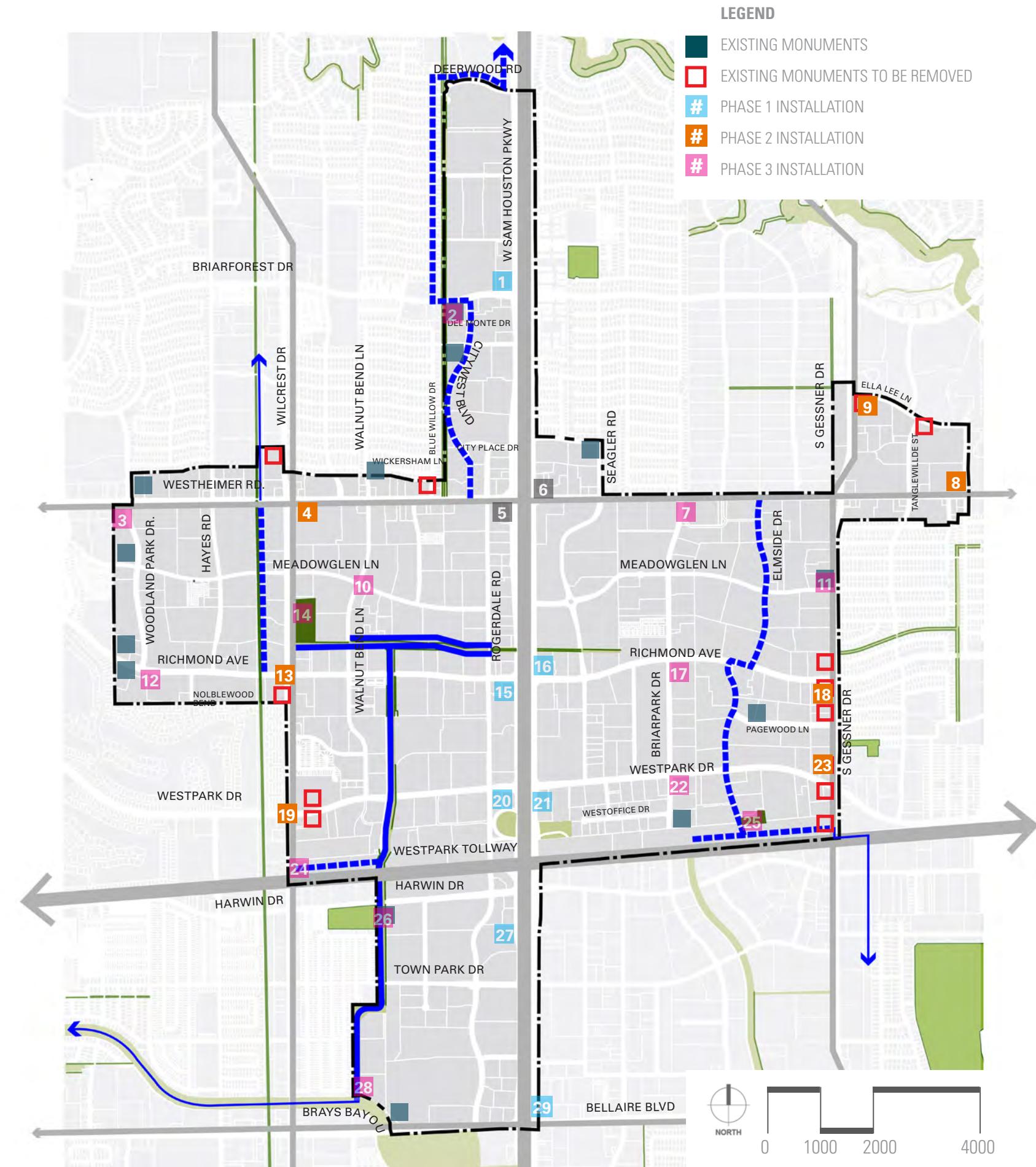
IMPLEMENTATION APPROACH #1

PHASE 2

INFILL AT STRATEGIC LOCATIONS

In Phase 2, monuments at key east west locations will capture visitors as they enter the district in the outer boundaries. These locations were based on average daily trips and road classification.

TYPE	QUANTITY	MONUMENT COST	COST
TIER 1	1	\$80,000	\$80,000
TIER 2	6	\$25,000	\$150,000
TIER 3	2	\$16,000	\$32,000
TIER 4	0	\$13,500	0
REMOVALS	12	\$2,000	\$24,000
PHASE 2 TOTAL COST			\$286,000



