

MINUTE RECORD

A2

No. 729 — REDFIELD & COMPANY, INC. OMAHA E1107788LD

LA VISTA CITY COUNCIL MEETING October 21, 2014

A meeting of the City Council of the City of La Vista, Nebraska was convened in open and public session at 7:00 p.m. on October 21, 2014. Present were Councilmembers: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale and Sell. Also in attendance were City Attorney McKeon, Assistant City Administrator Ramirez, City Clerk Buethe, Police Chief Lausten, Director of Public Works Soucie, Director of Administrative Services Pokorny, Community Development Director Birch, Recreation Director Stopak, Library Director Barcal, Human Resource Manager Garrod and City Engineer Kottmann.

A notice of the meeting was given in advance thereof by publication in the Times on October 8, 2014. 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.

Mayor Kindig called the meeting to order and led the audience in the pledge of allegiance.

Mayor Kindig announced that a copy of the Open Meetings Act was posted on the west wall of the Council Chambers and copies were also available in the lobby of City Hall.

Mayor Kindig made an announcement regarding the agenda policy statement providing for an expanded opportunity for public comment on the agenda items.

SERVICE AWARDS – SUE TANGEMAN – 15 YEARS

Mayor Kindig presented a service award to Sue Tangeman for fifteen years of service.

A. CONSENT AGENDA

1. APPROVAL OF THE AGENDA AS PRESENTED
2. APPROVAL OF THE MINUTES OF THE OCTOBER 7, 2014 CITY COUNCIL MEETING
3. APPROVAL OF THE MINUTES OF THE SEPTEMBER 18, 2014 PLANNING COMMISSION MEETING
4. APPROVAL OF THE MINUTES OF THE AUGUST 20, 2014 PARKS AND RECREATION MINUTES
5. PAY REQUEST FROM DOSTALS CONSTRUCTION CO. INC. – CONSTRUCTION SERVICES – THOMPSON CREEK RECONSTRUCTION PROJECT – STREET PLANTER 2014 - \$8,835.25
6. PAY REQUEST FROM OMAHA ELECTRIC SERVICES, INC. – CONSTRUCTION SERVICES – 120TH & GILES TRAFFIC SIGNAL AND TURN BAYS - \$46,863.31
7. PAY REQUEST FROM OMAHA PUBLIC POWER DISTRICT – CONSTRUCTION SERVICES – THOMPSON CREEK PHASE PROJECT - \$69,239.96
8. PAY REQUEST - LEAGUE OF NEBRASKA MUNICIPALITIES - MEMBERSHIP DUES - \$36,867.00
9. APPROVE CHANGE IN START TIME OF CITY COUNCIL MEETING ON NOVEMBER 4, 2014 TO 6:00 P.M.
10. RESOLUTION NO. 14-134 – PURCHASE OF ICE CONTROL SALT

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE PURCHASE OF ICE CONTROL SALT AND ICE SLICER FROM NEBRASKA SALT & GRAIN COMPANY, GOTHENBURG NEBRASKA IN AN AMOUNT NOT TO EXCEED \$30,000.00.

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WHEREAS, the City Council of the City of La Vista has determined that the purchase of ice control salt and ice slicer is necessary; and
WHEREAS, the FY 15 General Fund Budget provides funding for this purchase; and

WHEREAS, ice control salt and ice slicer are necessary for public works winter operations; 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, by the Mayor and City Council of La Vista, Nebraska authorizing the purchase of ice control salt and ice slicer from Nebraska Salt & Grain Company, Gothenburg Nebraska in an amount not to exceed \$30,000.00.

11. RESOLUTION NO. 14-135 – PURCHASE OF APEX LIQUID DEICER

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE PURCHASE OF APEX LIQUID DEICER FROM ENVIRO-TECH SERVICES, INC., GREELEY, COLORADO IN AN AMOUNT NOT TO EXCEED \$10,800.00.

WHEREAS, the City Council of the City of La Vista has determined that the purchase of liquid deicer is necessary; and

WHEREAS, the FY 15 General Fund Budget provides funding for this purchase; and

WHEREAS, orders for the liquid deicer will be placed at different times during the winter season; 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, by the Mayor and City Council of La Vista, Nebraska authorizing the purchase of APEX Liquid Deicer from Envirotech Services, Inc., Greeley, Colorado in an amount not to exceed \$10,800.00.

12. RESOLUTION NO. 14-136 – PURCHASE OF SNOW PLOW WEAR BLADES

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE PURCHASE OF VARIOUS SNOW PLOW WEAR BLADES FROM MICHAEL TODD & COMPANY INC., OMAHA NEBRASKA IN AN AMOUNT NOT TO EXCEED \$6,549.73.

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

WHEREAS, the FY 15 General Fund 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, by the Mayor and City Council of La Vista, Nebraska authorizing the purchase of various snow plow wear blades from Michael Todd & Company Inc., Omaha, Nebraska in an amount not to exceed \$6,549.73.

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13. APPROVAL OF CLAIMS.

AA WHEEL & TRUCK SUPPLY INC, maint.	70.18
ABE'S PORTABLES, rentals	259.15
ACTION BATTERIES, supplies	346.52
BAKER & TAYLOR, books	118.39
BLACK HILLS ENERGY, utilities	21.09
BOB'S RADIATOR REPAIR, maint.	75.00
BRENTWOOD AUTO WASH, maint.	21.00
BUILDERS SUPPLY CO, bld&grnds	32.00
CALIBRE PRESS, services	298.00
CARDMEMBER SERVICE ,services	11,316.58
CASS COUNTY SHERIFF'S OFFICE, training	50.00
CENTER POINT PUBLISHING, books	297.78
CENTURION TECHNOLOGIES, equip	54.00
CENTURY LINK ,phone	515.30
CITY OF PAPILLION PARKS/RECR, supplies	70.80
CJ'S HOME CENTER, bld&grnds	740.38
COMP CHOICE, services	150.00
COX COMMUNICATIONS, services	192.85
DAVID R MANN, services	75.00
DEARBORN NATIONAL LIFE INS CO	1,085.00
EBSCO INFORMATION, books	4,030.85
EXPRESS ENTERPRISES, bld&grnds	167.55
GALE, books	116.95
GAYLORD BROS, supplies	554.61
GCR TIRES & SERVICE, supplies	41.90
GENUINE PARTS COMPANY, maint.	1,769.90
GEORGE, ROBERT, travel	199.00
GLOCK PROFESSIONAL, services	195.00
HARRIS COMPUTER SYSTEMS, services	2,400.00
HEIMES CORPORATION, maint.	151.97
HOBBY LOBBY STORES, supplies	159.38
HUMANITIES NEBRASKA, services	65.00
HURST, JEAN, travel	54.66
INGRAM LIBRARY SERVICES, books	1,108.34
IVERSON, DENNIS, apparel	150.00
J Q OFFICE EQUIPMENT, services	45.22
JANET ROWLAND, refund	15.00
KARLSON, DAVID, travel	173.00
KLINKER, MARK A, services	200.00
KRIHA FLUID POWER, maint.	294.35
LANDPORT SYSTEMS, services	125.00
LAUGHLIN, KATHLEEN A, TRUSTEE	116.00
LAUSTEN, ROBERT S, travel	224.00
LOGAN CONTRACTORS SUPPLY, maint.	28.81
LOVELAND GRASS PAD, maint.	68.22
LOWE'S, bld&grnds	357.25
LUKASIEWICZ, BRIAN, travel	199.00
MAPA-METRO AREA PLANNING AGENCY, travel	150.00
MATHESON TRI-GAS, supplies	32.40
METRO LANDSCAPE, bld&grnds	140.00
MID AMERICA PAY PHONES	50.00
MIDLANDS BUSINESS JOURNAL, books	70.00
MIDWEST TAPE, media	14.99
NEWSBANK, supplies	2,470.00
OFFICE DEPOT, supplies	17.75
OMAHA COMPOUND COMPANY, supplies	368.40

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OMAHA PUBLIC POWER DISTRICT, utilities	4,581.17
OMAHA WORLD-HERALD, legal	1,254.64
OMNI, maint	115.00
O'REILLY AUTOMOTIVE, maint.	160.60
PAPILLION SANITATION, services	1,090.88
PAPILLION TIRE, maint.	109.09
PARAMOUNT LINEN & UNIFORM, apparel	309.06
PERFORMANCE FORD, maint.	36.05
PETTY CASH	26.50
PLAINS EQUIPMENT, maint.	481.85
PUBLIC AGENCY TRAINING COUNCIL, services	295.00
QUALITY BRANDS OF OMAHA, supplies	337.10
RALSTON ADVERTISING, supplies	437.00
RDG PLANNING & DESIGN, services	122.32
READY MIXED CONCRETE, maint.	2,805.46
REPUBLIC NATIONAL DISTR, supplies	135.00
SAM'S CLUB, supplies	2,404.67
SARPY COUNTY COURTHOUSE, services	3,960.21
SARPY COUNTY TREASURER, services	75,800.00
STRATEGIC INSIGHTS INC, services	675.00
SUPERIOR SPA & POOL, supplies	23.94
SUPERIOR VISION SVCS INC	586.60
SUTPHEN CORP., maint.	19.72
THERMO KING CHRISTENSEN, maint.	152.38
THOMPSON DREESSEN & DORNER, services	12,752.29
TIELKE'S SANDWICHES, supplies	0.78
TODCO BARRICADE, maint.	829.85
TRANS UNION RISK, services	20.00
TURFWERKS, maint.	101.83
UNITE PRIVATE NETWORKS, services	3,850.00
UNL, services	1,021.67
UNO, services	3,433.75
UNO, services	2,860.00
VAN RU CREDIT CORPORATION	28.72
VERIZON WIRELESS, phone	539.40
WAUGH, BRYAN, travel	224.00

Councilmember Sell made a motion to approve the consent agenda. Seconded by Councilmember Thomas. Councilmember Frederick reviewed the claims for this period 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

Police Chief Lausten informed Council that a No U Turn sign has been place on Giles to keep drivers from making a u turn to get on the east bound interstate ramp.

Director of Public Works Soucie informed Council that leaf collection day is November 8 from 8:00-3:00.

Community Development Director Birch informed Council that the Comprehensive Plan project will begin with a meeting with the consultant this week. They will be composing a list for the project team to be presented for approval.

Recreation Director Stopak stated Halloween Safe Night will be on the 31st from 5-7:30 and informed Council to contact Mandy if they would like to volunteer.

Library Director Barcal thanked Council for allowing her and 3 others to attend the NE Library Association annual conference. Barcal stated the Civil War 150 events have begun and thanked Council President Crawford for reading the proclamation and Councilmembers Quick, Frederick and Sell for attending. Barcal thanked Mitch for his tireless PR and amazing fliers. Barcal also thanked the Police Dept. Honor Guard..

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B. AMENDMENT TO PUD ORDINANCE – SOUTHPORT WEST

Mayor Kindig stated that this item has been postponed until a later date.

C. CONDITIONAL USE PERMIT – CROSSFIT PAPIO, LOT 1, PAPIO VALLEY 2 BUSINESS PARK (NW OF 120TH & PORTAL ROAD)

1. PUBLIC HEARING

At 7:06 p.m. Mayor Kindig opened the public hearing and stated the floor was now open for discussion on the Conditional Use Permit for Crossfit Papio, Lot 1, Papio Valley 2 Business Park (NW of 120th & Portal Road). Jonathan Pingel was in attendance to answer any questions.

At 7:07 p.m. Councilmember Hale made a motion to close the public hearing. Seconded by Councilmember Crawford. Councilmembers voting aye: Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

2. RESOLUTION – APPROVAL OF CONDITIONAL USE PERMIT

Councilmember Sell introduced and moved for the adoption of Resolution No. 14-137: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE EXECUTION OF A CONDITIONAL USE PERMIT FOR CROSSFIT PAPIO TO ALLOW FOR AN INDOOR RECREATIONAL FACILITY IN A 3,000 SQUARE FOOT BAY OF A BUILDING ON LOT 1, PAPIO VALLEY 2 BUSINESS PARK.

WHEREAS, CrossFit Papio, on behalf of property owner 8 English Walnut Inc. Etal., has applied for a Conditional Use Permit for to allow for an indoor recreation facility within a 3,000 square foot bay of a building on Lot 1, Papio Valley 2 Business Park located at 12008 Portal Road #101; and

WHEREAS, the La Vista Planning Commission has reviewed the application and recommends approval; and

WHEREAS, the Mayor and City Council of the City of La Vista are agreeable to the issuance of a Conditional Use Permit for such purposes,

NOW THEREFORE, BE IT RESOLVED, that the Mayor and City Council of the City of La Vista hereby authorize the execution of a Conditional Use Permit in form and content submitted at this meeting, for CrossFit Papio to allow for a Conditional Use Permit for to allow for an indoor recreation facility within a 3,000 square foot bay of a building on Lot 1, Papio Valley 2 Business Park.

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

D. APPLICATION FOR REZONING & PRELIMINARY PUD PLAN, LOTS 1 AND 2, BELLA LA VISTA (NE OF 132ND & CENTECH ROAD)

1. PUBLIC HEARING

At 7:08 p.m. Mayor Kindig opened the public hearing and stated the floor was now open for discussion on the Application for Rezoning & Preliminary PUD Plan, Lots 1 and 2, Bella La Vista (NE of 132nd & Centech Road). Jim Hall, representing the application gave an overview of their request. Discussion was held regarding the decrease in garages for this project and the size of the water retention ponds and the tower proposed on the property. Council requested they bring back information on possibly concealing the tower and more information on the reduction in garages.

Residents addressed the Council regarding closeness to neighbors, the topography for water run-off, and the impact of traffic at 132nd and Giles.

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At 7:51 p.m. Councilmember Hale made a motion to close the public hearing. Seconded by Councilmember Crawford. Councilmembers voting aye: Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

2. RESOLUTION – APPROVAL PRELIMINARY PUD PLAN

Councilmember Sheehan introduced and moved for the adoption of Resolution No. 14-138: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, DETERMINING CONDITIONS FOR APPROVAL OF PRELIMINARY PLANNED UNIT DEVELOPMENT (PUD) FOR LOTS 1 AND 2 BELLA LA VISTA, SARPY COUNTY, NEBRASKA.

WHEREAS, the owners of the above described piece of property have made application for approval of Final PUD Plan for lots 1 and 2 Bella La Vista; and

WHEREAS, the City Administrator and the City Engineer have reviewed the preliminary plat and Preliminary PUD Plan; and

WHEREAS, on September 18, the La Vista Planning Commission held a public hearing and reviewed the Preliminary PUD Plan and recommended approval.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of La Vista, Nebraska, that the Preliminary PUD Plan for lots 1 and 2, Bella La Vista, Sarpy County, Nebraska, be, and hereby is, approved subject to resolution of items identified by the city engineer and staff.

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

E. RESOLUTION – AWARD BID – THOMPSON CREEK CHANNEL REHABILITATION – SITE CLEARING

Councilmember Crawford introduced and moved for the adoption of Resolution No. 14-139: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, AWARDED A CONTRACT TO ANDERSON EXCAVATING COMPANY, OMAHA, NE, FOR CONSTRUCTION OF THE THOMPSON CREEK CHANNEL REHABILITATION-SITE CLEARING IN AN AMOUNT NOT TO EXCEED \$119,718.00.

WHEREAS, the City Council of the City of La Vista has determined that construction of the Thompson Creek Channel rehabilitation-site clearing is necessary; and

WHEREAS, the FY 15 Capital Improvement Program provides funding for this project; and

WHEREAS, Bids were received from six contractors, and

WHEREAS, Anderson Excavating Company, Omaha, NE, has submitted the low, qualified bid, and

WHEREAS, Subsection (C) (9) of Section 31.23 of the La Vista Municipal Code requires that the City Administrator secures 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 award a contract to Anderson Excavating Company, Omaha, NE for construction of the Thompson Creek Channel rehabilitation-site clearing, in an amount not to exceed \$119,718.00

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

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F. RESOLUTION – AWARD BID – THOMPSON CREEK – 72ND STREET CULVERT EMERGENCY PIPE REPAIR

Councilmember Crawford introduced and moved for the adoption of Resolution No. 14-140: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, AWARDED A CONTRACT TO HEIMES CORPORATION, OMAHA, NE, FOR CONSTRUCTION OF THE THOMPSON CREEK 72ND STREET CULVERT EMERGENCY PIPE REPAIR IN AN AMOUNT NOT TO EXCEED \$29,366.00.

WHEREAS, the City Council of the City of La Vista has determined that construction of the Thompson Creek 72ND Street Culvert Emergency pipe repair is necessary; and

WHEREAS, Proposals were received from four contractors, and

WHEREAS Heimes Corporation, Omaha, NE, has submitted the low, qualified bid, 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 award a contract to Heimes Corporation, Omaha, NE for construction of the Thompson Creek, in an amount not to exceed \$29,366.00.

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

Councilmember Crawford made a motion to move Comments from the Floor up on the agenda ahead of Item G Executive Session. Seconded by Councilmember Sell. Councilmembers voting aye: Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

COMMENTS FROM THE FLOOR

A boy scout troupe was in attendance working on their citizenship and communications badges and asked if the City had any project they could do. Mayor Kindig stated that Public Works would be in contact with them to set something up.

G. EXECUTIVE SESSION – PERSONNEL

At 7:57 p.m. Councilmember Crawford made a motion to go into executive session for the protection of an individual to discuss personnel matters. Seconded by Councilmember Sell. Councilmembers voting aye: Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

Mayor Kindig stated the executive session would be limited to the subject matter contained in the motion.

At 8:07 p.m. the Council came out of executive session. Councilmember Crawford made a motion to reconvene in open and public session. Seconded by Councilmember Thomas. Councilmembers voting aye: Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

COMMENTS FROM MAYOR AND COUNCIL

Mayor Kindig reminded Council that the meeting on November 4 will begin at 6:00 p.m.

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At 8:07 p.m. Councilmember Crawford made a motion to adjourn the meeting. Seconded by Councilmember Hale. Councilmembers voting aye: Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

PASSED AND APPROVED THIS 4TH DAY OF NOVEMBER, 2014

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Bueth, CMC
City Clerk

**MEETING OF THE LIBRARY ADVISORY BOARD
CITY OF LA VISTA**

**MINUTES OF MEETING
September 11, 2014**

Members Present: Rose Barcal Huyen-Yen Hoang
 Valerie Russell Kim Schmit-Pokorny

Members Absent: Jill Frederick Carol Westlund

Agenda Item #1: Call to Order

The meeting was called to order at 5:32 p.m.

Agenda Item #2: Announcement of Location of Posted Open Meetings Act

An announcement was made of the location of the posted copy of the Open Meetings Act for public reference.

Agenda Item #3: Introductions

There were no introductions made.

Agenda Item #4: Approval of Minutes of July 10, 2014 Meeting

It was moved by Schmit-Pokorny and seconded by Hoang that the July 10, 2014 minutes be accepted as presented. Ayes: all. Nays: none. Motion carried.

Agenda Item #5: Library Director's Report

- a. Programs: an overview of programs was given including the OPPD program on energy saving ideas.
- b. Employee updates were given. A practicum student began working at the library. She is from UNO and will be working 90 hours with staff.
- c. Library Meetings were reviewed including the Nebraska Library Leadership Institute Reunion, the Nebraska Library Association executive retreat in Lincoln and the new regional system's executive board.
- d. General Library Information included the Director attending facilitator training July 21st and 22nd.

Agenda Item #6: Circulation Report

Library Director Barcal distributed the circulation report for July and August. The reports were discussed and accepted.

Agenda Item #7: Old Business

- a. Current and future grants were reviewed.
 - i) Youth Grant for Excellence 2013 awarded for a 3D printer. The remainder of the materials has been received. All funds have been spent. Information concerning the printer continues to be learned. Future plans: classes for teens and adults.
 - ii) Created Equal: America's Civil Rights Struggle from Gilder Lehrman Institute of American History. The grant was awarded with a display in October 2015.
 - iii) Civil War 150: The 3 week exhibit at the Library will be held October 14th through November 3rd. The grant included \$1,000 for programming. Information is online.

Jan Bolte has received the City's Proclamation which will be read during the opening ceremony by the President of the City Council, Mike Crawford.

- iv) Nebraska Library Commission's Internship Grant. The library received \$1,000 to support an intern during the summer months. Jeremy continues to work five days a week: searching the catalog, assisting with the donated books and restocking the sale tables, and processing materials. All areas of the library have been reviewed with Jeremy including the budget process and the Nebraska Library Commission. A final report has been submitted to the Commission.
- b. Boards and Commissions Manual. Update. A Boards and Commission committee meeting has been scheduled.
- c. Behavioral Policy. It was moved by Schmit-Pokorny and seconded by Russell to accept the policy as amended. Ayes: all. Nays: none. Motion carried.
- d. Summer Programming
 - i. Children's Programming: 117 programs have occurred throughout the summer with 4,732 in attendance. These numbers are down slightly from last year: 12 less programs with 310 less attendance overall.
 - ii. Teen Programming: 66 programs have occurred throughout the summer with 1,566 in attendance. These numbers vary slightly from last year: 12 more programs with 7 less in attendance overall.
- e. Policy Review: Collection Development. It was moved by Russell and seconded by Schmit-Pokorny to accept the policy as written. Ayes: all. Nays: none. Motion carried.

Agenda Item #8: New Business

- a. Policy Review: Emergency. Discussion was held. Schmit-Pokorny requested this policy be posted publicly and electronically. There were minor edits. The policy will be brought back in November for approval.
- b. Policy Review: Finance. Discussion was held. There were some minor edits. The policy will be brought back in November for approval.
- c. FY2014 End of Year. The end of the fiscal year occurs September 30th. Purchase orders are being closed out. Statistics will be gathered for the state report.
- d. Amnesty Week. Amnesty Week was held August 17th through the 23rd. The library received 86 items for the local food pantry. This is more than double from the last amnesty event held.

Agenda Item #9: Comments from the Floor

There were no comments from the floor.

Agenda Item #10: Comments from the Board

There were no comments from the Board.

There was a motion by Russell and second by Hoang to adjourn the meeting at 6:10 p.m.

The next meeting is scheduled for November 13th, 2014 at 5:30 p.m. at the La Vista Public Library, Conference Room #142.

Meeting of Board of Directors

LA VISTA/METROPOLITAN COMMUNITY COLLEGE
CONDOMINIUM OWNERS ASSOCIATION, INC.

MINUTES OF MEETING

August 11, 2014

4:01 p.m.

Members Present: Pat Archibald Rose Barcal
 Rich Hanneman Bernie Sedlacek

Members Absent: Brenda Gunn Robin Hixson

Guest Present: Tom Dickerson Joe Soucie

Agenda Item #1: Announcement of Location of Posted Open Meetings Act.

A copy of the Open Meetings Act is posted on the North wall of the conference room for public access and reference. A copy of the act is also available.

Agenda Item #2: Approval of the Notice of the Meeting.

Notice of Meeting was published by the City and College in the Times and the Omaha World Herald. Moved by Archibald and seconded by Hanneman to approve. Ayes: all. Nays: none. Motion approved.

Agenda Item #3: Approval of the Minutes from May 12, 2014.

Moved by Hanneman and seconded by Archibald to approve the May 12, 2014 minutes. Ayes: all. Nays: none. Motion approved.

Agenda Item #4: Outdoor, In-Ground Lighting.

Sedlacek handed out information e-mailed from Farris Engineering concerning the outdoor, in-ground lighting on the property. Discussion was held. It was commented, if you take away the lighting, safety and aesthetics of the building are compromised. Archibald asked if the current lights are LED lights. They are not LED lights. Moisture and heat have damaged the ballasts. It is unsure if there remains enough funding in the budget to accomplish repairs this fiscal year. The City's CIP is \$10,000 with additional stipulations. Funding needs to be determined. Soucie will discuss with Gunn and have a response at the November meeting.

Agenda Item #5: Civil War 150 Exhibit. Update.

Barcal reported that the exhibit programming will include a Civil War Cemetery tour, dancers, grade school events and reading of the Gettysburg Address. The committee continues to meet and plan for the exhibit event that begins on Oct. 14, 2014 due to the library being closed on the 13th in observance of Columbus Day. The grand opening event is scheduled for October 15th.

Agenda Item #6: Update on Computers in Commons Area.

Barcal reported that Hixson had looked into the situation of being able to obtain temporary log in for immediate use to any member of the public as indicated in previous minutes. Hixson has resolved the issue so this can occur.

Agenda Item #7: Long Range Capital Improvement Plan. Discussion.

