

**LA VISTA CITY COUNCIL MEETING AGENDA**

**January 19, 2021**

**6:00 p.m.**

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

- **Call to Order**
- **Pledge of Allegiance**
- **Announcement of Location of Posted Open Meetings Act**
- **Appointments**
  - **Planning Commission – Reappoint Joshua Frey – 3 year term**
  - **Board of Adjustment –Appoint Jason Sokolewicz – Fill Vacancy – 3 year term**

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

**A. CONSENT AGENDA**

1. **Approval of the Agenda as Presented**
2. **Approval of the Minutes of the January 5, 2021 City Council Meeting**
3. **Approval of the Minutes of the January 7, 2021 Planning Commission Meeting**
4. **Monthly Financial Report - November 2020**
5. **Request for Payment – Hunden Strategic Partners – Professional Services – \$10,000.00**
6. **Request for Payment – Lamp Rynearson – Professional Services – \$17,191.20**
7. **Resolution – Authorize Payment – MCC/Library Cooling Tower Repair**
8. **Approval of Claims**

- **Reports from City Administrator and Department Heads**

**B. Resolution – Adoption - Information Technology Strategic Plan**

**C. Vacant Property Registration Program**  
1. **Ordinance – Adoption of Vacant Property Registration Program**  
2. **Ordinance – Amend Master Fee Ordinance**

**D. Resolution – Final Plat – Lot 1 I-80 Business Park 2<sup>nd</sup> Addition Replat 1**

**E. Resolution – Interlocal Agreement – PACE Administration**

**F. Resolution – Memorandum of Understanding (Update) - Shared Maintenance -Giles Road**

**G. Resolution – Amend Professional Services Agreement**

**H. Resolution – Advertisement for Bids – Park View Boulevard Panel Replacement**

**I. Class D Liquor License Bucky's Express**  
1. **Public Hearing**  
2. **Resolution**

- **Comments from the Floor**
- **Comments from Mayor and Council**
- **Adjournment**

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

**LA VISTA CITY COUNCIL  
MEETING  
January 5, 2021**

A meeting of the City Council of the City of La Vista, Nebraska was convened in open and public session at 6:00 p.m. on January 5, 2021. Present were Councilmembers: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Also in attendance were, City Attorney McKeon, City Administrator Gunn, Assistant City Administrator Ramirez, Chief of Police Lausten, City Clerk Buethe, Director of Public Works Soucie, Director of Administrative Services Pokorny, Library Director Barcal, City Engineer Dowse, and Community Development Director Fountain.

A notice of the meeting was given in advance thereof by publication in the Times on December 23, 2020. Notice was simultaneously given to the Mayor and all members of the City Council and a copy of the acknowledgment of the receipt of notice attached to the minutes. Availability of the agenda was communicated to the Mayor and City Council in the advance notice of the meeting. All proceedings shown were taken while the convened meeting was open to the attendance of the public. Further, all subjects included in said proceedings were contained in the agenda for said meeting which is kept continuously current and available for public inspection at City Hall during normal business hours.

Mayor Kindig called the meeting to order, led the audience in the Pledge of Allegiance, and made the announcements.

**SERVICE AWARDS: ROBERT LAUSTEN AND RITA RAMIREZ – 30 YEARS;  
RANDY SEFFRON – 10 YEARS**

Mayor Kindig recognized Rita Ramirez and Robert Lausten for 30 years of service to the City and Randy Seffron for 10 years of service to the City.

**APPOINTMENTS – PARK AND RECREATION ADVISORY COMMITTEE –  
REAPPOINT BOBETTE JONES – 2 YEAR TERM; BOARD OF  
ADJUSTMENT/APPEALS – REAPPOINT TRISH DONOGHUE – 3 YEAR TERM;  
BOARD OF HEALTH – APPOINT HANS DETHLEFS – 1 YEAR TERM**

Mayor Kindig stated, with the approval of the City Council, he would like to re-appoint Bobette Jones to the Park and Recreation Advisory Committee for a 2 year term; re-appoint Trish Donoghue to the Planning Commission for a 3 year term; and appoint Hans Dethlefs to the Board of Health for a 1 year term. Councilmember Thomas motioned the approval, seconded by Councilmember Sell. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

**A. CONSENT AGENDA**

- 1. APPROVAL OF THE AGENDA AS PRESENTED**
- 2. APPROVAL OF THE MINUTES OF THE DECEMBER 15, 2020 CITY COUNCIL  
MEETING**
- 3. APPROVAL OF THE MINUTES OF THE DECEMBER 10, 2020 PLANNING  
COMMISSION MEETING**
- 4. APPROVAL OF THE MINUTES OF THE SEPTEMBER 10, 2020 LIBRARY  
ADVISORY BOARD MEETING**
- 5. OCCUPATION TAX REPORT**
- 6. REQUEST FOR PAYMENT – DLR GROUP – PROFESSIONAL SERVICES –  
CITY CENTRE PARKING STRUCTURE 2 – \$547.00**
- 7. REQUEST FOR PAYMENT – HGM ASSOCIATES INC. – PROFESSIONAL  
SERVICES – 2020 BRIDGE INSPECTION SERVICES – \$5,069.56**
- 8. REQUEST FOR PAYMENT – K ELECTRIC CO. – CONSTRUCTION SERVICES  
– INSTALLATION OF ELECTRICAL OUTLETS – CIVIC CENTER PARK –  
\$6,525.93**
- 9. REQUEST FOR PAYMENT – MIDWEST RIGHT OF WAY SERVICES, INC. –  
PROFESSIONAL SERVICES – 120TH & GILES – \$237.50**
- 10. REQUEST FOR PAYMENT – RDG PLANNING & DESIGN – PROFESSIONAL  
SERVICES – PLACEMAKING & LA SERVICES – \$10,444.16**
- 11. REQUEST FOR PAYMENT – THOMPSON, DREESSEN & DORNER, INC. –  
PROFESSIONAL SERVICES – \$600.00**
- 12. APPROVAL OF CLAIMS**

A & L HYDRAULICS INC, maint.

2,508.92

ACTION BATTERIES, maint.	480.84
AKRS EQUIPMENT SOLUTIONS, maint.	470.09
AMAZON, supplies	1,034.61
ASPEN EQUIPMENT CO, maint.	713.73
AT&T MOBILITY LLC, phones	97.34
AXON ENTERPRISE INC, supplies	918.00
BAUER BUILT INC, maint.	1,836.16
BEACON ATHLETICS LLC, supplies	1,373.00
BEAUMONT, MITCH, services	1,007.00
BERRY DUNN, services	2,600.00
BIBLIOTHECA LLC, books	3.96
BISHOP BUSINESS EQUIPMENT, services	663.50
BOARD OF EXAMINERS, services	25.00
BRITE IDEAS DECORATING, supplies	38.00
BROADCAST MUSIC INC, services	364.00
CAPSTONE, books	838.09
CELLEBRITE INC, services	3,700.00
CENTER POINT, books	44.34
CENTURION TECHNOLOGIES, services	162.50
CENTURY LINK, phones	6.00
CINTAS CORP, services	404.43
CITY OF PAPILLION, services	221,867.73
COMP CHOICE INC, services	1,234.22
CONSOLIDATED MGMT, services	26.22
CONTINENTAL RESEARCH CORP, supplies	1,333.60
COX COMMUNICATIONS, services	427.58
CRIMINAL ADDICTION INC, services	300.00
D & K PRODUCTS, supplies	255.00
DANIELSON TECH SUPPLY INC, services	424.80
DATASHIELD CORP, services	120.00
DIAMOND VOGEL PAINTS, bld&grnds	586.97
DULTMEIER SALES LLC, maint.	1,360.00
EDGEWEAR SCREEN PRINTING, apparel	848.00
EYMAN PLUMBING INC, bld&grnds	2,727.64
FBG SERVICE CORP, bld&grnds	5,965.00
FEDEX, services	136.41
FERGUSON ENTERPRISES, supplies	70.37
FILTER CARE OF NE, maint.	32.75
FITZGERALD SCHORR BARMETTLER, services	80,463.70
GALE, books	74.22
GENERAL FIRE & SAFETY, bld&grnds	125.00
GREAT PLAINS UNIFORMS, apparel	240.00
GUIDEPOINT SECURITY, services	5,991.48
HEARTLAND TIRES & TREADS, maint.	230.15
HOBBY LOBBY, supplies	65.62
HOME DEPOT, supplies	49.97
HUNTEL COMMUNICATIONS, services	2,059.58
HY-VEE INC, supplies	135.60
J & J SMALL ENGINE, services	449.99
JAMIE BROWN, services	1,043.80
JESSICA PRETZ, refund	24.99
KRIHA FLUID POWER CO, maint.	93.59
LABRIE, DONALD P, services	750.00
LARSEN SUPPLY CO, supplies	82.08
LEXIS NEXIS MATTHEW BENDER, services	266.10
LIBRA INDUSTRIES INC, apparel	84.00
LOGAN CONTRACTORS SUPPLY, maint.	278.09
LOGO LOGIX EMBROIDERY, apparel	1,410.00
MARCO INC, services	272.43
MARK A KLINKER, services	400.00

MARTIN MARIETTA MATERIALS, services	253.40
MATHESON TRI-GAS INC, apparel	390.09
MENARDS-RALSTON, bld&grnds	959.01
METRO CHIEFS ASSOCIATION, services	75.00
METRO COMMUNITY COLLEGE, services	13,460.84
MIDLANDS LIGHTING & ELECTRIC, supplies	56.40
MIDWEST TAPE, media	316.93
MIDWEST TURF & IRRIGATION, maint.	416.74
MILLARD METAL SERVICES, maint.	43.00
MURPHY TRACTOR & EQUIPMENT, maint.	172.55
NE ARBORISTS ASSOCIATION, services	220.00
NE IOWA INDL FASTENERS INC, supplies	2.15
NE LAW ENFORCEMENT, services	50.00
NMC EXCHANGE LLC, maint.	1,635.61
NOLL, MARGARET M, services	150.00
NORTH AMERICAN RESCUE HOLDINGS, supplies	373.97
OFFICE DEPOT INC, supplies	757.10
O'KEEFE ELEVATOR CO, services	180.00
OLSSON, INC, services	5,500.00
OMNI ENGINEERING, services	370.30
ON YOUR MARKS, supplies	609.83
ORIENTAL TRADING CO, supplies	69.10
PAPILLION LA VISTA SCHOOLS, services	11,797.50
PAPILLION SANITATION, services	3,908.70
PAPILLION TIRE INC, maint.	87.67
PAY-LESS OFFICE PRODUCTS, supplies	96.51
PETTY CASH, supplies	533.37
POLICE CHIEFS ASSN OF NEBR, services	50.00
PROJECT LIFESAVER INC, supplies	115.39
RAINBOW GLASS & SUPPLY, bld&grnds	1,481.16
RAY ALLEN MANUFACTURING, supplies	139.99
REF'S SPORTS BAR & GRILL, services	1,000.00
ROLLIN GREEN GRADING & SOD, bld&grnds	1,025.00
SARPY COUNTY COURTHOUSE, services	8,627.92
SARPY COUNTY ECONOMIC DEV, services	8,500.00
SECURITY EQUIPMENT INC, bld&grnds	341.50
SIGN IT, services	18.00
SOUTHERN UNIFORM, apparel	295.37
STOREY KENWORTHY, services	793.77
SWAN ENGINEERING LLC, maint.	11.64
TED'S MOWER SALES, maint.	146.61
THE SCHEMMER ASSOCIATES INC, services	1,900.00
TRACTOR SUPPLY, bld&grnds	96.13
TRIMBLE INC, services	129.00
TRUCK CENTER COMPANIES, maint.	23.44
TY'S OUTDOOR POWER, maint.	270.82
ULINE, services	231.27
UNITED PARCEL, services	19.45
VAL VERDE ANIMAL HOSPITAL INC, services	474.00
VERIZON WIRELESS, phones	343.84
WELLINGTON EXPERIENCE, services	3,625.00
WHITE CAP CONSTR, apparel	45.79
WOODHOUSE FORD, maint.	137.38

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

## **REPORTS FROM CITY ADMINISTRATOR AND DEPARTMENT HEADS**

City Administrator Gunn reported on the implementation of the new brand.

Recreation Director Scott Stopak reported on upcoming activities at the Recreation Center.

Chief of Police Lausten reported that the Sarpy Douglas Law Enforcement Academy started on Monday. The City has two officers in the class, and they will graduate on May 21, 2021. Chief Lausten also reported on the department's response to the first snow emergency of the season.

Public Works Director Soucie reported on snow removal operations.

### **B. BLACK SAGE ARMS, LLC – CONDITIONAL USE PERMIT – LOT 29 STONYBROOK SOUTH – HOME OCCUPATION – GUNSMITHING**

#### **1. PUBLIC HEARING**

At 6:29 p.m. Mayor Kindig opened the public hearing and stated the floor was now open for discussion on the proposed Conditional Use Permit. The applicant, Louis "Zack" Wagner was present to answer any questions.

At 6:32 p.m. Councilmember Hale made a motion to close the public hearing. Seconded by Councilmember Crawford. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

#### **2. RESOLUTION**

Councilmember Sell introduced and moved for the adoption of Resolution No. 21-001 entitled: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE EXECUTION OF A CONDITIONAL USE PERMIT FOR BLACK SAGE ARMS, LLC TO OPERATE A HOME OCCUPATION GUNSMITHING BUSINESS ON LOT 29 STONYBROOK SOUTH.

WHEREAS, Black Sage Arms, LLC has applied for approval of a conditional use permit for a home occupation gunsmithing business on Lot 29 Stonybrook South, generally located at the intersection of S. 139<sup>th</sup> Street and Margo Street.; and

WHEREAS, the La Vista Planning Commission reviewed the application on December 10, 2020 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, with such modifications that the City Administrator or City Attorney may determine necessary or advisable, for Black Sage Arms, LLC to allow for a home occupation gunsmithing business on Lot 29 Stonybrook South.

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

### **C. RESOLUTION – PRELIMINARY PLAT – DORWILL, LLC – LOT 1 I-80 BUSINESS PARK 2ND ADDITION REPLAT 1**

Councilmember Sheehan introduced and moved for the adoption of Resolution No. 21-002 entitled: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, FOR APPROVAL OF THE PRELIMINARY PLAT FOR LOT 1 I-80 BUSINESS PARK 2ND ADDITION AND PT HARRY ANDERSEN AVE ADJ TO LOT 1 I-80 BUSINESS PARK 2ND ADDITION LOCATED IN THE NW 1/4 OF THE NW 1/4 OF SECTION 17, T14, R12 EAST OF THE 6TH P.M., SARPY COUNTY, NEBRASKA, AND PT STATE ROW ADJ TO LOT 1 I-80 BUSINESS PARK 2ND ADDITION LOCATED

IN THE NE 1/4 OF THE NE 1/4 OF SECTION 18, T14, R12 EAST OF THE 6TH P.M., SARPY COUNTY, NEBRASKA, TO BE REPLATTED AS LOT 1 I-80 BUSINESS PARK 2ND ADDITION REPLAT 1 LOCATED IN SECTIONS 17 AND 18, T14, R12 EAST OF THE 6TH P.M., SARPY COUNTY, NEBRASKA.

WHEREAS, the owner of the above described pieces of property has made application for approval of a preliminary plat as presented at this meeting for Lot 1 I-80 Business Park 2nd Addition Replat 1 ("Preliminary Plat"); and

WHEREAS, the City Engineer has reviewed the Preliminary Plat; and

WHEREAS, on December 10, 2020, the La Vista Planning Commission reviewed the Preliminary Plat and recommended approval;

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of La Vista, Nebraska, that the Preliminary Plat for Lot 1 I-80 Business Park 2nd Addition, Pt Harry Andersen Ave Adj to Lot 1 I-80 Business Park 2nd Addition, and Pt State Row Adj to Lot 1 I-80 Business Park 2nd Addition, to be replatted as Lot 1 I-80 Business Park 2nd Addition Replat 1, located in the northwest 1/4 of the northwest 1/4 of Section 17, and the northeast 1/4 of the northeast 1/4 of Section 18, both in Township 14, Range 12E, generally located northwest of the intersection of S. 118th Street and Harry Anderson Avenue be, and hereby is, approved, contingent on the approval and recording of the Final Plat and related Subdivision Agreement.

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

#### **D. POSITION DESCRIPTION – SIGNAL TECHNICIAN**

Councilmember Sell made a motion to receive and file the description for the position of Signal Technician. Seconded by Councilmember Quick. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

#### **E. ORDINANCE – AMEND COMPENSATION ORDINANCE**

Councilmember Thomas introduced Ordinance No. 1406 entitled: AN ORDINANCE TO FIX THE COMPENSATION OF OFFICERS AND EMPLOYEES OF THE CITY OF LA VISTA; TO PROVIDE FOR THE REPEAL OF ALL PRIOR ORDINANCES IN CONFLICT HEREWITH; ORDERING THE PUBLICATION OF THE ORDINANCE IN PAMPHLET FORM; AND TO PROVIDE THE EFFECTIVE DATE HEREOF.