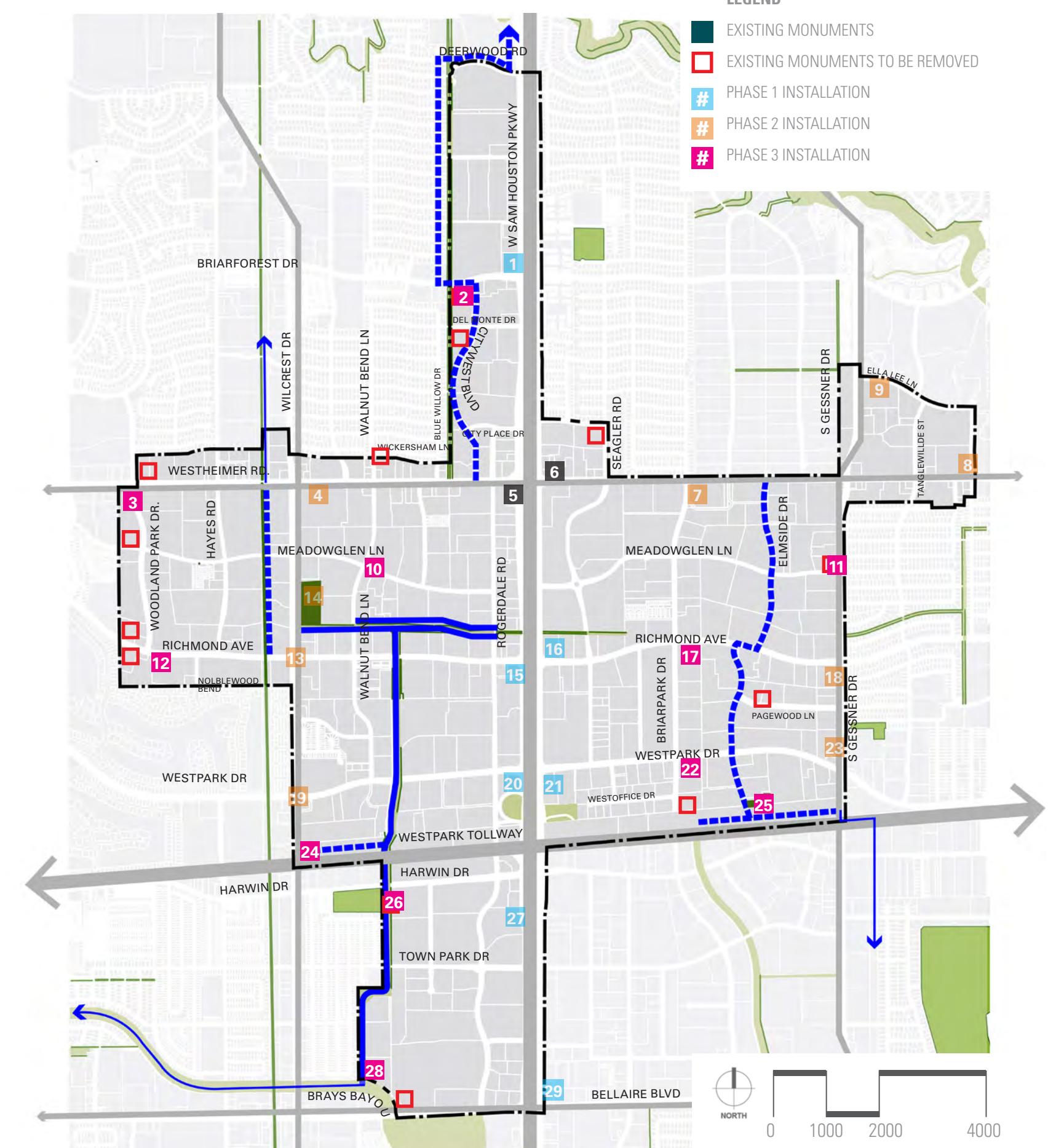
IMPLEMENTATION APPROACH #1

PHASE 3

INFILL

In this phase, the remainder of the markers will be installed, indicating a complete transition to the new monument language and branding.

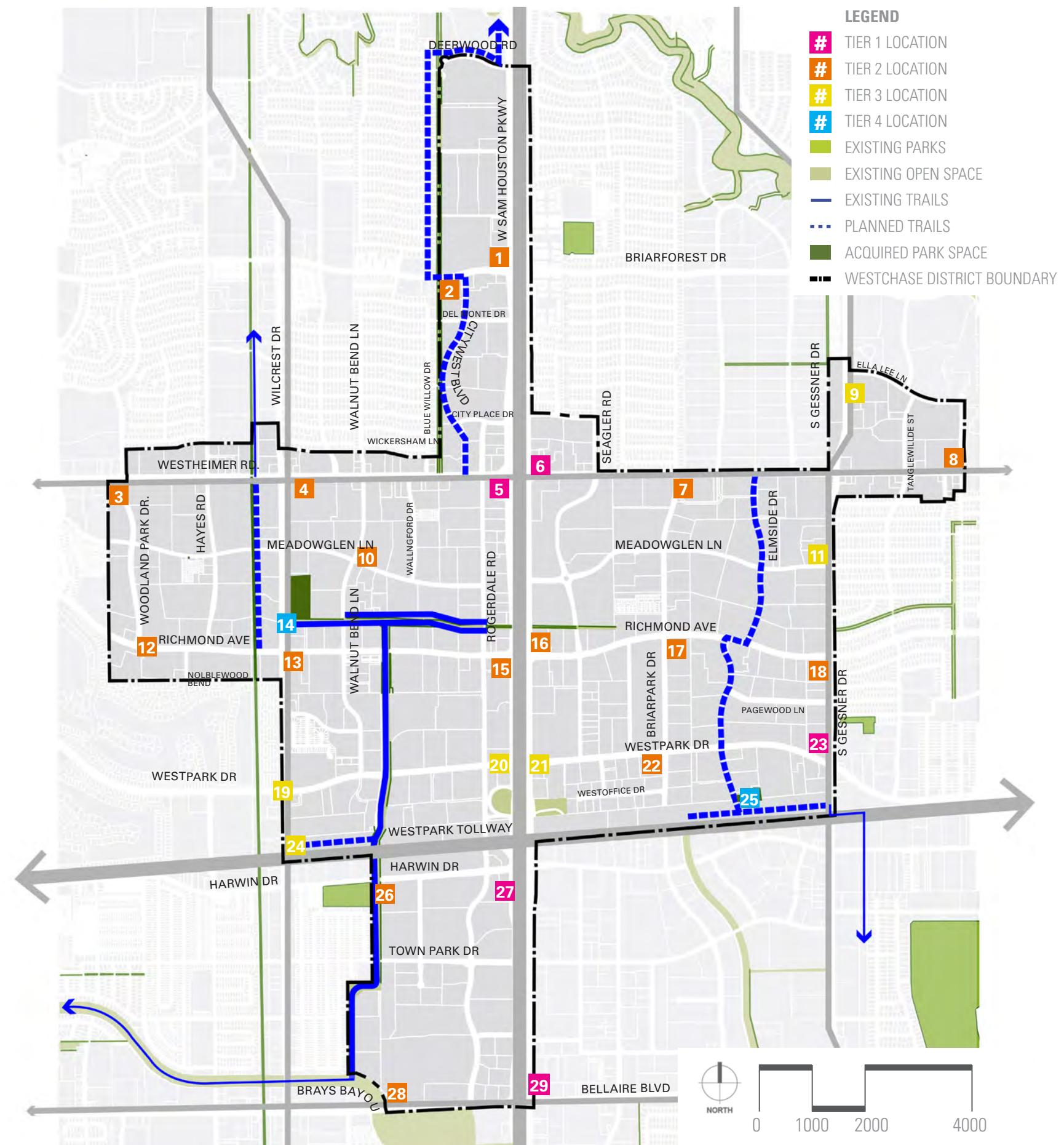
TYPE	QUANTITY	MONUMENT COST	COST
TIER 1	0	\$80,000	0
TIER 2	7	\$25,000	\$175,000
TIER 3	2	\$16,000	\$32,000
TIER 4	2	\$13,500	\$27,000
REMOVALS	13	\$2,000	\$26,000
PHASE 3 - TOTAL COST		\$260,000	

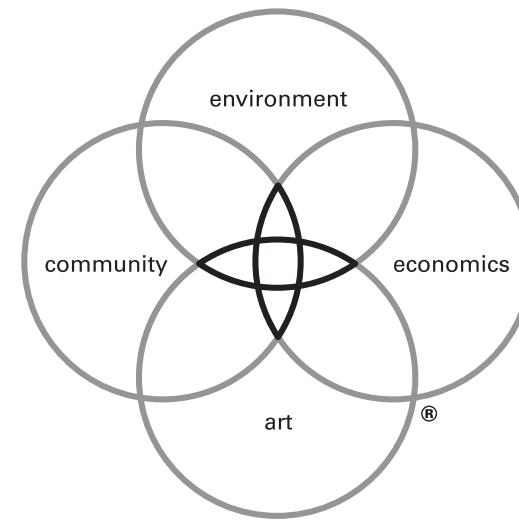


IMPLEMENTATION COMPLETION

This map shows all the district markers completed through four approaches.