A discussion was held concerning items to be considered for long range planning. The fact that the flat roofs have a distinct life: replacement should be considered in the next 5-7 years. The parking lot would fall under the long range plan as well. Heat pumps and boilers are 15 years old. The roofs: the metal roof is guaranteed for 30 years, the flat roof is guaranteed for 15 or 20 years, and the rubber roof. The northeast side of the parking lot is the main area of concern. Sedlacek and Archibald will work on this for the next meeting.

Agenda Item #8: Other Business.

There was no other business.

Agenda Item #9: Next Meeting.

Next meeting will be Monday, November 10, 2014 at 4:00 p.m. at the La Vista Public Library, room 142. The Annual Meeting of the Board of Directors will follow the regular meeting in the same room.

It was moved by Archibald and seconded by Hanneman to adjourn the meeting at 4:15 p.m.

Minutes respectfully submitted by Rose Barcal

1A-5

INVOICE

No. 1611

10/22/14

UNIVERSITY OF NEBRASKA AT OMAHA

Grants Accounting
6001 Dodge Street
Omaha, NE 68182-0003
(402) 554-2666

BILLING TO:

City of La Vista, Nebraska
Attn: John Kottmann, City Engineer
Public Works Department
9900 Portal Road
La Vista, NE 68128

DATE	DESCRIPTION	AMOUNT
	REVISED	
	Final Billing on agreement between the City of La Vista, Nebraska and the University of Nebraska at Omaha on Agreement No. 2014-149 "BioBlitz - Thompson Creek Watershed Restoration Project" for the period of January 17, 2014 to September 15, 2014.	
	Final Billing period Sept 1, 2014 thru Sept 15, 2014.	
		Current Month
		Cummulative Total
	Salaries & Wages	2,340.00 \$ 17,510.00
	Benefits	193.75 1,398.93
	Operating Expenses	581.68 4,332.41
	Supplies	- 438.76
	Travel	- -
	Total	3,115.43 23,680.10
	BB Janet Paap Manager of Grants Accounting	Less: Previously Paid 20,564.67 Less: Previous Payment Due
	AMOUNT DUE	\$ 3,115.43

PAYMENT PROCESSING INFORMATION

REMIT TO:

UNIVERSITY OF NEBRASKA AT OMAHA
Grants Accounting
6001 Dodge Street
Omaha, NE 68182-0003

DEPOSIT TO:

WBS	46-0505-0029-100
Account	463200

PLEASE KEEP A COPY OF THIS INVOICE FOR YOUR RECORDS.

O.K. to pay
05.71.0855.01
RMK 10-28-2014

A-6



KISSEL/E&S
ASSOCIATES

A Limited Liability Company Associated with Erickson and Sederstrom, P.C.

Joseph D. Kohout, *Partner*

Suite 400 Cornhusker Plaza / 301 S. 13th Street / Lincoln, NE 68508-2571

Telephone (402) 476-1188 / Facsimile (402) 476-6167

Email jkohout@kisseles.com / Website www.kisseles.com

INVOICE

Bill To: United Cities of Sarpy County
Brenda Gunn, City Administrator
City of LaVista
8116 Park View Blvd
LaVista, Nebraska 68128

Remit To: Joseph D. Kohout
Kissel/ES Associates LLC
301 S. 13th Street, Suite 400
Lincoln, NE 68508

LEGISLATIVE SERVICES	October 1, 2014 – September 30, 2015	\$9,867.38
	(\$39,500 - \$30.48 / 4 cities = \$9867.38)	
	TOTAL	\$9,867.38

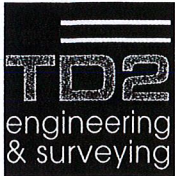
DUE ON RECEIPT

THANK YOU FOR YOUR BUSINESS!

OK
PAZ
11-04-14
Consent Agenda
1-11-03/4

Note:

A-7



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

INVOICE

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
JOHN KOTTMANN
8116 PARKVIEW BOULEVARD
LA VISTA, NE 68128

Invoice number 106757
Date 10/14/2014
Project 0171-410 124TH CIRCLE AND
HARRISON STREET TRAFFIC SIGNAL

Professional Services from September 1, 2014 through September 28, 2014

Description	Current Billed
Topographic Survey	0.00
Engineering Services	680.45
Total	680.45

Invoice total 680.45

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
106757	10/14/2014	680.45	680.45				
	Total	680.45	680.45	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.

O.K. to pay
05.71.0879.02
JMK
10-16-2014

Consent Agenda 11/4/14 PB

A-8



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

INVOICE

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
JOHN KOTTMANN
8116 PARKVIEW BOULEVARD
LA VISTA, NE 68128

Invoice number 106769
Date 10/14/2014

Project 0171-406 120TH AND GILES ROAD
TRAFFIC SIGNAL

Professional Services from August 4, 2014 through September 07, 2014

P. O. #13-0097

Description	Current Billed
Engineering Services	0.00
Sub-consultant Services - Felsburg, Holt & Ullevig	562.50
Additional Services-Site Visits, Project Management and Contract Administration	996.21
Construction Materials Testing and Special Inspections	2,142.60
Total	3,701.31

Invoice total 3,701.31

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
106769	10/14/2014	3,701.31	3,701.31				
	Total	3,701.31	3,701.31	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.

O.K. to pay
05.71.0858.03
JMK
10-16-2014

Consent Agenda 11/4/14 JS

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
NOVEMBER 4, 2014 AGENDA**

Subject:	Type:	Submitted By:
INTERLOCAL AGREEMENT FORENSIC AND CRIME SCENE SERVICES	◆ RESOLUTION ORDINANCE RECEIVE/FILE	BOB LAUSTEN POLICE CHIEF

SYNOPSIS

A resolution has been prepared to approve an Interlocal Cooperation Agreement between the City of La Vista and Douglas County for Forensic and Crime Scene Investigation Services.

FISCAL IMPACT

The Interlocal Agreement does not increase or change current charges for Crime Scene Services that have been in place. Charges are based on services used. The police department uses services from Douglas County in complex cases and has averaged approximately \$2500 per year in recent years. Funds have been budgeted for these services.

RECOMMENDATION

Approval

BACKGROUND

Douglas County has provided forensic and crime scene services to La Vista for the past 15 years. In 2009, the services were formalized with the approval of an Interlocal Cooperation Agreement with Douglas County. The agreement expires this month and we would like to renew for another five years.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA APPROVING AN INTERLOCAL COOPERATION AGREEMENT WITH DOUGLAS COUNTY FOR FORENSIC AND CRIME SCENE INVESTIGATION SERVICES.

WHEREAS, pursuant to the authority granted under Neb. Rev. Statute 13-801, et. Seq. Reissue 1997, the Mayor and City Council determine that it is in the best interest of the City to renew an interlocal cooperation agreement for the purpose of providing forensic and crime scene investigation services in an efficient and effective manner; and

WHEREAS, the La Vista Police Department has a need for forensic and crime scene investigation services; and

WHEREAS, Douglas County, Nebraska is qualified to provide such services as described in the attached Interlocal Cooperation Agreement.

WHEREAS, Douglas County, Nebraska entered into an Interlocal Cooperation Agreement with the City of La Vista for forensic and crime scene investigation services in November of 2009 and has been satisfied with the services provided.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of La Vista, Nebraska, hereby authorize the Mayor to execute an Interlocal Cooperation Agreement with Douglas County for forensic and crime scene investigation services.

PASSED AND APPROVED THIS 4TH DAY OF NOVEMBER, 2014.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

**INTERLOCAL AGREEMENT
BETWEEN
DOUGLAS COUNTY, NEBRASKA
AND
La Vista, NEBRASKA**

Under the authority of the Nebraska Inter-local Cooperation Act, Article 8 of Chapter 13 of the Nebraska Revised Statutes, this Agreement is entered into between the Douglas County, Nebraska, (herein after "Douglas County") a political subdivision of the State of Nebraska, by and through the Douglas County Sheriff, and The City of La Vista, *a political subdivision of the State of Nebraska/municipal corporation of the State of Nebraska*, (herein called "*Requesting Agency*") for the purpose of providing forensic services.

**SECTION ONE
DUTIES AND RESPONSIBILITIES**

- A. Duties/Specific Services to be provided by Douglas County
1. Provide the forensic and crime scene services as specified in Schedule of Forensic Services which is attached and incorporated hereunto as Exhibit A and shall strive to respond to any request for assistance in a timely manner and in accordance with generally accepted practices such as NIJ standards.
 2. Provide and train personnel as necessary to perform forensic services specified in the Schedule of Forensic Services and as determined by the County Sheriff exercising professional judgment. Said personnel will at all times remain under the management and control of Douglas County. Employment rights of personnel assigned to provide services will not be abridged.
 3. Reserve the sole right to determine its own availability to perform the forensic service request. This Agreement shall not be construed to require Douglas County to hire any new or additional personnel to perform forensic services.
 4. Provide all equipment and facilities necessary to process a crime scene and to conduct laboratory analysis as specified in the Schedule of Forensic Services.
 5. Process evidence in reliance upon the assumption that the evidence was collected and packaged in accordance with the Douglas County Sheriff's Office Forensic Services Division (FSD) packaging guidelines, to which the

current guidelines are attached and incorporated hereunto and subject to periodic review and revision by Douglas County. Further, Douglas County retains the right to refuse evidence for forensic processing and/or refuse to process or reprocess evidence submitted to the Douglas County Forensic Services Division if the County believes, in its sole discretion, that the evidence has been compromised and/or otherwise contaminated.

6. Designate a Douglas County Crime Scene Investigation Unit lead crime scene investigator upon arrival to a crime scene and said lead crime scene investigator shall coordinate services with the Requesting Agency's on-site command officer.
7. The lead crime scene investigator will notify the requesting agency of any breach noted while at crime scene or with evidence collected and/or processed.
8. The Douglas County Forensic Services Division has extensive dedicated equipment and facilities to ensure the provision of highly professional crime scene investigation and forensic services. Specific arrangements for the use of equipment and/or facilities is necessarily limited to assigned Douglas County Sheriffs Office personnel.
9. Provide written findings upon completion of any forensic analysis-performed. All records, reports, and documents concerning the performance of services provided by Douglas County Sheriffs Office personnel will be appropriately recorded and securely maintained in accordance with Sheriffs Office records/reporting directives and the State Records Retention Act.
10. Send written notification to the authorized representative of the Requesting Agency upon completion of forensic analysis for each item(s) of evidence submitted to Douglas County FSD Division.
11. Invoice the Requesting Agency on a monthly basis at the minimum or as forensic services provided by Douglas County. The invoice will reflect actual services rendered on each item submitted for forensic analysis. Crime scene investigation services and deposition and/or court appearances will be billed for a minimum of two (2) hours with additional time billed in .50 hour (30 minute) increments.
12. Update the Schedule of Forensic Services, attached as Exhibit A, no less than annually and provide a copy of said Schedule to the Requesting Agency's authorized representative no less than thirty (30) days prior to the effective date of said Schedule.

B. Duties of the Requesting Agency

1. Submit evidence to the Douglas County Forensic Services Division in accordance with the current Douglas County Sheriff's Office Forensic Services Division (FSD) packaging guidelines, to which the current guidelines Forensic Services are attached and incorporated hereunto and subject to periodic review and revision by Douglas County. It is the sole responsibility of the Requesting Agency to comply with said packaging guidelines in effect on the day the evidence is submitted.
2. Submit a request for forensic service(s) that will be completed by the Forensic Services Division in a timely manner. The Requesting Agency shall pay an additional charge to Douglas County when such tests require expedient handling and/or additional personnel or services to meet a specific time requirement requested by the Requesting Agency. Douglas County reserves the right to refuse to perform the forensic services if it deems, in its sole discretion, that the service cannot be complete on or before the requested date.
3. Crime Scene Services:
 - i. Requesting Agency agrees to designate one Agency law enforcement official on site as a command officer to coordinate all communications with the Douglas County Sheriff's Office lead crime scene investigator. Said command officer shall be designated before or upon arrival of Douglas County Crime Scene Investigation Unit personnel at a crime scene and shall remain the command officer throughout the investigation.
 - ii. Requesting Agency agrees to maintain the crime scene in accordance with the current National Institute of Justice guidelines in effect on the day the crime scene is discovered. It is imperative that CSI personnel responding to a requesting agency's scene have sufficient details concerning known persons that have had access to a scene prior to arrival. This knowledge will assist CSI personnel in determining what evidence is pertinent to the investigation. Therefore:
 1. In the event that there has been a breach of crime scene integrity before the arrival of Douglas County Crime Scene Investigation Division personnel, Requesting Agency's command officer shall report the nature and details of the

breach at the time of arrival to said scene to Douglas County's lead crime scene investigator.

2. In the event that a breach of crime scene integrity is discovered during or after the arrival of Douglas County Crime Scene Investigation Unit personnel, Requesting Agency's command officer shall notify Douglas County's lead crime scene investigator immediately and report the nature and details of the breach to the authorized representative of the Douglas County Sheriff within twenty-four (24) hours.
4. Claim and take possession of item(s) and evidence submitted to Douglas County Forensic Services Division for forensic analysis within one week after notification that testing of said item(s) is complete. Douglas County will not be responsible for evidence storage and disposal and is released from any liability for any item(s) and/or evidence unclaimed by the Requesting Agency eight days after said notification. The Requesting Agency may also be subject to additional storage fees for said unclaimed evidence.
5. Cooperate at all times with the employees and representatives of the Douglas County Sheriff's Office providing services under this Agreement.
6. Make payment for provided Services no more than thirty days after receipt of an invoice reasonably documenting all applicable charges and fees.

SECTION TWO

TERM, DURATION, REVIEW, REVISION, AND TERMINATION

This Agreement shall become effective on November 2014 and shall remain in effect until November 2019, a term no greater than five (5) years. This Agreement may be terminated upon mutual written consent of the parties or by either of the parties giving sixty (60) days written notice to the other of its intention to terminate the Agreement. Upon expiration, this Agreement may be extended or renewed for an additional term by mutual written agreement of the Parties. A review of the agreement will be conducted annually or more often as needed. Revision of the Agreement may be conducted as needed/deemed necessary by Douglas County.

SECTION THREE

GENERAL PROVISIONS

A Independent Contractors.

It is agreed that nothing contained herein is intended or should be construed in any manner as creating or establishing a partnership or joint venture between the Parties. Any and all acts that either Party or their personnel, employees, agents, contractors, or servants, perform pursuant to the terms of this Agreement shall be undertaken as independent contractors and not as employees of the other. The Parties shall, except as provided herein, act in their individual capacities and not as agents, employees, partners, joint ventures or associates of the other. An employee or agent of one shall not be deemed or construed to be the employee or agent of the other for any purpose whatsoever. None of the Parties nor its personnel, employees, agents, contractors, or servants shall be entitled to any benefits of the other. The Parties shall not provide any insurance coverage to the other or their employees including, but not limited to, workers' compensation insurance. Each Party shall pay all wages, salaries and other amounts due its employees and shall be responsible for all reports, obligations, and payments pertaining to social security taxation, income tax withholding, workers' compensation, unemployment compensation, group insurance coverage, collective bargaining agreements or any other such similar matters. Any and all claims that may or might arise under the Workers' Compensation Act of the State of Nebraska on behalf of said personnel or other persons while so engaged, and any and all claims whatsoever on behalf of any such person or personnel arising out of employment or alleged employment, including without limitation claims of discrimination against a Party its officers, employees, agents, contractors or servants shall in no way be the responsibility of the other Party. Neither Party shall have any authority to bind the other by or with any contract or agreement, nor to impose any liability upon the other. All acts and contracts of each shall be in its own name and not in the name of the other, unless otherwise provided herein.

B. Nondiscrimination.

Both Parties agree that in accordance with the Nebraska Fair Employment Practice Act, Neb.Rev.Stat. §48-1122, they will not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to hire, tenure, terms, conditions, or privileges of employment because of the race, color, religion, sex, disability, or national origin of the employee or applicant. None

of the Parties shall, in the performance of this Agreement, discriminate or permit discrimination in violation of federal or state laws or local ordinances.

C. Captions.

Captions used in this Agreement are for convenience and are not used in the construction of this Agreement.

D. Applicable Law and Venue.

Parties to this Agreement shall conform with all existing and applicable city ordinances, resolutions, state and local laws, federal laws, and all existing and applicable rules and regulations. Nebraska law will govern the terms and the performance under this Agreement. Venue for any non-federal legal proceeding under this Agreement shall be in the State of Nebraska, District Court of Douglas County and for any federal legal proceeding in the United States District Court for the State of Nebraska located in Omaha Nebraska.

E. Entire Agreement

This Agreement contains the entire agreement of the Parties. No representations were made or relied upon by either Party other than those that are expressly set forth herein. No agent, employee or other representative of either Party is empowered to alter any of the terms hereof except as provided herein.

F. Amendments/Modification.

This Agreement may be modified only by written amendment, duly executed by authorized officials of the Parties. No alteration or variation of the terms and conditions of this Agreement shall be valid unless made in writing and signed by the Parties hereto. Every amendment shall specify the date on which its provisions shall be effective.

G. Assignment.

None of the Parties may assign its rights under this Agreement without the express prior written consent of the other Party.

H. Successors and Assigns Bound by Covenants.

All covenants, stipulations and agreements in this Agreement shall inure to the benefit of the Parties hereto and extend to and bind the legal representatives, successors, and assigns of the respective Parties hereto.

I. Waiver.

Failure or delay by any Party to exercise any right or power under this Agreement will not operate as a waiver of such right or power. For a waiver of a right or power to be effective, it must be in writing signed by the waiving Party. An effective waiver of a right or power shall not be construed as either a future or continuing waiver of that same right or power, or the waiver of any other right or power. In addition, any act by either Party which is it not obligated to do hereunder shall not be deemed to impose any obligation upon that Party to do any similar act in the future or in any way change or alter any of the provisions of this Agreement.

J. Severability.

If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or otherwise unenforceable, that provision will be severed and the remainder of this Agreement will remain in full force and effect.

K. Dispute Resolution.

Any dispute which, in the judgment of a Party to this Agreement, may affect the performance of such Party shall be reduced to writing and delivered to the other Party. As soon as possible thereafter, the Parties authorized representatives shall schedule a face to face meeting to resolve the dispute in a mutually satisfactory manner. Prior to the institution of any formal legal proceeding, the Parties must meet in this manner to resolve the dispute. This meeting must take place within ten (10) business days after service of the written statement of dispute. During the pendency of negotiations, the Parties shall act in good faith to perform their respective duties described herein.

If the Parties are unable to resolve their dispute using the process described above, the Parties agree to submit to nonbinding mediation with a mutually acceptable mediator prior to commencement of a legal action by any Party.

L. Indemnification/Legal Contingencies.

Requesting Agency agrees to save and hold harmless, to the fullest extent allowed by law, Douglas County, its principals, officers and employees from and against all claims, demands, suits, actions, payments, liabilities, judgments and expenses (including court-ordered attorneys' fees), arising out of or resulting from the negligent or wrongful acts or omissions of Requesting Agency's principals, officers, or employees in the performance of this Agreement. Liability includes any claims, damages, losses, and expenses arising out of or resulting from the performance of this Agreement that results in any claim for damage whatsoever including any bodily injury, civil rights liability, sickness, disease, or damage to or destruction of tangible property, including any loss of use resulting there from. Further, Requesting Agency shall purchase and maintain during the term of this Agreement, comprehensive General Liability Insurance in the minimum amount of \$1,000,000 per person and \$5,000,000 per occurrence naming and protecting them, and Douglas County as an additional insured, against claims for damages resulting from (1) bodily injury, including wrongful death, (2) personal injury liability and (3) property damage, which may arise from operations under this Agreement whether such operations be by Requesting Agency or anyone directly or indirectly employed by them. Copies of the certificate of insurance shall be provided to Douglas County upon request.

The provisions of this section shall survive expiration or termination of this Agreement.

M. No Third Party Rights.

This Agreement is not intended to, nor shall it provide third parties, excluding any assignment as provided herein, with any remedy, claim, liability, reimbursement, cause of action or other right or privilege; except that this Agreement's indemnification provision shall also inure to the benefit of a Party's employees, officers, agents and servants.

N. Authorized Representatives and Notice.

In further consideration of the mutual covenants herein contained, the Parties hereto expressly agree that for purposes of notice, during the term of this Agreement and for the period of any applicable statute of limitations thereafter, the following named individuals shall be the authorized representatives of the Parties:

Captain Steven Glandt

Douglas County Sheriff's Office

3601 North 156th Street

Omaha, NE 68916

(402) 444-6854

(402) 444-6065 fax

Chief Robert Lausten

La Vista Police Department

7701 South 96th Street

La Vista, NE 68128

(402) 331-1582

(402) 331-7210 fax

IN WITNESS WHEREOF, the parties hereunto set their hands to this Agreement upon the day and year hereinafter indicated.

DOUGLAS COUNTY, NEBRASKA

City of La Vista, NEBRASKA

Chairperson
Date

Mayor/Chairperson	Date
-------------------	------

APPROVED AS TO FORM:

APPROVED AS TO FORM:

County Attorney
Date

Attorney _____
Date _____

DOUGLAS COUNTY SHERIFF'S OFFICE
CSI DIVISION

SERVICE / FEE SCHEDULE

EFFECTIVE JUNE 2010

DESCRIPTION	FEE
<i>Controlled Substance Identification</i>	
Qualitative Analysis-Preliminary Test, GC/MS Analysis, Forensic Report	\$30.00/sample
Quantitative Analysis-GC/FID Analysis, Forensic Report	\$50.00/sample
Chemical Extraction – Additional chemical extraction procedure	\$15.00/sample
Mobile Trace Ion Mobility Spectrometry – residue testing	\$25.00/sample
Expedited Analysis Fee	\$50.00/case
<i>Trace Evidence</i>	
Fire Debris Analysis-Extraction, GC/MS, Forensic Report	\$50.00/sample
Explosives Analysis-Preliminary Tests, IR Spectrometry, GC/MS, Forensic Report	\$50.00/sample
Trace Analysis-Fibers, Paint, Hair, Glass	\$50.00/hour
<i>Toxicology</i>	
Blood Alcohol Analysis-GC/FID Analysis, Quantitation, Forensic Report	\$30.00/sample
Statistical Blood Alcohol Analysis-GC/FID Analysis, Quantitation, Statistical Report	\$35.00/sample
Urine Drug Screen – 5 panel	\$30.00/sample
GC/MS Confirmation for Positive Urine Screen	\$60.00/sample
<i>Crime Scene and Evidence Processing</i>	
Field Process-Complete Forensic Field Investigation Services	\$50.00/hour/CSI
Lab Process-Standard Laboratory Forensic Processing Services	\$50.00/hour/CSI
Rush Surcharge-results within 24 hours	50% of service
<i>Additional Charges</i>	
Photo CD Created-by request (non-law enforcement)	\$50.00
Expert Court Testimony	\$50.00/hour
Evidence Handling and Packaging (as applicable)	\$25.00/case event
Report Preparation and Image Archiving	\$25.00/case event