Councilmember Sheehan moved that the statutory rule requiring reading on three different days be suspended. Councilmember Sell seconded the motion to suspend the rules and roll call vote on the motion. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion passed.

Councilmember Sheehan made a motion to approve final reading and adopt Ordinance 1406. Councilmember Hale seconded the motion. The Mayor then stated the question, "Shall Ordinance No. 1406 be passed and adopted?" Upon roll call vote the following Councilmembers voted aye Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. The passage and adoption of said ordinance having been concurred on by a majority of all members of the Council, the Mayor declared the ordinance adopted and the Mayor, in the presence of the Council, signed and approved the ordinance and the City Clerk attested the passage/approval of the same and affixed her signature thereto.

#### **COMMENTS FROM THE FLOOR**

There were no comments from the floor.

#### **COMMENTS FROM MAYOR AND COUNCIL**

There were no comments from Mayor and Council.

January 5, 2021

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

PASSED AND APPROVED THIS 19TH DAY OF JANUARY 2021.

CITY OF LA VISTA

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Douglas Kindig, Mayor

ATTEST:

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Pamela A. Buethe, CMC  
City Clerk



**CITY OF LA VISTA**  
**8116 PARK VIEW BOULEVARD**  
**LA VISTA, NE 68128**  
**P: (402) 331-4343**

**PLANNING COMMISSION MINUTES**  
**JANUARY 7, 2021 6:30 P.M.**

The City of La Vista Planning Commission held a meeting on Thursday, January 7, 2021 in the Harold "Andy" Anderson Council Chamber at La Vista City Hall, 8116 Park View Boulevard. Chairman Kevin Wetuski called the meeting to order at 6:30 p.m. with the following members present: Kevin Wetuski, Mike Krzywicki, Gayle Malmquist, Mike Circo, Patrick Coghlan, John Gahan, Kathleen Alexander, and Josh Frey. Members absent were: Jason Dale, Mike Circo, and Harold Sargus. Also, in attendance were Chris Solberg, Deputy Community Development Director; Bruce Fountain, Community Development Director; Pat Dowse, City Engineer; and Meghan Engberg, Permit Technician.

Legal notice of the public meeting and hearing were posted, distributed and published according to Nebraska law. Notice was simultaneously given to all members of the Planning Commission. All proceedings shown were taken while the convened meeting was open to the attendance of the public.

**1. Call to Order**

The meeting was called to order by Chairman Wetuski 6:30 p.m. Copies of the agenda and staff reports were made available to the public.

**2. Approval of Meeting Minutes – December 10, 2020**

*Krzywicki* moved, seconded by *Alexander* to approve the December 10th minutes. **Ayes:** *Krzywicki, Gahan, Alexander, Coghlan, Wetuski, Frey, and Malmquist. Nays: None. -Abstain: None. Absent: Sargus, Circo, and Dale. Motion Carried, (7-0)*

**3. Old Business**

None.

**4. New Business**

**A. Final – Lot 1 I-80 Business Park 2<sup>nd</sup> Addition Replat 1 – Dorwill, LLC**

i. **Staff Report – Christopher Solberg, AICP:** Solberg said that the applicant, Dorwill, LLC, is requesting an approval of the Final Plat to combine Lot 1 I-80 Business Park 2<sup>nd</sup> Addition with two small pieces of former right-of-way sold by the State of Nebraska in 2019 to create Lot 1 I-80 Business Park 2<sup>nd</sup> Addition Replat 1, which is generally located Northwest of the intersection of S. 118<sup>th</sup> Street and Harry Anderson Ave.

Staff recommends approval of the Final Plat for Lot 1 I-80 Industrial Park 2<sup>nd</sup> Addition Replat 1, as the request is consistent with La Vista's Comprehensive Plan, Subdivision Regulations, and Zoning Ordinance. Solberg said that as part of this there needs to be a waiver of Section 4.2 of the Subdivision Regulations to allow for reduction in the

six-foot sidewalk offset. Staff recommends approval of the waiver from Section 4.2 of the Subdivision Regulations to allow for a reduction in the six-foot sidewalk offset requirement for the northeast corner of Lot 1 I-80 Industrial Park 2<sup>nd</sup> Addition Replat 1.

- ii. **Recommendation:** Krzywicki moved, seconded by Malmquist, to recommend approval of the waiver from Section 4.2 of the Subdivision Regulations to allow for a reduction in the six-foot sidewalk offset requirement for the northeast corner of Lot 1 I-80 Industrial Park 2<sup>nd</sup> Addition Replat 1. **Ayes:** *Krzywicki, Gahan, Alexander, Coghlan, Wetuski, Frey, and Malmquist.* **Nays:** *None.* **-Abstain:** *None.* **Absent:** *Sargus, Circo, and Dale.* **Motion Carried, (7-0)**
- iii. **Recommendation:** Malmquist moved, seconded Gahan, to recommend approval of the Final Plat for Lot 1 I-80 Industrial Park 2<sup>nd</sup> Addition Replat 1, as the request is consistent with La Vista's Comprehensive Plan, Subdivision Regulations, and Zoning Ordinance. **Ayes:** *Krzywicki, Gahan, Alexander, Coghlan, Wetuski, Frey, and Malmquist.* **Nays:** *None.* **-Abstain:** *None.* **Absent:** *Sargus, Circo, and Dale.* **Motion Carried, (7-0)**

## 5. Comments from the Floor

No members of the public were present.

## 6. Comments from the Planning Commission

Gahan asked about the building being framed North of Godfather's Pizza.

Solberg said that is an accessory building for the car wash.

Gahan mentioned the car dealership off Harrison and said that one of them had moved to 370 and I-80 and that there is now a lot of construction going on where that dealership was and asked if something else was going in there.

Solberg said that it is a Baxter Subaru that is going there.

## 7. Comments from the Staff

Solberg said that there has been an uptick of inquiries over the last few weeks, so the commission might see quite a bit more items on the agendas coming up over the next few months.

Engberg reminded the commission that elections are in February and that the nominating committee needed to be formed. She also mentioned that the CUP for Black Sage Arms, LLC was approved by the City Council.

Fountain said that the Preliminary Plat for Dorwill, LLC was also approved by the City Council.

\*The nominating committee was formed with Malmquist, Gahan, and Krzywicki as the members\*

\*Elections will be held on February 4<sup>th</sup>. \*

**8. Adjournment**

Wetuski adjourned the meeting at 6:40 p.m.

Reviewed by Planning Commission:

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Planning Commission Secretary

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Planning Commission Chair

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Date

**CITY OF LAVISTA, NEBRASKA**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES**  
**For the Two months ending November 30, 2020**  
**17% of the Fiscal Year 2021**

	<b>Total All Funds</b>					% of Budget Used
	<b>Budget (12 month)</b>	<b>MTD Actual</b>	<b>YTD Actual</b>	Over(under) Budget		
<b>OPERATING REVENUES</b>						
General Fund	\$ 18,573,006	\$ 903,844	\$ 2,303,177	\$ (16,269,829)	12%	
Sewer Fund	4,469,263	2,527	457,224	(4,012,039)	10%	
Debt Service Fund	3,401,489	250,931	656,899	(2,744,590)	19%	
Capital Improvement Program Fund	387	-	-	(387)	0%	
Lottery Fund	940,945	137,119	263,260	(677,685)	28%	
Economic Development Fund	10,070	1	2	(10,068)	0%	
Off Street Parking Fund	24,111	157	1,770	(22,341)	7%	
Redevelopment Fund	2,038,587	206,833	560,983	(1,477,604)	28%	
Police Academy	148,423	19	130,038	(18,385)	88%	
TIF 1A	305,081	-	-	(305,081)	0%	
TIF 1B	418,803	-	-	(418,803)	0%	
Sewer Reserve Fund	17,747	-	491	(17,256)	3%	
Qualified Sinking Fund	3,757	-	88	(3,669)	2%	
<b>Total Operating Revenues</b>	<b>30,351,669</b>	<b>1,501,431</b>	<b>4,373,931</b>	<b>(25,977,738)</b>	<b>14%</b>	
<b>OPERATING EXPENDITURES</b>						
General Fund	19,306,753	1,393,649	3,142,855	(16,163,898)	16%	
Sewer Fund	4,034,908	60,470	132,361	(3,902,547)	3%	
Debt Service Fund	3,334,779	188,570	231,450	(3,103,329)	7%	
Capital Improvement Program Fund	-	-	-	-	0%	
Lottery Fund	685,187	40,696	89,267	(595,920)	13%	
Economic Development Fund	82,510	-	-	(82,510)	0%	
Off Street Parking Fund	1,098,065	15,334	29,037	(1,069,028)	3%	
Redevelopment Fund	1,807,575	-	6,676	(1,800,899)	0%	
Police Academy	116,612	9,869	20,589	(96,023)	18%	
TIF 1A	352,417	-	-	(352,417)	0%	
TIF 1B	434,083	-	-	(434,083)	0%	
Sewer Reserve Fund	-	-	-	-	0%	
Qualified Sinking Fund	-	-	-	-	0%	
<b>Total Operating Expenditures</b>	<b>31,252,889</b>	<b>1,708,587</b>	<b>3,652,235</b>	<b>(27,600,654)</b>	<b>12%</b>	
<b>OPERATING REVENUES NET OF EXPENDITURES</b>						
General Fund	(733,747)	(489,805)	(839,677)	(105,930)		
Sewer Fund	434,355	(57,943)	324,863	(109,492)		
Debt Service Fund	66,710	62,361	425,449	358,739		
Capital Improvement Program Fund	387	-	-	(387)		
Lottery Fund	255,758	96,423	173,993	(81,765)		
Economic Development Fund	(72,440)	1	2	72,442		
Off Street Parking Fund	(1,073,954)	(15,177)	(27,267)	1,046,687		
Redevelopment Fund	231,012	206,833	554,307	323,295		
Police Academy	31,811	(9,849)	109,449	77,638		
TIF 1A	(47,336)	-	-	47,336		
TIF 1B	(15,280)	-	-	15,280		
Sewer Reserve Fund	17,747	-	491	(17,256)		
Qualified Sinking Fund	3,757	-	88	(3,669)		
<b>Operating Revenues Net of Expenditures</b>	<b>(901,220)</b>	<b>(207,156)</b>	<b>721,696</b>	<b>1,622,916</b>		
	-	-	-	(0)		

**CITY OF LAVISTA, NEBRASKA**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES**  
**For the Two months ending November 30, 2020**  
**17% of the Fiscal Year 2021**

<b>Total All Funds</b>				
<b>Budget (12 month)</b>	<b>MTD Actual</b>	<b>YTD Actual</b>	<b>Over(under) Budget</b>	<b>% of Budget Used</b>

**OTHER FINANCING SOURCES & USES**

**TRANSFERS IN**

General Fund	193,867	-	-	(193,867)	0%
Sewer Fund	350,000	-	-	(350,000)	0%
Debt Service Fund	577,831	-	-	(577,831)	0%
Capital Improvement Program Fund	484,445	-	-	(484,445)	0%
Lottery Fund	-	-	-	-	-
Economic Development Fund	82,510	-	-	(82,510)	0%
Off Street Parking Fund	1,275,065	-	-	(1,275,065)	0%
Redevelopment Fund	-	-	-	-	-
Police Academy	-	-	-	-	-
TIF 1A	-	-	-	-	-
TIF 1B	-	-	-	-	-
Sewer Reserve Fund	-	-	-	-	-
Qualified Sinking Fund	50,000	-	-	(50,000)	0%
<b>Total Transfers In</b>	<b>3,013,718</b>	<b>-</b>	<b>-</b>	<b>(3,013,718)</b>	<b>0%</b>

**TRANSFERS OUT**

General Fund	(940,943)	-	-	940,943	0%
Sewer Fund	-	-	-	-	-
Debt Service Fund	(1,182,985)	-	-	1,182,985	0%
Capital Improvement Program Fund	-	-	-	-	-
Lottery Fund	(293,867)	-	-	293,867	0%
Economic Development Fund	-	-	-	-	-
Off Street Parking Fund	-	-	-	-	-
Redevelopment Fund	(245,923)	-	-	245,923	0%
Police Academy	-	-	-	-	-
TIF 1A	-	-	-	-	-
TIF 1B	-	-	-	-	-
Sewer Reserve Fund	(350,000)	-	-	350,000	0%
Qualified Sinking Fund	-	-	-	-	-
<b>Total Transfers Out</b>	<b>(3,013,718)</b>	<b>-</b>	<b>-</b>	<b>3,013,718</b>	<b>0%</b>

**NET TRANSFERS**

General Fund	(747,076)	-	-	747,076	0%
Sewer Fund	350,000	-	-	(350,000)	0%
Debt Service Fund	(605,154)	-	-	605,154	0%
Capital Improvement Program Fund	484,445	-	-	(484,445)	0%
Lottery Fund	(293,867)	-	-	293,867	0%
Economic Development Fund	82,510	-	-	(82,510)	0%
Off Street Parking Fund	1,275,065	-	-	(1,275,065)	0%
Redevelopment Fund	(245,923)	-	-	245,923	0%
Police Academy	-	-	-	-	-
TIF 1A	-	-	-	-	-
TIF 1B	-	-	-	-	-
Sewer Reserve Fund	(350,000)	-	-	350,000	0%
Qualified Sinking Fund	50,000	-	-	(50,000)	0%
<b>Total Net Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**CITY OF LAVISTA, NEBRASKA**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES**  
**For the Two months ending November 30, 2020**  
**17% of the Fiscal Year 2021**

	<b>Total All Funds</b>				
	<b>Budget (12 month)</b>	<b>MTD Actual</b>	<b>YTD Actual</b>	<b>Over(under) Budget</b>	<b>% of Budget Used</b>
<b>OTHER REVENUE: BOND PROCEEDS</b>					
Sewer Fund	-	-	-	-	0%
Capital Improvement Program Fund	6,490,000	-	-	(6,490,000)	0%
Economic Development Fund	3,000,000	-	-	(3,000,000)	0%
Off Street Parking Fund	-	-	-	-	0%
Redevelopment Fund	9,615,000	-	-	(9,615,000)	0%
<b>Total Bond Proceeds</b>	<b>19,105,000</b>	<b>-</b>	<b>-</b>	<b>(19,105,000)</b>	<b>0%</b>

**OTHER EXPENDITURES: CAPITAL IMPROVEMENT PROGRAM**

Sewer Fund	630,000	259	259	(629,741)	0%
Capital Improvement Program Fund	6,979,445	238	2,385	(6,977,060)	0%
Off Street Parking Fund	100,000	-	1,641	(98,359)	2%
Redevelopment Fund	4,181,000	10,699	27,752	(4,153,248)	1%
<b>Total Capital Improvement Program</b>	<b>11,890,445</b>	<b>11,195</b>	<b>32,037</b>	<b>(11,858,408)</b>	<b>0%</b>

**OTHER EXPENDITURES: EDP GRANT**

Economic Development Fund	<b>1,000,000</b>	<b>-</b>	<b>-</b>	<b>(1,000,000)</b>	<b>0%</b>
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**NET FUND ACTIVITY**

General Fund	(1,480,823)	(489,805)	(839,677)	641,146
Sewer Fund	154,355	(58,202)	324,604	170,249
Debt Service Fund	(538,444)	62,361	425,449	963,893
Capital Improvement Program Fund	(4,613)	(238)	(2,385)	2,228
Lottery Fund	(38,109)	96,423	173,993	212,102
Economic Development Fund	2,010,070	1	2	(2,010,068)
Off Street Parking Fund	101,111	(15,177)	(28,908)	(130,019)
Redevelopment Fund	5,419,089	196,134	526,555	(4,892,534)
Police Academy	31,811	(9,849)	109,449	77,638
TIF 1A	(47,336)	-	-	47,336
TIF 1B	(15,280)	-	-	15,280
Sewer Reserve Fund	(332,253)	-	491	332,744
Qualified Sinking Fund	53,757	-	88	(53,669)
<b>Net Activity</b>	<b>\$ 5,313,335</b>	<b>(218,352)</b>	<b>689,660</b>	<b>(4,623,675)</b>

**CITY OF LAVISTA, NEBRASKA**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES**  
**For the Two months ending November 30, 2020**  
**17% of the Fiscal Year 2021**