#	DISTRICT MARKER TYPE	LOCATION
1	TIER 2	Northwest corner of Sam Houston Tollway and Briar Forest Drive
2	TIER 2	Southwest corner of CityWest Boulevard and Briar Forest Drive
3	TIER 2	Southwest corner of Westheimer Road and Woodland Drive
4	TIER 2	Southeast corner of Wilcrest Drive and Westheimer Road
5	TIER 1	Southwest corner of Westheimer Road and Sam Houston Tollway
6	TIER 1	Northeast corner of Westheimer Road and Sam Houston Tollway
7	TIER 2	Southeast corner of Westheimer Road and Briar Forest Drive
8	TIER 2	Northwest corner of Westheimer Road and Westerland Drive
9	TIER 3	Median on S Gessner Road crossing Woodlake Drive
10	TIER 2	Northeast corner of Meadowglen Lane and Walnut Bend Lane
11	TIER 3	Northwest corner of Meadowglen Lane and S Gessner Road
12	TIER 2	East median at Woodland Park Drive and Richmond Avenue
13	TIER 2	Southeast corner of Richmond Avenue and Wilcrest Drive
14	TIER 4	Southeast corner of Wilcrest Drive and Westchase Library Loop Trail
15	TIER 2	Southeast corner of Richmond Avenue and Sam Houston Tollway
16	TIER 2	Northwest slope at Sam Houston Tollway
17	TIER 2	Southeast corner of Richmond Avenue and Briarpark Drive
18	TIER 2	Southwest corner of Richmond Avenue and S Gessner Road
19	TIER 3	West median of Westpark Drive and Wilcrest Drive
20	TIER 3	West median of Westpark Drive and Sam Houston Tollway
21	TIER 3	East median of Westpark Drive and Sam Houston Tollway
22	TIER 2	Southwest corner of Westpark Drive and Briarpark Drive
23	TIER 1	Northwest corner of S Gessner Road and Westpark Drive
24	TIER 3	East median at Westpark Tollway and Wilcrest Drive
25	TIER 4	Park entrance
26	TIER 2	Southeast corner of Harwin Drive and Westchase District Trail
27	TIER 1	Southwest corner of Spring Suite driveway and Sam Houston Tollway
28	TIER 2	Northbound slope at Bellaire Boulevard and Brays Bayou
29	TIER 1	Northeast corner of Sam Houston Tollway and Bellaire Boulevard





DW LEGACY DESIGN®

We believe that when environment, economics, art and community are combined in harmony with the dictates of the land and needs of society, magical places result — sustainable places of timeless beauty, significant value and enduring quality, places that lift the spirit.

Design Workshop is dedicated to creating Legacy projects:
for our clients, for society and for the well-being of our planet.

DESIGNWORKSHOP

ASHEVILLE • ASPEN • AUSTIN • CHICAGO • DENVER • DUBAI • HOUSTON • LAKE TAHOE • LOS ANGELES • SHANGHAI

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
NOVEMBER 17, 2020 AGENDA

Subject:	Type:	Submitted By:
AUTHORIZING PURCHASE OF SPECIAL TRANSIT SERVICE VEHICLE RECEIVE/FILE	◆ RESOLUTION ORDINANCE RECEIVE/FILE	SCOTT STOPAK RECREATION DIRECTOR

SYNOPSIS

A resolution has been prepared authorizing the purchase of a Special Transit Service Vehicle in the amount not to exceed \$11,094.00 in partnership with State of Nebraska, Department of Transportation.

FISCAL IMPACT

The City was eligible for the FTA # 5310 grant, Project Number NE – 16 – (0113) for procurement of the new vehicle which cost \$55,470.00. The City is responsible for 20% of the cost which come to \$11,094.00 with NDOT responsible for the remaining 80% of the vehicle costs.

RECOMMENDATION

Approval.

BACKGROUND

The City of La Vista partners with the City of Ralston to provide a special services transportation program for seniors (ages 60 and older) and special needs residents of the two communities. The bus transports riders to a variety of destinations including senior centers, shopping and appointments. The City of La Vista oversees the operation of this program.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, AUTHORIZING THE PURCHASE OF A SPECIAL TRANSIT SERVICE VEHICLE IN PARTNERSHIP WITH STATE OF NEBRASKA, DEPARTMENT OF TRANSPORTATION IN AN AMOUNT NOT TO EXCEED \$11,094.00.

WHEREAS, the City Council has previously participated in a partnership with the City of Ralston and State of Nebraska, Department of Transportation to provide transportation services to the elderly and handicapped residents of the cities; and

WHEREAS, a determination has been made that one of the vehicles in the existing fleet is in need of replacement; and

WHEREAS, the City of La Vista would be responsible for 20% of the cost of the new vehicle with the remaining cost being paid by federal funds through State of Nebraska, Department of Transportation; and

WHEREAS, Subsection (C) (9) of Section 31.23 of the La Vista Municipal Code requires that the City Administrator secure Council approval prior to authorizing any purchase over \$5,000.00;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby establish the need to purchase a replacement special services vehicle in conjunction with State of Nebraska, Department of Transportation and authorize payment of the City's share of the cost not to exceed \$11,094.00.

PASSED AND APPROVED THIS 17TH DAY OF NOVEMBER 2020.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

AGREEMENT BETWEEN THE CITY OF LAVISTA
AND
STATE OF NEBRASKA, DEPARTMENT OF TRANSPORTATION
PROJECT NO.: NE-16-(O113)

THIS AGREEMENT made and entered into by and between the State of Nebraska (hereinafter referred to as "State") acting by and through the State Department of Transportation (hereinafter referred to as "Department"), and the City of LaVista eligible applicant, (hereinafter referred to as "Contractor").