ACCOUNTS PAYABLE CHECK REGISTER

A-10

BANK NO	BANK NAME	CHECK NO	DATE	VENDOR NO	VENDOR NAME	CHECK AMOUNT	CLEARED	VOIDED	MANUAL

1 Bank of Nebraska (600-873)									
46363					Payroll Check				
46364					Gap in Checks				
Thru	116051								
116052	10/22/2014	3702	LAUGHLIN, KATHLEEN A, TRUSTEE		116.00				**MANUAL**
116053	10/22/2014	4867	VAN RU CREDIT CORPORATION		46.31				**MANUAL**
116054	10/22/2014	3666	DOSTALS CONSTRUCTION COMPANY		8,835.25				**MANUAL**
116055	10/22/2014	3614	OMAHA ELECTRIC SERVICE INC		46,863.31				**MANUAL**
116056	10/22/2014	195	OMAHA PUBLIC POWER DISTRICT		69,239.96				**MANUAL**
116057	10/22/2014	231	LEAGUE OF NEBRASKA MUNICIPA-		36,867.00				**MANUAL**
116058	10/28/2014	1194	QUALITY BRANDS OF OMAHA		117.25				**MANUAL**
116059	10/29/2014	944	NE DEPT OF REVENUE-LOTT/51		80,827.00				**MANUAL**
116060	11/04/2014	3883	3CMA MEMBERSHIP		390.00				
116061	11/04/2014	804	3E-ELECTRICAL ENGINEERING		205.30				
116062	11/04/2014	762	ACTION BATTERIES UNLTD INC		195.38				
116063	11/04/2014	435	AFL, LLC		27,346.00				
116064	11/04/2014	268	AKSARBEN HEATING/ARS		439.99				
116065	11/04/2014	571	ALAMAR UNIFORMS		108.99				
116066	11/04/2014	2634	ATLAS AWNING CO INC		350.00				
116067	11/04/2014	130	DAVE BANGHART		300.00				
116068	11/04/2014	2554	BARCAL, ROSE		124.32				
116069	11/04/2014	1839	BCDM-BERINGER CIACCIO DENNELL		4,043.49				
116070	11/04/2014	929	BEACON BUILDING SERVICES		5,812.00				
116071	11/04/2014	196	BLACK HILLS ENERGY		2,423.26				
116072	11/04/2014	1724	BNA		514.00				
116073	11/04/2014	76	BUILDERS SUPPLY CO INC		235.98				
116074	11/04/2014	1753	CED - MISSION		401.00				
116075	11/04/2014	219	CENTURY LINK		321.31				
116076	11/04/2014	2540	CENTURY LINK BUSN SVCS		59.21				
116077	11/04/2014	152	CITY OF OMAHA		146,290.72				
116078	11/04/2014	3126	COCA-COLA BOTTLING COMPANY		155.09				
116079	11/04/2014	313	CONRECO INCORPORATED		110.00				
116080	11/04/2014	4615	CONSOLIDATED MANAGEMENT		13.75				
116081	11/04/2014	468	CONTROL MASTERS INCORPORATED		9,924.00				
116082	11/04/2014	272	COUNCIL OF STATE GOVERNMENTS		112.50				
116083	11/04/2014	2158	COX COMMUNICATIONS		160.01				
116084	11/04/2014	23	CUMMINS CENTRAL POWER LLC		738.15				
116085	11/04/2014	4981	DATASHIELD CORPORATION		31.10				
116086	11/04/2014	4076	DIGITAL ALLY INCORPORATED		395.00				
116087	11/04/2014	4166	DINAN, DENNY		55.00				
116088	11/04/2014	3084	EBSCO INFORMATION SERVICES		1,585.00				
116089	11/04/2014	3334	EDGEWEAR SCREEN PRINTING		17.00				
116090	11/04/2014	1245	FILTER CARE		52.05				
116091	11/04/2014	3236	FLASH, MARK B		61.00				
116092	11/04/2014	3673	FOSTER, TERRY		30.00				
116093	11/04/2014	1344	GALE		97.46				
116094	11/04/2014	1697	GAYLORD BROS INC		85.48				
116095	11/04/2014	53	GCR TIRES & SERVICE		296.91				

ACCOUNTS PAYABLE CHECK REGISTER

BANK NO CHECK NO	BANK NAME DATE	VENDOR NO VENDOR NAME	CHECK AMOUNT	CLEARED	VOIDED	MANUAL
116096	11/04/2014	139 GOV HR USA	3,834.00			
116097	11/04/2014	164 GRAINGER	40.62			
116098	11/04/2014	285 GRAYBAR ELECTRIC COMPANY INC	551.31			
116099	11/04/2014	134 DEBRA HALE	446.70			
116100	11/04/2014	387 HARM'S CONCRETE INC	188.00			
116101	11/04/2014	3775 HARTS AUTO SUPPLY	346.00			
116102	11/04/2014	2888 HOME DEPOT CREDIT SERVICES	18.12			
116103	11/04/2014	892 HONEYMAN RENT-ALL #1	304.79			
116104	11/04/2014	513 HOSE & HANDLING INCORPORATED	31.40			
116105	11/04/2014	526 HOST COFFEE SERVICE INC	23.90			
116106	11/04/2014	2323 INGRAM LIBRARY SERVICES	117.64			
116107	11/04/2014	835 IVERSON, DENNIS	42.00			
116108	11/04/2014	1054 KLINKER, MARK A	200.00			
116109	11/04/2014	2394 KRIHA FLUID POWER CO INC	34.77			
116110	11/04/2014	2057 LA VISTA COMMUNITY FOUNDATION	50.00			
116111	11/04/2014	4425 LANDPORT SYSTEMS INC	125.00			
116112	11/04/2014	4784 LIBRARY IDEAS LLC	8.00			
116113	11/04/2014	4516 LOGO LOGIX EMBROIDERY & SCREEN	315.00			
116114	11/04/2014	2664 LOU'S SPORTING GOODS	52.95			
116115	11/04/2014	263 LOVELAND GRASS PAD	769.85			
116116	11/04/2014	113 LUCKY BUCKET BREWING CO	89.95			
116117	11/04/2014	2124 LUKASIEWICZ, BRIAN	225.00			
116118	11/04/2014	4943 MENARDS-RALSTON	41.96			
116119	11/04/2014	3884 METRO LANDSCAPE MATERIALS &	140.00			
116120	11/04/2014	553 METROPOLITAN UTILITIES DIST.	.00	**CLEARED**	**VOIDED**	
116121	11/04/2014	553 METROPOLITAN UTILITIES DIST.	.00	**CLEARED**	**VOIDED**	
116122	11/04/2014	553 METROPOLITAN UTILITIES DIST.	4,961.32			
116123	11/04/2014	2381 METROPOLITAN UTILITIES DISTR	311.13			
116124	11/04/2014	1050 MILLER PRESS	230.00			
116125	11/04/2014	4085 MNJ TECHNOLOGIES	7,780.00			
116126	11/04/2014	2588 MONARCH HEATING & COOLING INC	92.50			
116127	11/04/2014	488 NATIONAL SAFETY COUNCIL	599.00			
116128	11/04/2014	1830 NE DEPT OF LABOR-WORKFORCE DEV	2,976.00			
116129	11/04/2014	4703 NEBRASKA ENVIRONMENTAL PRODS	3,480.00			
116130	11/04/2014	3350 NEBRASKA IOWA SUPPLY	10,360.00			
116131	11/04/2014	3303 NEBRASKA WELDING LTD	27.58			
116132	11/04/2014	4626 NORTON, JODI	124.32			
116133	11/04/2014	1468 NWEA-NE WATER ENVIRONMENT ASSN	980.00			
116134	11/04/2014	1808 OCLC INC	117.99			
116135	11/04/2014	1014 OFFICE DEPOT INC	409.87			
116136	11/04/2014	79 OMAHA COMPOUND COMPANY	24.50			
116137	11/04/2014	114 OMAHA INTL FOLK DANCERS	100.00			
116138	11/04/2014	116 OMAHA SYMPHONIC WINDS	100.00			
116139	11/04/2014	4815 ONE CALL CONCEPTS INC	366.75			
116140	11/04/2014	976 PAPILLION TIRE INCORPORATED	83.59			
116141	11/04/2014	2686 PARAMOUNT LINEN & UNIFORM	166.53			
116142	11/04/2014	4654 PAYFLEX SYSTEMS USA INC	250.00			
116143	11/04/2014	3058 PERFORMANCE CHRYSLER JEEP	83.02			
116144	11/04/2014	4037 PERFORMANCE FORD	99.85			
116145	11/04/2014	4304 PHYSICIANS MUTUAL	105.00			
116146	11/04/2014	74 PITNEY BOWES INC-PA	204.00			
116147	11/04/2014	1784 PLAINS EQUIPMENT GROUP	1,065.37			
116148	11/04/2014	2552 PLUTA, DON	44.00			

ACCOUNTS PAYABLE CHECK REGISTER

BANK NO	BANK NAME						
CHECK NO	DATE	VENDOR NO	VENDOR NAME	CHECK AMOUNT	CLEARED	VOIDED	MANUAL
116149	11/04/2014	3362	PUBLIC AGENCY TRAINING COUNCIL	590.00			
116150	11/04/2014	802	QUILL CORPORATION	405.98			
116151	11/04/2014	962	QUINN, JEFF	150.00			
116152	11/04/2014	58	RAINBOW GLASS & SUPPLY	228.93			
116153	11/04/2014	281	RAY ALLEN MANUFACTURING CO INC	81.99			
116154	11/04/2014	191	READY MIXED CONCRETE COMPANY	1,623.16			
116155	11/04/2014	2930	REPUBLIC NATIONAL DISTR CO LLC	54.00			
116156	11/04/2014	3774	RETRIEVEX	157.74			
116157	11/04/2014	487	SAPP BROS PETROLEUM INC	14,477.70			
116158	11/04/2014	1335	SARPY COUNTY CHAMBER OF	450.00			
116159	11/04/2014	2240	SARPY COUNTY COURTHOUSE	4,083.17			
116160	11/04/2014	490	SARPY COUNTY REGISTER OF DEEDS	34.00			
116161	11/04/2014	3457	SCARPA, DAN	30.00			
116162	11/04/2014	4030	SCHLEGEL, JEREMY	30.00			
116163	11/04/2014	4062	SECURITY EQUIPMENT INC.	1,164.00			
116164	11/04/2014	4040	SHERRY, PAUL	30.00			
116165	11/04/2014	738	SIGN IT	40.00			
116166	11/04/2014	115	SIRCHIE FINGER PRINT LABS	65.97			
116167	11/04/2014	3838	SPRINT	119.97			
116168	11/04/2014	4367	STOLLEY, BRIAN	61.00			
116169	11/04/2014	4335	STOLTENBERG NURSERIES	275.00			
116170	11/04/2014	2833	STOP TECH LTD	255.00			
116171	11/04/2014	47	SUBURBAN NEWSPAPERS INC	40.00			
116172	11/04/2014	3507	SUN VALLEY NATURAL STONE	711.09			
116173	11/04/2014	4276	SUPERIOR VISION SVCS INC	586.60			
116174	11/04/2014	1150	SUTPHEN CORPORATION	206.79			
116175	11/04/2014	913	TARGET BANK	18.89			
116176	11/04/2014	822	THERMO KING CHRISTENSEN	292.45			
116177	11/04/2014	4150	TOMSU, LINDSEY	124.32			
116178	11/04/2014	4231	TORNADO WASH LLC	145.00			
116179	11/04/2014	161	TRACTOR SUPPLY CREDIT PLAN	29.99			
116180	11/04/2014	99	TRIDENT FURNITURE GROUP INC	2,567.51			
116181	11/04/2014	1122	TURF CARS LTD	200.00			
116182	11/04/2014	176	TURFWERKS	598.97			
116183	11/04/2014	4935	UHE, ROBERT	30.00			
116184	11/04/2014	4856	UNITED DISTRIBUTORS INC	71.20			
116185	11/04/2014	269	UNITED SEEDS INCORPORATED	68.75			
116186	11/04/2014	123	UNIV OF NEBR BOARD OF REGENTS	100.00			
116187	11/04/2014	809	VERIZON WIRELESS	171.99			
116188	11/04/2014	809	VERIZON WIRELESS	91.45			
116189	11/04/2014	1174	WAL-MART COMMUNITY BRC	.00	**CLEARED**	**VOIDED**	
116190	11/04/2014	1174	WAL-MART COMMUNITY BRC	691.05			
116191	11/04/2014	3150	WHITE CAP CONSTR SUPPLY/HDS	19.99			
116192	11/04/2014	122	LEE WILLIAMS	400.00			

1408301

Payroll Checks

Thru 1424501

BANK TOTAL	521,105.46
OUTSTANDING	521,105.46
CLEARED	.00
VOIDED	.00

ACCOUNTS PAYABLE CHECK REGISTER

BANK NO CHECK NO	BANK NAME DATE	VENDOR NO VENDOR NAME	CHECK AMOUNT	CLEARED	VOIDED	MANUAL
FUND			TOTAL	OUTSTANDING	CLEARED	VOIDED
01	GENERAL FUND		153,997.92	153,997.92	.00	.00
02	SEWER FUND		155,363.33	155,363.33	.00	.00
05	CONSTRUCTION		125,298.46	125,298.46	.00	.00
08	LOTTERY FUND		81,294.17	81,294.17	.00	.00
09	GOLF COURSE FUND		3,758.39	3,758.39	.00	.00
15	OFF-STREET PARKING		1,393.19	1,393.19	.00	.00
REPORT TOTAL				521,105.46		
OUTSTANDING				521,105.46		
CLEARED				.00		
VOIDED				.00		
+ Gross Payroll 10/24/14				177,032.97		
GRAND TOTAL				<u>\$698,138.43</u>		

APPROVED BY COUNCIL MEMBERS 11/04/14

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
NOVEMBER 4, 2014 AGENDA**

Subject:	Type:	Submitted By:
AMENDMENT TO MASTER FEE ORDINANCE	RESOLUTION ◆ ORDINANCE RECEIVE/FILE	RITA M. RAMIREZ ASSISTANT CITY ADMINISTRATOR DIRECTOR OF COMMUNITY SERVICES

SYNOPSIS

An ordinance has been prepared to amend Master Fee Ordinance No. 1222 to add the annual rental fee for a Community Garden plot.

FISCAL IMPACT

N/A

RECOMMENDATION

Approve final reading.

BACKGROUND

Council was presented with information in October regarding the potential of implementing a Community Garden Program in three of the City's parks. Direction was given to proceed with the program and a \$20 annual plot rental fee was proposed. This amendment will incorporate that fee into the City's Master Fee Ordinance.

AN ORDINANCE TO AMEND ORDINANCE NO. ~~1224~~¹⁰, AN ORDINANCE TO ESTABLISH THE AMOUNT OF CERTAIN FEES AND TAXES CHARGED BY THE CITY OF LA VISTA FOR VARIOUS SERVICES INCLUDING BUT NOT LIMITED TO BUILDING AND USE, ZONING, OCCUPATION, PUBLIC RECORDS, ALARMS, EMERGENCY SERVICES, RECREATION, LIBRARY, AND PET LICENSING; SEWER AND DRAINAGE SYSTEMS AND FACILITIES OF THE CITY FOR RESIDENTIAL USERS AND COMMERCIAL USERS (INCLUDING INDUSTRIAL USERS) OF THE CITY OF LA VISTA AND TO GRANDFATHER EXISTING STRUCTURES AND TO PROVIDE FOR TRACT PRECONNECTION PAYMENTS AND CREDITS; REGULATING THE MUNICIPAL SEWER DEPARTMENT AND RATES OF SEWER SERVICE CHARGES; TO PROVIDE FOR SEVERABILITY; 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. General Fee Schedule. The fees and taxes charged by the City of La Vista for various services and occupations shall be, and the same hereby are, fixed in accordance with the following schedule, no modifier shall be used, and such fees and taxes charged shall be in accordance with such rules as the City Council may establish:

BUILDING & USE FEES

(Apply inside City limits and within the Extra-territorial zoning jurisdiction)

Building Permit

(Building valuation is determined by the most current issue of the ICC Building Valuation Data)

General	\$30 Base fee + see building fee schedule
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Commercial/Industrial	\$30 Base fee + see building fee schedule
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Plan Review Fee

Commercial (non-refundable) fee (whichever is greater)	\$100 or 10% of building permit
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Design Review (non-refundable)	
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\$1,000 Bldgs 24,999 sq. ft. or less (min. fee) (or Actual Fee Incurred)

\$2,000 Bldgs 25,000 – 49,999 sq. ft (min. fee) (or Actual Fee Incurred)

\$3,000 Bldgs 50,000 -100,000+ sq.ft. (min. fee) (or Actual Fee Incurred)

\$4,000 Bldgs 100,000 + sq.ft (min. fee) (or Actual Fee Incurred)

Replacement Plan Review Fee Engineer's Review	\$100 + Request for records fees \$500
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Rental Inspection Program

License Fees:

Multi-family Dwellings	\$6.00 per unit
Single-family Dwellings	\$50.00 per property
Duplex Dwellings	\$50.00 per unit
Additional Administrative Processing Fee (late fee)	\$100.00

Inspection Fees:

Primary Inspection	No charge
Class B Property Inspection (after primary inspection):	
Violation corrected	No charge
Violation not corrected	See Re-inspection Fee below
Re-inspection Fee (no show or follow up inspection)	See Re-inspection Fee below

Re-inspection Fee	\$50
Penalty Fee	3x Regular permit fee

Amended Master Fee Schedule 13/14 Fiscal Year

Refund Policy	75% will be refunded when the project is cancelled or not complete within one year. No refund will be given after one year. (Sewer Hook-up Fee is 100% refunded)
Certificate of Occupancy	\$ 50
Temporary Certificate of Occupancy	\$750
Pre-occupancy fee (Occupancy without C.O.)	\$750
Temporary Use Permit (includes tents, greenhouses, event structures)	\$ 50 plus \$10/day
Sign Permit	\$150/sign
Identification Sign, Incidental Sign	\$75/sign
Master Sign Plan (more than 1 sign)	\$250
Common Sign Plan	\$250
Temporary Sign Permit:	
Non-profit or tax exempt organization	\$0
All other temporary signs	\$ 30/year
Tower Development Permit	\$1000
Co-locates – Towers	\$100
Tarp Permit (valid for 6 months)	\$ 30
Solar Panel Permit	\$ 30
Satellite Dish Permit	\$ 30
Wading/Swimming Pools at residence	\$ 30
Dedicated Electrical circuit for pumps	\$ 30
Mechanical Permits fee	\$30 Base fee + See mechanical
Plumbing Permits fee	\$30 Base fee + See mechanical
Sewer Repair Permit	\$30
Backflow protector permit	\$ 30 (\$22 permit & \$8 backflow)
Underground Sprinklers	\$ 30 (\$22 issue fee & \$8 fixture)
Electrical Permits fee	\$30 Base Fee + See electrical
City Professional License (Plumbers; Mech. Contractors)	\$ 15 and a \$1,000,000 Liability, and a \$500,000 bodily injury insurance Certificate per each occurrence Also a \$5,000 Bond is required, naming the City as the recipient.
Demolition of building	\$250 plus Insurance Certificate
Moving Permit (buildings 120 square feet or greater)	\$250 plus Insurance Certificate
Sheds and Fences	\$ 30.00
Sidewalks	\$ 30.00
Driveway Replacement	\$ 30.00
Driveway Approach w/o curb cut or grinding	\$ 30.00
With curb requiring cut plus the 4' apron on each side)	
Contractor (Contractor performs curb cut or grind)	\$ 30.00 plus \$1.00/ft.
City Charge (if City performs curb cuts)	\$50 + \$5/ft (\$40 set up fee; \$10 permit fee)
City charge (if City performs curb grinds)	\$50 + \$6/ft (\$40 set up fee; \$10 permit fee)
Utility Cut Permit	\$30.00
Appeal Fee Regarding Issuance or Denial of Curb Cut/Driveway Approach Construction Permit	\$250
Street Paving, Surfacing, Resurfacing, Repairing, Sealing or Resealing Permit	\$ 30.00/Yearly
Appeal Fee Regarding Issuance or Denial of Street Paving, Resurfacing, etc. Permit	\$250

FIRE INSPECTION FEES

Plan Review Fees

<u>Commercial Building</u>	5% of building permit fee with a maximum of \$1,000
Fire Sprinkler Plan Review	\$50.00
Fire Alarm Plan Review	\$50.00
<u>Child Care Facilities:</u>	
0 – 8 Children	\$50.00
9 – 12 Children	\$55.00
13 or more children	\$60.00
<u>Foster Care Homes:</u>	
Inspection	\$25.00
<u>Liquor Establishments:</u>	
Non-consumption establishments	\$60.00
Consumption establishments	\$85.00
<u>Nursing Homes:</u>	
50 beds or less	\$55.00
51 to 100 beds	\$110.00
101 or more beds	\$160.00
<u>Fire Alarm Inspection:</u>	
Four year license (Test)	\$100.00
NICET	\$25.00 per year NICET certification last
Annual test (witnessed)	\$30.00
<u>Sprinkler Contractor Certificate:</u>	
Annual	\$100.00
<u>Fuels Division:</u>	
Above ground Hazardous Substance Storage Tanks (Title 158)	
Registration	\$25.00 per tank
Re-registration	\$25.00 per tank (Required whenever change is made to tank or contents)
Above ground Petroleum Storage Tanks (Title 153, Chapter 17)	
Inspection Fee	\$50.00 (Per installation regardless of the number of tanks)
Under ground Storage Tanks (Title 159, Chapter 2)	
Farm, residential and heating oil tanks (tanks with a capacity of 1100 gallons or less)	\$10.00 one-time registration fee
All other tanks	\$30.00 per tank, annually
Petroleum Release Remedial Action Fund	\$90.00 per tank, annually
Tank installation	\$60.00 per tank
Piping only installation	\$60.00

GRADING PERMIT FEES

5 acres or less	\$ 500
More than 5 acres	\$1,000

ZONING FEES

Comprehensive Plan Amendment	\$500
Zoning Map Amendment (rezoning)	\$500
Zoning Text Amendment	\$500

Amended Master Fee Schedule 13/14 Fiscal Year

Zoning Verification Letter	\$50
Subdivision Text Amendment	\$500
Conditional Use Permit (1 acre or less)	\$300
Conditional Use Permit (more than 1 acre)	\$500
Conditional Use Permit Amendment	\$200
Flood Plain Development Permit	\$500
Administrative Plat – Lot Split, Lot Consolidation or Boundary Adjustment	\$750+ additional fee of \$250 for review of revised drawings
Preliminary Platting	\$1,000 +additional fee of \$250 for review of revised drawings
Final Platting	\$1000+additional fee of \$250 for review of revised drawings
Revised Preliminary Plat	\$500+additional fee of \$250 for review of revised drawings
Replat	\$1500 +additional fee of \$250 for review of revised drawings
Preliminary P.U.D. (includes rezoning fee)	\$1000 +additional fee of \$250 for review of revised drawings
Final P.U.D.	\$500+additional fee of \$250 for review of revised drawings
Vacation of Plat and Right of Way Vacation	\$150
Variance, Appeals, Map Interpretation (B.O.A.)	\$250
Watershed Fees – the following fees apply to only new developments or significant redevelopments as specified in a subdivision agreement: (fees are remitted to Papillion Creek Watershed Partnership)	
Single Family Residential Development (up to 4-plex)	\$823 per dwelling unit
High-Density Multi-Family Residential Development	\$3,619 per gross acre*
Commercial/Industrial Development	\$4,387 per gross acre*
*Computed to the nearest .01 acre.	
<u>OCCUPATION TAXES</u>	
Publication fees	\$10
Class A Liquor License Holder	\$200
Class B Liquor License Holder	\$200
Class C Liquor License Holder	\$600
Class D Liquor License Holder	\$400
Class I Liquor License Holder	\$500
Class L Liquor License Holder	\$500
Class W Wholesale Beer License Holder	\$1000
Class X Wholesale Liquor License Holder	\$1500
Class Y Farm Winery License Holder	\$500
Class Z Liquor License Holder	\$500
Class AB Liquor License Holder	\$400
Class AD Liquor License Holder	\$600
Class ADK Liquor License Holder	\$800
Class AK Liquor License Holder	\$400
Class ABK Liquor License Holder	\$600
Class BK Liquor License Holder	\$400
Class CK Liquor License Holder	\$800
Class DK Liquor License Holder	\$600
Class IB Liquor License Holder	\$700
Class IBK Liquor License Holder	\$900
Class ID Liquor License Holder	\$900
Class IDK Liquor License Holder	\$1100
Class IK Liquor License Holder	\$700
Special Designated Permit – Liquor Control	\$ 50/day except non-profits
Transfer of Liquor License from One Location to Another	\$ 25
(These fees are in addition to the State Fee Requirement)	

Amended Master Fee Schedule 13/14 Fiscal Year

Amusement Concessions (i.e. Carnivals)	\$ 10/concession/day
(This would include any vendors set up for special functions at the La Vista Sports Complex)	
Auto dealers - new and used - \$250 plus \$.01 per sq. ft. of inside area, and \$.005 per sq. ft. of outside area used for display, sales or storage.	
Auto repair	\$100
Banks, small loan and finance companies	\$250 plus \$75/each detached facility.
Barber shops, beauty salons, tanning & nail salons	\$ 75 plus \$10 per operator over one.
Bowling Alleys or Billiard/Pool Halls	\$ 50/year + \$10/table or alley
(Additional fee for Restaurant or Bar if applicable)	
Car washes	\$100 (includes all vacuum & supply
vending machines)	
Circus, Menagerie or Stage Show	\$ 50/day
Collecting agents, detective agents or agencies	
and bail bondsmen	\$ 75
Construction/Tradesmen	\$ 75 and a \$1,000,000 Liability,
\$500,000 bodily injury insurance certificate	
Convenience stores	\$ 75
Convenience store with car wash	\$120 (Includes all vacuum & supply
vending machines)	
Dry cleaning or laundry and tailoring	\$ 50
Funeral homes	\$150
Gaming Device Distributors	5% of gross receipts (non-profits exempt)
Games of Chance/Lotteries	5% of gross receipts (non-profits exempt)
Games of Chance/Lottery License Fee	\$ 50/1st location - \$10/ea additional
Gas Companies	5% of gross receipts
Hawkers/Peddlers	\$ 75/day or \$500/year
Home Occupations (not specified elsewhere)	
Home Occupation Permit Application Fee	\$30
Home Occupation 1 and Child Care Home	\$50
Home Occupation Conditional Use Permit – see Zoning Fees	
Hotels/motels – Any hotel or motel in the City shall pay to the City monthly an Occupation Tax equal to 5% of gross receipts from room rentals. Any shops and/or restaurants, which are part of, associated with, or located in or with a hotel or motel facility will be considered a separate business and taxed in accordance with the provisions of this Ordinance and the applicable classifications(s) of the shop and/or restaurant hereunder. The Occupation Taxes with Respect to any banquet and/or ballroom facilities of, or associated with, or located in or with, any such hotel or motel shall be determined in accordance with the square footage schedule above, based on the actual square footage of said facilities.	
Movie theatres	\$150/complex and \$75/viewing room
Music, Vending, & Pinball Machines	\$ 20/year/machine +Service Provider
Fee of &75.00 for business outside the City that provides machines for local businesses	
Nurseries, greenhouses, landscaping businesses,	
and tree trimmers	\$ 75
Nursing homes, assisted living, hospitals	
and retirement homes	\$ 5 per bed
Pawnbrokers	\$ 1.00/pawnbroker transaction evidenced by
a pawnbroker card or ledger entry per Neb. Rev. Stat. Section 69-204. Minimum of \$30/year	
Professional services - engineers, architects, physicians, dentists, chiropractors, osteopaths, accountants, photographers, auctioneers, veterinarians, attorneys, real estate offices and insurance agents or brokers - \$75 plus \$10 per agent or professional over one	
(1)	
Recreation businesses - indoor and outdoor	\$100
Restaurants, Bars, and drive-in eating establishments	\$ 50 (5 employees or less)
	\$100 (more than 5 employees)

Retail, Manufacturing, Wholesale, Warehousing and Other - Any person or entity engaged primarily in a manufacturing, wholesale, and/or warehousing business shall pay an Occupation Tax based on the schedule below and the actual interior or enclosed square footage of facilities in the City used by said person or entity in the conduct of such business; and any person or entity engaged in a business of making retail sales of groceries, clothing, hardware, notions, furniture, home furnishings, services, paint, drugs, or recreational equipment, and any other person or entity engaged in a business for which an Occupation Tax is not specifically provided elsewhere in this Ordinance, shall pay an Occupation Tax based on the schedule below and actual interior or enclosed square footage of facilities in the City used by said person or entity in the conduct of such business; provided, however, that persons or entities that use a basement or one or more additional floors in addition to the main floor (the main floor being the floor with the greatest total square footage) in the conduct of one or more specified businesses of sales at retail shall determine square footage for purposes of the Occupation Tax imposed hereunder based on the square footage of the entire main floor plus one-half (1/2) of the square footage of all such basement and additional floors.