	<b>Total All Funds</b>				
	<u>Budget</u> <u>(12 month)</u>	<u>MTD</u> <u>Actual</u>	<u>YTD</u> <u>Actual</u>	Over(under) <u>Budget</u>	% of Budget <u>Used</u>
<b>FUND BALANCE</b>	<u>As of 9/30/2021</u>		<u>As of 11/30/2020</u>		<u>Variance</u>
General Fund	6,063,848		7,790,543	1,726,695	
Sewer Fund	1,064,689		1,747,594	682,905	
Debt Service Fund	2,546,407		3,864,152	1,317,745	
Capital Improvement Program Fund	36,922		(40,892)	(77,814)	
Lottery Fund	3,813,883		4,055,098	241,215	
Economic Development Fund	2,017,138		7,071	(2,010,067)	
Off Street Parking Fund	165,570		(13,764)	(179,334)	
Redevelopment Fund	8,831,835		4,320,169	(4,511,666)	
Police Academy	58,683		141,222	82,539	
TIF 1A	-		47,336	47,336	
TIF 1B	-		15,281	15,281	
Sewer Reserve Fund	1,623,681		1,957,750	334,069	
Qualified Sinking Fund	404,998		351,561	(53,437)	
<b>Net Fund Balance</b>	<b>26,627,654</b>	<b>-</b>	<b>24,243,121</b>	<b>(2,384,533)</b>	

**CITY OF LAVISTA, NEBRASKA**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES**  
**For the Two months ending November 30, 2020**  
**17% of the Fiscal Year 2021**

<b>General Fund</b>						
	<u>Budget</u> (12 month)	<u>MTD</u> <u>Actual</u>	<u>YTD</u> <u>Actual</u>	Over( <u>under</u> ) <u>Budget</u>	% of Budget <u>Used</u>	
<b>REVENUES</b>						
Property Taxes	\$ 9,393,170	\$ 60,356	\$ 187,417	\$ (9,205,753)	2%	
Sales and use taxes	3,887,077	413,423	1,118,431	(2,768,646)	29%	
Payments in Lieu of taxes	356,710	-	-	(356,710)	0%	
State revenue	1,739,301	175,620	396,189	(1,343,112)	23%	
Occupation and franchise taxes	885,022	8,251	41,497	(843,525)	5%	
Hotel Occupation Tax	363,215	39,527	78,768	(284,447)	22%	
Licenses and permits	457,113	9,551	183,694	(273,419)	40%	
Interest income	67,207	1,815	3,633	(63,574)	5%	
Recreation fees	171,782	14,976	29,093	(142,689)	17%	
Special Services	24,000	6,142	7,314	(16,686)	30%	
Grant Income	151,710	55,671	57,846	(93,864)	38%	
Other	1,076,699	118,513	199,295	(877,404)	19%	
<b>Total Revenues</b>	<b>18,573,006</b>	<b>903,844</b>	<b>2,303,177</b>	<b>(16,269,829)</b>	<b>12%</b>	
<b>EXPENDITURES</b>						
Administrative Services	582,929	40,956	105,921	(477,008)	18%	
Mayor and Council	220,064	15,769	32,509	(187,555)	15%	
Boards & Commissions	6,335	-	107	(6,228)	2%	
Building Maintenance	635,049	34,215	68,870	(566,179)	11%	
Administration	689,538	57,483	120,530	(569,008)	17%	
Police and Animal Control	5,406,114	391,335	1,007,640	(4,398,474)	19%	
Fire	2,412,062	192,264	383,403	(2,028,659)	16%	
Community Development	675,426	42,670	109,734	(565,692)	16%	
Public Works	4,157,840	228,634	591,450	(3,566,390)	14%	
Recreation	860,732	50,191	124,060	(736,672)	14%	
Library	948,460	67,199	160,747	(787,713)	17%	
Information Technology	399,586	11,914	27,621	(371,965)	7%	
Human Resources	1,001,387	59,772	132,491	(868,896)	13%	
Public Transportation	111,198	5,128	15,881	(95,317)	14%	
Finance	475,544	27,618	62,782	(412,762)	13%	
Communication	216,020	7,420	25,823	(190,197)	12%	
Capital outlay	508,469	161,081	173,287	(335,182)	34%	
<b>Total Expenditures</b>	<b>19,306,753</b>	<b>1,393,649</b>	<b>3,142,855</b>	<b>(16,163,898)</b>	<b>16%</b>	
<b>REVENUES NET OF EXPENDITURES</b>	<b>(733,747)</b>	<b>(489,805)</b>	<b>(839,677)</b>	<b>(105,930)</b>		
<b>OTHER FINANCING SOURCES (USES)</b>						
Operating transfers in (Lottery)	193,867	-	-	(193,867)	0%	
Operating transfers out (DSF, OSP, CIP)	(940,943)	-	-	940,943	0%	
<b>Total other Financing Sources (Uses)</b>	<b>(747,076)</b>	<b>-</b>	<b>-</b>	<b>747,076</b>		
<b>NET FUND ACTIVITY</b>	<b>\$ (1,480,823)</b>	<b>\$ (489,805)</b>	<b>\$ (839,677.4)</b>	<b>\$ 641,146</b>		

**CITY OF LAVISTA, NEBRASKA**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE-PROPRIETARY FUNDS**  
**For the Two months ending November 30, 2020**  
**17% of the Fiscal Year 2021**

<b>Sewer Fund</b>						
	<u>Budget</u> (12 month)	<u>MTD</u> <u>Actual</u>	<u>YTD</u> <u>Actual</u>	Over(under) <u>Budget</u>	% of Budget Used	
<b>REVENUES</b>						
User fees	S 4,336,482	S -	S 356,189	S (3,980,293)	8%	
Service charge and hook-up fees	123,065	2,499	100,686	(22,379)	82%	
Grant Income	-	-	-	-	0%	
Miscellaneous	19	3	13	(6)	-	
<b>Total Revenues</b>	<b>4,459,566</b>	<b>2,502</b>	<b>456,888</b>	<b>(4,002,678)</b>	<b>10%</b>	
<b>EXPENDITURES</b>						
Personnel Services	549,189	40,655	99,658	(449,531)	18%	
Commodities	35,356	1,262	2,185	(33,171)	6%	
Contract Services	3,065,964	10,690	21,457	(3,044,507)	1%	
Maintenance	39,084	2,509	3,706	(35,378)	9%	
Other	230	-	-	(230)	0%	
Storm Water Grant	55,085	5,355	5,355	(49,730)	10%	
Capital Outlay	290,000	-	-	(290,000)	0%	
<b>Total Expenditures</b>	<b>4,034,908</b>	<b>60,470</b>	<b>132,361</b>	<b>(3,902,547)</b>	<b>3%</b>	
<b>OPERATING INCOME (LOSS)</b>	<b>424,658</b>	<b>(57,968)</b>	<b>324,528</b>	<b>(100,130)</b>	<b>Note 1</b>	
<b>NON-OPERATING REVENUE (EXPENSE)</b>						
Interest income	9,697	25	335	(9,362)	3%	
	<u>9,697</u>	<u>25</u>	<u>335</u>	<u>(9,362)</u>	<u>3%</u>	
<b>INCOME (LOSS) BEFORE OPERATING TRANSFERS</b>	<b>434,355</b>	<b>(57,943)</b>	<b>324,863</b>	<b>(109,492)</b>		
<b>OTHER FINANCING SOURCES (USES)</b>						
Operating transfers in (Lottery Events)	350,000	-	-	(350,000)	0%	
Operating transfers out (CIP & Sewer Reserve)	-	-	-	-	0%	
Bond/registered warrant proceeds	-	-	-	-	0%	
Capital Improvement	(630,000)	(259)	(259)	629,741	0%	
<b>Total other Financing Sources (Uses)</b>	<b>(280,000)</b>	<b>(259)</b>	<b>(259)</b>	<b>279,741</b>	<b>0%</b>	
<b>NET INCOME (LOSS)</b>	<b>S 154,355</b>	<b>S (58,202)</b>	<b>S 324,604</b>	<b>S 170,249</b>		

**Note 1: Restatement of Operating Income Variance**

Operating Income Variance	(100,130)
City of Omaha billing in arrears 2 months	(480,000)
Adjusted Operating Income Variance	<u><u>(580,130)</u></u>

**CITY OF LAVISTA, NEBRASKA**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES**  
**For the Two months ending November 30, 2020**  
**17% of the Fiscal Year 2021**

<b>Debt Service Fund</b>						
	<u>Budget</u> (12 month)	<u>MTD</u> <u>Actual</u>	<u>YTD</u> <u>Actual</u>	Over(under) <u>Budget</u>	% of Budget <u>Used</u>	
<b>REVENUES</b>						
Property Taxes	S 891,190	S 1,980	S 12,223	S (878,967)	1%	
Sales and use taxes	1,943,539	206,711	559,216	(1,384,323)	29%	
Payments in Lieu of taxes	35,279	-	-	(35,279)	0%	
Other (Special Assessments; Fire Reimbursement)	503,714	41,976	83,952	(419,762)	17%	
Interest income	27,767	263	1,509	(26,258)	5%	
<b>Total Revenues</b>	<b>3,401,489</b>	<b>250,931</b>	<b>656,899</b>	<b>(2,744,590)</b>	<b>19%</b>	
<b>EXPENDITURES</b>						
Administration	98,571	17	119	(98,452)	0%	
Fire Contract Bond	122,906	17,794	35,588	(87,318)	29%	
Debt service						
Principal	2,645,000	160,000	160,000	(2,485,000)	6%	
Interest	468,302	10,759	35,743	(432,559)	8%	
<b>Total Expenditures</b>	<b>3,334,779</b>	<b>188,570</b>	<b>231,450</b>	<b>(3,103,329)</b>	<b>7%</b>	
<b>REVENUES NET OF EXPENDITURES</b>	<b>66,710</b>	<b>62,361</b>	<b>425,449</b>	<b>358,739</b>		
<b>OTHER FINANCING SOURCES (USES)</b>						
Operating transfers in (GF Hwy Alloc)	577,831	-	-	(577,831)	0%	
Operating transfers out (CIP, OSP)	(1,182,985)	-	-	1,182,985	0%	
<b>Total other Financing Sources (Uses)</b>	<b>(605,154)</b>	<b>-</b>	<b>-</b>	<b>605,154</b>		
<b>NET FUND ACTIVITY</b>	<b>S (538,444)</b>	<b>S 62,361</b>	<b>S 425,449</b>	<b>S 963,893</b>		

**CITY OF LAVISTA, NEBRASKA**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES**  
**For the Two months ending November 30, 2020**  
**17% of the Fiscal Year 2021**

<b>Capital Fund</b>						
	<u>Budget</u> (12 month)	<u>MTD</u> <u>Actual</u>	<u>YTD</u> <u>Actual</u>	Over(under) <u>Budget</u>	% of Budget <u>Used</u>	
<b>REVENUES</b>						
Interest income	\$ 387	\$ -	\$ -	\$ (387)	0%	
Grant Income	-	-	-	-	0%	
Special Assessment	-	-	-	-	0%	
Interagency	-	-	-	-	0%	
<b>Total Revenues</b>	<b>387</b>	<b>-</b>	<b>-</b>	<b>(387)</b>	<b>0%</b>	
<b>EXPENDITURES</b>						
Other	-	-	-	-	0%	
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	
<b>REVENUES NET OF EXPENDITURES</b>	<b>387</b>	<b>-</b>	<b>-</b>	<b>(387)</b>		
<b>OTHER FINANCING SOURCES (USES)</b>						
Operating transfers in (GF, DSF)	484,445	-	-	(484,445)	0%	
Operating transfers out (DSF)	-	-	-	-	0%	
Bond/registered warrant proceeds	6,490,000	-	-	(6,490,000)	0%	
Capital outlay	(6,979,445)	(238)	(2,385)	6,977,060	0%	
<b>Total other Financing Sources (Uses)</b>	<b>(5,000)</b>	<b>(238)</b>	<b>(2,385)</b>	<b>2,615</b>	<b>48%</b>	
<b>NET FUND ACTIVITY</b>	<b>\$ (4,613)</b>	<b>\$ (238)</b>	<b>\$ (2,385)</b>	<b>\$ 2,228</b>		

**CITY OF LAVISTA, NEBRASKA**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES**  
**For the Two months ending November 30, 2020**  
**17% of the Fiscal Year 2021**

<b>Lottery Fund</b>						
	<u>Budget</u> (12 month)	<u>MTD</u> <u>Actual</u>	<u>YTD</u> <u>Actual</u>	Over(under) <u>Budget</u>	% of Budget <u>Used</u>	
<b>REVENUES</b>						
Lottery Rev/Community Betterment	\$ 645,147	\$ 92,673	\$ 188,620	\$ (456,527)	29%	
Lottery Tax Form 51	258,067	27,569	56,942	(201,125)	22%	
Interest income	37,731	99	320	(37,411)	1%	
Miscellaneous / Other	-	16,778	17,378	17,378	0%	
<b>Total Revenues</b>	<b>940,945</b>	<b>137,119</b>	<b>263,260</b>	<b>(677,685)</b>	<b>28%</b>	
<b>EXPENDITURES</b>						
Professional Services	174,735	3,933	4,052	(170,683)	2%	
Salute to Summer	150,127	-	176	(149,951)	0%	
Community Events	29,840	1,032	8,621	(21,219)	29%	
Events - Marketing	60,000	8,162	19,476	(40,524)	32%	
Recreation Events	1,518	-	-	(1,518)	0%	
Concert & Movie Nights	10,900	-	-	(10,900)	0%	
State Taxes	258,067	27,569	56,942	(201,125)	22%	
<b>Total Expenditures</b>	<b>685,187</b>	<b>40,696</b>	<b>89,267</b>	<b>(595,920)</b>	<b>13%</b>	
<b>REVENUES NET OF EXPENDITURES</b>	<b>255,758</b>	<b>96,423</b>	<b>173,993</b>	<b>(81,765)</b>		
<b>OTHER FINANCING SOURCES (USES)</b>						
Operating transfers in	-	-	-	-	-	
Operating transfers out (GF, SF, DSF)	(293,867)	-	-	293,867	0%	
<b>Total other Financing Sources (Uses)</b>	<b>(293,867)</b>	<b>-</b>	<b>-</b>	<b>293,867</b>	<b>0%</b>	
<b>NET FUND ACTIVITY</b>	<b>\$ (38,109)</b>	<b>\$ 96,423</b>	<b>\$ 173,993</b>	<b>\$ 212,102</b>		

**CITY OF LAVISTA, NEBRASKA**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES**  
**For the Two months ending November 30, 2020**  
**17% of the Fiscal Year 2021**

	<b>Economic Development</b>				
	<b>Budget</b> <b>(12 month)</b>	<b>MTD</b> <b>Actual</b>	<b>YTD</b> <b>Actual</b>	<b>Over(under)</b> <b>Budget</b>	<b>% of Budget</b> <b>Used</b>
<b>REVENUES</b>					
Other Income	\$ -	\$ -	\$ -	\$ -	-
Interest income	10,070	1	2	(10,068)	
<b>Total Revenues</b>	<b>10,070</b>	<b>1</b>	<b>2</b>	<b>(10,068)</b>	
<b>EXPENDITURES</b>					
Professional Services	34,500	-	-	(34,500)	0%
Debt service: (Warrants)	-	-	-	-	0%
Principal	-	-	-	-	0%
Interest	48,010	-	-	(48,010)	0%
<b>Total Expenditures</b>	<b>82,510</b>	<b>-</b>	<b>-</b>	<b>(82,510)</b>	<b>0%</b>
<b>REVENUES NET OF EXPENDITURES</b>	<b>(72,440)</b>	<b>1</b>	<b>2</b>	<b>72,442</b>	
<b>OTHER FINANCING SOURCES (USES)</b>					
Operating transfers in (GF, DSF)	82,510	-	-	(82,510)	0%
Operating transfers out	-	-	-	-	0%
Bond/registered warrant proceeds	3,000,000	-	-	(3,000,000)	0%
Community Development - Grant	(1,000,000)	-	-	1,000,000	0%
<b>Total other Financing Sources (Uses)</b>	<b>2,082,510</b>	<b>-</b>	<b>-</b>	<b>(2,082,510)</b>	<b>0%</b>
<b>NET FUND ACTIVITY</b>	<b>\$ 2,010,070</b>	<b>\$ 1</b>	<b>\$ 2</b>	<b>\$ (2,010,068)</b>	

**CITY OF LAVISTA, NEBRASKA**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES**  
**For the Two months ending November 30, 2020**  
**17% of the Fiscal Year 2021**