WHEREAS, 49 U.S.C. Section 5310 as amended by MAP-21, provides for capital grants to private nonprofit organizations, local governmental authorities, and operators of public transportation that receive a grant indirectly through a recipient for the specific purpose of assisting them in providing transportation services meeting the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable; and

WHEREAS, the Governor of the State of Nebraska in accordance with a request by the Federal Transit Administration (hereinafter referred to as "FTA"), has designated the Department to evaluate and select projects and to coordinate the grant applications; and

WHEREAS, the State and the Contractor desire to secure and utilize grant funds for the transportation needs of seniors and individuals with disabilities in the State of Nebraska.

NOW, THEREFORE, in consideration of the mutual covenants herein set forth, the State and the Contractor agree as follows:

Section 1. Purpose of Agreement. The purpose of this agreement is to assist in the purchase of vehicles and/or related equipment (to include technology) to provide for the undertaking or expansion of transportation services to seniors and individuals with disabilities

(hereinafter referred to as "Project") by the Contractor and to state the terms, conditions and mutual understandings of the parties as to the manner in which the Project will be undertaken and completed.

Section 2. Scope of Project. The Contractor shall undertake and complete the Project as described in its Application, herewith incorporated by reference, filed with and approved by the Department and in accordance with the terms and conditions of this agreement.

Section 3. Period of Performance. The Project will commence with the signing of this document and may be terminated by either party under Sections 8 and 13 of this agreement.

Section 4. Funds. The Project funds referred to in this agreement are subject to the grants Management requirements of the Federal Transit Administration Circular FTA 5010.1D, Rev. 1, August 27, 2012, and specifically, the Financial Management provisions contained in Chapter VI. The federal share of the Project funds will be from FTA Grant NE-1815-2019-4, Catalog of Federal Domestic Assistance #20.513 (Enhanced Mobility of Seniors and Individuals with Disabilities). The cost of the Project shall be in the amount indicated in the attached 5310 Capital Project Description and Budget (EXHIBIT A) and shall be borne in the manner described therein, contingent upon the availability of FTA funds. The Contractor agrees that it will provide from sources other than Federal Department of Transportation funds, an amount sufficient, together with the Federal Grant to assure full payment of the actual Project cost. The Contractor shall initiate and prosecute to completion all actions necessary to enable the Contractor to provide and have on deposit with the Department its share of the Project costs prior to the Contractor taking possession of the Project equipment. The Contractor further agrees that no refund or reduction of the amount so provided will be made, unless there is at the same time a refund to the State of a proportional amount of the Federal Grant.

Section 5. Purchase of Project Equipment. The Contractor acknowledges that the Department shall conduct all procurements on behalf of the Contractor pursuant to state law

and the applicable requirements of 49 CFR 18. The Contractor acknowledges that the Department shall certify to the FTA as to the Buy America, Bus Testing, Cargo Preference, Preaward & Post Delivery Audits, Clean Water, Energy Conservation and Clean Air Clauses.

Section 6. Title to Project Equipment. Title to Project equipment shall be in the name of the Contractor, subject to the restrictions on use and disposition of the Project equipment set forth herein.

Section 7. Encumbrance of Project Equipment. The Contractor may not execute any transfer of title, lease, lien, pledge, mortgage, encumbrance, contract, grant anticipation note, alienation, or other obligation that in any way affects the Federal interest in any Project equipment, nor may the Contractor obligate itself, in any other manner, to any third party with respect to Project equipment or property, unless such transfer of title, lease, lien, pledge, mortgage, encumbrance, contract, grant anticipation note, alienation, or other obligation is expressly authorized in writing by the Department.

Section 8. Use of Project Equipment. The Project equipment shall not be altered without prior written approval by the Department. The Contractor agrees that the Project equipment shall be used for the purpose of providing transportation service to seniors and individuals with disabilities within the geographical area as described in the Project Description for the duration of its useful life. "Useful Life" shall be considered to be four (4) years or 100,000 miles and the concurrence of the Department. Project equipment shall not be used in aid of any religious sect or denomination provided, however, that such equipment may be used to transport seniors and individuals with disabilities to the church of their choice if such service is offered on a nonsectarian basis. If Project equipment is not used in this manner or is withdrawn from transportation service, the Contractor shall immediately notify the Department. Such Project equipment will then be disposed of in a manner determined by the Department.

The Contractor will be directed to turn over such equipment to the Department so that it may either reassign the equipment to another eligible transportation provider or dispose of it as surplus property. The Department shall reimburse the Contractor from the amount recovered by the Department, on the proportional basis of the ratio of financial assistance provided under this agreement. Fair market value, if applicable, shall be determined by competent appraisal consistent with the standards of 49 CFR Part 25.103.

If at any time, the Project equipment is withdrawn from transportation service because of casualty loss, the Contractor shall immediately notify the Department. In the event of a total loss due to casualty or fire, the damage paid by the insurance carrier or payable from the self-insured reserve account shall be considered fair market value and shall be remitted to the Department on a proportional basis of the ratio of financial assistance provided under this agreement.

The Contractor shall keep satisfactory records with regard to the use of the Project equipment and submit to the Department upon request such information as is required in order to assure compliance with this Section. The Contractor shall notify and receive prior approval from the Department before the Project or Project equipment is used in a manner substantially different from that described in the Project Description. The Contractor shall purchase and maintain in amount and form satisfactory to the Department such insurance or self-insurance as will be adequate to protect Project equipment from the time the Department notifies the Contractor that the equipment has been received by the Department throughout the period of required use, to include collision and comprehensive coverage, as well as liability coverage. Risk of loss shall be in the Contractor from the time the equipment shall be delivered to the Department.

The Contractor shall complete and submit Vehicle Usage Forms monthly for each vehicle acquired with 5310 funds. Failure to comply with this requirement until receiving written

notice to the contrary from the Department means the Contractor will be ineligible for future funding under the 5310 program.

The Contractor shall have and maintain a scheduled vehicle maintenance program (in a format approved by the Department) for each vehicle acquired under the 5310 Program. Failure to comply with this requirement will also jeopardize funding under the 5310 Program.

The Contractor shall also submit to the Department at the end of each calendar year an annual vehicle equipment inventory indicating the mileage and condition of each 5310 vehicle. The Contractor shall maintain the Project equipment at a high level of repair, cleanliness, safety, and mechanical soundness. The Department and FTA shall have the right to conduct periodic inspections for the purpose of confirming proper maintenance pursuant to this Section.

Section 9. Misused or Damaged Property. If any damage to Project equipment results from abuse or misuse occurring with the Contractors knowledge and consent, the Contractor agrees to restore that equipment to its original condition or refund the value of the Federal interest in the damaged equipment, as the Federal Government may require.

