

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
NOVEMBER 3, 2009 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
STANDARD OPERATION POLICY – WEATHER RELATED CLOSING OF CITY OFFICES	◆ RESOLUTION ORDINANCE RECEIVE/FILE	PAM BUETHE CITY CLERK

**SYNOPSIS**

A resolution has been prepared to approve an updated Standard Operation Policy regarding Weather Related Closing of City Offices.

**FISCAL IMPACT**

N/A

**RECOMMENDATION**

Approval.

**BACKGROUND**

An update to the current Standard Operation Policy is being proposed to establish procedures which are in line with current practices for determining when there should be a delay in opening or closing of city facilities due to inclement weather and the notification process.

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, APPROVING CHANGES AND REVISIONS TO AN EXISTING STANDARD OPERATION POLICY.

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

WHEREAS, a Standard Operation Policy entitled Purchasing of Supplies, Materials, Equipment and Services has been reviewed and revisions recommended.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby approve the Standard Operation Policy entitled Weather Related Closing of City Offices, and do further hereby direct the distribution of said Standard Operation Policy to the appropriate City Departments.

PASSED AND APPROVED THIS 3RD DAY OF NOVEMBER 2009.

CITY OF LA VISTA

\_\_\_\_\_  
Douglas Kindig, Mayor

ATTEST:

\_\_\_\_\_  
Pamela A. Buethe, CMC  
City Clerk

**SUBJECT: Weather Related Closing of City Offices**

**DATE ISSUED:** February 27, 2004

**ISSUED BY:** ~~Cara Pavlicek~~ Brenda S. Gunn, City Administrator

During times of inclement weather, it shall be the priority of the City of La Vista to keep open public streets and access for emergency vehicles to/from the City's Police and Fire facilities. The secondary priority of the City shall be to keep open public access during established business hours for routine (non-emergency) services at City Hall, Community Center, Fire Station, Police facility, Public Library, and the Public Works facility.

During times of inclement weather, the Director of Public Buildings and Grounds and the Public Works Director or his/her designee shall ~~notify the City Administrator or his/her designee when it is determined~~ that adequate resources are not available to keep open public access for routine service in addition to public street maintenance responsibilities and access for emergency vehicles to and from Police and Fire facilities.

Upon ~~such notification, the City Administrator shall~~ such determine determination, the opening and closing times for City Hall, Community Center, Fire Station, Police facility, Public Library, and the Public Works facility shall be determined by the Director of Public Buildings and Grounds and the Public Works Director or his/her designee. ~~The City Office employee notification calling tree shall then be activated if the facilities are not yet open for business. The media will be notified in the event of city facilities delayed openings and closings. The City Administrator shall also make notification of such delayed opening or closing to the Mayor, Department Heads and to the news media. Department Heads shall notify their department staff and~~ Notification shall be posted ~~appropriate notifications~~ at all public entrances to their respective facilities if possible.

In determining opening and closing times for the Public Library, ~~the City Administrator upon consultation with~~ the Library Director shall consider any determination made by Metropolitan Community College to close the Sarpy Center.

Generally, the time of any delayed opening and closing will be consistent for City Hall, Community Center, Fire Station, Police facility and the Public Works facility. The time of any delayed opening and closing of the Public Library will generally be consistent with Metropolitan Community College's hours. The Library Director or his/her designee shall notify City Hall of any closings consistent with MCC which may not be consistent with that of other city facilities. In the event that the City would delay opening until later or close earlier than MCC the library will close with other City facilities.

~~It shall be the responsibility of the City Clerk, Community Development Director, Fire Chief, Library Director, Police Chief, Public Buildings and Grounds Director, Public Works Director, Recreation Director to notify the City Administrator any time weather related or other emergency conditions exist which would necessitate a delayed opening or closing of City Hall, Community Center, Fire Station, Police facility, Public Library, and the Public Works facility.~~

The general parameters of this policy shall also apply to other emergency situations, which might result in restrictions of public access for routine (non-emergency) services at City Hall, Community Center, Fire Station, Police facility, Public Library, and the Public Works facility.