	<b>Off Street Parking</b>					% of Budget Used
	<b>Budget (12 month)</b>	<b>MTD Actual</b>	<b>YTD Actual</b>	<b>Over(under) Budget</b>		
<b>REVENUES</b>						
Interest income	\$ 1,111	\$ 5	\$ 10	\$ (1,101)		1%
Other Income	<u>23,000</u>	<u>152</u>	<u>1,760</u>	<u>(21,240)</u>		8%
<b>Total Revenues</b>	<b><u>24,111</u></b>	<b><u>157</u></b>	<b><u>1,770</u></b>	<b><u>(22,341)</u></b>		<b>7%</b>
<b>EXPENDITURES</b>						
General & Administrative	160,326	15,334	29,037	(131,289)		18%
Professional Services	780	-	-	(780)		0%
Maintenance	32,276	-	-	(32,276)		0%
Commodities	11,000	-	-	(11,000)		0%
Debt service: (Warrants)						
Principal	695,000	-	-	(695,000)		0%
Interest	<u>198,683</u>	<u>-</u>	<u>-</u>	<u>(198,683)</u>		<u>0%</u>
<b>Total Expenditures</b>	<b><u>1,098,065</u></b>	<b><u>15,334</u></b>	<b><u>29,037</u></b>	<b><u>(1,069,028)</u></b>		<b>3%</b>
<b>REVENUES NET OF EXPENDITURES</b>	<b><u>(1,073,954)</u></b>	<b><u>(15,177)</u></b>	<b><u>(27,267)</u></b>	<b><u>1,046,687</u></b>		
<b>OTHER FINANCING SOURCES (USES)</b>						
Operating transfers in (GF, DSF, RDF)	1,275,065	-	-	(1,275,065)		0%
Operating transfers out	-	-	-	-		0%
Bond/registered warrant proceeds	-	-	-	-		0%
Capital Improvement	<u>(100,000)</u>	<u>-</u>	<u>(1,641)</u>	<u>98,359</u>		<u>2%</u>
<b>Total other Financing Sources (Uses)</b>	<b><u>1,175,065</u></b>	<b><u>-</u></b>	<b><u>(1,641)</u></b>	<b><u>(1,176,706)</u></b>		<b>0%</b>
<b>NET FUND ACTIVITY</b>	<b><u>\$ 101,111</u></b>	<b><u>\$ (15,177)</u></b>	<b><u>\$ (28,908)</u></b>	<b><u>\$ (130,019)</u></b>		

**CITY OF LAVISTA, NEBRASKA**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES**  
**For the Two months ending November 30, 2020**  
**17% of the Fiscal Year 2021**

	<b>Redevelopment Fund</b>					% of Budget Used
	<b>Budget (12 month)</b>	<b>MTD Actual</b>	<b>YTD Actual</b>	<b>Over(under) Budget</b>		
<b>REVENUES</b>						
Sales and use taxes	\$ 1,943,539	\$ 206,711	\$ 559,216	\$ (1,384,323)		29%
Franchise Fee & Occupation Tax	34,657	-	-	(34,657)		0%
Interest income	60,391	122	1,768	(58,623)		3%
<b>Total Revenues</b>	<b>2,038,587</b>	<b>206,833</b>	<b>560,983</b>	<b>(1,477,604)</b>		<b>28%</b>
<b>EXPENDITURES</b>						
Professional Services	99,700	-	514	(99,186)		1%
Financial / Legal Fees	196,750	-	6,163	(190,587)		3%
Debt service: (Warrants)						0%
Principal	750,000	-	-	(750,000)		0%
Interest	761,125	-	-	(761,125)		0%
<b>Total Expenditures</b>	<b>1,807,575</b>	<b>-</b>	<b>6,676</b>	<b>(1,800,899)</b>		<b>0%</b>
<b>REVENUES NET OF EXPENDITURES</b>	<b>231,012</b>	<b>206,833</b>	<b>554,307</b>	<b>323,295</b>		
<b>OTHER FINANCING SOURCES (USES)</b>						
Operating transfers in	-	-	-	-		0%
Operating transfers out (OSP)	(245,923)	-	-	245,923		0%
Bond/registered warrant proceeds	9,615,000	-	-	(9,615,000)		0%
Capital Improvement	(4,181,000)	(10,699)	(27,752)	4,153,248		1%
<b>Total other Financing Sources (Uses)</b>	<b>5,188,077</b>	<b>(10,699)</b>	<b>(27,752)</b>	<b>(5,215,829)</b>		
<b>NET FUND ACTIVITY</b>	<b>\$ 5,419,089</b>	<b>\$ 196,134</b>	<b>\$ 526,555</b>	<b>\$ (4,892,534)</b>		

**CITY OF LAVISTA, NEBRASKA**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES**  
**For the Two months ending November 30, 2020**  
**17% of the Fiscal Year 2021**

<b>Police Academy Fund</b>						
	<b>Budget</b> <b>(12 month)</b>	<b>MTD</b> <b>Actual</b>	<b>YTD</b> <b>Actual</b>	<b>Over(under)</b> <b>Budget</b>	<b>% of budget</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>		<b>Used</b>
<b><u>REVENUES</u></b>						
Other Income	\$ 148,000	\$ -	\$ 130,000	\$ (18,000)		88%
Interest income	423	19	38	(385)		9%
<b>Total Revenues</b>	<b>148,423</b>	<b>19</b>	<b>130,038</b>	<b>(18,385)</b>		<b>88%</b>
<b><u>EXPENDITURES</u></b>						
Personnel Services	97,692	7,499	17,377	(80,315)		18%
Commodities	2,150	-	560	(1,591)		26%
Contract Services	11,970	1,127	1,411	(10,559)		12%
Other Charges	4,800	1,242	1,242	(3,558)		26%
<b>Total Expenditures</b>	<b>116,612</b>	<b>9,869</b>	<b>20,589</b>	<b>(96,023)</b>		<b>18%</b>
<b><u>REVENUES NET OF EXPENDITURES</u></b>	<b>31,811</b>	<b>(9,849)</b>	<b>109,449</b>	<b>77,638</b>		
<b><u>OTHER FINANCING SOURCES (USES)</u></b>						
Operating transfers in (GF)	-	-	-	-		0%
Operating transfers out	-	-	-	-		0%
<b>Total other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b><u>NET FUND ACTIVITY</u></b>	<b>\$ 31,811</b>	<b>\$ (9,849)</b>	<b>\$ 109,449</b>	<b>\$ 77,638</b>		

**CITY OF LAVISTA, NEBRASKA**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES**  
**For the Two months ending November 30, 2020**  
**17% of the Fiscal Year 2021**

<b>TIF 1A</b>					
	<b>Budget (12 month)</b>	<b>MTD Actual</b>	<b>YTD Actual</b>	<b>Over(under) Budget</b>	<b>% of Budget Used</b>
<b><u>REVENUES</u></b>					
Property Tax	\$ 305,081	\$ -	\$ -	\$ (305,081)	0%
<b>Total Revenues</b>	<b>\$ 305,081</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (305,081)</b>	<b>0%</b>
<b><u>EXPENDITURES</u></b>					
TIF Distributed Funds	349,366	-	-	(349,366)	0%
Contract Services	3,051	-	-	(3,051)	0%
<b>Total Expenditures</b>	<b>352,417</b>	<b>-</b>	<b>-</b>	<b>(352,417)</b>	<b>-</b>
<b><u>REVENUES NET OF EXPENDITURES</u></b>	<b>(47,336)</b>	<b>-</b>	<b>-</b>	<b>47,336</b>	
<b><u>OTHER FINANCING SOURCES (USES)</u></b>					
Operating transfers in	-	-	-	-	0%
Operating transfers out	-	-	-	-	0%
<b>Total other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>NET FUND ACTIVITY</u></b>	<b>\$ (47,336)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 47,336</b>	

**CITY OF LAVISTA, NEBRASKA**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES**  
**For the Two months ending November 30, 2020**  
**17% of the Fiscal Year 2021**

<b>TIF 1B</b>					
	<u>Budget</u> <u>(12 month)</u>	<u>MTD</u> <u>Actual</u>	<u>YTD</u> <u>Actual</u>	Over(under) <u>Budget</u>	% of Budget <u>Used</u>
<b><u>REVENUES</u></b>					
Property Tax	\$ 418,803	\$ -	\$ -	\$ (418,803)	0%
<b>Total Revenues</b>	<b>\$ 418,803</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (418,803)</b>	<b>0%</b>
<b><u>EXPENDITURES</u></b>					
TIF Distributed Funds	429,895	-	-	(429,895)	0%
Contract Services	4,188	-	-	(4,188)	0%
<b>Total Expenditures</b>	<b>434,083</b>	<b>-</b>	<b>-</b>	<b>(434,083)</b>	<b>-</b>
<b><u>REVENUES NET OF EXPENDITURES</u></b>	<b><u>(15,280)</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>15,280</u></b>	
<b><u>OTHER FINANCING SOURCES (USES)</u></b>					
Operating transfers in	-	-	-	-	0%
Operating transfers out	-	-	-	-	0%
<b>Total other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>NET FUND ACTIVITY</u></b>	<b><u>\$ (15,280)</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 15,280</u></b>	

**CITY OF LAVISTA, NEBRASKA**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES**  
**For the Two months ending November 30, 2020**  
**17% of the Fiscal Year 2021**

<b>Sewer Reserve Fund</b>					
	<b>Budget</b> <b>(12 month)</b>	<b>MTD</b> <b>Actual</b>	<b>YTD</b> <b>Actual</b>	<b>Over(under)</b> <b>Budget</b>	<b>% of Budget</b> <b>Used</b>
<b><u>REVENUES</u></b>					
Interest income	\$ 17,747	\$ -	\$ 491	\$ (17,256)	3%
<b>Total Revenues</b>	<b><u>17,747</u></b>	<b><u>-</u></b>	<b><u>491</u></b>	<b><u>(17,256)</u></b>	<b><u>3%</u></b>
<b><u>EXPENDITURES</u></b>					
Other	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Expenditures</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b><u>REVENUES NET OF EXPENDITURES</u></b>	<b><u>17,747</u></b>	<b><u>-</u></b>	<b><u>491</u></b>	<b><u>(17,256)</u></b>	
<b><u>OTHER FINANCING SOURCES (USES)</u></b>					
Operating transfers in	\$ -	\$ -	\$ -	\$ -	0%
Operating transfers out	\$ (350,000)	\$ -	\$ -	\$ 350,000	0%
<b>Total other Financing Sources (Uses)</b>	<b><u>(350,000)</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>350,000</u></b>	
<b><u>NET FUND ACTIVITY</u></b>	<b><u>\$ (332,253)</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 491</u></b>	<b><u>\$ 332,744</u></b>	

**CITY OF LAVISTA, NEBRASKA**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES**  
**For the Two months ending November 30, 2020**  
**17% of the Fiscal Year 2021**

<b>Qualified Sinking Fund</b>					
	<b>Budget (12 month)</b>	<b>MTD Actual</b>	<b>YTD Actual</b>	<b>Over(under) Budget</b>	<b>% of Budget Used</b>
<b><u>REVENUES</u></b>					
Interest income	\$ 3,757	\$ -	\$ 88	\$ (3,669)	2%
<b>Total Revenues</b>	<b><u>3,757</u></b>	<b><u>-</u></b>	<b><u>88</u></b>	<b><u>(3,669)</u></b>	<b><u>2%</u></b>
<b><u>EXPENDITURES</u></b>					
Other	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Expenditures</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b><u>REVENUES NET OF EXPENDITURES</u></b>	<b><u>3,757</u></b>	<b><u>-</u></b>	<b><u>88</u></b>	<b><u>(3,669)</u></b>	
<b><u>OTHER FINANCING SOURCES (USES)</u></b>					
Operating transfers in	\$ 50,000	\$ -	\$ -	\$ (50,000)	0%
Operating transfers out	\$ -	\$ -	\$ -	\$ -	0%
<b>Total other Financing Sources (Uses)</b>	<b><u>50,000</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>(50,000)</u></b>	
<b><u>NET FUND ACTIVITY</u></b>	<b><u>\$ 53,757</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 88</u></b>	<b><u>\$ (53,669)</u></b>	



## Invoice

Date: January 12, 2021  
Invoice #: 11398

To: Brenda Gunn  
City of La Vista

PLEASE NOTE UPDATED ADDRESS DURING COVID!

Job	Payment Terms	Due Date
Sports Complex Study	Due upon receipt	

Subtotal \$ 10,000.00  
Sales Tax  
Total \$ 10,000.00

Make all checks payable to Hunden Strategic Partners

15185 Hawthorne Lane Lakeside, MI 49116

## Consent Agenda 11/19/21 (pb)

**LAMP  
RYNEARSON**

**PLEASE REMIT PAYMENT TO:**  
 Lamp Rynearson  
 14710 W. Dodge Rd., Ste. 100  
 Omaha, NE 68154  
 [P] 402.496.2498

9001 State Line Rd., Ste. 200  
 Kansas City, MO 64114  
 [P] 816.361.0440  
 [F] 816.361.0045  
 LampRynearson.com

December 29, 2020

Invoice No: 0320015.01 - 0000006

Jeff Calentine  
 Deputy Director of Public Works  
 City of La Vista, NE  
 8116 Park View Boulevard  
 La Vista, NE 68128

Project 0320015.01 La Vista, NE - 2020 Asset Management

**Professional Services through December 12, 2020**

Task 100 Design Services

**Professional Personnel**

	Hours	Rate	Amount
Project Engineer IV Schleicher, Autumn	6.00	116.00	696.00
3D Application Specialist IV DeBoer, Michael	1.80	124.00	223.20
<b>Totals</b>	<b>7.80</b>		<b>919.20</b>
<b>Total Labor</b>			<b>919.20</b>

**Consultants**

Other Contracted Services	16,272.00
<b>Total Consultants</b>	<b>16,272.00</b>
	<b>16,272.00</b>

**Billing Limits**

	Current	Prior	To-Date
Total Billings	17,191.20	33,694.00	50,885.20
Limit			69,065.95
Remaining			18,180.75
<b>Total this Task</b>			<b>\$17,191.20</b>

**Total this Invoice** **\$17,191.20**

Ok to pay  
 1/12/21 P.O. # 20-008643  
 05.71.919 - 5TAT20003  
 T.C.



**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
JANUARY 19, 2021 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
AUTHORIZE PAYMENT - MCC/LIBRARY FLUID COOLING TOWER REPLACEMENT	◆ RESOLUTION ORDINANCE RECEIVE/FILE	JOE SOUCIE DIRECTOR OF PUBLIC WORKS

**SYNOPSIS**

A resolution has been prepared authorizing payment to Metropolitan Community College (MCC) for replacement of a fluid cooling tower at the MCC – Sarpy Center/La Vista Public Library facility in an amount not to exceed \$72,623.91.

**FISCAL IMPACT**

The FY19/20 and FY21/22 Biennial Budgets provide funding for the project.

**RECOMMENDATION**

Approval

**BACKGROUND**

In June 2020 the fluid cooling tower for the MCC/Library facility failed. A temporary portable cooling unit was put in place in order to delay permanent repairs until September, when the outside temperatures were more moderate. A portion of the repairs were completed in FY19/20, and the remainder was done after the start of the new FY20/21 budget.

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

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, AUTHORIZING PAYMENT TO METROPOLITAN COMMUNITY COLLEGE (MCC), OMAHA, NEBRASKA, FOR A FLUID COOLING TOWER REPLACEMENT AT THE METROPOLITAN COMMUNITY COLLEGE – SARPY CENTER / LA VISTA PUBLIC LIBRARY IN AN AMOUNT NOT TO EXCEED \$72,623.91.

WHEREAS, the Mayor and City Council have determined that the replacement of a fluid cooling tower was necessary; and

WHEREAS, the City is responsible for 42.28% of the project costs; and

WHEREAS, the costs total \$171,768.95 with the City's portion being \$72,623.91; and

WHEREAS, the FY 19/20 and FY 21/22 Biennial Budgets provide funding for this project; 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 the City of La Vista, Nebraska, do hereby authorize payment to Metropolitan Community College (MCC), for replacement of a fluid cooling tower in an amount not to exceed \$72,623.91.

PASSED AND APPROVED THIS 19TH DAY OF JANUARY, 2021.