0	999 sq. ft.	\$ 50
1,000	2,999 sq. ft.	\$ 65
3,000	4,999 sq. ft.	\$ 80
5,000	7,999 sq. ft.	\$ 120
8,000	9,999 sq. ft.	\$ 150
10,000	14,999 sq. ft.	\$ 200
15,000	24,999 sq. ft.	\$ 225
25,000	39,999 sq. ft.	\$ 300
40,000	59,999 sq. ft.	\$ 400
60,000	99,999 sq. ft.	\$ 500
100,000	and greater	\$ 750

Schools - trade schools, dance schools, music schools,
nursery school or any type of school operated for profit \$ 50

Service providers, such as persons, firms partnerships
or corporations delivering any product, good or service
whatsoever in nature within the City \$ 75

Service stations selling oils, supplies, accessories
for service at retail \$ 75 + \$25.00 for attached car
wash

Telephone Companies 5% of gross receipts
(includes land lines, wireless, cellular, and mobile)

Telephone Surcharge - 911 \$1.00 per line per month

Tobacco License \$ 15 (based on State Statute)

Tow Truck Companies \$ 75

Late Fee (Up to 60 days) \$ 35

Late Fee (60-90 days) \$ 75

Late Fee (over 90 days) Double Occupation tax or \$100,
whichever is greater

OTHER FEES

Barricades

Deposit Fee(returnable)	\$ 60/barricade
Block Parties/Special Event	\$ 5/barricade per day
Construction Use	\$30 ea. (7 days maximum)

Blasting Permit \$1,000

Bucket Truck Rental w/operator \$150 per hour

Community Garden Plot Rental \$20 annually

Conflict Monitor Testing \$200

Cat License Fee (per cat – limit 3) \$ 5 each if spayed/neutered
\$ 15 each if not spayed/neutered

Amended Master Fee Schedule 13/14 Fiscal Year

	\$ 10 each (delinquent) if spayed/neutered
	\$ 30 each (delinquent) if not spayed/neutered
Senior Citizen Discount (Age 65+)	Free if spayed/neutered
Dog License Fee (per dog – limit 3)	\$ 5 each if spayed/neutered \$ 15 each if not spayed/neutered \$ 10 each (delinquent) if spayed/neutered \$ 30 each (delinquent) if not spayed neutered
Senior Citizen Discount (Age 65+)	Free if spayed/neutered
Dog/Cat License Handling Fee (in addition to above fees)	\$ 5
Dog or Cat License Replacement if Lost	\$ 1
Dog or Cat Capture and Confinement Fee MAXIMUM OF 4 DOGS AND/OR CATS WITH NO MORE THAN 3 OF EITHER SPECIES	\$ 10 + Boarding Costs
Election Filing Fee	1% of Annual Position Salary
Fireworks Sales Permit (Non-Profits)	\$2,500
Handicap Parking Permit Application Fee State	\$ Currently Not Charging Per
Natural Gas Franchisee Rate Filing Fee (For rate changes not associated w/the cost of purchased gas.)	Per Agreement
Open Burning Permit	\$ 10
Parking Ticket Fees	
If paid within 7 days of violation date	\$ 20 (\$5 + \$15 admin fee)
If paid after 7 days of violation date but within 30 days	\$ 25 (\$10 + \$15 admin fee)
If paid after 30 days of violation date	\$ 35 (\$20 + \$15 admin fee)
Pawnbroker Permit Fees:	
Initial	\$ 150
Annual Renewal	\$ 100
Pet Store License License)	\$ 50 (In addition to Occ.
Police Officer Application Fee	\$ 20
Public Assembly Permit (requires application and approval)	\$ 00
Returned Check Fee (NSF)	\$ 35
Storage of Explosive Materials Permit	\$ 100
Towing/Impound Fee	\$ 30
Trash Hauling Permit	\$ 25/yr/truck + \$25,000
Performance Bond	
<u>PUBLIC RECORDS</u>	
Request for Records	\$15.00/Half Hour + Copy Costs* (May be subject to deposit)
Audio Tapes	\$5.00 per tape
Video Tapes or CD/DVD	\$10.00 per tape/CD
*Copy costs shall be established by the Finance Director	
Unified Development Ordinance	\$100
Comprehensive Plan	\$ 50
Zoning Map	\$10 12"x36" \$30 36"x120"
Zoning Ordinance w/Map	\$ 30
Subdivision Regulations	\$ 30
Future Land Use Map	\$10 12"x36"

Amended Master Fee Schedule 13/14 Fiscal Year

	\$30 36"x120"
Ward Map	\$ 2
Fire Report	\$ 5
Police Report	\$ 5
Police Photos (5x7)	\$ 5/ea. for 1-15 \$ 3/ea. for additional
Police Photos (8x10)	\$ 10/ea. for 1-15 \$ 5/ea. for additional
Police Photos (Digital)	\$ 10/ea. CD
Criminal history	\$ 10

FALSE AND NUISANCE ALARMS

Registration Fee for Alarm System (not to include single family or duplexes)	\$25
Renewal Fee for Alarm System (not to include single family or duplexes)	\$25
Late Registration Charge	\$35

False Alarm Fee for any false alarm generated by the registrant's alarm system, a fee in accordance with the following schedule (from 1 January through 31 December of each year) shall be charged:

Number of False/Nuisance Alarms	False/Nuisance Alarm Charge
1	No Charge
2	No Charge
3	\$100.00
4 or more	\$250.00

False Alarm Fee for Alarm Systems without Registration - \$250 per alarm after 1st alarm
(not to include single family or duplexes)

RESPONSE TO LARGE HAZARDOUS MATERIALS INCIDENTS

A Dispatch and mobilization charge of \$300 + mileage shall be charged for response to any incident where no action is taken. If services are provided, the following rates shall apply:

Response Vehicles: One-hour minimum charge. All charges will be made to the closest ¼ hour. Mileage will be charged at \$8.00 per mile per vehicle.

Pumper/Tanker Truck	\$500/hour
Weed Truck	\$150/hour
Aerial Ladder Truck	\$750/hour
Utility Vehicle	\$200
Command Vehicle	\$100

Equipment Charges:	
Jaws of Life	\$250
Power Saw	\$75
Hydraulic jack/chisels	\$75
Cribbing Blocks	\$10
Winches	\$10
Air Bags	\$50

High Lift Jack	\$20
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Supplies: The actual City cost of the supplies plus 25% shall be charged for all supplies including but not limited to safety flares, Class A foam, Class B foam, absorbent pads, absorbent material, salvage covers, and floor dry.

RESCUE SQUAD FEES

Amended Master Fee Schedule 13/14 Fiscal Year

BLS Emergency Base	\$600
ALS Emergency Level I	\$700
ALS Emergency Level 2	\$800
Mileage Rural	\$ 14

LIBRARY FEES

Membership (Non-Resident Family)	6 month	\$ 35.00
	1 year	\$ 60.00
	1 month	\$ 7.00
Fax		\$2.00 up to 5 pages
Fines		
Books		\$.05/day
Audio Books		\$ 1.00/day
Videos/DVDs/CDs		\$ 1.00/day
Damaged & Lost Books		\$5.00 processing fee + actual cost
Videos /DVDs/CDs		\$5.00 processing fee + actual cost
Color Copies		\$.50
Copies		\$.10
Inter-Library Loan		\$3.00/transaction
Lamination – 18" Machine		\$2.00 per foot
Lamination – 40" Machine		\$6.00 per foot
Children's Mini-Camp		\$10.00 per week

RECREATION FEES

Refund Policy (posted at the Community Center) \$10.00 administrative fee on all approved refunds

Late Registration Fee \$10.00

Community Center

	Resident	Non-Resident	Business
<u>Groups</u>			
Facility Rental			
Gym (1/2 Gym)	\$ 38/Hour	\$ 75/Hour	\$
75/Hour			
Gym/Stage (Rental)	\$420/Day	\$840/Day	\$840/Day
Gym/Stage (Deposit)	\$215	\$420	
Game Room	\$ 22/Hour	\$ 44/Hour	\$ 44/Hour
Meeting Rooms (Rental)	\$ 12/Hour/Room	\$ 22/Hour/Room	\$ 27/Hour
Meeting Rooms (Deposit)	\$ 50/Room	\$ 50/Room	\$
50/Room			
Kitchen (Rental)	\$ 19/Hour	\$ 27/Hour	\$ 33/Hour
Kitchen (Deposit)	\$ 50/Room	\$ 50/Room	\$
50/Room			
Racquetball Court	\$ 7/Hour	\$ 14/Hour	\$ 14/Hour
Facility Usage			
Daily Visit (19 and up)	\$ 3.00	\$ 4.00	
Daily Visit (Seniors +55)	\$ -0-	\$ 2.00	
Fitness Room (19 and up)			
Membership Card	\$27.00/month		
(Exercise Room, Gym, Racquetball/Walleyball Courts)			
(Mon - Fri 8:00 -5:00 pm)	\$3.00	\$ 4.00/Visit	
Gym (19 and up)			
(Mon - Fri 8:00 -5:00 pm)	\$3.00	\$ 4.00/Visit	
Resident Punch Card	\$50.00		
Non-resident Punch Card	\$35.00		
Non-resident Punch Card	\$20.00		
Ind. Weight Training			
Classes	\$ 25		

Variety of programs as determined by the Recreation Director

Fees determined by cost of program

Classes

<u>Contractor</u>	<u>City</u>
75%	25%

Contract Instructor Does Registration and Collects Fees

Other Facilities:

	<u>Resident</u>	<u>Non-Resident</u>
Tournament Fees	\$ 30/Team/Tournament \$ 40/Field/Day	\$ 30/Team/Tournament \$ 40/Field/Day
Gate/Admission Fee	10% of Gross	
Model Airplane Flying		
Field Pass	\$30*	\$40*
* includes \$10 club membership 1 – year license		
Field Rentals	\$40/2 hours	Resident and Non-
Resident		
Park Shelters	\$15/3 hours	\$25/3 hours
Swimming Pool	<u>Resident</u>	<u>Non-Resident</u>
Youth Daily	\$ 2	\$ 4
Adult Daily	\$ 3	\$ 4
Resident Tag	\$ 2	
Family Season Pass	\$105	\$165
Youth Season Pass	\$ 65	\$ 95
Adult Season Pass	\$ 75	\$105
30-Day Pass	\$ 55	\$ 85
Season Pass (Day Care)	\$275	\$275
Swim Lessons	\$ 30	\$ 55
Swimming Pool memberships and specials prices shall be established by the Finance Director		
Youth Recreation Programs	<u>Resident</u>	<u>Non-Resident</u>
Coed Softball/Baseball Ages 5-6	\$ 45/55	\$60/70
Coed Softball/Baseball Ages 7-8	\$ 45/55	\$60/70
Softball/Baseball Ages 9-10	\$ 60/70	\$80/90
Softball/Baseball Ages 11-12	\$ 70/80	\$100/110
Tackle Football	\$ 110/120	\$140/150
Soccer Ages 8 and above	\$65/75	\$65/75
Fall Baseball clinic	\$17/27	\$22/32
Basketball Clinic	\$ 17/27	\$22/32
Basketball Ages 9-10	\$ 55/65	\$65/75
Basketball Ages 11-12	\$ 55/65	\$65/75
Soccer Academy	\$ 33/43	\$53/63
Flag Football	\$ 33/43	\$53/63
Volleyball	\$ 33/43	\$53/63
Cheerleading	\$ 27/37	\$47/57
3 yr. old Soccer Clinic	\$17/27	\$22/33
Uniform Deposit Fee		
Basketball	\$ 40	\$ 40
Tackle Football	\$180	\$180
Cheerleading	\$ 75	\$ 75
Spring Softball – Single	\$215	\$15
Spring Softball – Double	\$420	\$420
Basketball	\$145	\$145
Volleyball	\$110	\$110
Fall Softball – Single	\$120	\$120
Fall Softball – Double	\$235	\$235

Golf Green FeesOctober 1st – February 28th

9-hole Weekdays (adults)	\$ 8.50
9-hole Weekends – Sa - Su (adults)	\$ 10.00
18-hole Weekdays (adults)	\$14.50
18-hole Weekends - Sa - Su (adults)	\$16.00
9-hole Weekdays - M-F (jr/sr)	\$ 6.00
9-hole Weekends - Sa-Su (jr/sr)	\$ 8.00
18-hole Weekdays - M-F (jr/sr)	\$11.00

Amended Master Fee Schedule 13/14 Fiscal Year

18-hole Weekends - Sa-Su (jr/sr)	\$13.00
Pull Carts	\$ 2.50
Rental Clubs -	\$ 7.00
Electric Carts – 9-hole	\$6.00
Electric Carts – 18-hole	\$9.00

March 1st – September 30th

9-hole Weekdays (adults)	\$ 10.00
9-hole Weekends – Sa - Su (adults)	\$12.00
18-hole Weekdays (adults)	\$16.00
18-hole Weekends - Sa - Su (adults)	\$18.00
9-hole Weekdays - M-F (jr/sr)	\$ 8.00
9-hole Weekends - Sa-Su (jr/sr)	\$ 10.00 sr/jr.
18-hole Weekdays - M-F (jr/sr)	\$13.00
18-hole Weekends - Sa-Su (jr/sr)	\$ /15.00 sr/jr.

Pull Carts	\$ 2.50
Rental Clubs	\$ 7.00
Electric Carts – 9-hole	\$ 6.50
Electric Carts – 18-hole	\$ 10.50

Junior – Age 15 & under; Senior – Age 55 & over

Golf concessions, merchandise, specials, league and tournament prices shall be established by the Finance Director.

Annual Passes

(One Full Year from date of purchase)

Adult (16over)	\$400.00
Senior (55 over)	\$300.00
Junior (15 under)	\$300.00
Family	\$750.00

Discount Cards

(Adult Rates)

12 rounds	\$100.00
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(Jr./Sr. Rates)

12 rounds	\$ 80.00
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Special Services Van Fees

Zone 1 Trip within city limits (LaVista & Ralston) Includes trips to grocery stores and senior center	\$1.00 one way
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Zone 2 Trip outside city limits	\$3.00 one way
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Zone 3 Trip outside city limits	\$10.00 one way
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Bus pass (each punch is worth \$1.00)	\$30.00
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Section 2. Sewer Fee Schedule.

§3-103 Municipal Sewer Department: Rates.

- A. Levy of Sewer Service Charges. The following sewer service charges shall be levied against the user of premises, property or structures of every kind, nature and description, which has water service from any supply source and are located within the wastewater service area of the City of La Vista.
- B. Computation of Sewer Service Charges. For the months of December, January, February and March, the monthly charge for residential sewer services will be computed on the actual water used for these months. The monthly charge for residential sewer service in the months of April, May, June, July, August, September, October and November will be computed on the average water usage of the four (4) preceding winter months of December, January, February and March or for such portion of said consumption, whichever is the lesser. At the option of the City of La Vista, water used from private wells shall be either metered or estimated for billing purposes.
- C. Amount of Sewer Service Charges. The total sewer service charge for each sewer service user will be the sum of three (3) charges: (1) customer charge, (2) flow charge, and (3) abnormal charge.
1. The customer charge is as follows
 - a. For sewer service users classified as Residential, the same being sewer service to a single family dwelling, or a duplex, apartment, or other multi-family dwelling (e.g. apartments) wherein each dwelling unit has a separate water meter that is read and charged for water and sewer use by the Metropolitan Utilities District - \$8.34 per month.
 - b. For sewer service users classified as Residential-Multi-Family, the same being sewer service to Multi-Family dwellings (e.g. apartments) wherein there is only a separate water meter to each building or complex that is read and charged for water and sewer use by the Metropolitan Utilities District - \$8.34 per month plus an amount equal to \$5.82 times the total number of dwelling units, less one, in the Multi-Family dwellings that comprise an apartment complex. The customer charge for Residential-Multi Family sewer service users will be billed by the City of La Vista in addition to the flow charge billing from the Metropolitan Utilities District. A late charge of 14% will be applied for for Multi-Family sewer use billings.
 - c. For sewer service users classified as General Commercial: Customers who normally use less than 100,000 cubic feet of water per month and who are not Residential users or Residential-Multi-Family users - \$8.94 per month. For sewer service users in this category that require manual billing, add \$10.00 for a total of \$18.94. The manual billing of the customer charge will come from the City of La Vista instead of the Metropolitan Utilities District.
 2. The flow charge for all sewer service users shall be \$2.43 per hundred cubic feet (ccf).
 3. If users have abnormal strength sewage as determined by the terms of the Wastewater Service Agreement between the City of La Vista and the City of Omaha, then additional charges will be billed to the user at the applicable rates as determined by said Agreement.
 4. If users other than those classified herein are connected to the wastewater collection system, the Customer Charges, the Flow Charges and Other Charges will be determined by the City Council in accordance with rules and regulations of the EPA and the Agreement between the City of La Vista and the City of Omaha.

Section 3. Sewer/Drainage Connection Fee Schedule. A fee shall be paid to the City Treasurer as set forth in this section for each structure or tract to be connected to the sewer system of the City. No connection permit or building permit shall be issued until the following connection fees have been paid.

Residential	
Single Family Dwelling	\$1,100
Duplex	\$1,100/unit
Multiple Family	\$ 858/unit
Commercial/Industrial	\$5,973/acre of land as platted

The fee for commercial (including industrial) shall be computed on the basis of \$5,973 per acre within each platted lot or tract, irrespective of the number of structures to be constructed thereon.

The applicable fee shall be paid in respect to each lot or building site as a condition of City's issuance of any building or sewer connection permit.

- A. **Changes in Use.** If the use of a lot changes subsequent to payment of the fee, which different use would require payment of a fee greater than that payable in respect to the use for which the fee was originally paid, the difference in fee shall be paid to the City at time of such change in use.
- B. **Existing Structures.** Structures for which sewer connection and building permits have been issued, and all permit fees in respect thereto paid, prior to the effective date hereof shall be exempt from the fees herein imposed.
- C. **Preconnection Payments.** Where preconnection payment charges for a subdivision or portion thereof have been paid to City at time of subdivision of a tract pursuant to agreement between the City and the developer and the sanitary and improvement district, if any, financing improvements of the subdivision, the preconnection payment so made shall be credited by City to the sewer/drainage fees payable at time of connection of the individual properties to the sewer/drainage systems of the City.
- D. **Sewer Tap and Inspection and Sewer Service Fees.** The fees imposed by Section 3 hereof are in addition to and not in lieu of (1) sewer tap and inspection fees payable pursuant to Section 3-122 of the La Vista Municipal Code and listed herein and (2) sewer service charges imposed by Section 2 hereof.

Section 4. Sewer Inspection Charges Established for Installation. Inspection charges for nonresidential property sewer installation shall be:

Sewer Tap Fee (Inspection Fee)	
Service Line w/inside diameter of 4"	\$400
Service Line w/inside diameter of 6"	\$600
Service Line w/inside diameter of 8"	\$700
Service Line w/inside diameter over 8"	Special permission/set by Council

Section 5. Miscellaneous Sewer Related Fees: Miscellaneous sewer related fees shall be:

Private Sewage Disposal System Const. Permit	\$	1,500
Appeal Fee Re: Issuance or Denial of Sewer Permits	\$	1,500

Section 6. Repeal of Ordinance No.1158. Ordinance No. 1158 as originally approved on November 15, 2011, and all ordinances in conflict herewith are hereby repealed.

Section 7. Severability Clause. If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional or invalid, such unconstitutionality or invalidity shall not affect the validity of the remaining portions of this ordinance. The Mayor and City Council of the City of La Vista hereby declare that it would have passed this ordinance and each section, subsection, clause or phrase thereof,

irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

Section 8. Effective Date. This Ordinance shall take effect from and after its passage, approval and publication in pamphlet form as provided by law; provided, however, that:

(1) Pawnbroker occupation taxes of Section 1 shall be effective April 1, 2003. Pawnbroker occupations taxes shall be payable on a monthly basis no later than the last day of the calendar month immediately following the month in which the subject pawnbroker transactions occur. For example, the occupation tax on pawnbroker transactions for the month of April 2003 shall be due and payable on or before May 31, 2003.

(2) Pawnbroker permit fees shall be effective January 1, 2004. Annual pawnbroker permit fees shall be due and payable annually on or before January 1. Initial pawnbroker permit fees shall be due and payable on or before the date that the pawnbroker license is issued. Issuance of renewal of pawnbroker permits shall be subject to payment of applicable permit fees.

(3) Rental Inspection Program License fees shall be effective January 1, 2011

(4) The remaining provisions of this Ordinance other than those specified in Sections 8(1), 8(2) and 8(3) shall take effect upon publication.

| PASSED AND APPROVED THIS ~~4TH~~^{2ND} DAY OF ~~NOVEMBER~~^{SEPTEMBER} __, 2014.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
NOVEMBER 4, 2014 AGENDA**

Subject:	Type:	Submitted By:
PERFORMANCE MANAGEMENT CONSULTANT	◆ RESOLUTION ORDINANCE RECEIVE/FILE	RITA M. RAMIREZ ASSISTANT CITY ADMINISTRATOR DIRECTOR OF ADMINISTRATIVE SERVICES

SYNOPSIS

A resolution has been prepared to approve an agreement with Management Education Group, Inc. for professional consulting services related to the City's efforts to redefine its performance management system in an amount not to exceed \$20,800.00 plus travel expenses.

FISCAL IMPACT

The FY15 General Fund budget contains funding for this project.

RECOMMENDATION

Approval

BACKGROUND

The City has been undergoing a cultural shift toward a more performance-driven organization since the adoption of a pay-for-performance model in 2009. At that same time a new performance appraisal instrument was introduced as well as the use of an online performance appraisal system. Since that time there have been some modifications made to the competencies and the appraisal process. Feedback received over the last couple of years through meetings with employee groups as well as the National Employee Survey have indicated a general dissatisfaction with the appraisal process. An internal employee group was appointed to review these concerns and make recommendations for change. That group looked at evaluation systems and instruments from several other cities and through its research discovered that the Management Education Group, Inc. has led a number of cities through the process of aligning a City's strategic plan and core values with the day-to-day activities of staff and ultimately reinforcing performance expectations through the performance management process. A major component of creating a successful performance management system is supervisor and employee training, which is a specialty of the Management Education Group, Inc.