Section 10. Contracts Under This Agreement. Unless otherwise authorized in writing by the Department, the Contractor shall not assign any portion of the work to be performed under this agreement, or execute any contract, amendment or change order thereto, or obligate itself in any manner with any third party with respect to its rights and responsibilities under this agreement without the prior written concurrence of the Department.

Section 11. Records and Reports. The Contractor shall undertake to have an audit performed in accordance with 2 CFR 200 if the Contractor receives more than \$750,000 in Federal Assistance in a fiscal year. A copy of this audit will be provided to the Department. The Contractor shall advise the Department regarding the progress of the Project at such times and in such a manner as the Department and FTA may require, including, but not limited to meetings and interim reports.

The Contractor shall collect and submit to the Department, at such time as it may require, such financial statements, data, records, contracts, and other documents related to the Project as may be deemed necessary by the Department and FTA.

Section 12. Audit and Inspection. The Contractor shall permit the Department, the Comptroller General of the United States and the Secretary of the United States Department of Transportation, or their authorized representatives, to inspect all vehicles and equipment purchased by the Contractor as part of the Project, all transportation services rendered by the Contractor by the use of such vehicles and equipment, and all relevant Project data and records. The Contractor shall also permit the above named persons to audit the books, records and accounts of the Contractor pertaining to the Project. The Contractor shall retain intact, for three years following Project closeout, all Project documents, financial records, and supporting documents.

Section 13. Termination.

(a) For Convenience. The Department may, with the concurrence of FTA, terminate the Project and cancel this agreement if both FTA and the Department agree that the continuation of the Project would not produce beneficial results commensurate with further expenditure of funds.

(b) For Cause. The Department may, by written notice to the Contractor, terminate the Project and cancel this agreement for any of the following reasons:

- (1) The Contractor discontinues or reduces the use of such vehicles or equipment for the purpose of providing transportation services to seniors and individuals with disabilities;
- (2) The Contractor takes any action pertaining to this agreement without the approval of the Department and which under the procedures of this agreement would have required the approval of the Department;

- (3) The commencement, prosecution or timely completion of the Project by the Contractors, for any reason, rendered improbable, impossible or illegal;
- (4) The Contractor shall be in default under any provision of this agreement;
- (5) The Contractor fails to have on account with the Department sufficient funds to complete, with the available Federal funds, the purchase of capital items as defined in its Project Application.

(c) Action Upon Termination. Upon termination of the Project and cancellation of this agreement under the provisions of Subsection (a) of this Section, the Contractor agrees to dispose of the Project equipment in accordance with the procedures established by the Department in this agreement.

Upon termination of the Project and cancellation of this agreement under the provisions of Subsection (b) of this Section, the Contractor shall immediately give possession of all Project property and equipment to the Department, which will dispose thereof and reimburse the Contractor in accord with the procedures established in this agreement.

Section 14. Contract Changes. Any proposed change in this contract shall be submitted to the State for its prior approval.

Section 15. Interest of Members of or Delegates to Congress. No member of or delegate to the Congress of the United States shall be admitted to any share or part of this contract or to any benefit arising therefrom.

Section 16. Prohibited Interest. No member, officer, or employee of the Contractor during his tenure or one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.

Section 17. No Obligation by the Federal Government. The purchaser and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written

consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Purchaser, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

Section 18. Federal Changes. Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the current FTA Master Agreement (MA) between the Department and FTA, as they may be amended or promulgated from time to time during the term of this contract. Said current Master Agreement is therefore included in this Agreement by reference. Contractor's failure to so comply shall constitute a material breach of this contract. A copy of the Master Agreement will be provided by the Department upon written request. The link to the Master Agreement is <http://www.fta.dot.gov/documents/21-Master.pdf>.

Section 19. Incorporation of Federal Transit Administration (FTA) Terms. The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required in the current FTA Master Agreement, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any State requests which would cause the State to be in violation of the FTA terms and conditions.

Section 20. Energy Conservation Requirements.

By signing and submitting this agreement, the prospective lower tier participant certifies that it will comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Section 21. Civil Rights. The following requirements apply to this agreement:

- (1) Nondiscrimination - In accordance with Title VI of the Civil Rights Act, 42 U.S.C. 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. 12132, and Federal transit law at 49 U.S.C. 5332, the contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
- (2) Equal Employment Opportunity - The following equal employment opportunity requirements apply to the underlying contract:

- (a) Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. 2000e, and Federal transit laws at 49 U.S.C. 5332, the Contractor agrees to comply with all applicable equal opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, " 41 C.F.R. Parts 60 et seq., (which implement Executive Order No.11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. 2000e note), and with any applicable Federal Statues, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and

selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(b) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. 623 and Federal transit law at 49 U.S.C. 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(c) Disabilities - In accordance with Section 102 of the Americans with Disabilities Act, as amended, U.S.C. 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(3) The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

Section 22. The Contractor shall include in all subcontracts entered into pursuant to this agreement all of the above-required clauses. In addition, the following required provision shall be included in any advertisement or invitation to bid for any procurement under this agreement:

Statement of Financial Assistance:

This contract is subject to a financial assistance contract between the State of Nebraska and the U.S. Department of Transportation.

Section 23. Federal Certifications and Assurances for FTA Assistance. The Contractor will comply with all the requirements identified in the attached (EXHIBIT B) Certifications and Assurances for FTA Assistance, hereby made a part of this agreement.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their proper officials thereunto duly authorized as of the dates below indicated.

EXECUTED by the Contractor this _____ day of _____, 20____.

ATTEST: CITY OF LAVISTA

BY _____

TITLE _____

BY _____

TITLE _____

EXECUTED by the Department this _____ day of _____, 20____.

STATE OF NEBRASKA
DEPARTMENT OF TRANSPORTATION

Jodi Gibson, Manager
Local Assistance Division

EXHIBIT A

5310 CAPITAL PROJECT DESCRIPTION AND BUDGET Project Number NE-16-(O113)

APPLICANT NAME:

City of LaVista

	Price	Ordered	
Ford chassis (Masters Transportation)	\$ 55,398.00	1	\$ 55,398.00
24 inch black adjustable passenger seatbelt Extension for ambulatory passenger seats	36.00	2	72.00
		Total	\$ 55,470.00

Number of Vehicles	Type of Vehicle and Equipment	Unit Cost	Total Cost
1	Small bus	55,470.00	55,470.00

Federal 5310 Funds (80% of total cost)	Total Equipment Cost	\$ 55,470.00
Local contribution (20% of total cost)		44,376.00
	Total Local Share	11,094.00

	Total Local Share	\$ 11,094.00
--	-------------------	--------------

(1) Federal Award Identification for 5310 NE-16-N113

i Subrecipient name:

City of LaVista

ii Subrecipient's Data Universal Numbering System (DUNS) Number:

034832972

iii Federal Award Identification Number (FAIN):

NE-1815-2019-4

iv Federal award date:

8/2/2019

v Period of performance start and end date:

Start	End
8/2/2019	12/30/2022

vi Amount of Federal funds obligated by this action:

\$44,376.00

vii Total amount of Federal funds obligated to the subrecipient:

EXHIBIT "A" \$44,376.00

viii Total amount of the Federal award:

\$745,780.00

ix Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)

Omaha, NE Section 5310 for Capital Projects (vehicle procurements)

x Name of Federal awarding agency, grantee, and contract information for awarding official:

**United States Department of Transportation
Federal Transit Administration - Mark Bechtel
Nebraska Department of Transportation**

xi Catalog of Federal Domestic Assistance (CFDA) number, name, and dollar amount:

20.513 Enhanced Mobility of Seniors and Individuals with Disabilities.
\$817,586,863

xii Identification of whether the award is research and development:

No

xiii Indirect cost rate for the Federal award (including if the de minimis rate is charged):

None

(2) All requirements imposed by the grantee on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations, and terms and conditions of the Federal award.

See Section 1, Section 2 and Section 3 of the agreement.

(3) Any additional requirements that the grantee imposes on the subrecipient in order for the grantee to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports.

See Section 8 of the agreement

(4) An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal government or, if no such rate exists, either a rate negotiated between the grantee and the subrecipient (in compliance with this part), or a de minimis indirect cost rate.

Not applicable

CITY OF LA VISTA
MAYOR & CITY COUNCIL
NOVEMBER 17, 2020 AGENDA

Subject:	Type:	Submitted By:
PROFESSIONAL SERVICES AGREEMENT — ◆ BRIDGE INSPECTIONS AUTHORIZE AMENDMENT No. 1	RESOLUTION ORDINANCE RECEIVE/FILE	JEFF CALENTINE DEPUTY DIRECTOR OF PUBLIC WORKS

SYNOPSIS

A resolution has been prepared to authorize Amendment No. 1 to a Professional Services Agreement on behalf of the City of La Vista with HGM Associates for services related to the inspection of structural integrity of the City's bridge infrastructure and submittal of the state report. Amendment No. 1 increases the not-to-exceed amount by \$2,000 for these additional services; contract total is now \$7,700.00.

FISCAL IMPACT

The FY21/22 Biennial Budget includes funding for this project.

RECOMMENDATION

Approval

BACKGROUND

The City Council authorized an agreement with HGM Associates on September 1, 2020 for bridge inspection services. The Nebraska Department of Transportation requires municipalities to inspect bridge infrastructure every two years and submit a report to the bridge division for review. In the past, select Public Works staff were sent to training and completed the inspections and report submittals on behalf of the City. HGM's work on the reports has revealed that some coding on the reports was incomplete on previous submittals and needs to be updated. This will require approximately 18 hours of additional administrative and field work. This will be a one-time expenditure to resolve this issue for future report submittals.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE EXECUTION OF AMENDMENT NO. 1 TO A PROFESSIONAL SERVICES AGREEMENT WITH HGM ASSOCIATES INC. FOR BRIDGE INSPECTION SERVICES IN AN ADDITIONAL AMOUNT NOT TO EXCEED \$2,000.

WHEREAS, the City Council of the City of La Vista has determined that bridge inspection services are necessary; and

WHEREAS, HGM's work on the reports has revealed that some coding on the reports was incomplete on previous submittals and needs to be updated; and

WHEREAS, the agreement has a total not-to-exceed cost of \$7,700. for the scope of services;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and City Council of La Vista, Nebraska, authorizing the execution of amendment no. 1 to a professional services agreement with HGM Associates Inc. for bridge inspection services in an additional amount not to exceed \$2,000.

PASSED AND APPROVED THIS 17TH DAY OF NOVEMBER 2020.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk



November 11, 2020

Mr. Pat Dowse, PE
City Engineer
City of La Vista, NE
9900 Portal Road
La Vista, NE 68128

Subject: 2020 City of La Vista Bridge Inspection
10 Structures
HGM Project No. 703020
Change in Services – Amendment to Agreed Cost

Dear Pat:

On behalf of HGM ASSOCIATES INC. (HGM), I want to notify you that you have requested services that are not included in the original agreement for this project dated August 21, 2020. This letter shall serve as Amendment Number 1 to the original agreement.

Additional field time to collect data not included on the previous inspection records.
Additional report preparation time to include additional data required.

HGM will provide these Additional Services with our total cost estimated not to exceed \$2,000. Work will begin immediately and will be completed in accordance with the original schedule.

Mr. Pat Dowse, P.E.

November 11, 2020

Page 2 of 2

Please indicate your acceptance of this agreement by signing where indicated below and returning one original signed copy to this office; OR, you may then scan a complete set of this document and email in in its entirety to HGM. We sincerely appreciate the opportunity to work with you.

Yours very truly,
HGM ASSOCIATES INC. - CONSULTANT



Stephen W. Moffitt, P.E.
Structural Project Manager

Authorization of Additional Services:
CITY OF LA VISTA - CLIENT

Authorized Signature

Printed Name & Title

Date

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
NOVEMBER 17, 2020 AGENDA

Subject:	Type:	Submitted By:
AMEND COUNCIL POLICY STATEMENT - EMPLOYEE COMPENSATION - PAY FOR PERFORMANCE	◆ ORDINANCE ◆ RESOLUTION RECEIVE/FILE	RANDY TRAIL HUMAN RESOURCES DIRECTOR

SYNOPSIS

A resolution has been prepared to approve an amendment to the Council Policy Statement “Employee Compensation – Pay for Performance”.

FISCAL IMPACT

N/A

RECOMMENDATION

Approval.

BACKGROUND

The recent Classification and Compensation Study conducted by Bjorklund Compensation Consulting found that the wage ranges of our pay grades had fallen significantly below the level of the market. In an effort to avoid this situation in the future, the study recommended the City consider making annual adjustments to the wage ranges of 1.5%. This change will help the City maintain competitive entry-level wages and stay more in line with market. The existing Council Policy Statement is being amended to reflect that change.

The other amendment to the policy is some clean-up language. When the current version of the Pay for Performance plan was instituted, a discussion was held with Council regarding new employees not receiving a pay increase during their initial probationary period. It was agreed that after successful completion of their probation a 3% increase would be granted and after that time employees would be incorporated into the Pay for Performance evaluation cycle for future increases. This is the practice we have been following and the suggested change to the policy makes that clear.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, APPROVING AN AMENDMENT TO A COUNCIL POLICY STATEMENT.