CITY OF LA VISTA

---

Douglas Kindig, Mayor

ATTEST:

---

Pamela A. Buethe, CMC  
City Clerk

# INVOICE

REMIT PAYMENT TO:

**METROPOLITAN COMMUNITY COLLEGE**  
**ACCOUNTS RECEIVABLE**  
**PO BOX 3777**  
**OMAHA, NE 68103-0777**  
Ph (402) 457-2405

DATE 12/14/2020

**CITY OF LA VISTA**  
**8116 PARK VIEW BLVD.**  
**LA VISTA, NE 68128-2198**

INVOICE NO. 5970376

CUSTOMER # M84 275275

EIN 47-0557228

**Total expenses to replace Fluider Cooler**  
**WO 65300**

\$ 72,623.91

**TOTAL AMOUNT DUE**

\$ 72,623.91

Check #	Check Date	Vendor Name	Amount	Voided
133935	01/06/2021	BKD LLP	4,200.00	N
133936	01/06/2021	DLR GROUP	547.00	N
133937	01/06/2021	HGM ASSOCIATES, INC.	5,069.56	N
133938	01/06/2021	K ELECTRIC	6,525.93	N
133939	01/06/2021	MARK A KLINKER	34.00	N
133940	01/06/2021	MIDWEST RIGHT OF WAY SVCS INC	237.50	N
133941	01/06/2021	O'REILLY AUTO PARTS	935.39	N
133942	01/06/2021	OFFICE DEPOT INC	129.99	N
133943	01/06/2021	RDG PLANNING & DESIGN	10,444.16	N
133944	01/06/2021	SESAC INC	483.00	N
133945	01/06/2021	THOMPSON DREESSEN & DORNER, IN	600.00	N
133946	01/06/2021	WALMART COMMUNITY BRC	1,091.80	N
133947	01/19/2021	AKRS EQUIPMENT SOLUTIONS, INC.	1,491.68	N
133948	01/19/2021	AMAZON CAPITAL SERVICES, INC.	602.22	N
133949	01/19/2021	ASCAP	367.00	N
133950	01/19/2021	BLIZZARD BOYS	931.52	N
133951	01/19/2021	BLUE 360 MEDIA, LLC	2,868.75	N
133952	01/19/2021	BOBCAT OF OMAHA	466.74	N
133953	01/19/2021	CENTER POINT, INC.	364.32	N
133954	01/19/2021	CINTAS CORPORATION NO. 2	285.07	N
133955	01/19/2021	CITY OF PAPILLION	208,707.00	N
133956	01/19/2021	CORNHUSKER INTL TRUCKS INC	72.15	N
133957	01/19/2021	COX COMMUNICATIONS, INC.	280.55	N
133958	01/19/2021	CULLIGAN OF OMAHA	56.92	N
133959	01/19/2021	CUMMINS CENTRAL POWER LLC	257.34	N
133960	01/19/2021	D & K PRODUCTS	416.50	N
133961	01/19/2021	DASH MEDICAL GLOVES	100.90	N
133962	01/19/2021	DELL MARKETING L.P.	3,523.96	N
133963	01/19/2021	DEMCO INCORPORATED	108.19	N
133964	01/19/2021	DOUGLAS COUNTY SHERIFF'S OFC	75.00	N
133965	01/19/2021	DULTMEIER SALES LLC	723.65	N
133966	01/19/2021	FASTENAL COMPANY	141.21	N
133967	01/19/2021	FEDEX	50.57	N
133968	01/19/2021	FLEETPRIDE	124.70	N
133969	01/19/2021	GENUINE PARTS COMPANY-OMAHA	1,921.98	N
133970	01/19/2021	HERITAGE CRYSTAL CLEAN LLC	396.78	N
133971	01/19/2021	HUNTEL COMMUNICATIONS, INC	212.50	N
133972	01/19/2021	INGRAM LIBRARY SERVICES	2,781.22	N
133974	01/19/2021	KEYMASTERS LOCKSMITH	35.00	N
133975	01/19/2021	KIMBALL MIDWEST	591.89	N
133976	01/19/2021	KRIHA FLUID POWER CO INC	332.32	N
133977	01/19/2021	MATHESON TRI-GAS INC	625.92	N
133978	01/19/2021	MENARDS-RALSTON	777.53	N
133979	01/19/2021	MICHAEL TODD AND COMPANY INC	9,976.40	N
133980	01/19/2021	MID-STATES ORGANIZED CRIME INFO	200.00	N
133981	01/19/2021	MIDWEST TAPE	123.10	N
133982	01/19/2021	MIDWEST TURF & IRRIGATION	591.02	N
133983	01/19/2021	MNJ TECHNOLOGIES DIRECT INC	1,063.00	N
133984	01/19/2021	MURPHY TRACTOR & EQUIPMENT CO I	119.73	N
133985	01/19/2021	NEBRASKA IOWA INDL FASTENERS INC	31.69	N
133986	01/19/2021	NOLL, MARGARET M	90.00	N
133987	01/19/2021	OFFICE DEPOT INC	723.84	N
133988	01/19/2021	OMAHA SLINGS INCORPORATED	316.04	N
133989	01/19/2021	ONE CALL CONCEPTS INC	137.63	N
133990	01/19/2021	RED WING BUSINESS ADVANTAGE ACC	113.99	N
133991	01/19/2021	SHI INTERNATIONAL CORP.	27,647.95	N
133992	01/19/2021	SIGN IT	298.00	N
133993	01/19/2021	SOUTHERN UNIFORM & EQUIPMENT	127.99	N
133994	01/19/2021	STAPLES, INC.	158.99	N
133995	01/19/2021	SUBURBAN NEWSPAPERS INC	159.95	N

User: mgustafson

DB: La Vista

Check #	Check Date	Vendor Name	Amount	Voided
133996	01/19/2021	SUN VALLEY LANDSCAPING	728.32	N
133997	01/19/2021	SUNSET LAW ENFORCEMENT LLC	4,744.18	N
133998	01/19/2021	THE SCHEMMER ASSOCIATES INC	181.25	N
133999	01/19/2021	TRANS UNION RISK AND ALT. DATA S	50.00	N
134000	01/19/2021	TRUCK CENTER COMPANIES	1,038.16	N
134001	01/19/2021	TY'S OUTDOOR POWER & SERVICE	140.70	N
134002	01/19/2021	U.S. CELLULAR	1,820.46	N
134003	01/19/2021	VAL VERDE ANIMAL HOSPITAL INC	257.63	N
134004	01/19/2021	WESTLAKE HARDWARE INC NE-022	17.64	N
134005	01/19/2021	WESTLAKE HARDWARE INC NE-022	869.16	N
134006	01/19/2021	WHITE CAP CONSTR SUPPLY/HDS	154.88	N
TOTAL:				311,871.11

APPROVED BY COUNCIL MEMBERS ON: 01/19/2021

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COUNCIL MEMBER

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
JANUARY 19, 2021 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
ADOPTION — IT STRATEGIC PLAN	◆ RESOLUTION ORDINANCE RECEIVE/FILE	KEVIN L. POKORNY DIRECTOR ADMINISTRATIVE SERVICES

**SYNOPSIS**

A resolution has been prepared to adopt the Information Technology Strategic Plan as prepared by Berry Dunn.

**FISCAL IMPACT**

N/A

**RECOMMENDATION**

Approval.

**BACKGROUND**

The City's first Information Technology (IT) Strategic Plan was adopted in November 2011. Most all of the recommendations included in the plan have been achieved and as a result, it has become necessary to develop a new strategy to identify and prioritize future investments in technology supportive of the City's evolving technology needs.

In March 2019, the City Council approved a contract with BerryDunn to provide consulting services for the development of a new long-range Information Technology Strategic Plan. After many months and several phases of this project attached is the recommended plan for FY22-FY27. The BerryDunn team will present the plan via Zoom and will be available to answer any questions that you might have.

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

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA ADOPTING THE INFORMATION TECHNOLOGY STRATEGIC PLAN.

WHEREAS, the Mayor and City Council recognize the importance and value of having a deliberate planning process to help guide all facets of city government; and

WHEREAS, the Mayor and City Council believe that it is essential to have an Information Technology Strategic Plan; and

WHEREAS, the Mayor and City Council included the creation of an Information Technology Strategic Plan as a part of their overall Strategic Plan for the City;

WHEREAS, the Information Technology Strategic Plan is developed as a collaborative effort between BerryDunn Consultants, the IT Committee, consisting of representatives from each department; management staff and all employees.

NOW THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City of La Vista, Nebraska, do hereby adopt the Information Technology Strategic Plan as presented at the January 19, 2021 City Council meeting.

PASSED AND APPROVED THIS 19TH DAY OF JANUARY 2021.

CITY OF LA VISTA

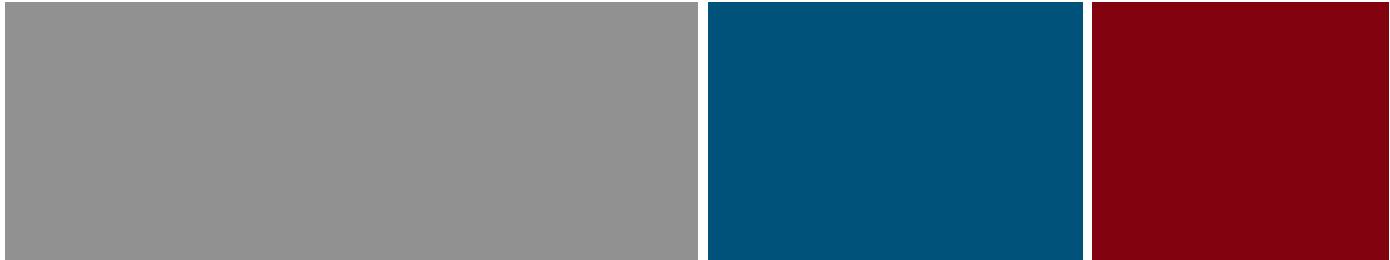
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Douglas Kindig, Mayor

ATTEST:

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Pamela A. Buethe, CMC  
City Clerk



## **City of La Vista**

### Information Technology Strategic Planning Project



## **Information Technology Strategic Plan**

December 22, 2020

**Prepared for:**  
City of La Vista, Nebraska  
8116 Park View Blvd.  
La Vista, NE 68128



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**Table i: Version History of the Report**

Version	Delivered Date	Description
Draft 1	April 15, 2020	Draft 1 of the Information Technology (IT) Strategic Plan delivered for review by the City of La Vista
Draft 2	October 8, 2020	Draft 2 with revisions from the City incorporated
Draft 3	November 25, 2020	Draft 3 with Initiative "T" added
Final	December 22, 2020	Final version provided to the City

## Acknowledgements

Berry Dunn McNeil & Parker, LLC (BerryDunn) would like to thank the employees of the City of La Vista (the City) for collaborating on this Information Technology (IT) Strategic Plan (Plan). Special thanks go to the City Project Team members listed below; their time and commitment were essential to the development of this Plan.

Kevin Pokorny	PJ Biodrowski
Chris Solberg	Ryan South
Jean Hurst	Mitch Beaumont
Stacia Burt	Pam Buethe
Crystal Larson	Trish Robey
Tommy Prouhet	Ray Crane
Brian Stolley	

Not only did each representative participate in the planning process, but each department also valued the opportunity to participate and demonstrated an understanding that a successful IT strategic plan is as much about participating in the process as it is about the final plan. BerryDunn truly appreciates the level of cooperation, support, and feedback received from the employees of the City and Sarpy County.

## Executive Summary

In May 2019, the City retained BerryDunn to assist in the assessment of the current IT environment and the creation of a comprehensive plan guiding the allocation of IT resources to a prioritized set of technology initiatives over the next five years. The City's Information Technology Department supports their customers by providing responsive, efficient, and forward-thinking information technology services aligned with the City's strategic commitments. The City desired to create dynamic initiatives as the needs of the organization change. There were four phases to conduct the project.

During the first phase, BerryDunn conducted initial project-planning activities and finalized a Project Work Plan and Schedule. In Phase 2, BerryDunn conducted fact-finding activities that included a review of existing documentation, survey administration, and staff interviews. In Phase 3, BerryDunn conducted a detailed analysis and developed preliminary documentation of Strategic IT Issues and Opportunities identified by City staff and in BerryDunn's analysis.

An on-site meeting to review the identified Strategic IT Issues followed, which allowed BerryDunn to confirm findings and collectively prioritize the Strategic IT Issues discovered. City staff and BerryDunn collaborated to develop a list of projects and initiatives that should be incorporated as part of the final plan. Following the prioritization of the projects and initiatives, Phase 4 involved the development of the IT Strategic Plan (Plan). The Plan will serve as a roadmap toward the City's overall technology goals and will provide a repeatable methodology in order to verify progress, address new issues, and make updates to the plan as necessary.

Section 4.0 of the Plan provides detailed descriptions for each initiative, identifies which strategic issues and opportunities are addressed by the initiative, estimated budgets and timing for the initiative, action items to implement the initiative, and anticipated benefits of the initiative. The table below summarizes the budget estimates for the recommended initiatives presented in this Plan. The timeline provides a framework for budgeting project costs and for planning implementation timeframes over a five-year planning horizon. The timeframes and costs presented are estimates and will vary based on the City budget, competing technologies, the availability of support resources, and the specific technical approach used to undertake an initiative.

Instead of attempting to determine exactly when a particular project would be undertaken, this table is intended to identify the year(s) that a project should be initiated. If a year has a zero presented for the initiative cost, this signifies no budget amount is expected to complete the initiative. A dash symbol indicates that there are no planned activities for the initiative during the respective year.

**Table 1: Strategic Project and Initiative Budget and Timeline Matrix**

<b>ID</b>	<b>Strategic Initiative</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>5-Year Total</b>
K	Expand the use of existing applications through implementation of additional modules and upgrading to the latest versions	\$30,000	\$20,000	\$0	\$0	\$0	<b>\$50,000</b>
N	Develop a business continuity plan	\$60,000	\$0	\$0	\$0	\$0	<b>\$60,000</b>
A	Develop a mobile device and connectivity strategy for the City of La Vista (City) staff working in the field	\$30,000	\$30,000	\$0	\$0	\$0	<b>\$60,000</b>
B	Develop and implement policies, procedures, and performance metrics	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
O	Develop a standardized password management policy	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	<b>\$30,000</b>
P	Upgrade or replace the City backup system	\$55,000	\$5,000	\$5,000	\$5,000	\$5,000	<b>\$75,000</b>
M	Assess and update the City's E-Government services and website	\$25,000	\$5,000	\$5,000	\$5,000	\$5,000	<b>\$45,000</b>
E	Implement security controls at all City facilities	\$20,000	\$10,000	\$10,000	\$10,000	\$10,000	<b>\$60,000</b>
D	Improve the City's technical oversight and guidance	\$80,000	\$83,200	\$86,528	\$89,989	\$93,589	<b>\$433,306</b>
R	Implement standard collaboration tools for City staff	\$38,000	\$38,000	\$38,000	\$38,000	\$38,000	<b>\$190,000</b>
T	Create an enterprise asset management (EAM) plan	\$110,000	\$55,000	\$25,000	\$25,000	\$25,000	<b>\$240,000</b>
J	Create and implement a hardware standardization plan	-	\$0	\$0	\$0	\$0	<b>\$0</b>

<b>ID</b>	<b>Strategic Initiative</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>5-Year Total</b>
C	Create and implement a conference room technology upgrade and replacement plan	-	\$27,000	\$11,000	\$11,000	\$11,000	<b>\$60,000</b>
L	Update the City's intranet	-	\$15,000	\$0	\$0	\$0	<b>\$15,000</b>
Q	Upgrade, expand, and segregate the City public Wi-Fi network	-	-	\$14,000	\$6,000	\$6,000	<b>\$26,000</b>
H	Conduct a review of system roles and permissions for each department	-	-	\$0	\$0	\$0	<b>\$0</b>
T	Identify methods to better communicate and exchange information across City departments	-	-	\$0	\$0	\$0	<b>\$0</b>
G	Formalize end-user technology training	-	-	\$48,000	\$8,000	\$8,000	<b>\$64,000</b>
F	Improve the data governance framework at the City	-	-	-	\$78,000	\$0	<b>\$78,000</b>
I	Develop an inventory of approved software	-	-	-	\$0	\$0	<b>\$0</b>
U	Identify and implement a standardized enterprise scheduling solution	-	-	-	\$0	\$0	<b>\$0</b>
S	Identify software to document employee training and certifications	-	-	-	\$20,000	\$20,000	<b>\$40,000</b>
		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total</b>
<b>Total Plan Initiatives Budget</b>		<b>\$454,000</b>	<b>\$342,200</b>	<b>\$248,528</b>	<b>\$301,989</b>	<b>\$227,589</b>	<b>\$1,526,306</b>

BerryDunn recommends that the City begin implementing the projects and initiatives contained in this Plan during FY22. The Plan is not intended to be a static document and does not include support and maintenance activities associated with projects or systems not specifically identified in this document. As new projects are identified, BerryDunn recommends that projects be selected and prioritized based upon the return on investment, funding and resource needs, overall benefits to the City, and takes into consideration current projects.

BerryDunn anticipates that new projects will be identified throughout the year. Some of these projects may be the result of new State mandates or other unexpected events that create the need for a new project. The IT Committee should be responsible for assessing new projects as they are identified, and determine how they can be incorporated into the Plan.

BerryDunn recommends that the City review and update the Plan at minimum twice a year, or when significant change occurs. The review process should be managed by the IT Committee. The review meetings should address the following:

- The first update of the year should be to track the progress made against the initiatives.
- The second update during the year should focus on reassessing upcoming projects and reprioritizing the order of projects for the upcoming fiscal year. Although individual department input is important, the overall decision to reprioritize initiatives should be made by the IT Committee. As part of this update, the IT Committee should meet with department representatives to obtain their input and communicate plans for the upcoming year.

The City can use the methodology and tools provided during the development of this Plan by identifying and prioritizing critical issues impacting the City's needs and selecting new projects to be added to the Plan based on the number of issues the project addresses, in addition to the factors and benefits provided by the new projects.