Attached you will find the Group's proposal outlining the consulting and training services for La Vista, as well as course outlines for the supervisor and employee training.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, APPROVING AN AGREEMENT WITH MANAGEMENT EDUCATION GROUP, INC. FOR PROFESSIONAL CONSULTING SERVICES RELATED TO REDEFINING THE PERFORMANCE MANAGEMENT SYSTEM IN AN AMOUNT NOT TO EXCEED \$20,800 PLUS TRAVEL EXPENSES.

WHEREAS, the City Council of the City of La Vista has determined that the selection of a consultant for redefining the City's performance management system is necessary; and

WHEREAS, the FY15 General Fund budget includes funding for this project; and

WHEREAS Subsection (C) (9) of Section 31.23 of the La Vista Municipal Code requires that the City Administrator secures 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 approve an agreement with Management Education Group, Inc. for consulting services related to redefining the performance management system in an amount not to exceed \$20,800.

PASSED AND APPROVED THIS 4TH DAY OF NOVEMBER, 2014.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

Standard Letter of Engagement

October 21, 2014

This letter will serve as an Agreement between the City of La Vista and Management Education Group, Inc. for professional consulting services related to the City's efforts to redefine its performance management system. The Management Education Group, led by Marnie Green, Principal Consultant, will undertake to provide the agreed upon consulting services outlined in the proposal dated May 13, 2014.

1. **Proposed Scope of Work:** The scope of work will include an on-site assessment of the City's current performance management system that encompasses interviews with employees at all levels; recommendations for revisions to the performance management system, consulting to the City team regarding implementation of proposed changes; and training sessions for managers and supervisors on the principles of effective employee performance management as well as the changes to the system.
2. **Fees:** Our fee for the services outlined in the proposal is \$20,800 plus travel costs. On-site dates will be confirmed upon receipt of a 25% deposit of the total fee. The balance and associated travel costs will be billed in intervals over the life of the project.
3. **Travel Expenses:** Travel expenses include round-trip coach air, purchased at the lowest possible cost, baggage fees, hotel, rental car, ground transportation, parking, meals, and incidentals. Expenses will be itemized and receipts will be submitted with the invoice.
4. **Invoices:** Generally, our invoices are prepared and mailed monthly or as the services are concluded. Our invoices are payable within 30 days and are overdue if not paid by the due date set forth on the invoices.
5. **Late Payments:** If you fail to pay our invoices in full on or before the due date set forth on the invoices, we reserve the right to assess a monthly service charge equal to 1.5% of all fees and expenses which are past due. This monthly service charge will be billed to you at the end of each month in which a late payment occurs. In no event will the service charge be greater than permitted by any applicable law.
6. **Date Confirmation Policy:** Because of the competitive nature of booking consulting and facilitation dates, it is necessary to receive a deposit before on-site dates can be confirmed for a client. To facilitate your administrative needs, we will hold on-site dates agreed upon in writing via e-mail for two weeks from the date of agreement, giving you a "right to first refusal" should another client ask for the same dates. If after the two-week period the deposit has not been received, the dates become open and will need to be renegotiated.
7. **Cancellation/Rescheduling Policy:** Because cancellation of an on-site date causes loss of income that is difficult to recapture on short notice, the balance of the total fee is due and payable if the project is rescheduled or canceled by the client within 14 calendar days of the agreed upon meeting date.

8. **Termination:** You have the right to terminate our services at any time. We have the same right, subject to a professional and ethical obligation to give you reasonable notice to arrange for alternative support.
9. **Confidentiality:** We treat all aspects of our client relationships as confidential and will gladly provide or sign appropriate non-disclosure agreements if desired. Details of this engagement will be share with others only upon your approval. The City of LaVista, NE will be listed as a client on our publicly available client list, unless you request otherwise.
10. **Other Matters:** Unless we otherwise agree, the terms and conditions of this letter will apply to all matters for which you engage us. If you have any questions or concerns about the terms of this Standard Engagement Letter, please contact us immediately.

Please acknowledge your receipt of this Letter, and your agreement with the terms and conditions set forth by signing below.

Organization Name: _____

Billing Address: _____

By (Printed Name) : _____

Signature: _____

Title: _____ Dated: _____

Employee Performance Management Project Timeline

January 29, 2015	On-site data gathering – meeting with City Manager and key players; focus group with employees; demonstration of Success Factors
By February 12, 2015	Written summary and recommendations for change presented to the City of La Vista
Every two weeks	Conference calls with the performance management team to review and agree upon system elements and implementation steps
April 10, 2015	Presentation of final recommendations to City Manager for approval
By May 15, 2015	Configure and test Success Factors to reflect new system elements (responsibility of the City)
June 10 – 13, 2015	Conduct full-day on-site performance management training for managers and supervisors Conduct on-site 90-minute briefings for employees

May 13, 2014

Rita M. Ramirez, Assistant City Administrator
City of La Vista
8116 Park View Boulevard
La Vista, NE 68128-2198

Dear Ms. Ramirez,

It is my pleasure to submit this proposal to the City of La Vista for employee performance management system consulting and training. Based on our recent phone conversation, I've developed the following plan to support you and the employee team who is working to improve your system.

Proposal Summary

The City of La Vista, NE has been undergoing a cultural shift toward a more performance-driven organization since the adoption of a pay-for-performance model in 2009. Since the initial implementation, which included competency model development and the deployment of an online performance management tool, the system has languished and employee support has diminished.

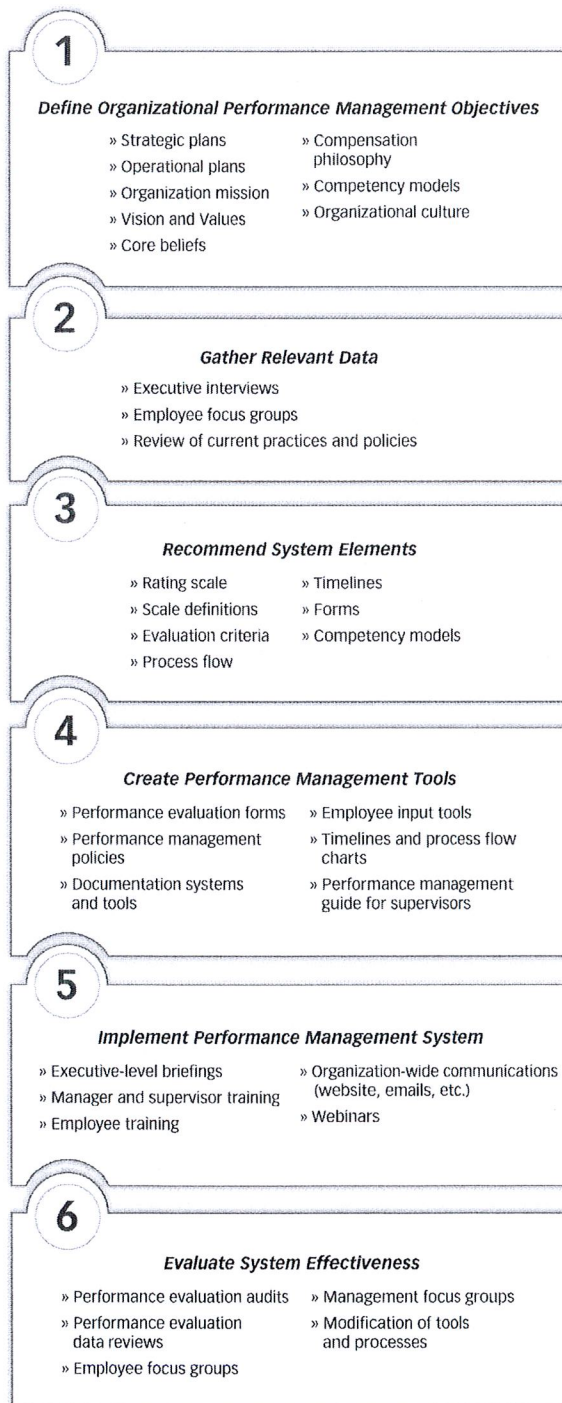
Opportunities exist to align the City Council's strategic plan with the day-to-day activities of staff. In addition, the City's new core values offer an opportunity to refocus and reinforce performance expectations through the performance management process.

The Management Education Group, Inc. proposes to collaboratively assess the current system, recommend enhancements that will make it more effective, and conduct training for La Vista managers and employees on best practices in performance management.

This proposal outlines a variety of steps that engage the organization's leaders and employees in developing a system that reflects the goals of the organization. It also defines an implementation strategy that will ensure the performance management system is used consistently and effectively.

Our Approach

While every system redesign project is different, we approach most projects with these steps in mind:



For the City of La Vista, I propose to begin the project by conducting at least one day of on-site interviews and focus groups to gather information about your current system and to gauge the readiness of the team for change. These meetings will likely be with employees from each of the following groups:

- Executives
- Managers and Supervisors
- Performance management project team members
- Line employees

While on site I'd like to see how you are using Success Factors and view your processes firsthand. Following the on-site meetings, a detailed set of recommendations will be prepared which will outline recommended changes and next steps, based on the feedback received. We then use an iterative process, likely guided by the employee task team assigned to this project, to agree on system changes and next steps.

Next, this project will likely include the implementation of the performance management system changes via training. Two different training sessions will be delivered to address the unique needs of managers and employees in the performance management process. Draft program descriptions for these training sessions are included in this proposal.

Deliverables

At the completion of this project, I will have provided the following deliverables:

- An on-site assessment of the City's performance management system
- Recommendations for revisions to the performance management system
- Consulting to the performance management team related to implementation of the performance management system changes
- Training sessions for managers and supervisors on the principles of effective employee performance management and the system changes. We will also conduct two-hour briefing sessions for all employees on the role they can play in the management of their own performance. Number of sessions and training schedule to be determined upon contract agreement.

Implementation Options and Costs

Because the approach outlined in this proposal consists of multiple strategies for improving your performance management system, three options are offered for your consideration. Additional approaches may also be developed.

Assessment and Recommendations Only: \$9,800

- Assess your current system via on site data gathering
- Provide written recommendations to improve your current performance management approach
- Provide coaching to the employee team charged with implementing the changes via phone

Includes one on-site consultation to assess the current system and gather input from users, followed by a written report of recommended system changes. Also includes up to two coaching calls with the employee team charged with implementing the changes.

Training Only: \$13,000

- Conduct up to two full-day live training sessions for managers and supervisors on the principles of employee performance management, using the book, **Painless Performance Evaluations: A Practical Approach to Managing Day-to-Day Employee Performance**
- Conduct up to three live employee briefings to present tools for participating in the performance management process

Includes two full-day training sessions in La Vista for managers and supervisors and a copy of the book for each participant. Also includes three live briefings for employees. Training is based on the outlines included in this proposal.

Recommendations and Training: \$20,800

- Assess your current system via on site data gathering
- Provide written recommendations to improve your current performance management approach
- Provide coaching to the employee team charged with implementing the changes via phone.
- Conduct up to two full-day live training sessions for managers and supervisors on the principles of employee performance management, using the book, **Painless Performance Evaluations: A Practical Approach to Managing Day-to-Day Employee Performance**
- Conduct up to three live employee briefings to present tools for participating in the performance management process

Includes one on-site consultation meeting to assess the current system and gather input from users, as well as a written report of recommended system changes, followed by up to two coaching calls with the employee team charged with implementing the changes. Also includes two full-day training sessions in La Vista for managers and supervisors and a copy of the book for each participant and three live briefings for employees.

Materials and Logistics

The Management Education Group, Inc. will supply a master copy of the handouts for each training session to the City of La Vista at least one week prior to the training session. Training materials developed for this assignment are the property of the Management Education Group, Inc. and may not be reproduced without the expressed consent of Marnie E. Green, Principal Consultant. Should the City of La Vista desire to reuse the training materials in the future, a licensing agreement will be executed.

The City of La Vista will coordinate meetings for the consultant with executives, managers, supervisors, and employees. All internal communication about this effort will be coordinated by the City of La Vista. In addition, the City of La Vista will provide an appropriate facility for each training session and the following:

- One copy of required handout materials for each participant
- Screen
- LCD projector
- Projection table or stand
- Flipchart stand and pad
- Refreshments, if desired

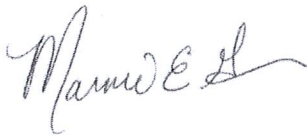
Payment Terms

A deposit of 25% of the total fee will be due prior to the start of the project to secure our services. The balance and associated travel costs will be billed in intervals over the life of the project. In addition, the City of La Vista agrees to pay all travel costs associated with this assignment including airfare to Omaha, NE from Phoenix, AZ, transfers, ground transportation, parking, hotel, meals, and incidentals.

Should the need arise to conduct additional training sessions beyond the scope of the options defined in this proposal, training will be conducted at a cost of \$4,000 per day plus travel expenses.

Please contact me at 480-705-9394 or via email at mgreen@managementeducationgroup.com to discuss our next steps. I look forward to working with you!

Sincerely,



Marnie E. Green, CSP, IPMA-CP
Principal Consultant

City of La Vista, NE

Performance Management Training
Supervisor Version

Course Length: Full day session

Course Overview:

One of the most essential skill sets a manager or supervisor must use everyday are those skills related to the management of employee performance. Helping employees be successful and guiding those employees who may not be performing up to expectations is a critical activity that all effective managers use. This program offers the essential skills in managing day-to-day performance including how to use La Vista's revised performance management system, how to maintain effective performance evaluation documentation and how to conduct a performance evaluation discussion that is positive and productive.

Course Objectives:

At the end of the training session, participants will be able to:

- Implement the performance management system changes with employees
- Establish a work climate that is conducive to productive performance evaluations
- Initiate and maintain positive communication about work performance through documentation and feedback
- Prepare and conduct performance discussions that encourage an exchange of information and produce better results

Course Outline:

- I. Review of revisions made to the performance management system
- II. Performance planning and day-to-day management
 - A. Establishing performance expectations
 - B. Documentation and keeping an employee performance log
- III. Providing performance feedback with confidence
- IV. Writing the performance evaluation document
- V. Conducting the evaluation discussion

City of La Vista, NE

Performance Management Training
Employee Version

Course Length: Two hour session

Course Overview:

Employee involvement and participation in the performance management process increases the quality of employee-supervisor relationships within an organization and improves productivity and worker commitment. The purpose of this workshop is to outline for employees the value that they gain when they participate in the performance management process. By suggesting performance goals, asking questions about performance expectations, and contributing comments on the performance evaluation document, employees increase their ability to positively impact their work environment. The workshop will also introduce the changes to La Vista's performance management system.

Course Objectives:

At the end of the training session, participants will be able to:

- Use the performance management system to get clear and specific feedback on their job performance
- Suggest performance goals and expectations that will help La Vista achieve its strategic goals
- Write productive and clear comments as part of the performance management process
- Document their own performance in a productive and organized way that fosters communication and trust

Course Outline:

- I. Review the changes to La Vista's performance management process
- II. Participating in conversations about performance
- III. Writing comments on the performance evaluation document
- IV. Maintaining effective performance documentation – "me" file

About the Management Education Group, Inc.

Led by Marnie Green, Principal Consultant, the firm provides training and organizational development solutions to public agencies across the nation. In addition to its work with US agencies, the Management Education Group, Inc. has also consulted with the World Health Organization and the Egyptian Ministry of Health on system-wide change initiatives.

Established in 1997 by Principal Consultant, Marnie E. Green, the Management Education Group, Inc. has expanded its services each year. In 2006 the award-winning *Painless Performance Evaluations: A Practical Approach to Managing Day-to-Day Employee Performance* was published, followed by the recent release of *Painless Performance Conversations: A Practical Approach to Critical Day-to-Day Workplace Discussions*. This work has allowed Marnie and her colleagues to share her innovative approach to performance evaluation system design and performance management to a wide audience.

Experience with Performance Management Systems

Our goal is to guide organizational leaders through their workplace challenges. Performance evaluation systems and their application through daily performance management activities provide an opportunity to shape the culture of an organization. We are honored to have had the opportunity to help many organizations to improve their performance management practices including:

- Central Yavapai Fire District
- City of Phoenix, AZ
- City of Richland, WA
- City of Show Low, AZ
- Franklin PUD
- Las Vegas Convention Center
- Maricopa County Justice Court
- West Basin Municipal Water District
- City of Avondale, AZ
- City of Las Vegas, NV
- City of Prescott, AZ
- Mesa Public Schools
- Pearson Custom Publishing
- Salt River Project
- State of Alaska
- Western International University
- City of Buckeye, AZ
- City of Goodyear, AZ
- City of San Jose, CA
- Cowlitz County PUD
- HealthTrio
- Missouri Foundation for Health
- Phoenix-Mesa GateWay Airport
- Arizona Auditor General Office
- City of Dublin, OH
- City of Sierra Vista, AZ
- City of Tolleson, AZ
- Oce Reprographics Group
- Richardson, TX Fire Dept
- Town of Gilbert, AZ
- Valley Metro
- Yavapai College

Marnie E. Green, CSP, IPMA-CP

Marnie Green is the nation's go-to expert in the development of public sector leaders as performance managers. She has spent the last 25 years providing valuable step-by-step programs and facilitation services that create more confident leaders. Along the way she has served as an executive coach to numerous public leaders at the highest levels.

Green is the author of *Painless Performance Evaluations: A Practical Approach to Managing Day-to-Day Employee Performance*, published by Pearson/Prentice Hall as well as *Painless Performance Conversations: A Practical Approach to Critical Day-to-Day Workplace Discussions* published by Wiley. Her consulting and training clients include public agencies from coast to coast including the U.S. Bureau of Land Management, the States of Arizona, Alaska, California, and Montana, the County of San Diego, CA, the cities of Las Vegas, San Jose, Honolulu, and various special districts and authorities including Phoenix-Mesa Gateway Airport, Salt River Project, and West Basin Municipal Water District. She also serves corporate clients such as Charles Schwab, Troon Golf, Wells Fargo, Nationwide Insurance, and the World Health Organization in Geneva.

Green holds a bachelor's degree in Personnel Management and a Master's degree in Business Administration-Finance, both from Arizona State University. She is a graduate of Harvard University, Kennedy School of Government's Art and Practice of Leadership Development residency program. She is one of fewer than ten percent of professional speakers to hold the Certified Speaking Professional (CSP) designation, the speaking profession's international measure of speaking experience and skill.

Active in several professional associations, Marnie is a member of the Society for Human Resource Management, the National Speakers Association, and has served on numerous boards and committees for the International Public Management Association for Human Resources. She is a frequent speaker at local, national, and international conferences on workforce-related issues including Leadership Development, Recruiting and Retaining Top Talent, The Workforce of the Future, and Employee Performance Management.

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
NOVEMBER 4, 2014 AGENDA**

Subject:	Type:	Submitted By:
COMPREHENSIVE PLAN — ADVISORY COMMITTEE	◆ RESOLUTION ORDINANCE RECEIVE/FILE	ANN BIRCH COMMUNITY DEVELOPMENT DIRECTOR

SYNOPSIS

A resolution has been prepared designating an Advisory Committee to assist with the preparation of the new Comprehensive Plan.

FISCAL IMPACT

N/A

RECOMMENDATION

Approval.

BACKGROUND

On August 19, 2014, the City Council approved Resolution No. 14-101 authorizing the selection of Logan Simpson Design for the preparation of a new Comprehensive Plan for La Vista. The Scope of Work for the project calls for the establishment of an Advisory Committee, 15 to 20 individuals representing a range of interests, demographic groups, and perspectives. The Committee will be responsible for providing input on the community vision, discussing key issues and opportunities, and serving as liaisons to their social networks and other community members.

The consultant has identified three formal meetings with the Advisory Committee. We anticipate those meetings will be held during working hours and last several hours. Additional assignments will be given to the Advisory Committee members to assist with the other events associated with the development of the plan.

The Mayor asked for City Council participation and two members have volunteered. While these Council members will attend the Advisory Committee meetings, the meeting notes will be distributed to all Council members. In addition, all Council members will be interviewed by the consultant as stakeholders and will be asked to attend and participate in the other related activities. Further details on the activities and schedule will be distributed to the City Council as soon as it is finalized.

Attached is the proposed roster for the membership of the Comprehensive Plan Advisory Committee.

Comprehensive Plan

Advisory Committee

Mike Crawford (City Council)

Jim Frederick (City Council)

Gayle Malmquist (Planning Commission)

Harold Sargus (Planning Commission)

Kevin Wituski (Planning Commission)

Doug Kellner (CAR Committee)

Brad Strittmatter (Board of Adjustment /
Building Board of Appeals)

Pat Lodes (Park & Rec Advisory Board)

Valerie Russell (Library Board)

Bill Ulrich (Civil Service)

Leah Hoins (LV Community Foundation)

Angie Quinn (Performance Auto Group)

Mike Mathews (All Purpose Construction)

Debby Atchison (American National Bank)

Annette Eyeman (School District Rep)

Lisa Wood (Principal, LV West)

Keith Grimm (Beautiful Savior Church)

Bruce Fountain (Sarpy County)

Vince Mancuso (Resident)

Staff:

Rita Ramirez (Assistant City Administrator)

Joe Soucie (Director of Public Works)

Ann Birch (Community Development Director)

Chris Solberg (City Planner)

Court Barber (Planning Intern)

Scott Stopak (Recreation Director)

Rose Barcal (Library Director)

Mitch Beaumont (Public Relations Coordinator)

John Kottmann (City Engineer)

Bryan Waugh (Police Captain)

RED = Not confirmed.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA PROVIDING FOR THE DESIGNATION OF COMPREHENSIVE PLAN ADVISORY COMMITTEE MEMBERS.

WHEREAS, The City Council of the City of La Vista has determined that the designation of a Comprehensive Plan Advisory Committee are necessary; and

WHEREAS, a recommendation by the City Administrator, in consultation with the staff, has been made regarding appointments; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby designate the following people to the La Vista Comprehensive Plan Advisory Committee:

Mike Crawford
Jim Frederick
Gayle Malmquist
Harold Sargus
Kevin Wituski
Doug Kellner
Brad Strittmatter
Pat Lodes
Valerie Russell
Bill Ulrich
Leah Hoins
Angie Quinn
Mike Mathews
Debby Atchison
Annette Eyeman

Lisa Wood
Keith Grimm
Bruce Fountain
Vince Mancuso
Rita Ramirez
Joe Soucie
Ann Birch
Chris Solberg
Court Barber
Scott Stopak
Rose Barcal
Mitch Beaumont
John Kottmann
Bryan Waugh

PASSED AND APPROVED THIS 4TH DAY OF NOVEMBER, 2014.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
NOVEMBER 4, 2014 AGENDA**

Subject:	Type:	Submitted By:
BID AWARD – 69 TH STREET SANITARY SEWER LINING	◆ RESOLUTION ORDINANCE RECEIVE/FILE	JOHN KOTTMANN CITY ENGINEER/ASSISTANT PUBLIC WORKS DIRECTOR

SYNOPSIS

A resolution has been prepared to award a contract to Municipal Pipe Tool Co., LLC of Hudson, Iowa, for construction of the 69th Street Sanitary Lining in an amount not to exceed \$11,400.00.

FISCAL IMPACT

The FY 15 Capital Improvement Program provides funding for the 69th Street Sanitary Sewer Lining in the amount of \$16,000.

RECOMMENDATION

Approval

BACKGROUND

The plans and specifications were prepared by the City of Papillion Engineering staff in conjunction with the City Engineer under an Interlocal Agreement authorized by the City Council on October 7, 2014. This was done as a cost saving measure since the work requires specialized services by out-of-town contractors that must mobilize to this area. Bids were received from two contractors by the City of Papillion on October 17, 2014. A tabulation of the bids is attached. This tabulation is for multiple projects in both communities. Alternate No. 3 in the tabulation is for the 69th Street Sewer Lining project and is the only project being recommended for award in La Vista.

The lowest proposal was submitted by Municipal Pipe Tool Co., LLC of Hudson, Iowa and they are a qualified contractor to perform this type of work. The bidding documents provide for each City to contract individually for the work in their City.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, AWARDING A CONTRACT TO MUNICIPAL PIPE TOOL CO., LLC OF HUDSON IA, FOR CONSTRUCTION OF THE 69TH STREET SANITARY SEWER LINING IN AN AMOUNT NOT TO EXCEED \$11,400.00.