WHEREAS, the City Council has determined that it is necessary and desirable to create Council Policy Statements as a means of establishing guidelines and direction to the members of the City Council and to the city administration in regard to various issues which regularly occur; and

WHEREAS, a Council Policy Statement entitled "Employee Compensation – Pay for Performance" was established and an amendment is recommended.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby approve the amendment Council Policy Statement entitled "Employee Compensation – Pay for Performance" and do further hereby direct the distribution of said amended Council Policy Statement to the appropriate City Departments.

PASSED AND APPROVED THIS 17TH DAY OF NOVEMBER 2020.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

CITY OF LA VISTA
COUNCIL POLICY STATEMENT

Employee Compensation – Pay for Performance

Issued: April 19, 2016
Resolution No. 16-041

Amended: May 15, 2018
Resolution No. 18-071

Amended: November 17, 2020
Resolution No. XXXXX

Purpose

The City's Pay for Performance compensation program is designed to attract, retain, motivate and reward qualified employees who demonstrate a commitment to the City of La Vista, Nebraska and its mission through the payment of financial compensation that is commensurate with the employee's ability, responsibility and contribution toward the City's goals.

Objectives

The primary objectives are to:

1. Maintain internal equity by evaluating jobs to assure that a position's duties and responsibilities and the required skills, experience, and education are valued fairly as compared to others within the organization.
2. Ensure external competitiveness by developing and maintaining compensation levels that reflect current market rates of pay.
3. Promote a pay for performance philosophy by providing incremental pay increases that distinguish between levels of performance.
4. Ensure that compensation actions comply with federal, state and local legal requirements.
5. Provide employees with information on the compensation process, the overall pay structure and current market pay for each position.
6. Provide flexibility to allow the system to remain responsive to changes in the marketplace, the organization and the economic conditions within our industry.

Applicability

The Pay for Performance program shall apply to all employment positions in the City with the following exclusions:

1. Employment positions covered as part of a collective bargaining agreement, except to the extent otherwise provided in the agreement.

2. Any temporary employment position such as seasonal positions.
3. Any employment position covered by an express employment contract, except to the extent otherwise provided in the contract.

Provisions

The City Administrator or his/her designated representative shall be responsible for administering the Pay for Performance program according to the following provisions:

1. Salary Ranges

Salary ranges will be established for each class of positions and shall be approved by the Governing Body as part of the annual Compensation Ordinance. Each range will be defined by minimum and maximum salary amounts. The range defines the pay opportunities for the class of positions.

~~The Governing Body shall annually consider adjustments to the salary ranges. Recommendations for adjustments to the salary ranges shall be based on information compiled from multiple sources including but not limited to national surveys conducted by the Society for Human Resource Management (SHRM) or Workforce Management, the U.S. Bureau of Labor Statistics, World at Work, and the Consumer Price Index.~~

~~In order to keep salary ranges in line with the market, an annual minimum adjustment of 1.5% shall be made. Information from multiple sources will be reviewed each year and if a different adjustment amount is determined to be needed, a recommendation shall be presented to the Governing Body for approval.~~ - Additionally, the City of La Vista will conduct a market study every three years for all positions covered by the pay for performance program to ensure market comparability. Every five years position descriptions will be reviewed to maintain internal equity and relevancy.

Adjustments to the salary ranges do not increase employee pay, but do increase the range maximum. Upon implementation of a salary range adjustment all ranges are adjusted upward. Any employee who is below the minimum after a salary range adjustment will be moved to the new minimum.

2. Starting Salaries

New employees in positions that are part of the Pay for Performance program shall be hired at the minimum of the pay range in which the position is classified. However, a Department Head, with the approval of the Human Resources Department, can recommend to the City Administrator that an exceptionally well-qualified applicant be employed above the minimum, not to exceed the mid-point of the range. The City Administrator shall approve any appointment above the entry level salary. (In accordance with the provisions of the City Personnel Policy and Procedures Manual, the City

Administrator may approve a starting rate of compensation above the mid-point of the position grade range in exceptional circumstances.)

3. *Performance Appraisals and Performance Pay*

Salary increases will be based exclusively on the outcome of the employee's annual performance appraisal, which recognizes the extent to which the employee demonstrates the city's core values of Accountability, Integrity, and Public Service, as well as demonstration of additional job-related competencies and performance goals if applicable. As salary increases are dependent upon the performance appraisal, it shall be the responsibility of supervisors to complete an accurate and honest evaluation on employees supervised.

Recommended salary adjustments shall be one of the following:

- a) A salary increase in an amount commensurate with the corresponding level of performance, consistent with the Council-adopted pay for performance matrix,
- b) Maintain the current rate of pay, or
- c) Reduction of current salary.

4. *Performance Pay Increases*

Employees may be considered for performance pay increases each year as part of their annual performance appraisal according to the following:

- a) An employee shall be eligible to receive a merit increase based on their overall performance rating and the corresponding percentage for that rating as set out in the Council-adopted pay for performance matrix.
- b) Managers who receive an overall performance rating of Needs Improvement are not eligible for a salary increase.

The Governing Body shall annually determine the amount of the performance pay matrix for salary increases subject to the City's overall financial state. The goal is to appropriately reward and recognize the employees for the overall appraisal rating.

Exceptions:

- a) Employees in their initial probationary period will not be eligible for a pay increase until the conclusion of said period. Pay increases will only be given during the initial probationary period if when the ranges are adjusted in order to keep an employee within the range for their position. Upon successful completion of their probationary period, employees may receive a 3% increase. Subsequent increases will follow the annual performance appraisal process.

Employee salaries shall be maintained within the range established for the position classification they currently hold to include employees in their

initial probationary period. Employees whose salary is at the maximum of the pay range may receive additional compensation above the top of the range in an amount corresponding to the pay matrix established by the Governing Body for that year as a one-time increase that does not calculate into the employee's base salary for subsequent years.