## 1. Introduction

*This section describes the background of the project leading up to the Plan, the format of the Plan, and the work performed in the development of the Plan.*

### 1.1 Project Background

In May 2019, the City retained BerryDunn to assist in the assessment of the current IT environment and the creation of a comprehensive plan guiding the City by leveraging a prioritized set of technology initiatives over the next five years. The City utilizes IT resources from the Sarpy County Information Systems Department (County IT) to support its operations, and there is a County IT representative that is a member of the City IT Committee, who has participated in the plan development. As part of the IT Strategic Planning Project, the City desired to assess its IT environment and develop a citywide strategic technology plan to prioritize technology investments and promote an environment supportive of the evolving needs of citizens and the IT objectives of the City. In contracting with BerryDunn to support this

objective, the City agreed to use the proposed format and structure provided by BerryDunn to create the plan that would guide technology initiatives. The City worked with the BerryDunn team to establish project deliverables to guide this initiative. This project consisted of four phases:

**Figure 1: Project Phases**



In Phase 1, BerryDunn conducted initial project planning activities and finalized a Project Work Plan and Schedule. In Phase 2, BerryDunn conducted fact-finding activities that included a review of existing documentation, survey administration, and staff interviews. In Phase 3, BerryDunn conducted a detailed analysis and developed preliminary documentation of strategic IT issues and opportunities identified by City staff and in BerryDunn's analysis.

An on-site meeting to review the identified strategic IT issues followed, which allowed BerryDunn to confirm findings and collectively prioritize the strategic IT issues discovered. City staff and BerryDunn collaborated to develop a list of projects and initiatives that should be incorporated as part of the final plan. Following the prioritization of the projects and initiatives, Phase 4 involved the development of the first draft of the Plan. The Plan will serve as a roadmap toward the City's overall technology goals, and will provide a repeatable methodology in order to verify progress, address new issues, and make updates as necessary.

## **1.2 Report Format**

This report is comprised of an executive summary, five sections, and three appendices. The five sections of the report are described below:

- 1. Introduction.** This section describes the background of the project leading up to the Plan, the format of the Plan, and the work performed in the development of the Plan.
- 2. Mission, Vision, and Goals.** This section contains the City and IT Committee's mission, vision, and goals, and describes how they relate to objectives of the Plan.
- 3. Planning Framework.** This section describes the prioritized strategic IT issues and opportunities, the prioritized strategic projects and initiatives, the weighting of each

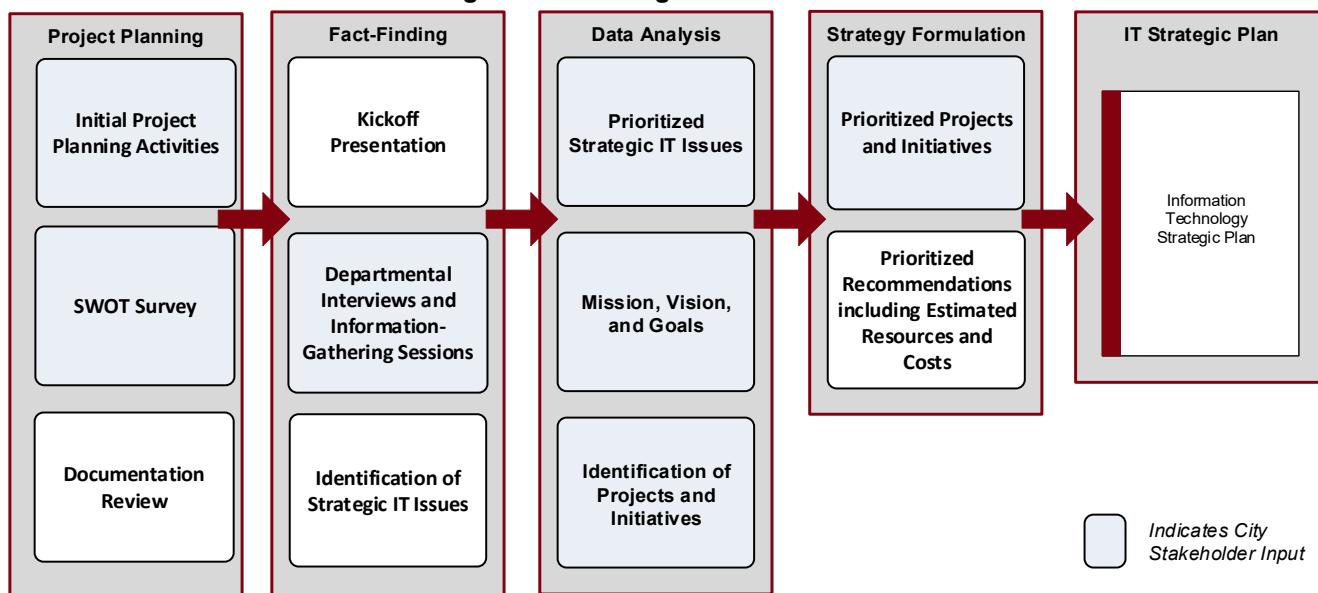
prioritized strategic project and initiative, and the format of the strategic project and initiative summaries.

4. **Strategic Projects and Initiatives.** This section contains the detailed descriptions of each strategic project and initiative.
5. **Implementing the Plan.** This section contains the budget and timeline for the weighted prioritized Plan initiatives, identifies funding considerations for the Plan, and describes the approach to ongoing governance of the Plan.

### 1.3 Work Performed

In June 2019, BerryDunn conducted on-site fact-finding meetings with all City departments, as well as with members of the County. During these meetings, BerryDunn facilitated discussion of each department's business processes and the challenges in the City's current technology environment. BerryDunn, in collaboration with City stakeholders, conducted an iterative process to develop the Plan, starting with initial project planning and fact-finding. Figure 2 provides a visual representation of the planning framework.

**Figure 2: Planning Framework**



Assessment activities and meetings also included discussions about potential technologies that could improve business processes. Additionally, BerryDunn reviewed with County IT representatives the contracted services supporting the City's IT operations to gain an understanding of the roles and responsibilities of City staff, and to better understand the City's current technology environment.

BerryDunn reviewed the information collected through fact-finding efforts and developed a Preliminary List of Strategic IT Issues and Opportunities based on feedback provided by project

participants. A strategic IT issue is a challenge or problem the City faces that relates to the use and/or management of technology.

BerryDunn facilitated a work session to review, revise, and confirm the Preliminary List of Strategic IT Issues and Opportunities with the IT Committee members. BerryDunn then facilitated a prioritization effort, asking each IT Committee member to rank each of the strategic IT issues and opportunities. As a result, the IT Committee created the Prioritized List of Strategic IT Issues and Opportunities. It is important to note that the IT Committee is comprised of representatives from all City departments; thus, the prioritized issues and opportunities represent the consensus of all City departments. The Prioritized List of Strategic IT Issues and Opportunities is contained in Table 2 and Appendix A of this plan.

Immediately following the strategic IT issue and opportunity prioritization work session, BerryDunn asked department representatives to complete and submit project planning worksheets to document projects that would address the strategic IT issues and opportunities. BerryDunn developed projects, and IT Committee members developed projects, which allowed a variety of perspectives to contribute to the combined list of projects that formed the foundation of this Plan.

BerryDunn consolidated BerryDunn- and City-submitted projects into one comprehensive list: the Preliminary List of IT Projects and Initiatives.

BerryDunn then facilitated another work session on December 2, 2019, allowing IT Committee members to discuss, confirm, and score each project and initiative. Collaboration and involvement of the IT Committee (representing all departments) was a key ingredient to the success of this effort and resulted in the prioritization of projects within the Plan. The information gathered from City stakeholders—as well as the results of work sessions, research activities, and existing documentation—was used to create this Plan. Active involvement on the part of the IT Committee membership will be necessary in continually updating and refining the Plan in the coming years.

#### **1.4 Common Terms, Acronyms, and Abbreviations**

The following table contains a selection of the common terms, acronyms, and abbreviations used throughout this Plan, along with the related definitions and explanations.

**Table 2: Common Terms, Acronyms, and Abbreviations**

<b>Common Terms and Abbreviations</b>		
<b>No.</b>	<b>Term/Abbreviation</b>	<b>Definition/Explanation</b>
1	BerryDunn	Berry Dunn McNeil & Parker, LLC.—the consulting firm retained by the City to assist with this project
2	City	City of La Vista, Nebraska
3	County IT	Sarpy County Information Systems Department

Common Terms and Abbreviations		
No.	Term/Abbreviation	Definition/Explanation
4	DR	Disaster Recovery
5	FTE	Full-Time Equivalent
6	GIS	Geographic Information System
7	HRIS	Human Resources Information System
8	IT	Information Technology
9	LMS	Learning Management System
10	O365	Microsoft Office O365
11	Plan	This IT Strategic Plan
12	PMBOK® Guide	<i>A Guide to the Project Management Body of Knowledge®</i>
13	PMI®	Project Management Institute®
14	Prioritized List of IT Projects and Initiatives	A list of projects and initiatives, prioritized by City stakeholders, for the City to implement in an effort to address the identified issues and opportunities at the City
15	Prioritized List of Strategic IT Issues and Opportunities	A list of technology issues and opportunities at the City, identified through staff interviews and a web survey and prioritized by City stakeholders
16	RFP	Request for Proposals
17	RTA	RTA vehicle maintenance system
18	SharePoint	Microsoft SharePoint
19	State	State of Nebraska
20	SWOT	Strengths, Weaknesses, Opportunities, and Threats
21	VDI	Virtual Desktop Infrastructure

## 2. Mission, Vision, and Goals

*This section contains the City and IT Committee's mission, vision, and goals, and describes how they relate to objectives of the Plan.*

In the process of developing this Plan, a critical concern was to determine the City's mission, vision, and goals, and to determine how the Plan's recommended initiatives support those elements. The City's mission statement is "The City of La Vista is dedicated to providing exceptional municipal services with the highest level of integrity, professionalism and excellence."

- In accordance with this philosophy, City leaders use the Plan as a tool to organize the current initiatives and to lead the City to where it wants to be in the future. Considered in the strategic planning process are decisions related to municipal operations, growth and development, and capital investment.

The IT Committee's vision is to:

- Proactively identify the technology needs that will facilitate operational efficiency and advance departmental goals to better serve the citizens.
- Develop a prioritized collection of technology initiatives and projects that the City can undertake over the next five years.
- Determine the capital requirements, both human and monetary, to meet the future technology needs of the City.

BerryDunn recognized the commitment of the City to provide exceptional municipal services to stakeholders and residents. The high level of participation and feedback contributed positively to the development of this Plan, and exemplifies the organization's commitment to serving the needs of the community and appropriately planning for technology initiatives.

Technology continues to be increasingly important in providing great customer service, and its role will continue to grow. The intent of this Plan is to provide the City with a structured and strategic plan that will help improve the use of technology within the organization to more effectively support the organization's goals.

### **3. Planning Framework**

*This section describes the prioritized strategic IT issues and opportunities, the prioritized strategic projects and initiatives, the weighting of each prioritized strategic project and initiative, and the format of the strategic project and initiative summaries.*

#### **3.1 Strategic Issues and Opportunities**

In the first phase of the Plan development, BerryDunn created the Project Plan and coordinated tasks to conduct fact-finding activities, including conducting department interviews, issuing a web-based Strengths, Weaknesses, Opportunities, and Threats (SWOT) survey, requesting and reviewing documentation, and reviewing the City's prior IT strategic plan. This led to an understanding of the City's primary business processes; current technology applications, hardware, and support; and key themes identified in the SWOT analysis and requested documentation.

During the fact-finding meetings with staff from City departments, BerryDunn identified issues and opportunities related to technology. As a result of the meetings, BerryDunn created a Preliminary List of Strategic IT Issues and Opportunities.

BerryDunn has allocated each strategic IT issue and opportunity to one of three functional areas: management and operations, applications, and technical. The Preliminary List of Strategic IT Issues and Opportunities is organized based on these functional areas, which are further defined on the following page.

**Figure 3: Functional Areas**

**Management and Operations (M):**

Management and operations issues and opportunities are related to how the City manages and supports the technology tools and infrastructure in place, how technology is planned for and acquired, and how resources are positioned to support technology in the City.

**Applications (A):**

Applications issues and opportunities are related to the applications that are used to support City users in core business processes, including providing services to City providers.

**Technical (T):**

Technical issues and opportunities are related to the City's core technologies and how they are developed and maintained.

The Preliminary List of Strategic IT Issues and Opportunities was reviewed and discussed by the IT Committee as part of the strategic IT issue and opportunity work session facilitated by BerryDunn that included the City's IT Committee members. During the work session, the Preliminary List of Strategic IT Issues and Opportunities was discussed, confirmed, and prioritized.

The priorities assigned provide high-level guidance for the City to determine when each issue should be resolved during the five-year planning horizon in the Plan. The City's IT Committee prioritized issues using the following three priority categories:

**Figure 4: Priority Key**

**Critical**

- Should be addressed during Year 1 of the Plan

**High**

- Should be addressed during Years 2 and 3 of the Plan

**Medium**

- Should be addressed during Years 4 and 5 of the Plan

Participants in the work session scored each issue based on the priority descriptions above, and assigned them a priority number. Critical issues were given a score of 3, high issues a score of 2, and medium issues a score of 1. The City's IT Committee members each voted during this process. Among the final scores, higher numbers represent higher-priority issues. The resulting

priorities are contained in Table 3. The Prioritized List of Strategic IT Issues and Opportunities, with summarized detail, is included in Appendix A.

**Table 3: Prioritized List of Strategic IT Issues and Opportunities – Summary**

Prioritized List of Strategic IT Issues and Opportunities – Summary		
No.	Issues and Opportunities Description	Score
<b>M10</b>	The City does not have a Business Continuity Plan.	<b>31</b>
<b>M3</b>	Online payment capabilities and ease of access to information on the City website is limited.	<b>29</b>
<b>T3</b>	Network and software security policies and procedures are not compliant with industry best practice.	<b>29</b>
<b>A3</b>	Some software applications are not fully implemented or fully utilized.	<b>28</b>
<b>A2</b>	The City does not have a system to manage assets.	<b>27</b>
<b>T1</b>	Mobile access to City applications from field personnel is limited.	<b>27</b>
<b>A1</b>	City staff would benefit from additional technology training.	<b>27</b>
<b>M9</b>	There is a need for improved password management.	<b>26</b>
<b>M4</b>	Standard collaboration tools for City staff are lacking.	<b>24</b>
<b>T8</b>	Security concerns exist within some City facilities.	<b>24</b>
<b>M7</b>	There is a need for additional technical guidance and oversight of technical enhancements to support all departments.	<b>24</b>
<b>T7</b>	Communications across the City is challenging for internal and external constituents.	<b>23</b>
<b>M5</b>	Department policies, procedures, and performance metrics need to be developed.	<b>22</b>
<b>A6</b>	Provisioning of user accounts is not consistent or centrally managed for all software applications.	<b>22</b>
<b>T4</b>	There are system latency and performance issues with various applications.	<b>21</b>
<b>A4</b>	There is no inventory of approved software application available to City staff.	<b>21</b>
<b>T5</b>	Hardware is not standardized to one platform across the City.	<b>20</b>

Prioritized List of Strategic IT Issues and Opportunities – Summary		
No.	Issues and Opportunities Description	Score
<b>A8</b>	Access to the City network and system privileges requires review.	<b>19</b>
<b>T2</b>	There is a need to determine standards and refresh cycles for conference room technology.	<b>19</b>
<b>T9</b>	There is limited Wi-Fi access for City staff working outside of a City facility.	<b>18</b>
<b>M1</b>	City departments rely significantly upon manual and paper-based processes.	<b>17</b>
<b>M6</b>	There is a need for improved data analysis and presentation capabilities.	<b>17</b>
<b>M8</b>	There is a need for a common scheduling solution that would serve all City users.	<b>17</b>
<b>T6</b>	There is a lack of system integration for data sharing and data reporting.	<b>17</b>
<b>A7</b>	There is a desire for a Learning Management System for tracking employee training and employee certifications.	<b>14</b>

### 3.2 Strategic Projects and Initiatives Development

Table 3 lists all initiatives developed following the strategic IT issue and opportunity prioritization work session.

**Definition of a Project:** According to the Project Management Institute® (PMI®) *A Guide to the Project Management Body of Knowledge® (PMBOK® Guide)*, a project is a temporary endeavor undertaken to create a unique product, service, or result. The temporary nature of projects indicates that a project has a definite beginning and end. The end is reached when the project's objectives have been achieved, when the project is terminated because its objectives will not or cannot be met, or when the need for the project no longer exists.

**Initiative:** Some projects identified have components that are not temporary in nature. Instead, a project could become an ongoing operation after specific tasks have been completed. In order to include the ongoing operation components of projects developed, BerryDunn often refers to projects as *initiatives*. The term *project* and the term *initiative* are used interchangeably throughout this document.

The Preliminary List of IT Projects and Initiatives was collaboratively reviewed during the strategic IT issue and opportunity prioritization work session facilitated by BerryDunn. The City IT Committee members participated in the work session, during which each project or initiative was discussed.