WHEREAS, the City Council of the City of La Vista has determined that the construction of the 69th Street Sanitary Sewer Lining is necessary; and

WHEREAS, the FY 15 Capital Fund Budget provides funding for this project; and

WHEREAS, the City Council authorized the advertisement of bids for construction of the 69th Street Sanitary Sewer Lining on October 7, 2014, and

WHEREAS Municipal Pipe Tool Co., LLC of Hudson IA has submitted the low, qualified bid, and

WHEREAS Subsection (C) (9) of Section 31.23 of the La Vista Municipal Code requires that the City Administrator secures 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 designate Municipal Pipe Tool Co., LLC of Hudson IA as the low qualified bidder for the 69th Street Sanitary Sewer Lining, in an amount not to exceed \$11,400.00.

PASSED AND APPROVED THIS 4TH DAY OF NOVEMBER, 2014.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

SUBMITTED PROPOSALS & COSTS

Date of Bid: October 1, 2014
City of Papillion
Project: 2014 Sewer



Midlands Contracting, Inc.

Municipal Pipe Tool Co. LLC

[illegible]

F

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA RECOMMENDING TO THE NEBRASKA LIQUOR CONTROL COMMISSION, APPROVAL OF THE CLASS C LIQUOR LICENSE APPLICATION FOR WILDKAT RESTAURANTS INC DBA J-BIRDS FOOD & SPIRITS IN LA VISTA, NEBRASKA.

WHEREAS, Wildkat Restaurants Inc dba J-Birds Food & Spirits, 9723 & 9725 Giles Road, La Vista, Sarpy County, Nebraska, has applied to the Nebraska Liquor Control Commission for a Class C Liquor License, and

WHEREAS, the Nebraska Liquor Control Commission has notified the City of said application, and

WHEREAS, the City has adopted local licensing standards to be considered in making recommendations to the Nebraska Liquor Control Commission, and

WHEREAS, said licensing standards have been considered by the City Council in making its decision.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, hereby recommend to the Nebraska Liquor Control Commission approval of the Class C Liquor License application submitted by Wildkat Restaurants Inc dba J-Birds Food & Spirits, 9723 & 9725 Giles Road, La Vista, Sarpy County, Nebraska.

PASSED AND APPROVED THIS 4TH DAY OF NOVEMBER, 2014.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

LA VISTA POLICE DEPARTMENT INTEROFFICE MEMORANDUM

TO: PAM BUETHE, CITY CLERK
FROM: BOB LAUSTEN, POLICE CHIEF
SUBJECT: LOCAL BACKGROUND- LIQUOR LICENSE- CORPORATE MANAGER
WILDKAT RESTAURANTS DBA:J-BIRDS—SKOT & MICHELLE TIMM
DATE: 10/16/2014
CC:

The police department conducted a check of computerized records on the applicants, Skot and Michelle Timm, for criminal conduct in Sarpy and Douglas Counties in reference to the Corporate Manager and Liquor License application. Skot Timm was cited for Driving under suspension and DUI fifteen years ago (1999) There was no conviction for DUI. No entries were regarding Michelle Timm.

► RECEIPT

10/16/2014

From: Michelle Porter - MICHELLE.PORTER@NEBRASKA.GOV
Phone: 402/471-2821
Fax: 402/471-2814
Company Name: Nebraska Liquor Control Commission

To: City Clerk La Vista
Subject: J-Birds Food & Spirits - #110074
Liquor License Application

PLEASE COMPLETE THE BOTTOM SECTION IMMEDIATELY UPON RECEIPT OF THIS APPLICATION AND FAX OR EMAIL THIS FORM BACK ACKNOWLEDGING THE RECEIPT OF THIS APPLICATION. PLEASE DATE STAMP IF THAT OPTION IS AVAILABLE. THANK YOU.

10-16-14

DATE OF RECEIPT

M. Barnard - DCC City of La Vista

SIGNATURE

☐

Urgent

☒

For Review

☒

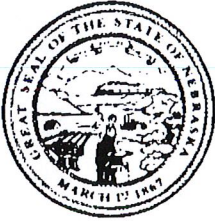
Please Comment

☒

Please Reply

☐

Please Recycle



Dave Heineman
Governor

STATE OF NEBRASKA

NEBRASKA LIQUOR CONTROL COMMISSION

Robert B. Rupe

Executive Director

301 Centennial Mall South, 5th Floor

P.O. Box 95046

Lincoln, Nebraska 68509-5046

Phone (402) 471-2571

Fax (402) 471-2814 or (402) 471-2374

TRS USER 800 833-7352 (TTY)

web address: <http://www.lcc.ne.gov/>

October 16, 2014

La Vista City Clerk
8116 Park View Blvd
La Vista NE 68128-2198

RE: J-Birds Food & Spirits

Dear Local Governing Body:

Attached is the form to be used on all retail liquor license applications. Local clerks must collect proper license fees and occupation tax per ordinance, if any, before delivering the license at time of issuance.

TWO KEY TIME FRAMES TO KEEP IN MIND ARE:

- 1) Publicize one time not less than 7 days not more than 14 days prior to date of hearing.
- 2) You have 45 days to conduct a hearing after the date of receipt of the notice from this Commission (§53-134). You may choose **NOT** to make a recommendation of approval or denial to our Commission.

PER §53-133, THE LIQUOR CONTROL COMMISSION SHALL SET FOR HEARING ANY APPLICATION WHEREIN:

- 1) There is a recommendation of denial from the local governing body,
- 2) A citizens protest; or
- 3) Statutory problems that the Commission discovers.

PLEASE NOTE A LICENSEE MUST BE "PROPERLY" LICENSED IN ORDER TO PURCHASE FROM WHOLESALERS, AND A LICENSE IS EFFECTIVE:

- 1) Upon payment of the license fees;
- 2) Physical possession of the license;
- 3) Effective date on the license.

Sincerely,

NEBRASKA LIQUOR CONTROL COMMISSION
Michelle Porter
Licensing Division

Enclosures

Janice M. Wiebusch
Commissioner

Robert Batt
Chairman

William F. Austin
Commissioner

APPLICATION FOR LIQUOR LICENSE CHECKLIST - RETAIL

NEBRASKA LIQUOR CONTROL COMMISSION
301 CENTENNIAL MALL SOUTH
PO BOX 95046
LINCOLN, NE 68509-5046
PHONE: (402) 471-2571
FAX: (402) 471-2814
Website: www.lcc.ne.gov

RECEIVED		
OCT 8 2014		
QA C	Repl 079978	TOP
C	110074	mp

Applicant name Skot Timm
Trade name Wildkat Restaurants Inc. dba J-Birds Food and Spirits
Previous trade name Glory Day Inc. dba J-Birds Food & Spirits
Contact email address Skotcott@aol.com

Provide all the items requested. Failure to provide any item will cause this application to be returned or placed on hold. All documents must be legible. Any false statement or omission may result in the denial, suspension, cancellation or revocation of your license. If your operation depends on receiving a liquor license, the Nebraska Liquor Control Commission cautions you that if you purchase, remodel, start construction, spend or commit money that you do so at your own risk. Prior to submitting your application review the application carefully to ensure that all sections are complete, and that any omissions or errors have not been made. You may want to check with the city/village or county clerk, where you are making application, to see if any additional requirements must be met before submitting application to the state.


REQUIRED ATTACHMENTS *on file 9/24/14 - Skot Timm*
Card Micelli & Timm
Attached

Each item must be checked and included with application or marked N/A (not applicable)

☒ 1. Fingerprint cards for each person (two cards per person) must be enclosed with a check payable to the Nebraska State Patrol for processing in the amount of \$38.00 per person. All areas must be completed on cards as per brochure. To prevent the delay in issuing your license, we strongly suggest you go to any Nebraska State Patrol office. See fingerprint brochure

☒ 2. Enclose application fee of \$400, check made payable to the Nebraska Liquor Control Commission.

PAYMENT TYPE	CK 1003
AMOUNT	\$400
DATE	
SIGNATURE	mm


1400024312

RECEIVED
FORM 100
REV 12/2013
PAGE 1

RECEIVED

OCT 8 2014

NEBRASKA LIQUOR
CONTROL COMMISSION

- OK X 3) Enclose the appropriate application forms:
Individual license (requires insert form 1- form number 104) —
Partnership license (requires insert form 2- form number 105)
Corporate license (requires insert form 3a & 3c- form number 101 and 103) —
Limited liability company (LLC) (requires form 3b & 3c- form number 102 and 103)
- OK X 4. If building is being leased send a copy of signed lease. Lease must be in the name of the individual, corporation or limited liability company making application. Lease term must run through the license year being applied for (see page 3).
- OK X 5. If building is owned or being purchased send a copy of the deed or purchase agreement in the name of the applicant.
- OK X 6. If buying the business of a current liquor license holder:
a) Provide a copy of the purchase agreement from the seller (must read applicants name).
b) Provide a copy of alcohol inventory being purchased (must include brand names and container size)
c) Enclose a list of the assets being purchased (furniture, fixtures and equipment).
- OK X 7. If requesting to operate on current liquor license; enclose Temporary Operating Permit (TOP)(form 125).
- OK X 8. Enclose a list of any inventory or property owned by other parties that are on the premise.
- OK X 9. For citizenship enclose copy of U.S. birth certificate; U.S. passport or naturalization paper
For residency enclose proof of registered voter in Nebraska
See guideline for further assistance <http://www.lcc.nebraska.gov/brochures.html>
- OK X 10. Corporation or Limited Liability Company must enclose a copy of articles of incorporation; as filed with the Secretary of State's Office. This document must show barcode stamp.
- OK X 11. Submit a copy of your business plan.

I acknowledge that this application is not a guarantee that a liquor license will be issued to me, and that the average processing period is 60 days. Furthermore, I understand that all the information is truthful and I accept all responsibility for any false documents.

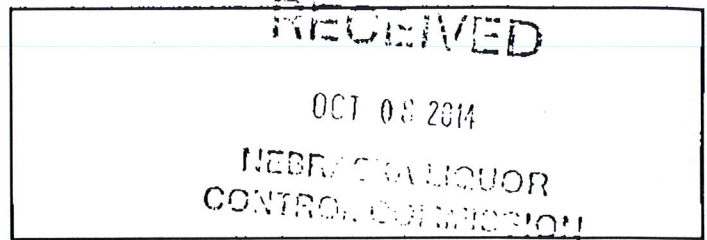
[Signature]
Signature

10-7-14
Date

Copy to [unclear]
Scott [unclear]?
training
Alcohol [unclear] Btc
#7
Address 9723 ?

**APPLICATION FOR LIQUOR LICENSE
RETAIL**

NEBRASKA LIQUOR CONTROL COMMISSION
301 CENTENNIAL MALL SOUTH
PO BOX 95046
LINCOLN, NE 68509-5046
PHONE: (402) 471-2571
FAX: (402) 471-2814
Website: www.lcc.ne.gov/



**CLASS OF LICENSE FOR WHICH APPLICATION IS MADE AND FEES
CHECK DESIRED CLASS**

RETAIL LICENSE(S)

Submit \$400 Non Refundable Application Fee

- ☐ A BEER, ON SALE ONLY
- ☐ B BEER, OFF SALE ONLY
- ☒ C BEER, WINE, DISTILLED SPIRITS, ON AND OFF SALE
- ☐ D BEER, WINE, DISTILLED SPIRITS, OFF SALE ONLY
- ☐ I BEER, WINE, DISTILLED SPIRITS, ON SALE ONLY
- ☐ AB BEER, ON AND OFF SALE
- ☐ AD BEER ON SALE ONLY, BEER, WINE, DISTILLED SPIRITS OFF SALE
- ☐ IB BEER, WINE, DISTILLED SPIRITS ON SALE, BEER OFF SALE ONLY
- ☐ ID BEER, WINE, DISTILLED SPIRITS ON AND OFF SALE

- ☐ Class K Catering license (requires catering application form 106) \$100.00

Additional fees will be assessed at city/village or county level when license is issued

LICENSE YEAR

Class C license term runs from November 1 – October 31
All other licenses run from May 1 – April 30
Catering license (K) expires same as underlying retail license

**CHECK TYPE OF LICENSE FOR WHICH YOU ARE APPLYING
(CHECK ONLY ONE)**

- ☐ Individual License (requires insert form 1- form number 104)
- ☐ Partnership License (requires insert form 2- form number 105)
- ☒ Corporate License (requires insert form 3a & 3c- form number 101 and 103)
- ☐ Limited Liability Company (LLC) (requires form 3b & 3c- form number 102 and 103)

NAME OF ATTORNEY OR FIRM ASSISTING WITH APPLICATION (if applicable)
Commission will call this person with any questions we may have on this application

Name _____ Phone number: _____

Firm Name _____

PREMISE INFORMATION

Trade Name (doing business as) J-Birds Food & Spirits

Street Address #1 9123 9725 Giles Rd.

Street Address #2 _____

City LaVista County Sarpy Zip Code 68128

Premise Telephone number 402-991-3999

Business e-mail address Skotcat@aol.com

Is this location inside the city/village corporate limits: ☒ YES

OCT 8 2011
☐ NO
NEBRASKA LIQUOR
CONTROL COMMISSION

Mailing address (where you want to receive mail from the Commission)

Name Skot Timm

Street Address #1 8131 So. 101st St.

Street Address #2 _____

City LaVista State NE Zip Code 68128

DESCRIPTION AND DIAGRAM OF THE STRUCTURE TO BE LICENSED

READ CAREFULLY

In the space provided or on an attachment draw the area to be licensed. This should include storage areas, basement, outdoor area, sales areas and areas where consumption or sales of alcohol will take place. If only a portion of the building is to be covered by the license, you must still include dimensions (length x width) of the licensed area as well as the dimensions of the entire building. **No blue prints please.** Be sure to indicate the direction north and **number of floors** of the building.

****For on premise consumption liquor licenses minimum standards must be met by providing at least two restrooms**

Building: length 51' x width 61' in feet

Is there a basement to be licensed? Yes No ☒ If yes, length x width in feet

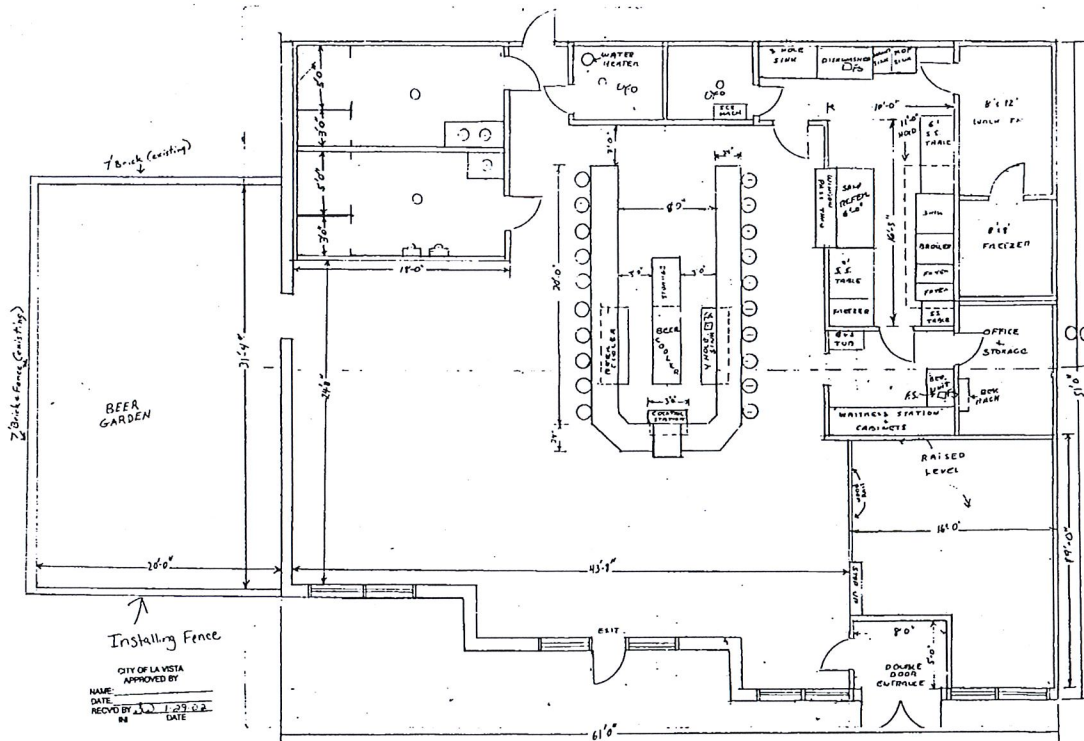
Is there an outdoor area? Yes ☒ No If yes, length 31' x width 20' in feet

PROVIDE DIAGRAM OF AREA TO BE LICENSED BELOW OR ATTACH SEPARATE SHEET

Entire one story bldg approx 51' x 61' plus
patio area approx 31' x 20'

OK per
Email Skot
10/15/14

RECEIVED
OCT 8 2014
NEBRASKA LIQUOR
CONTROL COMMISSION



97b

APPLICANT INFORMATION

1. READ CAREFULLY. ANSWER COMPLETELY AND ACCURATELY §53-125(5)

Has anyone who is a party to this application, or their spouse, EVER been convicted of or plead guilty to any charge. Charge means any charge alleging a felony, misdemeanor, violation of a federal or state law; a violation of a local law, ordinance or resolution. Include traffic violations. List the nature of the charge, where the charge occurred and the year and month of the conviction or plea. Also list any charges pending at the time of this application. If more than one party, please list charges by each individual's name. The commission must be notified of any arrests and/or convictions that may occur after the date of signing this application.

OCT 8 2014

☒ YES ☐ NO

If yes, please explain below or attach a separate page

NEBRASKA LIQUOR

CONTROL COMMUNITY

Name of Applicant	Date of Conviction (mm/yyyy)	Where Convicted (city & state)	Description of Charge	Disposition
Skot E. Timm	08/1999	Omaha, NE	DWI	Diversion Program
Skot E. Timm	10/1999	Omaha, NE	Suspended License	dismissal
Skot E. Timm	2002	Burt County, NE	open container	dismissal

2. Are you buying the business of a current retail liquor license?

☒ YES ☐ NO

079978

If yes, give name of business and liquor license number J-Birds Food and Spirits

- Submit a copy of the sales agreement
- Include a list of alcohol being purchased, list the name brand, container size and how many
- Submit a list of the furniture, fixtures and equipment

3. Was this premise licensed as liquor licensed business within the last two (2) years?

☒ YES ☐ NO

If yes, give name and license number J-Birds Food and Spirits # 079978

4. Are you filing a temporary operating permit to operate during the application process?

☒ YES ☐ NO

If yes:

- Attach temporary operating permit (TOP) (form 125)
- TOP will only be accepted at a location that currently holds a valid liquor license.

5. Are you borrowing any money from any source, including family or friends, to establish and/or operate the business?

☒ YES ☐ NO

If yes, list the lender(s) 1st National Bank

6. Will any person or entity, other than applicant, be entitled to a share of the profits of this business?

☐ YES ☒ NO

If yes, explain. (All involved persons must be disclosed on application)

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No silent partners

NEBRASKA LIQUOR
CONTROL COMMISSION

7. Will any of the furniture, fixtures and equipment to be used in this business be owned by others?

☒ YES ☐ NO

If yes, list such item(s) and the owner. see attached

8. Is premise to be licensed within 150 feet of a church, school, hospital, home for the aged or indigent persons or for veterans, their wives, and children, or within 300 feet of a college or university campus?

☐ YES ☒ NO

If yes, provide name and address of such institution and where it is located in relation to the premises (Neb. Rev. Stat. §53-177)(1)

9. Is anyone listed on this application a law enforcement officer?

☐ YES ☒ NO

If yes, list the person, the law enforcement agency involved and the person's exact duties

10. List the primary bank and/or financial institution (branch if applicable) to be utilized by the business

a) List the individual(s) who will be authorized to write checks and/or withdrawals on accounts at this institution.

1st National Bank, Skot E. Timm / michelle m. Timm

11. List all past and present liquor licenses held in Nebraska or any other state by any person named in this application. Include license holder name, location of license and license number. Also list reason for termination of any license(s) previously held.

∅

A-7

Porter, Michelle

From: skotcat@aol.com
Sent: Friday, October 10, 2014 12:31 PM
To: Porter, Michelle
Subject: Dish machine

Hello Michelle,

This is Skot Timm with the TOP and Liquor License for J Birds, La Vista. In answering your question #4. The current dish machine is going away. The original lease expired two years ago and the Seller was month to month. I am going to lease new one from US Foods. It will be a yearly lease with a discount on chemicals. Hope to meet with the gentleman first part of next week. Will you need a copy? Just bringing you up to date on that particular question. Let me know if you need anything else and again, have a great weekend.

Sincerely,

Skot Timm

12. List the alcohol related training and/or experience (when and where) of the person(s) making application. Those persons required are listed as followed:

- a) Individual, applicant only (no spouse) *Needs training*
b) Partnership, all partners (no spouses)
c) Corporation, manager only (no spouse) as listed on form 3c
d) Limited Liability Company, manager only (no spouse) as listed on form 3c

NLCC certified training program completed:

Applicant Name	Date (mm/yyyy)	Name of program (attach copy of course completion certificate)
		RECEIVED
		OCT 8 2011

For list of NLCC certified training programs see: www.lcc.ne.gov/traininginfo.html

Experience:

Applicant Name/Job Title	Date of Employment:	Name & Location of Business

13. If the property for which this license is sought is owned, submit a copy of the deed, or proof of ownership. If leased, submit a copy of the lease covering the entire license year. **Documents must show title or lease held in name of applicant as owner or lessee in the individual(s) or corporate name for which the application is being filed.**

- ☒ Lease: expiration date 2/1/17
☐ Deed
☐ Purchase Agreement

14. When do you intend to open for business? 10/17/2014

15. What will be the main nature of business? Food and Spirits

16. What are the anticipated hours of operation? M-Th 11-11, F-S 11-12, Sun 4-11

17. List the principal residence(s) for the past 10 years for all persons required to sign on page 8, including spouses.

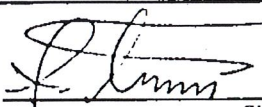
RESIDENCES FOR THE PAST 10 YEARS, APPLICANT AND SPOUSE MUST COMPLETE					
APPLICANT: CITY & STATE		YEAR FROM TO		SPOUSE: CITY & STATE	
LAVISTA, NE		2004	present	LAVISTA, NE	

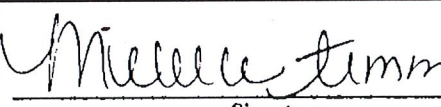
If necessary attach a separate sheet.

The undersigned applicant(s) hereby consent(s) to an investigation of his/her background and release present and future records of every kind and description including police records, tax records (State and Federal), and bank or lending institution records, and said applicant(s) and spouse(s) waive(s) any right or causes of action that said applicant(s) or spouse(s) may have against the Nebraska Liquor Control Commission, the Nebraska State Patrol, and any other individual disclosing or releasing said information. Any documents or records for the proposed business or for any partner or stockholder that are needed in furtherance of the application investigation of any other investigation shall be supplied immediately upon demand to the Nebraska Liquor Control Commission or the Nebraska State Patrol. The undersigned understand and acknowledge that any license issued, based on the information submitted in this application, is subject to cancellation if the information contained herein is incomplete, inaccurate or fraudulent.

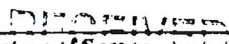
Individual applicants agree to supervise in person the management and operation of the business and that they will operate the business authorized by the license for themselves and not as an agent for any other person or entity. Corporate applicants agree the approved manager will superintend in person the management and operation of the business. Partnership applicants agree one partner shall superintend the management and operation of the business. All applicants agree to operate the licensed business within all applicable laws, rules, regulations, and ordinances and to cooperate fully with any authorized agent of the Nebraska Liquor Control Commission.

Must be signed in the presence of a notary public by applicant(s) and spouse(s). See guideline for required signatures

 Signature
<u>Scot Timm</u> Print Name

 Signature
<u>Michelle Timm</u> Print Name

_____ Signature of Spouse
_____ Print Name

 Signature of Spouse
OCT 8 2011 _____ Print Name

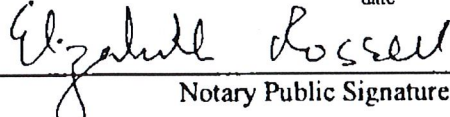
NEBRASKA LIQUOR
CONTROL COMMISSION

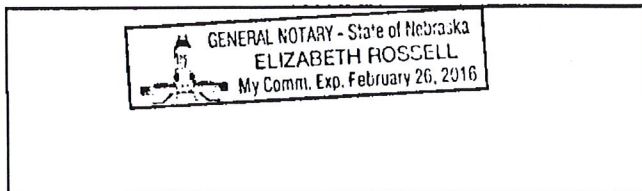
ACKNOWLEDGEMENT

State of Nebraska
County of Sarpy

10-7-14
date

The foregoing instrument was acknowledged before me this
by Scot Timm and Michelle Timm
name of person(s) acknowledged (individual(s) signing)


Notary Public Signature



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OCT 10 2014

NEBRASKA LIQUOR
CONTROL COMMISSION

IN THE DISTRICT COURT OF SARASOTA COUNTY, NEBRASKA
(county where Petition filed)

IN RE NAME CHANGE OF,)

CASE NO. LI 141183
(case number assigned by Clerk of Court)

Scott Edward Timm
(your full name)

DECREE OF NAME CHANGE

This matter came on for hearing on this 25 day of August, 2014.
(day) (month) (year)

upon Petition for Change of Name by the petitioner Scott Edward Timm
(your current full name)

The petitioner appeared pro se. The petitioner adduced evidence, and the Court, being fully advised in the premises finds as follows:

I.