5. ***Other Pay Rate Adjustments***

The following actions shall affect the pay status of an employee in the manner provided:

- a) Transfer: When an employee is transferred to a different position within the same pay classification, the employee shall continue to receive the same salary.
- b) Promotion: When an employee who meets all established requirements is promoted to a position in a higher pay classification, the employee's salary shall be advanced to the minimum level of the new pay range. If the employee's rate of pay prior to promotion was equal to or greater than the minimum of the new range, the employee shall be advanced to a level which would provide at least the equivalent of a five (5) percent increase.
- c) Demotion: Upon demotion an employee may receive a decrease in pay. It shall be the responsibility of the City Administrator or his/her designated representative to determine the amount of the pay decrease, if any.
- d) Temporary: When an employee fills a position in a higher pay range, the employee may be advanced to at least the minimum level of that pay range or to a level which would provide at least the equivalent of a five (5) percent increase for the duration of the substitution. If an employee takes on additional assignments in the absence of another employee, the employee's manager can recommend a temporary salary increase not to exceed three (3) percent, for the duration of the absence. For positions covered by an express employment contract, the provisions of the contract shall apply.

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
NOVEMBER 17, 2020 AGENDA

Subject:	Type:	Submitted By:
POSITION DESCRIPTION – IT MANAGER	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	RANDY TRAIL HUMAN RESOURCES DIRECTOR

SYNOPSIS

A position description for an IT Manager is presented for review.

FISCAL IMPACT

The FY21/22 Biennial Budget provides funding for this position.

RECOMMENDATION

Approval.

BACKGROUND

Information technology plays an increasingly important role in the success of the City. Users, hardware, diverse software packages, new applications, networking, City computer servers, and IT security, are all critical to our operation.

Because of the importance of the role of information technology to the City, funding was included in the FY21/22 Biennial Budget for a dedicated manager to best leverage the benefit of computer technology.

Some of the main functions of the IT Manager will include:

1. Provide direction, oversite of the City's IT contractor;
2. Provide technical assistance to City employees for the most effective application of IT technology;
3. Investigate, research, and make recommendations on emerging technology trends, innovations and solutions that align with organizational goals, strategies and practice;
4. Investigate, research, and make recommendations on emerging technology trends, innovations and solutions that align with organizational goals, strategies and practices;
5. Provide technical assistance for departments, users, and staff;
6. Assist in the development and implementation of the City's Information Technology Plan, including goals, priorities, and policies relating to citywide information and communications management.

A complete job description for this position has been included for review.

POSITION DESCRIPTION CITY OF LA VISTA

Position Title: Information Technology Manager
Position Reports To: Director of Administrative Services
Position Supervises:

Description

The Information Technology Manager administers the planning, budgeting, implementation, coordination, maintenance and security of citywide information technology operations; provides organization-wide leadership and advice on technology issues and decisions; and coordinates and implements information technology efforts with the City's IT contractor, department heads and staff.

Essential Functions (with or without reasonable accommodation)

1. Provide direction, oversight, and leadership to the City's IT contractor and work closely with them on all relevant aspects of the City's information technology operations including but not limited to domain management, email, firewall security and antivirus systems.
2. Manage internal network operations, including hardware, software, cabling, and other infrastructure.
3. Provide technical assistance for departments, users, and staff.
4. Lead the City's IT Committee.
5. Manage systems that are outside the scope of services of the City's IT Contractor including surveillance and recording systems.
6. Manage the technology associated with the City's parking facilities in conjunction with the Parking Management Contractor.
7. Prepare and manage the City's IT budget.
8. Assists in the development and implementation of the City's Information Technology Plan, including goals, priorities, and policies relating to citywide information and communications management.
9. Investigate, research, and make recommendations on emerging technology trends, innovations and solutions that align with organizational goals, strategies and practices.
10. Assists in the ongoing development and implementation of the City's disaster recovery/business continuity plan.
11. Participate in the City's strategic planning process providing input and recommendations regarding strategies for technology development and improvement initiatives.
12. Maintain a hardware and software inventory along with an obsolescence plan for the replacement and upgrade of systems.
13. Provide input and recommendations during all City facility planning efforts.
14. Participate in training opportunities and conferences to stay abreast of technological advances necessary to continually improve operations.
15. Assist in the development of short and long-range goals including performance measures to advance the City's mission, goals and objectives.
16. Perform other duties as necessary and assigned.

Essential Physical and Environmental Demands

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential functions of the job.

1. Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
2. While performing the duties of this job, the employee will frequently stand, sit and walk; and occasionally climb, balance, stoop, kneel, crouch, or crawl.

3. Hearing abilities correctable to levels adequate to perform the essential functions including hearing to communicate.
4. The employee must occasionally lift and/or move up to 50 pounds.
5. Specific vision abilities required by this job with or without correction include close, distance, color, and peripheral vision, as well as the abilities to perceive depth and adjust focus.
6. Use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms.

Education, Training, License, Certification and Experience

1. Bachelor's Degree in Computer Science, Information Technology or closely related field.
2. Four years of experience serving in a professional computer, network or systems administration role.
3. Technical and project management certifications such as Microsoft 365, Apple IOS, project management and system security are preferred but not required.
4. Valid Driver's license and transportation.

Note: Any equivalent combination of education, training, and experience which provides the knowledge, skills and abilities and other competencies necessary for success in the position may be considered.

Knowledge, Skills and Abilities

1. Knowledge and experience with software and operating systems including: Windows, IOS, , Microsoft Office products, Adobe products, Laser Fiche, etc.
2. Knowledge of networking equipment such as, firewalls, network switches, VPNs, etc.
3. Knowledge of the principles and practices of administrative management, including budgeting, procurement, contract management and employee supervision.
4. Knowledge of and ability to implement the principles, practices, and techniques of project management.
5. Ability to effectively communicate, both orally and in writing. This includes addressing complex issues with a technical staff, and conversely effectively conveying information about those same issues to lay staff members.
6. Demonstrate analytical, problem-solving and conceptual skills.
7. Knowledge of the core business function of all City departments and any interdepartmental relationships that exist for shared technology.
8. Knowledge of computer security risks and vulnerabilities.
9. Ability to use initiative and independent judgment within established procedural guidelines.
10. Knowledge of and ability to operate computers and other technology (standard or customized) appropriate to the assigned tasks.
11. Knowledge and experience with telephone and voice over IP systems.
12. Ability to assess and prioritize multiple tasks, projects and demands in a team environment.
13. Ability to maintain confidentiality.
14. Ability to work a varying schedule, including nights and weekends.
15. Ability to build professional relationships with city officials, fellow employees, members of the public and patrons.
16. Ability to maintain regular and dependable attendance on the job.
17. Ability to complete technical training required for the implementation of new technologies.

Contribution this Position Makes to the City

This position plays a critical role in the effective use of technology by City personnel to provide superior services to the residents of La Vista. Because IT systems are integrated into every area of the City, this position has wide-ranging impact on every department.

Disclaimer

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

Note: Drug and background screens will follow all conditional offers of employment.

I have read and understand the requirements of this position description.

(Signature)

(Date)