Following a discussion of each of the preliminary projects and initiatives, BerryDunn facilitated a prioritization exercise. The City's IT Committee prioritized the projects and initiatives using the three priority categories (Critical, High, Medium) listed in figure 4. The City IT Committee members voted during this process. Among the final scores, higher numbers represent higher-priority projects and initiatives. Table 4 contains a summary of the Prioritized List of IT Projects and Initiatives. Appendix B contains the complete Prioritized List of IT Projects and Initiatives.

**Table 4: Prioritized List of IT Projects and Initiatives – Summary**

Prioritized List of IT Projects and Initiatives – <i>Summary</i>		
ID	Project/Initiative Name	Score
<b>K</b>	Expand the use of existing applications through implementation of additional modules and upgrading to the latest versions	<b>Critical – 34</b>
<b>N</b>	Develop a business continuity plan	<b>Critical – 31</b>
<b>A</b>	Develop a mobile device and connectivity strategy for City staff working in the field	<b>Critical – 29</b>
<b>B</b>	Develop and implement policies, procedures, and performance metrics	<b>Critical – 29</b>
<b>O</b>	Develop a standardized password management policy	<b>Critical – 28</b>
<b>P</b>	Upgrade or replace the City backup system	<b>Critical – 28</b>
<b>M</b>	Assess and update the City's E-Government services and website	<b>Critical – 27</b>
<b>E</b>	Implement security controls at all City facilities	<b>Critical – 27</b>
<b>D</b>	Improve the City's technical oversight and guidance	<b>High – 26</b>
<b>J</b>	Create and implement a hardware standardization plan	<b>High – 25</b>
<b>C</b>	Create and implement a conference room technology upgrade and replacement plan	<b>High – 24</b>
<b>Q</b>	Upgrade, expand, and segregate the City public Wi-Fi network	<b>High – 24</b>
<b>H</b>	Conduct a review of system roles and permissions for each department	<b>High – 23</b>
<b>G</b>	Formalize end-user technology training	<b>Medium – 20</b>
<b>R</b>	Implement standard collaboration tools for City staff	<b>Medium – 20</b>
<b>F</b>	Improve the data governance framework at the City	<b>Medium – 19</b>
<b>I</b>	Develop an inventory of approved software	<b>Medium – 18</b>
<b>U</b>	Identify and implement a standardized enterprise scheduling solution	<b>Medium – 14</b>
<b>S</b>	Identify software to document employee training and certifications	<b>Medium – 12</b>

### 3.3 Planned and In-Progress Projects

The City is currently working to complete in-progress technology projects that were identified as projects or initiatives during the planning process. It is important that the City consider this group of projects and initiatives as it moves forward with planning future projects and initiatives. Not doing so might result in fragmented projects that do not help in achieving the City's vision and goals, which might require additional resources due to a lack of coordination between in-progress and future projects within the Plan. It is also important to note that some projects in the Plan are designed to help ensure the successful completion of the in-progress projects.

There is a key difference between planned and in-progress projects and initiatives. In-progress projects have been approved and are underway. Planned projects have been approved, but funding might or might not be available, or the projects have not yet started. The City's current planned projects might or might not be implemented. Although they have been approved, the projects in the Plan could require modification or be rendered obsolete. The following tables present in-progress and planned projects identified by the City during the development of this Plan.

**Table 5: In-Progress Projects**

<b>In-Progress Projects</b>	
<b>Project/Initiative Name</b>	<b>Project/Initiative Summary/Status</b>
<b>Microsoft Office O365 (O365) deployment</b>	O365 G3 (Government Pricing) is planned for deployment as equipment replacements occur.
<b>BS&amp;A has been working with the City to identify enhancement opportunities</b>	The City is currently working with BS&A resources to identify opportunities for improvement.
<b>Updating the City's intranet</b>	The City is in the process of updating the intranet to improve Citywide communications and access to training materials and policies for City staff; to reduce the City's reliance on paper; to improve project management and electronic document-sharing; and to increase electronic workflow and electronic approvals

**Table 6: Planned Projects**

Planned Projects	
Project/Initiative Name	Project/Initiative Summary/Status
<b>Building enhanced security policies</b>	The County noted that its staff intend to identify security concerns and build enhanced security policies that are tailored to fit the City's needs.
<b>Virtual Desktop Infrastructure (VDI) proof of concept</b>	County staff indicated that they would like to conduct a proof of concept to leverage the County investment into VM-Ware to determine what VDI technology might offer for the City.

### 3.4 Weighted Prioritized List of IT Projects and Initiatives

Following the projects and initiatives work session—in which each of the preliminary projects and initiatives were discussed, confirmed, and ranked—BerryDunn used the five weighted prioritization categories below to develop the prioritized list for inclusion in this Plan. BerryDunn used these weighted categories as a guideline in creating the sequence of the initiatives throughout the Plan years, with the recognition that some highly weighted initiatives might not be appropriate in the early years due to their relationships with other projects, costs, and expected lengths of implementation. On the other hand, some projects not weighted as high might be appropriate in the early years of the Plan because they can be easily completed and will keep the Plan moving ahead at a suitable pace. Figure 5, on the following page, depicts these five categories, as well as their respective weights.

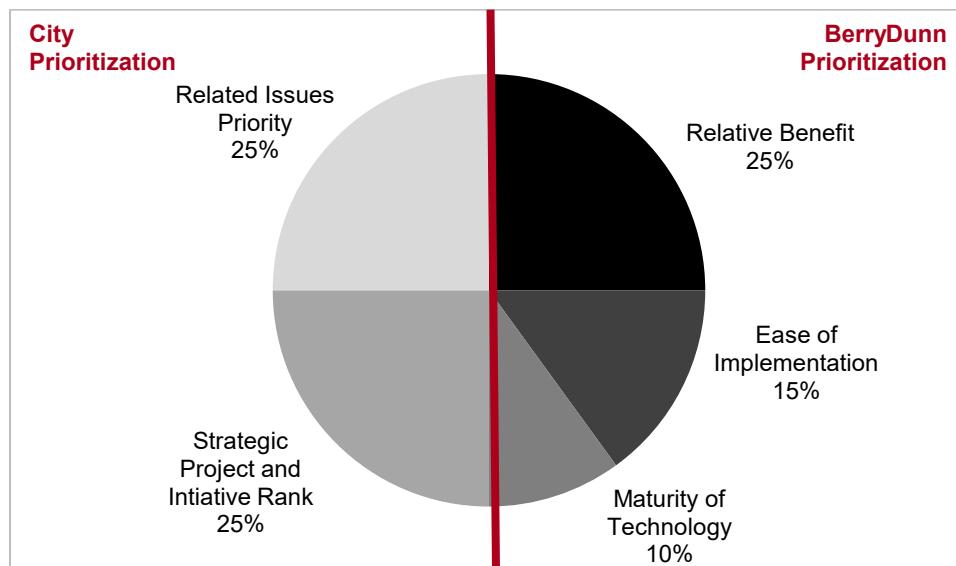
**Figure 5: Weighted Prioritization Categories**


Table 7 depicts these five weighted prioritization categories.

**Table 7: Weighted Prioritization Categories**

Weighted Prioritization Categories				
City		BerryDunn		
Strategic Project and Initiative Rank	Related Issues Priority	Relative Benefit	Ease of Implementation	Maturity of Technology
25%	25%	25%	15%	10%
 Critical	 Critical	 High	 Easy	 Established
 High	 High	 Medium	 Medium	 Leading Edge
 Medium	 Medium	 Low	 Difficult	 Bleeding Edge

Based upon the application of the five weighted prioritization categories, BerryDunn developed the Weighted Prioritized List of IT Projects and Initiatives. Following the development of the Weighted Prioritized List of IT Projects and Initiatives, BerryDunn worked with the City Project Team to further review and refine each project.

The following table contains the Weighted Prioritized List of IT Projects and Initiatives, along with an indicator of the Plan years during which activities related to each initiative will be ongoing.

**Table 8: Weighted Prioritized List of IT Projects and Initiatives**

Weighted Prioritized List of IT Projects and Initiatives		
ID	Initiative	Plan Year Activity
K	Expand the use of existing applications through implementation of additional modules and upgrading to the latest versions	Year 1
N	Develop a business continuity plan	Year 1
A	Develop a mobile device and connectivity strategy for City staff working in the field	Year 1
B	Develop and implement policies, procedures, and performance metrics	Year 1
O	Develop a standardized password management policy	Year 1
P	Upgrade or replace the City backup system	Year 1

Weighted Prioritized List of IT Projects and Initiatives		
ID	Initiative	Plan Year Activity
M	Assess and update the City's E-Government services and website	Year 1
E	Implement security controls at all City facilities	Year 1
D	Improve the City's technical oversight and guidance	Year 1
R	Implement standard collaboration tools for City staff	Year 1
T	Create an enterprise asset management (EAM) plan	Year 1
J	Create and implement a hardware standardization plan	Year 2
C	Create and implement a conference room technology upgrade and replacement plan	Year 2
Q	Upgrade, expand, and segregate the City public Wi-Fi network	Year 3
H	Conduct a review of system roles and permissions for each department	Year 3
G	Formalize end-user technology training	Year 3
F	Improve the data governance framework at the City	Year 4
I	Develop an inventory of approved software	Year 4
U	Identify and implement a standardized enterprise scheduling solution	Year 4
S	Identify software to document employee training and certifications	Year 4

### 3.5 Strategic Project and Initiative Format

BerryDunn has organized each project or initiative identified in Section 4 in a standard template. A sample template, which includes a description of each field, is provided on the following page.

**Table 9: Strategic Project and Initiative Template**

Initiative ID – Initiative Name															
<b>Initiative Description:</b> This section of the template will contain a description of the initiative.															
<b>Initiative Source Information</b>															
<b>Functional Area:</b>		This section of the template will identify the functional area(s) related to this initiative.													
<b>Weighted Priority Ranking:</b>		X of XX, where X is this initiative's ranking as determined by BerryDunn.													
<b>Priority Ranking:</b>		X of XX, where X is this initiative's ranking as voted on by City staff.													
<b>Related Strategic Information Systems Issues and Opportunities</b>															
#	This section of the template will contain a list of the strategic IT issue(s) that this initiative is designed to address.							Criticality of the issue							
<b>Prioritization Category Rankings</b>															
<b>City Rankings</b>			<b>BerryDunn Rankings</b>												
<b>Strategic Project and Initiative Rank</b>			<b>Relative Benefit</b>		<b>Ease of Implementation</b>		<b>Maturity of Technology</b>								
Rating of Strategic Issue and Opportunity Rank (Critical, High, Medium)			Rating of the Relative Benefit (High, Medium, Low)		Rating of the Ease of Implementation (Easy, Medium, Difficult)		Rating of the Maturity of the Technology (Established, Leading Edge, Bleeding Edge)								
<b>Estimated Budget</b>															
<b>Total Budget Breakdown</b>															
		<b>One-Time</b>			<b>Recurring</b>										
		<b>Time</b>		<b>Budget</b>		<b>Time</b>		<b>Budget</b>							
<b>Budget Category</b>		Low	High	Low	High	Low	High	Low							
Internal Labor		Internal labor hours will be developed with the idea that staff performing each task have a general knowledge of the subject matter (i.e., between an expert and a novice).													
Professional Services Labor															
Hardware															
Software															
<b>Total Budget</b>															
<b>Total Budget by Year</b>															
<b>Year 1</b>		<b>Year 2</b>		<b>Year 3</b>		<b>Year 4</b>		<b>Year 5</b>							
\$	\$	\$	\$	\$	\$	\$	\$	\$							
<b>Budget Description:</b>		This section of the template will contain a high-level description of the budget estimate, including the methodology used to determine the budget, as well as the estimated budget over all Plan years.													
<b>Action Items to Implement Project or Initiative</b>															
This section of the template will contain a list of the action items needed to implement the project or initiative.															
<b>Anticipated Benefits</b>															
This section of the template will contain a list of the anticipated benefits of the project or initiative.															
<b>Potential Risks</b>															
This section of the template will contain a list of the common risks the City could encounter as it implements (or does not implement) the initiative. The risks identified in this section are not meant to serve as an all-inclusive list.															

## 4. Strategic Projects and Initiatives

*This section contains the detailed descriptions of each strategic project and initiative.*

### **Initiative K – Expand the use of existing applications through implementation of additional modules and upgrading to the latest versions**

#### **Initiative K – Expand the use of existing applications through implementation of additional modules and upgrading to the latest versions**

**Initiative Description:** City staff reported that some software applications have not been optimally configured or fully implemented. Maximizing the City's applications will allow staff to work as effectively and efficiently as possible, increasing the value of the City's applications.

BerryDunn recommends that this project include a review of applications that need additional modules or upgrading to the latest versions.

#### **Task 1: Analysis**

The first step to accomplish this initiative is to facilitate discussion with the IT Committee to identify known performance challenges, functionality enhancements, and department needs in the current environment. BerryDunn also recommends that the IT Committee identify a list of applications that need additional modules or upgrading to the latest versions. The City has consulted with BS&A regarding additional functionality that may be available. The City is also considering functionality enhancements that might be offered with newer versions of the software.

#### **Task 2: Discuss Additional Functionality with Vendors**

The second task for this initiative is to discuss additional functionality with the identified vendors. BerryDunn recommends that the City create a list of system requirements as a starting point. The City is then encouraged to consult with HRIS vendors to discuss employee self-service cost, implementation cost, and other desired functionality.

#### **Task 3: Implement Plan**

Once the IT Committee has compiled a list of applications that need additional modules or upgrading to the latest versions and determined costs with identified vendors, the City should create an implementation plan that includes phasing for the installation of additional modules and upgrades.

#### **Initiative Source Information**

<b>Functional Area:</b>	Applications
<b>Weighted Priority Ranking:</b>	1 of 21, where 1 is this initiative's ranking as determined by BerryDunn.
<b>Priority Ranking:</b>	1 of 21, where 1 is this initiative's ranking as voted on by City staff.

#### **Related Strategic Information Systems Issues and Opportunities**

A2	The City does not have a system to manage assets.	
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**Initiative K – Expand the use of existing applications through implementation of additional modules and upgrading to the latest versions**

A3	Some software applications are not fully implemented or fully utilized.	 Critical
A1	City staff would benefit from additional technology training.	 Critical
T4	There are system latency and performance issues with various applications.	 Medium
M1	City departments rely significantly upon manual and paper-based processes.	 Medium

**Prioritization Category Rankings**

City Rankings		BerryDunn Rankings		
Strategic Project and Initiative Rank		Relative Benefit	Ease of Implementation	Maturity of Technology
 Critical		 High	 Difficult	 Established

**Estimated Budget**

Total Budget Breakdown								
	One-Time				Recurring			
	Time		Budget		Time		Budget	
Budget Category	Low	High	Low	High	Low	High	Low	High
Internal Labor	160	240	-	-	-	-	-	-
Professional Services Labor	75	125	\$15,000	\$25,000	-	-	-	-
Hardware	-	-	-	-	-	-	-	-
Software	-	-	\$5,000	\$5,000	-	-	-	-
<b>Total Budget</b>	<b>345</b>	<b>365</b>	<b>\$20,000</b>	<b>\$30,000</b>	-	-	-	-

Total Budget by Year					
Year 1	Year 2	Year 3	Year 4	Year 5	5-Yr Total Cost

**Initiative K – Expand the use of existing applications through implementation of additional modules and upgrading to the latest versions**

<b>\$30,000</b>	<b>\$20,000</b>	-	-	-	-	<b>\$50,000</b>						
<b>Budget Description:</b>	This initiative includes internal staff resources. The professional services hours included are for vendor implementation and training services for the expanded functionality of existing systems, with some anticipated funding for software licenses.											
<b>Action Items to Implement Project or Initiative</b>												
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Analyze known department challenges</li> <li><input checked="" type="checkbox"/> Discuss additional functionality with vendors</li> <li><input checked="" type="checkbox"/> Complete an inventory of all City applications</li> <li><input checked="" type="checkbox"/> Prioritize applications for inclusion in the gap analysis</li> <li><input checked="" type="checkbox"/> Implement the devised Plan</li> </ul>												
<b>Anticipated Benefits</b>												
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Expanded use of existing systems, leveraging previous investments</li> <li><input checked="" type="checkbox"/> Greater return on the City's investment in these technologies</li> <li><input checked="" type="checkbox"/> Additional functionality provided to staff managing paper or manual processes</li> </ul>												
<b>Potential Risks</b>												
<p><b>No Action:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Disparate systems and processes continue to exist</li> <li><input checked="" type="checkbox"/> Existing systems are not utilized to their fullest potential</li> <li><input checked="" type="checkbox"/> Additional point solutions may be purchased to meet department specific needs</li> </ul> <p><b>During Implementation:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Not providing adequate training on new modules or features</li> </ul> <p><b>Post-Implementation:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Not following up to confirm user adopting</li> </ul>												

**Initiative N – Develop a business continuity plan**
**Initiative N – Develop a business continuity plan**

**Initiative Description:** The City's business continuity planning activities are currently informal. Contingency planning entails the documentation of those elements that support the citywide strategic plan, such as a Business Continuity Plan, a Continuity of Operations Plan, a Disaster Recovery (DR) Plan, an Incident Response Plan, Emergency Response Plan, and a Crisis Communications Plan. The City should begin by conducting a Business Impact Assessment, a high-level discovery and requirements-gathering activity. This assessment will lay the groundwork for any of the related plans referred to above, including capturing roles, responsibilities, and workflow for both internal staff and external entities (such as law enforcement or the County in the event of a crisis). In such planning, the

**Initiative N – Develop a business continuity plan**

City should consider use of other City facilities (e.g., the City Library) given the potential benefits that other locations may have to support emergency operations.