This Court has full and complete jurisdiction of the party hereto and the subject matter hereof.

II.

At the time of filing the Petition herein, the petitioner was a resident of

SARASOTA County and has been a bona fide resident of
(county where Petition filed)

SARASOTA County for more than one year prior to the filing of the petition.
(county where Petition filed)

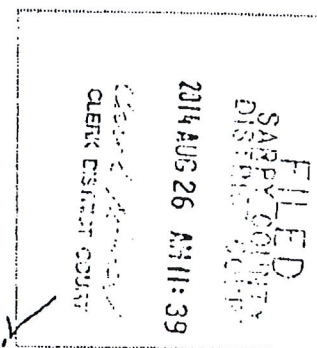
III.

Petitioner wishes to change his/her name of
(circle one)

Scott Edward Timm to
(your current full name)

Skot Edward Timm
(your new full name)

Decree of Name Change, DC 6-9(3)



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IV.

NEBRASKA LIQUOR
CONTROL COMMISSION

There exists proper and reasonable cause for changing the name of the
petitioner.

V.

Petition for Name Change was published in the Omaha Times
(name of legal newspaper)

pursuant to Neb. Rev. Stat. § 25-21, 271 (2)(a).

IT IS THEREFORE ORDERED, ADJUGED AND DECREED THAT:

The petitioner's name of Scott Edward Timm
(your current full name) name is changed

to the name of Scott Edward Timm
(your new full name)

BY THE COURT:

[Signature]
District Court Judge

**MANAGER APPLICATION
INSERT - FORM 3c**

NEBRASKA LIQUOR CONTROL COMMISSION
301 CENTENNIAL MALL SOUTH
PO BOX 95046
LINCOLN, NE 68509-5046
PHONE: (402) 471-2571
FAX: (402) 471-2814
Website: www.lcc.ne.gov

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NEBRASKA LIQUOR
CONTROL COMMISSION

Manager must:

- Complete all sections of the application – make sure it is signed by a **corporate officer***
*corporate officer must be an individual on file with the Liquor Control Commission
- Include two signed, completed fingerprint cards with a check for \$38 payable to the NE State Patrol (unless you have fingerprints on file with us that are less than two years old, you must indicate that on the application). If fingerprints were rolled at Nebraska State Patrol indicate cards to be mailed by NSP.
- Provide a copy of one of the following: US birth certificate, naturalization papers or current US passport (even if you have provided this before)
- Be a registered voter in the State of Nebraska, include a copy of voter card with application

Spouse who **will not** participate in the business, spouse must:

- Complete the Spousal Affidavit of Non Participation Insert (must be notarized). The non-participating spouse completes the top half; the manager completes the bottom half. **Be sure to complete both halves of this form.**
- Need not answer question #1 of the application

Spouse who **will** participate in the business, the spouse must:

- Sign the application
- Include two signed, completed fingerprint cards with a check for \$38 payable to the NE State Patrol (unless you have fingerprints on file with us that are less than two years old, you must indicate this on the application). If fingerprints were rolled at Nebraska State Patrol indicate cards to be mailed by NSP.
- Provide a copy of one of the following: birth certificate, naturalization papers or current US passport (even if you have provided this before)
- Be a registered voter in the state of Nebraska, include a copy of voter card with application
- Spousal Affidavit of Non Participation Insert **not** required

**MANAGER APPLICATION
INSERT - FORM 3c**

NEBRASKA LIQUOR CONTROL COMMISSION
301 CENTENNIAL MALL SOUTH
PO BOX 95046
LINCOLN, NE 68509-5046
PHONE: (402) 471-2571
FAX: (402) 471-2814
Website:

Office Use

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NEBRASKA LIQUOR
CONTROL COMMISSION

MUST BE:

- ✓ **Citizen of the United States. Include copy of US birth certificate, naturalization paper or current US passport**
- ✓ **Nebraska resident. Include copy of voter registration in the State of Nebraska**
- ✓ **Fingerprinted. Two cards per person, fees of \$38 per person, made payable to Nebraska State Patrol. If printed at NSP mail check only.**
- ✓ **21 years of age or older**

Corporation/LLC information

Name of Corporation/LLC: Wildcat Restaurants Inc.

Premise information

Liquor License Number: 079978 Class Type C
(if new application leave blank)

Premise Trade Name/DBA: J-Birds Food and Spirits

Premise Street Address: 9725 Giles Rd.

City: Lavista County: Sarpy Zip Code: 68128

Premise Phone Number: 402-991-3999

Email address: skotcat@aol.com

The individual whose name is listed as a corporate officer or managing member as reported on insert form 3a or 3b or listed with the Commission. Click on this link to see authorized individuals.



SIGNATURE REQUIRED BY CORPORATE OFFICER / MANAGING MEMBER

(Faxed signatures are acceptable)

Manager's information must be completed below PLEASE PRINT CLEARLY

Last Name: Timm First Name: Skot MI: E

Home Address (include PO Box if applicable): 8131 So 101st St

City: Lavista County: Sarpy Zip Code: 68128

Home Phone Number: _____ Business Phone Number: _____

Social Security Number: _____ Drivers License Number & State: _____

Date Of Birth: 3 Place Of Birth: _____

Email address: skotcat@aol.com

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Are you married? If yes, complete spouse's information (Even if a spousal affidavit has been submitted)

☒ YES

☐ NO

OCT 8 2011
NEBRASKA LIQUOR
CONTROL COMMISSION

Spouse's information

Spouses Last Name: Timm First Name: Michelle MI: NE

Social Security Number _____ Drivers License Number & State: _____

Date Of Birth: _____ Place Of Birth: _____

APPLICANT & SPOUSE MUST LIST RESIDENCE(S) FOR THE PAST TEN (10) YEARS
APPLICANT SPOUSE

CITY & STATE	YEAR FROM	YEAR TO	CITY & STATE	YEAR FROM	YEAR TO
Lavista, NE	2004	present	Lavista, NE	2004	present

MANAGER'S LAST TWO EMPLOYERS

YEAR FROM TO	NAME OF EMPLOYER	NAME OF SUPERVISOR	TELEPHONE NUMBER
10/13 7/14	Fudruckers	Ron Pullen	402-556-0504
11/11 10/13	Hu HOT	Rose Clackum	402 933-9550

1. READ CAREFULLY. ANSWER COMPLETELY AND ACCURATELY.

Must be completed by both applicant and spouse, unless spouse has filed an affidavit of non-participation.

Has anyone who is a party to this application, or their spouse, EVER been convicted of or plead guilty to any charge. Charge means any charge alleging a felony, misdemeanor, violation of a federal or state law; a violation of a local law, ordinance or resolution. List the nature of the charge, where the charge occurred and the year and month of the conviction or plea. Also list any charges pending at the time of this application. If more than one party, please list charges by each individual's name.

☒ YES ☐ NO

OCT 8 2014

If yes, please explain below or attach a separate page.

NEBRASKA LIQUOR CONTROL COMMISSION

Name of Applicant	Date of Conviction (mm/yyyy)	Where Convicted (City & State)	Description of Charge	Disposition
Skot E. Timm	8/1999	Omaha NE	DWI	diversion program
Skot E. Timm	10/1999	Omaha NE	Suspended License	dismissal
Skot E. Timm	2002	Port County, NE	open container	dismissal

2. Have you or your spouse ever been approved or made application for a liquor license in Nebraska or any other state?

☐ YES ☒ NO

IF YES, list the name of the premise(s):

3. Do you, as a manager, qualify under Nebraska Liquor Control Act (§53-131.01) and do you intend to supervise, in person, the management of the business?

☒ YES ☐ NO

Needs training

4. List the alcohol related training and/or experience (when and where) of the person making application.

*NLCC Training Certificate Issued: _____ Name on Certificate: _____

Applicant Name	Date (mm/yyyy)	Name of program (attach copy of course completion certificate)
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		NEBRASKA LIQUOR CONTROL COMMISSION

*For list of NLCC Certified Training Programs see www.lcc.ne.gov/traininginfo.html

Experience:

Applicant Name / Job Title	Date of Employment:	Name & Location of Business:

5. Have you enclosed the required fingerprint cards and **PROPER FEES** with this application?
(Check or money order made payable to the Nebraska State Patrol for \$38.00 per person)

☒ YES

☐ NO

PERSONAL OATH AND CONSENT OF INVESTIGATION

The above individual(s), being first duly sworn upon oath, deposes and states that the undersigned is the applicant and/or spouse of applicant who makes the above and foregoing application that said application has been read and that the contents thereof and all statements contained therein are true. If any false statement is made in any part of this application, the applicant(s) shall be deemed guilty of perjury and subject to penalties provided by law. (Sec §53-131.01) Nebraska Liquor Control Act.

The undersigned applicant hereby consents to an investigation of his/her background including all records of every kind and description including police records, tax records (State and Federal), and bank or lending institution records, and said applicant and spouse waive any rights or causes of action that said applicant or spouse may have against the Nebraska Liquor Control Commission and any other individual disclosing or releasing said information to the Nebraska Liquor Control Commission. If spouse has **NO** interest directly or indirectly, a spousal affidavit of non participation may be attached.

The undersigned understand and acknowledge that any license issued, based on the information submitted in this application, is subject to cancellation if the information contained herein is incomplete, inaccurate, or fraudulent.

Signature of Manager Applicant

Signature of Spouse

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ACKNOWLEDGEMENT

State of Nebraska
County of

Sarpy

10-7-14

date

The foregoing instrument was acknowledged before me this

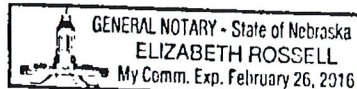
by

Scot Trium & Michelle Trium

name of person acknowledged

Notary Public signature

Affix Seal



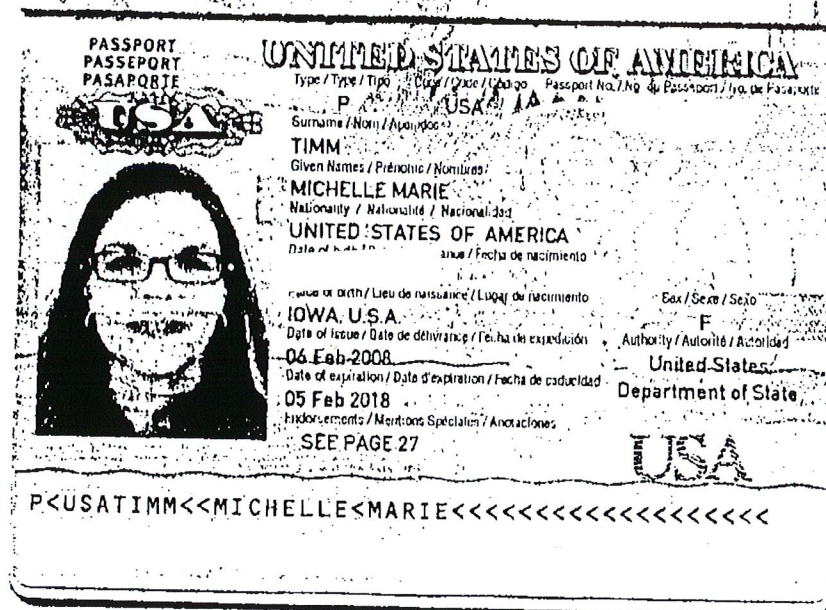
In compliance with the ADA, this application is available in other formats for persons with disabilities. A ten day advance period is required in writing to produce the alternate format.

*Of the United States,
in Order to form a more perfect Union,
establish Justice, insure domestic Tranquility,
provide for the common defence,
promote the general Welfare, and secure
the blessings of Liberty to ourselves and
our Posterity; do ordain and establish this
Constitution for the United States of America.*

OCT 10 2014

NEBRASKA LIQUOR
CONTROL COMMISSION

SIGNATURE OF BEARER / SIGNATURE DU TITULAIRE / FIRMA DEL TITULAR



Wayne Bena
402-593-2167
Election Commissioner
501 Olson Dr Ste 4
Papillion NE 68046
www.sarpy.com/election

Return Service Requested



Acknowledgement & Verification of Registration

IMPORTANT INFORMATION ON BACK

DETACH AT PERFORATION AND KEEP ENTIRE BOTTOM PORTION

Precinct: Precinct 31
Polling Place: Party: DEM
Beautiful Savior Lutheran Church 31
7706 S. 96th St.
La Vista
U.S. Congressional District 2
Legislative District 14
County Commissioner District 2
Mayor of La Vista
La Vista City Council Ward 4
Papillion-La Vista Public Schs
Learning Community 1 - Dist 6

FOR WALLETSIZE - FOLD HERE

Sarpy County, State of Nebraska

1202708
Michelle M Timm
8131 S 101st St
La Vista, NE 68128

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NEBRASKA LIQUOR
CONTROL COMMISSION

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OCT 10 2014

IN THE DISTRICT COURT OF SARPY COUNTY, NEBRASKA
(county where Petition filed)

NEBRASKA LIQUOR
CONTROL COMMISSION

IN RE NAME CHANGE OF,)

CASE NO. LI 141183
(case number assigned by Clerk of Court)

Scott Edward Timm
(your full name)

DECREE OF NAME CHANGE

This matter came on for hearing on this 25 day of August, 2014.
(day) (month) (year)

upon Petition for Change of Name by the petitioner Scott Edward Timm
(your current full name)

The petitioner appeared pro se. The petitioner adduced evidence, and the Court, being fully advised in the premises finds as follows:

I.

This Court has full and complete jurisdiction of the party hereto and the subject matter hereof.

II.

At the time of filing the Petition herein, the petitioner was a resident of

SARPY County and has been a bona fide resident of
(county where Petition filed)

SARPY County for more than one year prior to the filing of the petition.
(county where Petition filed)

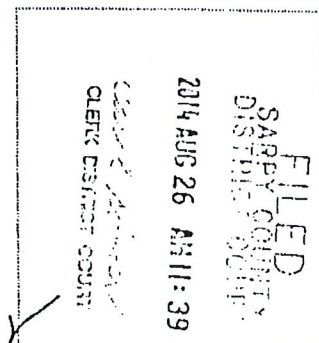
III.

Petitioner wishes to change his/her name of
(circle one)

Scott Edward Timm to
(your current full name)

Skot Edward Timm
(your new full name)

Decree of Name Change, DC 6-9(3)



7

copy

Wayne Benn
402-593-2167
Election Commissioner
501 Olson Dr Ste 4
Papillon NE 68046
www.sarpy.com/election

Return Service Requested



Acknowledgement & Verification of Registration

IMPORTANT INFORMATION ON BACK

DETACH AT PERFORATION AND KEEP ENTIRE BOTTOM PORTION

Precinct: Precinct 31
Polling Place: Party: NONP
Beautiful Savior Lutheran Church 31
7706 S. 96th St
La Vista
U.S. Congressional District 2
Legislative District 14
County Commissioner District 2
Mayor of La Vista
La Vista City Council Ward 4
Papillon-La Vista Public Schs
Learning Community 1 - Dist 6

PERFORATION LINE - FOLD HERE

Sarpy County, State of Nebraska
1233825
Skot E Timm
8131 S 101st St
La Vista, NE 68128

NEBRASKA LIQUOR
CONTROL COMMISSION

OCT 8 2011

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**APPLICATION FOR LIQUOR LICENSE
CORPORATION
INSERT - FORM 3a**

NEBRASKA LIQUOR CONTROL COMMISSION
301 CENTENNIAL MALL SOUTH
PO BOX 95046
LINCOLN, NE 68509-5046
PHONE: (402) 471-2571
FAX: (402) 471-2814
Website: www.lcc.ne.gov

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NEBRASKA LIQUOR
CONTROL COMMISSION

Officers, directors and stockholders holding over 25% shares of stock, including spouses, are required to adhere to the following requirements:

- 1) All officers, directors and stockholders must be listed
- 2) President/CEO and stockholders holding over 25% and their spouse(s) (if applicable) must submit fingerprints (2 cards per person)
- 3) Officers, directors and stockholders holding over 25 % shares of stock and their spouse (if applicable) must sign the signature page of the Application for License form 100 (even if a spousal affidavit has been submitted)

Attach copy of Articles of Incorporation (Articles must show barcode receipt by Secretary of States Office)

Name of Registered Agent: Skot E. Timm

Name of Corporation that will hold license as listed on the Articles

Wildkat Restaurants Inc. # 10125196

Corporation Address: 8131 So. 101st St.

City: LaVista State: NE Zip Code: 68128

Corporation Phone Number: 402-593-7868 Fax Number: _____

Total Number of Corporation Shares Issued: (10) Shares Common Stock

Name and notarized signature of President/CEO (Information of president must be listed on following page)

Last Name: Timm First Name: Skot MI: E

Home Address: 8131 So. 101st St. City: LaVista

State: NE Zip Code: 68128 Home Phone Number: _____

[Signature]
Signature of President/CEO

ACKNOWLEDGEMENT

State of Nebraska
County of Sarpy

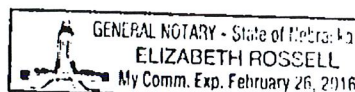
The foregoing instrument was acknowledged before me this

10/7/2014

by Skot E Timm
name of person acknowledge

Date
Elizabeth Russell

Affix Seal



List names of all officers, directors and stockholders including spouses (even if a spousal affidavit has been submitted)

Last Name: Timm First Name: Skot MI: E
Social Security Number: _____ Date of Birth: _____
Title: President Number of Shares (10)
Spouse Full Name (indicate N/A if single): Michelle Marie Timm
Spouse Social Security Number: _____ Date of Birth: _____

Last Name: Timm First Name: Michelle MI: M
Social Security Number: _____ Date of Birth: _____
Title: Secretary Number of Shares 0
Spouse Full Name (indicate N/A if single): Skot Edward Timm
Spouse Social Security Number: _____ Date of Birth: _____

Last Name: _____ First Name: _____ MI: _____
Social Security Number: _____ Date of Birth: RECEIVED
Title: _____ Number of Shares OCT 8 2011
Spouse Full Name (indicate N/A if single): _____
Spouse Social Security Number: _____ Date of Birth: NEBRASKA LIQUOR CONTROL COMMISSION

Last Name: _____ First Name: _____ MI: _____
Social Security Number: _____ Date of Birth: _____
Title: _____ Number of Shares _____
Spouse Full Name (indicate N/A if single): _____
Spouse Social Security Number: _____ Date of Birth: _____

List names of all officers, directors and stockholders including spouses (Even if a spousal affidavit has been submitted)

Last Name: _____ First Name: _____ MI: _____

Social Security Number: _____ Date of Birth: _____

Title: _____ Number of Shares _____

Spouse Full Name (indicate N/A if single): _____

Spouse Social Security Number: _____ Date of Birth: _____

Last Name: _____ First Name: _____ MI: _____

Social Security Number: _____ Date of Birth: _____

Title: _____ Number of Shares _____

Spouse Full Name (indicate N/A if single): _____

Spouse Social Security Number: _____ Date of Birth: _____

Last Name: _____ First Name: _____ MI: _____

Social Security Number: _____ Date of Birth: _____

Title: _____ Number of Shares _____

Spouse Full Name (indicate N/A if single): _____

Spouse Social Security Number: _____ Date of Birth: _____

Last Name: _____ First Name: _____ MI: _____

Social Security Number: _____ Date of Birth: _____

Title: _____ Number of Shares _____

Spouse Full Name (indicate N/A if single): _____

Spouse Social Security Number: _____ Date of Birth: _____

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OCT 8 2011

NEBRASKA LIQUOR
CONTROL COMMISSION

Is the applying corporation controlled by another corporation/company?

☐ YES

☒ NO

If yes, provide the following:

- 1) Name of corporation _____
- 2) Supply an organizational chart of the controlling corporation named above
- 3) Controlling corporation **MUST** be registered with the Nebraska Secretary of State, copy of articles must be submitted with application §53-126

✱ Indicate the Corporation's tax year with the IRS (Example January through December)

Starting Date: Jan Ending Date: Dec

per Email Skot attached

Is this a Non-Profit Corporation?

☐ YES

☒ NO

If yes, provide the Federal ID # _____

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NEBRASKA LIQUOR
CONTROL COMMISSION

In compliance with the ADA, this corporation insert form 3a is available in other formats for persons with disabilities.
A ten day advance period is requested in writing to produce the alternate format.

Nebraska Secretary of State

- John A. Gale

Business Services

Home » Corporation and Business Entity Searches

Thu Oct 9 13:58:16 2014

For Letters of Good Standing (\$6.50), Certificates of Good Standing (\$10.00), and/or images (\$0.45 per page) of documents filed with the Secretary of State please click the corresponding service below:

NEW SEARCH

[Back to Search Results](#)

Pay Services:

[Online Images of Filed Documents](#) | [Good Standing Documents](#)

Entity Name

WILDKAT RESTAURANTS INC.

SOS Account Number

10125196

Principal Office Address

8131 SOUTH 101ST ST.
LA VISTA, NE 68128

Registered Agent and Office Address

SKOT TIMM
8131 SOUTH 101ST STREET
LA VISTA, NE 68128

Nature of Business

RESTAURANT BUSINESS

Entity Type

Domestic Corp
Qualifying State: NE

Date Filed

Jul 16 2009

Account Status

Active

Corporation Position

Name

Address

President

SKOT TIMM

8131 SOUTH 101ST ST.
LA VISTA, NE 68128

Secretary

MICHELLE TIMM

8131 SOUTH 101ST ST.
LA VISTA, NE 68128

Treasurer

SKOT TIMM

8131 SOUTH 101ST ST.
LA VISTA, NE 68128

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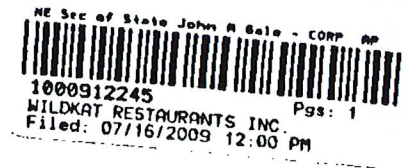
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OCT 8 2011

**ARTICLES OF INCORPORATION
OF**

NEBRASKA LIQUOR
CONTROL COMMISSION

Wildkat Restaurants Inc.



FIRST. The name of the corporation is Wildkat Restaurants Inc.

SECOND. The total number of shares which the corporation shall have the authority to issue is 10 shares of Common Stock, and the par value of each of such shares is \$0.01.

THIRD. The corporation's initial registered office in the State of Nebraska is located at 8131 South 101st Street, La Vista, Nebraska 68128. The name of its initial registered agent in such office is Skot Timm.

FOURTH. The incorporator of the corporation is LegalZoom.com, Inc., 7083 Hollywood Blvd., Suite 180, Los Angeles, California 90028.

FIFTH. The personal liability of the directors of the corporation for monetary damages for breach of fiduciary duty shall be eliminated to the fullest extent permissible under Nebraska law. The corporation is authorized to indemnify its directors and officers to the fullest extent permissible under Nebraska law.

IN WITNESS WHEREOF, the undersigned incorporator has executed these Articles of Incorporation on the date below.

Date: July 15, 2009

LegalZoom.com, Inc., Incorporator

By: _____

Karla Figueroa, Assistant Secretary

660417 LK #1207 JKD-20
DOMESTIC CORPORATION OCCUPATION TAX REPORT
STATE OF NEBRASKA, SECRETARY OF STATE



Report shall show exact corporate names, registered agent, location of registered office, officers and directors with street address of each.

WILDKAT RESTAURANTS INC.

TAX REPORTING YEARS

2012 - 2013

10125196
Account Number

ASSESSABLE JANUARY 1, 2012

DUE MARCH 1, 2012

DELINQUENT APRIL 15, 2012

OCT 8 2011

NEBRASKA LIQUOR
CONTROL COMMISSION

012108 SKOT TIMM
8131 SOUTH 101ST STREET
LA VISTA NE 68128

1. EXACT CORPORATE NAME (as stated in articles of incorporation or most recent amendment) _____
WILDKAT RESTAURANTS INC.

2. OFFICERS (complete name and address is required for each officer)

	Street Address	City	State	Zip
President: SKOT TIMM	8131 SOUTH 101ST ST.	LA VISTA	NE	68128

Secretary: MICHELLE TIMM	8131 SOUTH 101ST ST.	LA VISTA	NE	68128
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Treasurer: SKOT TIMM	8131 SOUTH 101ST ST.	LA VISTA	NE	68128
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3. Principal Office of Corporation:	8131 SOUTH 101ST ST.	LA VISTA	NE	68128
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4. Registered Office:	8131 SOUTH 101ST STREET	LA VISTA	NE	68128
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This information cannot be changed on this report. To make a change to the registered office please use Domestic Change of Registered Agent and/or office form. This form is available at http://www.sos.ne.gov/business/corp_serv/pdf/2032.pdf.

5. Registered Agent: SKOT TIMM

This information cannot be changed on this report. To make a change to the registered agent please use Domestic Change of Registered Agent and/or office form. This form is available at http://www.sos.ne.gov/business/corp_serv/pdf/2032.pdf.

6. Nature of Business: RESTAURANT BUSINESS

7. If the pre-printed information above is correct for this year's report please check here _____

YOU MUST COMPLETE These Two Items	Amount of Paid Up Capital Stock	\$ 0
	Occupation Fee (Fee Schedule on Page 2 of report)	\$ 26.00

MAKE CHECKS PAYABLE TO SECRETARY OF STATE Your Cancelled Check is Your Receipt

SIGN HERE

Skot Timm
Signature of Officer

Skot Timm
Printed Name of Officer

DATE 1-22-12

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
NOVEMBER 4, 2014 AGENDA**

Subject:	Type:	Submitted By:
POSITION DESCRIPTION UPDATED	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	KEVIN L. POKORNY DIRECTOR ADMINISTRATIVE SERVICES

SYNOPSIS

The position description for the Finance Director position has been updated and is attached for your review.

FISCAL IMPACT

The FY 15 General Fund Budget contains funding for the Finance Director position at a salary range of 205.

RECOMMENDATION

Approval.

BACKGROUND

With any job posting, a review and analysis of the job description is conducted to insure an accurate description of the job duties, responsibilities, physical and educational requirements and knowledge, skills and abilities are accurately posted. As a result the job position description has been modified accordingly.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Finance Director
POSITION REPORTS TO: Director of Administrative Services
POSITION SUPERVISES: Accounting Clerk, Accountant (PT)

DESCRIPTION:

Under the direction of the Director of Administrative Services, performs advanced accounting tasks and oversees management of the financial affairs of the city. The Finance Director performs duties of the City Treasurer as outlined in sections 31.01 and 31.21 of the La Vista Municipal Code and in the Nebraska Revised Statutes, as the Code and statutes are amended from time to time.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by employees in this position, only a representative summary of the primary duties and responsibilities. Incumbent may not be required to perform all duties listed and may be required to perform additional position-specific duties. (With or without reasonable accommodation)

1. Plans and directs the fiscal management program of the City including accounting, budget, financial reporting, audit coordination, debt and investment management, fixed assets, payroll and purchasing.
2. Plans, directs, coordinates the Finance Department operations; establishes priorities, coordinates operations and assures program objectives and standards are defined and meet the City goals.
3. Provides leadership, direction and guidance in financial strategies and priorities; recommends financial requirements and goals.
4. Assures integrity of the financial work products, processes and procedures to safeguard the City's assets; monitors accounting documents for accuracy, completeness and compliance with Federal, State and City policies and practices.
5. Directs the City's financial reporting and budgeting functions; monitors analysis of budget and financial variables, revenue cycle and financial planning activities; coordinating financial reporting and development of financial statements.
6. Analyzes financial and resource information on City operations; reviews and monitors status reports and recommends appropriate actions and plan modifications.
7. Directs the activities of the Finance Department staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities.
8. Prepares reports and correspondence and other written documentation as necessary or directed.
9. Responds to citizen and city staff inquiries and concerns related to accounting/finance.
10. Serves as a member of the City's management team. Attends and participates in City Council meetings, work sessions and a variety of other meetings as needed or directed.
11. Monitors compliance of contract for Keno Operations and provides report of monthly receipts.
12. Participates in determinations regarding automated financial systems and coordinates related hardware and software acquisitions.
13. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical and environmental demands listed here are representative of those that must be met / tolerated by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to efficiently operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and

arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Graduation from an accredited four-year college or university with a degree in accounting, finance or related field.
2. Five years of progressively responsible accounting/finance experience including two years in a supervisory position. Experience in public sector finance and/or experience as a Finance Director is preferred. CPA or CPFO credential is desirable but not required.
3. Must be bondable to the amount required by state statute or city policy, which ever is greater.
4. The city may accept any equivalent combination of education and experience, with additional education substituting on a year for year basis for required experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. Thorough knowledge of the principles, methods and practices of municipal accounting and budgeting, financial analysis and reporting, internal controls and budgeting procedures, cash management, investments and various laws affecting public accounting and budgeting.
2. Knowledge of the principles and practices of administrative management, including personnel rules, budgeting, procurement, contract management and employee supervision.
3. Legal, ethical and professional rules of conduct for municipal finance officers.
4. Ability to analyze and interpret financial documents and trends and review financial reports.
5. Ability to review interrelated financial and technical records, and identifying and reconciling errors.
6. The ability to evaluate programs, policies and operational needs.
7. Ability to use initiative and independent judgment within established procedural guidelines.
8. Must be familiar with and able to use computerized accounting software and financial spreadsheet software applications.
9. Ability to communicate effectively both orally and in writing.
10. Ability to meet critical time deadlines.
11. Ability to assess and prioritize multiple tasks, projects and demands.
12. Ability to maintain confidentiality.
13. Ability to work a varying schedule, including nights and weekends.
14. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
15. Ability to maintain regular and dependable attendance on the job.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

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.

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

Signature

Date

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
NOVEMBER 4, 2014 AGENDA**

Subject:	Type:	Submitted By:
STRATEGIC PLAN PROGRESS REPORT	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	BRENDA S. GUNN CITY ADMINISTRATOR

SYNOPSIS

On February 4, 2014 the City Council adopted the updated strategic plan that was developed during the work session held by the Mayor and City Council on August 24, 2013. This is the second progress report since the adoption of the plan.

FISCAL IMPACT

N/A.

RECOMMENDATION

Receive/File.

BACKGROUND

On Saturday, August 24, 2013 the Mayor and City Council held a strategic planning work session. As a result, the collaborative effort with the management team produced the City's Strategic Plan for 2014-2016 which Council approved via Resolution No. 14-011.

City of La Vista

Strategic Plan 2014 - 2016

1. Pursue revitalization of the 84th Street corridor & other economic development opportunities

Key Objectives	Action Steps	Responsible Party	Timeline	Progress to Date	Anticipated Next Step(s)	Objective Achieved / Comments
a. Vision 84 Implementation	Develop design guidelines for buildings and public realm amenities	CD/PW	Spring 2015		Recommend process for development of design guidelines to include public participation component.	
	Prepare an infrastructure/drainage master plan	CD/PW	TBD			
	Master Developer Selection	CD/Admin	FY15		Determine process for selection of Master Developer.	
	1/2c Sales Tax Referendum	CD/Admin	FY14	Implementation began on 10/1/14	Verify receipts	
	Redevelopment Fund	CD/Admin	FY 15 Budget	Redevelopment fund was established as part of the FY15 budget.		
	Prepare financial/fiscal impact analysis for Phase 1 Identify actions and incentives to be provided by the City	CD/Admin	FY 14		Work has been completed to include TIF as a possible incentive in addition to other options.	
		CD/Admin	ongoing			

City of La Vista

Strategic Plan 2014 - 2016

1. Pursue revitalization of the 84th Street corridor & other economic development opportunities (continued)

Key Objectives	Action Steps	Responsible Party	Timeline	Progress to Date	Anticipated Next Step(s)	Objective Achieved / Comments
	Identify scope of public improvements, obtain required permits & utility coordination. Coordinate with state on ROW design and streetscape improvements.	PW	FY 15/16	Request has been submitted to OPPD for transmission line burial on south end of golf course property. 84th Street signal coordination study now in progress	Meet with OPPD to determine extent of funding and construction schedule	
	Coordinate with Comp Plan update	CD/PW	ongoing	Consultant selected for Comp plan	Project schedule and events being established	
	Ensure Municipal Facilities Plan update reflects and integrates with Vision 84	CD/Admin /PW	FY 15		Re-establish Municipal Facilities Committee to review and update the current plan	
	Keep public informed about issues and progress	CD/Admin	ongoing	Regular updates in quarterly newsletter and keep website current with relevant project information.		

City of La Vista

Strategic Plan 2014 - 2016

1. Pursue revitalization of the 84th Street corridor & other economic development opportunities (continued)

Key Objectives	Action Steps	Responsible Party	Timeline	Progress to Date	Anticipated Next Step(s)	Objective Achieved / Comments
b. Develop & cultivate relationships with commercial/shopping center owners, developers, leasing agents and retailers	In addition to pursuing 84th Street redevelopment opportunities, continue to seek out opportunities to ensure successful build out of Southport and other areas of the city.	Admin/CD	immediate & ongoing	Ongoing effort to generate interest in Entertainment District.	Promote & provide information to those interested in the City's development opportunities.	
	Continued ICSC Participation & Exposure	Admin/CD	immediate & ongoing			
	Continue to market La Vista to targeted retailers, restaurants & corporations	Admin/CD	ongoing		Determine appropriateness of current marketing materials.	
	Work with property owners/tenants and/or their representatives to facilitate implementation of Vision 84	CD/Admin	ongoing		Currently working on process and timeline	
	Develop inventory of vacant commercial/retail properties and link to site that lists available properties	CD	ongoing		Make a determination on how this can be accomplished.	
c. Work to ensure adequate public transportation	Continue working with Metro for increased and better service routes; possible park & ride	CD/PW	immediate & ongoing		Continue to work with Metro as 84th St. development evolves	

City of La Vista

Strategic Plan 2014 - 2016

2. Provide for planned, fiscally responsible expansion of the city's boundaries

Key Objectives	Action Steps	Responsible Party	Timeline	Progress to Date	Anticipated Next Step(s)	Objective Achieved / Comments
a. Comprehensive Plan Update	Development of community wide Strategic Plan.	CD/Admin	FY 15		Incorporated as part of the Comp Plan update	
	Consultant selection	CD	FY 14	Contract signed with Logan Simpson Design		
	Comprehensive Plan Update Process underway	CD	FY 15	Initial planning meeting held with Consultant	Schedule of activities/events being established; will begin end of November	
b. Implementation of annexation plan	Review and update annexation plan annually	Fin/CD	ongoing		Review & update of long range annexation plan in Jan. 2015	
	Determine capacity to provide services for areas to be considered for annexation	All	ongoing		Review as part of annual CIP and Long Range Financial Plan	
	Communicate annexation plan & property tax implications to residents and businesses	CD/Admin	TBD based on plan			
c. Ensure budget & CIP provide for infrastructure improvements necessary to serve areas targeted in annexation plan	Evaluate infrastructure in areas contemplated for annexation	PW	ongoing	Reviewed annually as part of CIP/Budget process and 1 & 6 Year Road Plan		
	Investigate funding sources for Arterial Street Improvement Program and Railroad Transportation Safety District	PW	immediate & ongoing	Sarpy County has adopted ASIP		Completed
	Incorporate infrastructure improvements as part of the CIP process	PW	ongoing			

City of La Vista

Strategic Plan 2014 - 2016

3. Maintain Quality of Older Residential Neighborhoods

Key Objectives	Action Steps	Responsible Party	Timeline	Progress to Date	Anticipated Next Step(s)	Objective Achieved / Comments
a. Provide for essential maintenance & priority improvements in neighborhood and public facilities through CIP	Submit public facility improvements as part of the CIP process	PW/CIP Committee	ongoing			
	Ensure attractive neighborhoods by strengthening & enforcing building & environmental codes.	CD/PD/PW	ongoing	A comprehensive report regarding the City's property maintenance codes and ordinances has been prepared	Set up meeting with P.D. and C.D. to discuss code enforcement	
	Work to be more proactive in code enforcement	PD	ongoing	Citations issued to repeat offenders		
	Evaluate using a private vendor to complete property clean up and mowing	PW	Spring 2016		Recommendations as part of the FY16 budget preparation process	
b. Monitor efficiency & effectiveness of rental housing inspection program	Prepare & present annual Rental Housing Inspection Program (RHIP) overview to Mayor & Council along with any recommended revisions to the code.	CD	ongoing	Preparing regular updates for CA and CC on status of the program. Inspections have resumed	Continue to monitor, compile information and prepare an annual status report; review ordinance for potential changes	
	Pursue enforcement actions	CD	ongoing	City attorney has begun enforcement action on select properties	Address non-compliant properties	
c. Continue developing strategy to address erosion & maintenance issues related to Thompson Creek	Develop final plans for channel stabilization improvements and pursue additional funding options.	PW	immediate & ongoing	Partial funding obtained through Environmental Trust, NDEQ, and PMNRND Grants.	Perform water quality monitoring; secure future grants from these agencies; public outreach/education efforts	
	Begin seeking Corps permits and coordinate with utility companies	PW	immediate & ongoing	Ongoing	Construction work to begin November of 2014	
	Begin construction of channel improvements	PW	FY15	Partial grant funding has been secured for construction work	Construction work to begin Spring 2015.	
	Evaluate need for Neighborhood Revitalization Program	CD	FY 15		Recommendation as part of the Comp Plan update	

City of La Vista

Strategic Plan 2014 - 2016

4. Enhance La Vista's identity and raise awareness of the city's many qualities

Key Objectives	Action Steps	Responsible Party	Timeline	Progress to Date	Anticipated Next Step(s)	Objective Achieved / Comments
a. Increase citizen-council engagement	Conduct town hall or neighborhood meetings in various venues	Admin	ongoing	Citizen engagement meetings held on April 14th and 16th 2014	Additional opportunities planned as part of the Comp Plan update and Strategic Plan development	
	Continue to provide citizen education on City activities and performance	All	ongoing	Police Citizen Academy conducted March-May 2014	Strategic Plan Development to be recommended in conjunction with Comp Plan update	
	Recommendation for citizens leadership academy program	Admin	FY 15		Research similar programs and provide recommendation	
	Recommendation for Mayor's youth leadership council	Admin/ Library	FY 15		Research similar programs; Make recommendation of goals and objectives	
	Provide funding for update of community marketing materials	Admin	ongoing		Utilize information obtained through citizen participation in Strategic Planning process	
	Develop community branding strategy	Admin	FY 16			
	Identify opportunities for cooperative efforts with outside agencies	All	ongoing	Joint events with La Vista Community Foundation: Community Cookout, Movie and Concert Nights, and other La Vista Daze activities		

City of La Vista

Strategic Plan 2014 - 2016

5. Improve and expand the City's quality of life amenities for residents and visitors

Key Objectives	Action Steps	Responsible Party	Timeline	Progress to Date	Anticipated Next Step(s)	Objective Achieved / Comments
a. Create opportunities that bring residents together for celebration, leisure or civic engagement	Initiate new events and monitor current events for engagement opportunities	Executive Committee	Ongoing	Civil War Exhibit currently on display at the Library	Concert planned for National Night Out August 2015, Public Works open house, Comp Plan update	
	Identify & promote development of new cultural amenities in partnership with other community groups such as the LaVista Community Foundation, area Chambers of Commerce & local service groups.	All	ongoing		La Vista Bio Blitz	
	Address the needs associated with the City's aging swimming pool facility.	All	ongoing		Continue to operate pool until major expenditures warrant closure; consider alternatives	
b. Plan for recreation programs and services	Develop Recreation Program Master Plan to evaluate existing programs & establish direction for future planning and programming	Rec	FY 15		Comp Plan will have component related to programming needs	
	Research & recommend new programs or changes to existing programs			2015 New Programs: in Pickleball, Pirate Party, Frogwarts School of Magic, Foodology camp, Color Palooza Camp, Music and Movement Camp, Sports and Games Camp, Spy Camp, Spy Camp, Gross Science Camp, Senior Activities: Floor Shuffle Board, Black Jack Tourney, Cooperative Chair Volleyball Outings, Cooperative Picnics		
	Review current marketing practices and make recommendations for improvement and/or exploring new opportunities	Rec/Admin	ongoing	Work to improve marketing practices, utilizing social media, Constant Contact, newsletters, and website	Continue evaluating new marketing tactics including developing new recreation program guide	

City of La Vista

Strategic Plan 2014 - 2016

5. Improve and expand the City's quality of life amenities for residents and visitors *(continued)*

Key Objectives	Action Steps	Responsible Party	Timeline	Progress to Date	Anticipated Next Step(s)	Objective Achieved / Comments
c. Maintain and enhance City's existing & future park areas & green spaces	Develop a plan for financing park amenities.	Park Committee	ongoing			
	Prepare and present to M&C for adoption 1 & 4 Year Tree Plan (in accordance with section 94.14 of the municipal code)	Park Committee & Park & Rec Advisory Board	FY 14		Presentation of plan to Mayor and Council in February	
d. Develop & begin implementation of a "green plan" that identifies the City's role, through its facilities, equipment and programs, in contributing to a sustainable community	Monitor and evaluate security measures in Parks	PD/PW	ongoing	Police attended Graffiti Workshop		
	Continued involvement with the Papillion Creek Watershed Partnership	PW	ongoing	City Rain Barrel Program is in progress.	Develop facility maintenance plan for public facilities associated with storm water management.	
	Conversion of select PW vehicles to CNG	PW		Grant funding received through Nebraska Environmental Trust		
	Explore options to incorporate green building principals as city facilities are remodeled or new facilities are constructed	PW	ongoing			

City of La Vista

Strategic Plan 2014 - 2016

6. Pursue action that enables the City to be more proactive on legislative issues & other areas of common interest

Key Objectives	Action Steps	Responsible Party	Timeline	Progress to Date	Anticipated Next Step(s)	Objective Achieved / Comments
a. Participate in UCSC to promote shared interests of La Vista and its partner communities	Continue regular meetings of the Mayors of Sarpy County communities	Admin	ongoing			
	Work with Sarpy County to resolve planning & sewer issues	PW	ongoing	Interlocal regarding ETJ sanitary sewer issues completed.		
b. Adopt and lobby on behalf of a legislative agenda specific to the City	Continue joint lobbying efforts with UCSC	Admin	ongoing			
	Identify legislative issues of specific interest to La Vista and allocate resources for lobbying.	Admin	ongoing	Managers are monitoring bills based on functional areas	Continue to try and address the impact of State Economic Development incentives	

City of La Vista

Strategic Plan 2014 - 2016

7. Adopt and implement standards of excellence for the administration of City services.

Key Objectives	Action Steps	Responsible Party	Timeline	Progress to Date	Anticipated Next Step(s)	Objective Achieved / Comments
a. Ensure that the City is fiscally responsible while trying to meet the needs of a growing community	Diversify current & future fiscal resources to meet rising demands, while effectively controlling costs	all	immediate & ongoing			
	Update financial policies	Finance	FY 16	Needs Assessment completed	Preparation of RFP, followed by vendor demonstrations and selection.	
	Utilize technology to create more efficient financial processes	Finance/ Admin	FY 15		Development of Long Range Fiscal Plan	
	Identify future revenue and funding requirements necessary to implement Capital Improvements Program (CIP), Master Facilities Plan (MFP) & annual capital purchases; develop options for meeting those requirements	All	immediate & ongoing		Recommendations from Performance Measure Team	
	Evaluation of City services that may need to be discontinued or contracted out	All	immediate & ongoing			
	Monitor, review and propose changes to city programs that have a significant financial impact such as contractual services, insurance and employee benefits	Admin/HR	immediate & ongoing			
	Investigate the potential of collaborating with other agencies on programs and services that have a significant fiscal impact	All	immediate & ongoing	Interlocal agreement with three other Nebraska cities to create insurance purchasing cooperative.		

City of La Vista

Strategic Plan 2014 - 2016

7. Adopt and implement standards of excellence for the administration of City services. (continued)

Key Objectives	Action Steps	Responsible Party	Timeline	Progress to Date	Anticipated Next Step(s)	Objective Achieved / Comments
b. Manage the contract for Fire Services	Monitor Contract	PD	ongoing		Regular reports	
	Integration with other City Departments		ongoing	Joint training with P.D. Partnership in other community events. New Fire Codes have been adopted		
c. Provide for the transition of personnel into key City appointed positions through a succession plan	Fund and provide training opportunities	Admin	ongoing			
	Development of Leadership Training Program for Non-Supervisory Personnel	Admin	FY 15			
	Continue to explore options for involving mid-level managers in organizational initiatives and special projects	All	ongoing	Leadership Team quarterly meetings		
	Explore development of Supervisor Training program	All	Fall 2015			
d. Monitor & refine Pay for Performance (PFP) appraisal system	Meetings with employee advisory group to review efficiency & effectiveness of process	HR/Admin	immediate & ongoing	Consultant has been selected and recommendation going to Council on Nov. 4th		
	Ensure ongoing two-way communication with employees regarding the program and proposed changes.	HR/Admin				
	Develop process for 360° Performance Evaluation Process	HR/Admin	FY 16	Was incorporated as part of the City Administrator's 2013 evaluation	Following changes to employee appraisal process, develop a program for 360 evaluations.	

City of La Vista

Strategic Plan 2014 - 2016

7. Adopt and implement standards of excellence for the administration of City services. *(continued)*

Key Objectives	Action Steps	Responsible Party	Timeline	Progress to Date	Anticipated Next Step(s)	Objective Achieved / Comments
e. Maximize the City's emergency preparedness	Provide opportunities for appropriate staff and officials to receive emergency preparedness training	EMT Committee	ongoing	In process of getting all employees certified at minimum level NIMS 700. Completed 2nd tabletop drill & full scale disaster drill.	Examine need for tabletop exercise to prepare for long term event	
	Communicate Emergency Preparedness Plan to elected officials through periodic review	Public Safety	FY 15		Review LEOP with elected officials at Council Meeting in Spring 2015	
	Update La Vista's LEOP to be more customized for La Vista	Public Safety	Spring 2015			
f. Actively pursue funding opportunities for organizational strategic initiatives and projects consistent with departmental operations.	Pursue grant opportunities	All	immediate & ongoing	Environmental Trust Funds and PMRNRD grants have been secured, awaiting the status of securing NDEQ grant funds.	Identify areas eligible for CDBG assistance.	
	Track and report on grant applications and grants received.	Fin/All	Annual	Tracking for year-end report	Continue to provide annual reports for M&C	
g. Identify opportunities for developing Boards & Commissions	Develop orientation program for new B&C members	City Clerk/B&C staff	FY 14	Orientation manual completed	Begin orientation process with new board and commission members.	
	Provide training opportunities for B&C members	CC/B&C staff	FY 15			
	B&C review of pertinent sections of the Municipal Code	CC/B&C staff	FY14/15	Begin after orientation program completed.	Recommendations for compliance and/or updates	
	Update B&C regarding Council's strategic priorities	Admin	Annually			

City of La Vista

Strategic Plan 2014 - 2016

7. Adopt and implement standards of excellence for the administration of City services. (continued)

Key Objectives	Action Steps	Responsible Party	Timeline	Progress to Date	Anticipated Next Step(s)	Objective Achieved / Comments
h. Continue the process of developing a high performance work culture	Provide opportunities for appropriate staff training		ongoing			
	Regular employee meetings with City Administrator	Admin	ongoing			
	Implementation of Performance Measurement Program	All	FY 15		Development of Year End Progress Report for Citizens	
	Refine monthly department operational reports	All	ongoing		PW and B&G are in the process of refining their monthly reports.	
	Development of Mission Statement, Guiding Principals & Leadership Philosophy	DH/All	FY 14	Roll out completed February 2014		
	Ensure that citizen feedback is solicited and utilized in the evaluation and development of programs and services		2013	National Citizen Survey conducted February 2013, final report was received in March	Next survey - 2016	

City of La Vista

Strategic Plan 2014 - 2016

8. Insure efficient, effective investment in technology to enhance service delivery.

Key Objectives	Action Steps	Responsible Party	Timeline	Progress to Date	Anticipated Next Step(s)	Objective Achieved / Comments
a. Implement long-range technology plan and review regularly to ensure priorities remain accurate	Incorporate recommendations into CIP as finances allow.	IT/CIP Committees	ongoing		Work toward developing a business continuity plan	
	Provide opportunities for ongoing & regular two-way communication to ensure that Managing Directors, Managers and staff are included in IT Strategic Plan implementation and updates	IT Committee	immediate & ongoing			
b. Develop a multi-year plan for financing technology improvements		IT Committee	Fall 2014	Working with consultant to determine needs and development of RFP		
c. Designate adequate resources to provide appropriate technology training for city staff		IT Committee	Ongoing	Sub-committee formed for IT training (New Horizons training through Sarpy County)	Set up a process for departments to follow	