**Task 1: Issue Request for Proposals (RFP) for the Creation of a Business Continuity Plan**

Utilizing the business continuity RFP outline provided by BerryDunn, the City should assess and coordinate with County IT staff to finalize an RFP to be issued for solicitation. The City can then begin the procurement process leading to the hiring of a consulting firm to assist in the process of developing a business continuity plan.

**Task 2: Conduct a Business Impact Assessment**

In collaboration with the hired consulting firm, BerryDunn recommends that a Business Impact Assessment be conducted to determine which services will need to be provided in the event of a disaster, the priority of these services, and how quickly they need to be resumed following the event. Based upon this list, these services should be assessed as to how vulnerable they are in the event of a disaster.

**Task 3: Document Business Processes**

The City should document business processes that are critical to the services identified in Phase 1 and that should be provided in the event of a disaster. The City should establish a committee or leverage an existing committee to identify those business processes that are critical to the organization. With a comprehensive list, the City can then begin to perform mapping sessions to diagram these critical processes.

**Task 4: Develop Plan**

Based on the results of the Business Impact Assessment and the accompanying business process documentation, the Plan can be developed involving both internal and contracted resources. The Plan should be detailed, noting the timing and individuals who will carry out the various aspects of the Plan. The Plan should also determine how an off-site data backup or operations facility will be leveraged. Given that County staff support the City computing environment, all aspects of the Plan should consider and involve representatives from the County as critical elements of the process.

**Task 5: Regularly Test and Update Plan**

In order to be best prepared for a disaster, the City needs to regularly test the procedures in its Business Continuity Plan. This can involve simple to complex drills, but the City should make efforts to test each aspect of the Plan at least once a year. In addition, the process to update the Plan should take place annually and in coordination with County IT staff.

**Initiative Source Information**

<b>Functional Area:</b>	Management and Operations
<b>Weighted Priority Ranking:</b>	2 of 21 where 2 is this initiative's ranking as determined by BerryDunn.
<b>Priority Ranking:</b>	2 of 21, where 2 is this initiative's ranking as voted on by City staff.

**Related Strategic Information Systems Issues and Opportunities**

Initiative N – Develop a business continuity plan																	
M10	The City does not have a Business Continuity Plan.						 Critical										
Prioritization Category Rankings																	
City Rankings			BerryDunn Rankings														
Strategic Project and Initiative Rank		Relative Benefit		Ease of Implementation		Maturity of Technology											
 Critical		 High		 Difficult		 Established											
Estimated Budget																	
Total Budget Breakdown																	
	One-Time				Recurring												
	Time		Budget		Time		Budget										
Budget Category	Low	High	Low	High	Low	High	Low	High									
Internal Labor	60	90	-	-	10	20	-	-									
Professional Services Labor	225	300	\$45,000	\$60,000	-	-	-	-									
Hardware	-	-	-	-	-	-	-	-									
Software	-	-	-	-	-	-	-	-									
<b>Total Budget</b>	<b>285</b>	<b>390</b>	<b>\$45,000</b>	<b>\$60,000</b>	-	-	-	-									
Total Budget by Year																	
Year 1	Year 2	Year 3	Year 4	Year 5	5-Yr Total Cost												
<b>\$60,000</b>	<b>\$0</b>	-	-	-	<b>\$60,000</b>												
<b>Budget Description:</b>	The budget amount of \$60,000 for this initiative is to hire an external consulting firm to assist the City with the development of a Business Continuity Plan. While the selected firm will conduct a majority of the effort of this initiative, it is expected City and County IT resources will be involved in the process, to the amount of 60 to 90 hours. This initiative will begin in the first year and be completed in the second year of the Plan.																
Action Items to Implement Project or Initiative																	

<b>Initiative N – Develop a business continuity plan</b>	
<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Engage a consultant to assist the City in developing the Plan</li><li><input checked="" type="checkbox"/> Conduct a Business Impact Assessment</li><li><input checked="" type="checkbox"/> Document business processes</li><li><input checked="" type="checkbox"/> Develop the Plan</li><li><input checked="" type="checkbox"/> Continually update and test the Plan</li></ul>	
<b>Anticipated Benefits</b>	
<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Increased risk mitigation</li><li><input checked="" type="checkbox"/> Improved business continuity</li><li><input checked="" type="checkbox"/> Decreased downtime in the event of a disaster</li><li><input checked="" type="checkbox"/> Preservation of critical data</li><li><input checked="" type="checkbox"/> Broadened knowledge of citywide business processes</li></ul>	
<b>Potential Risks</b>	
<p><b>Project Management:</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> This initiative is subject to the project management risks of cost, schedule, and scope; however, the selection of an experienced consulting firm to assist in the development of the plan will help mitigate this risk using an established methodology and project management best practices</li><li><input checked="" type="checkbox"/> A plan is developed that exceeds the needs of the City and as a result becomes too costly to adhere to</li><li><input checked="" type="checkbox"/> Not testing and regularly updating the plan will cause it to become outdated and ineffective</li></ul> <p><b>No Action:</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Inability to effectively react and quickly resume operations in the event of a disaster</li><li><input checked="" type="checkbox"/> Inability to provide essential services to citizens in the event of a disaster</li><li><input checked="" type="checkbox"/> Potential for the loss of large amounts of critical data</li></ul> <p><b>Maturity of Technology:</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> There are a variety of technical components involved in the development and maintenance of a business continuity plan. These technologies can vary in level of maturity from leading edge to established technology</li></ul>	

## **Initiative A – Develop a mobile device and connectivity strategy for City staff working in the field**

<b>Initiative A – Develop a mobile device and connectivity strategy for City staff working in the field</b>
<p><b>Initiative Description:</b> BerryDunn recommends assessing City field staff's mobile device needs that should incorporate hardware, mobile enabled software, and wireless connectivity needs. The City should develop a mobile device and connectivity strategy, identify requirements, and create and execute an implementation plan to manage and deploy mobile capabilities where technology solutions</p>

## Initiative A – Develop a mobile device and connectivity strategy for City staff working in the field

exist, and where added efficiencies might be realized. For example, building inspectors and code enforcement staff would ideally be able to enter what they did at the site, collect various data elements, and take pictures without the need to travel back to the office to update the system.

### Task 1: Assessment

Assessment will include review, identification, and documentation of all City facilities that require connection to the City's Wide Area Network. Assessment will also include a review of City field staff's mobile devices such as hardware, mobile enabled software, and wireless connectivity needs.

Identification and documentation of all existing, planned, and in-progress connectivity improvements should be anticipated. Where additional connectivity is required, the assessment should make note of those challenges to anticipate and consider Wi-Fi improvements and enhancements.

### Task 2: Discovery and Analysis

Fact-finding interviews should be conducted with department staff at each identified facility to validate known requirements and discover if connectivity needs have changed or determine if software enhancements may offer mobile ready solutions. Based on the information collected, it is anticipated that a contracted consultant can assist and compare the current connectivity and capacity at each location with what is needed to support daily operations and shortfalls identified. This analysis will include an evaluation of existing versus needed capacity or throughput for each location. Once the consultant identifies all connectivity shortfalls, these shortfalls will be compared to the network capacity analysis and planned upgrade projects, to identify connectivity needs that are not being met and will not be met by current or planned projects.

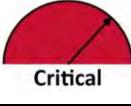
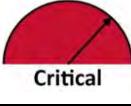
### Task 3: Plan Creation

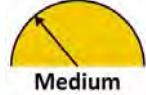
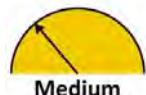
The IT Committee will review identified connectivity needs, set priorities, and establish a timeline to address the identified connectivity shortfalls. The timeline will consider available budget and staff resources needed to correct the shortfalls. The completion of this task may result in the creation of additional projects or the modification of existing projects and initiatives to adequately address mobile connectivity needs and result in the City Connectivity Master Plan.

#### Initiative Source Information

<b>Functional Area:</b>	Technical
<b>Weighted Priority Ranking:</b>	3 of 21 where 3 is this initiative's ranking as determined by BerryDunn.
<b>Priority Ranking:</b>	3 of 21, where 3 is this initiative's ranking as voted on by City staff.

#### Related Strategic Information Systems Issues and Opportunities

A3	Some software applications are not fully implemented or fully utilized.	
T1	Mobile access to City applications from field personnel is limited.	

Initiative A – Develop a mobile device and connectivity strategy for City staff working in the field								
M1	City departments rely significantly upon manual and paper-based processes.							
T5	Hardware is not standardized to one platform across the City.							
T6	There is a lack of system integration for data sharing and data reporting.							
T9	There is limited Wi-Fi access for City staff working outside of a City facility.							
Prioritization Category Rankings								
City Rankings		BerryDunn Rankings						
Strategic Project and Initiative Rank		Relative Benefit	Ease of Implementation					
		 High	 Difficult					
Maturity of Technology								
			Established					
Estimated Budget								
Total Budget Breakdown								
	One-Time			Recurring				
	Time		Budget	Time				
Budget Category	Low	High	Low	High	Low	High	Low	High
Internal Labor	80	140	-	-	80	140	-	-
Professional Services Labor	50	75	\$10,000	\$15,000	50	75	\$10,000	\$15,000
Hardware	-	-	\$2,000	\$3,000	-	-	-	-
Software	-	-	\$8,000	\$12,000	-	-	\$10,000	\$15,000
<b>Total Budget</b>	<b>130</b>	<b>215</b>	<b>\$20,000</b>	<b>\$30,000</b>	<b>130</b>	<b>215</b>	<b>\$20,000</b>	<b>\$30,000</b>
Total Budget by Year								
Year 1	Year 2	Year 3	Year 4	Year 5	5-Yr Total Cost			

<b>Initiative A – Develop a mobile device and connectivity strategy for City staff working in the field</b>												
<b>\$30,000</b>	<b>\$30,000</b>	-	-	-	-	<b>\$60,000</b>						
<b>Budget Description:</b>	This initiative includes a software budget for anticipated licensing costs for deployment of mobile applications for existing or new City applications and the potential hardware costs of equipment to better support mobile connectivity. This initiative also has a combination of professional services and internal staff resources. The project could be accomplished predominantly by internal staff; however, BerryDunn recommends professional services due to the existing demands upon City staff and the potential need to add additional modules to existing applications.											
<b>Action Items to Implement Project or Initiative</b>												
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Validate and assess unmet connectivity needs</li> <li><input checked="" type="checkbox"/> Identify and discovery with City staff</li> <li><input checked="" type="checkbox"/> Prioritize unmet needs and develop the connectivity master plan</li> </ul>												
<b>Anticipated Benefits</b>												
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Identify connectivity needs not currently being met</li> <li><input checked="" type="checkbox"/> Demonstrate IT is listening to and working to meet City department IT needs</li> <li><input checked="" type="checkbox"/> Reduced help desk calls as connectivity improves</li> <li><input checked="" type="checkbox"/> Provide a planning document for use in future budget input</li> </ul>												
<b>Potential Risks</b>												
<p><b>No Action:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Departments and facilities will continue to experience network connectivity issues leading to frustration and lost productivity</li> <li><input checked="" type="checkbox"/> Departments will develop their own connectivity solutions that may not be compatible with IT standards and policies</li> <li><input checked="" type="checkbox"/> Inability to efficiently perform job functions when away from the office</li> <li><input checked="" type="checkbox"/> Continued use of personal phones for City business</li> </ul> <p><b>During Implementation:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Failure to identify specific needs of all departments</li> <li><input checked="" type="checkbox"/> Departments may feel that their issue is not being addressed quickly enough and implement an immediate fix of their own</li> <li><input checked="" type="checkbox"/> IT staff may not have the time to participate in initial planning activities or provide necessary oversight to the professional services group</li> </ul> <p><b>Post-Implementation:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Failure to regularly revisit and update the policy, leading to staff deviating from the policy to complete their job functions</li> <li><input checked="" type="checkbox"/> Connectivity strategy does not meet the needs of all appropriate City staff</li> </ul>												

## **Initiative B – Develop and implement policies, procedures, and performance metrics**

### **Initiative B – Develop and implement policies, procedures, and performance metrics**

**Initiative Description:** Develop and implement policies, procedures, and performance metrics. This recommended action's goal is for the City to develop and implement technology and other policies identified as gaps. The City will document and update existing policies as well as develop new policies to address challenges in the current environment and expand upon internal controls.

- BerryDunn recommends establishing a primary point of contact, or business owner, for all major technology initiatives, this approach would ideally be considered with this initiative, and be incorporated in all future technology initiatives.
- Another recommended policy would consider provisioning and de-provisioning of user accounts and various Human Resources Department policies, to ensure a consistent and manageable process that allows advance notice and ensures that accounts are setup in advance for new hires, and established consistent steps to de-provision and de-activate user accounts where individuals depart the City.
- BerryDunn recommends that policies and procedures to strengthen passwords be developed which would establish strong and consistent expectations and describe and convey to the user community the importance of having appropriate passwords that are updated on a frequency that offers greater protections for City systems. Initiative "O" describes suggested changes in more detail.
- BerryDunn recommends policy definition pertaining to the purchases or implements a new software, where designation of resources would be advantageous. For example, a lead and a secondary person should by policy be designated as the primary contacts to support that software. As the primary points of contact, they will would ideally receive additional training on that software, be the initial point of contact for City staff wanting to use that software, and be expected to train other staff members. Incorporating this as policy and standard practice into future technology purchases might provide a better return on the City's investment in technology.
- BerryDunn would recommend that hardware and software standards be documented to establish the expectation that all City equipment will be configured with the same software and a consistent hardware platform to be a consistent as possible across City departments. Such a standard should include reference to equipment that will be issued to elected City officials, and how those devices will connect or share information with other City staff.
- BerryDunn would also recommend policy development that identifies expectations for individuals using City provided computing equipment. Such definition should include expectations for use of standard desktop applications, the use of standard calendar software, collaboration tools, and the expectation that work products can be shared amongst City staff using consistent and standard software tools.

#### **Task 1: Evaluate the policies, procedures, and performance metrics**

In considering the recommendation above, BerryDunn recommends that the IT Committee evaluate these and other challenges in the current environment, and develop the policies, procedures, and performance metrics for the City. BerryDunn recommends that this effort be led by the IT Committee members with active participation from executive leadership. Another element to consider in policy development is defining the role of the Business Owners who by policy are tasked with the justification and ongoing support of a particular technology initiative. Having such a role alleviates the IT

### Initiative B – Develop and implement policies, procedures, and performance metrics

Committee from being the owner and driving force behind every project, simply because it is highly dependent upon existing or future use of technology. The Business Owner would be the individual creating the justification for the project or initiative, the individual who would create the budget estimates for the effort, and the individual who would bring to the IT Committee the request for approval of a technology project.

#### Task 3: Establish communication methods

The third task in reestablishing all IT policies and procedures is to establish the method of communicating approved IT initiatives to the rest of the City. In order for the policy to gain effective buy-in from City staff across all departments, staff should have a solid understanding of the policies that have been established and the rationale for making decisions. BerryDunn recommends ensuring that access to electronic versions of all policies are anticipated, and that a central location be established for all existing employees to review, and for new employees to read as a part of onboarding practices.

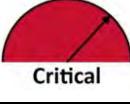
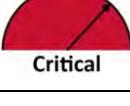
#### Task 4: Periodically revisit the IT Policies and Procedures, and Measure Conformance.

BerryDunn recommends that the IT Committee conducts ongoing and periodic reviews of established policies. Acceptable use of City computing resources may frequently need to be adapted to changing needs and expanding expectations for City users. Cybersecurity considerations have often driven changes to established policies, and require continued engagement with City users to understand new forms of attack and risks to the City.

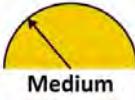
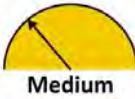
#### Initiative Source Information

<b>Functional Area:</b>	Management and Operations
<b>Weighted Priority Ranking:</b>	4 of 21 where 4 is this initiative's ranking as determined by BerryDunn.
<b>Priority Ranking:</b>	4 of 21, where 4 is this initiative's ranking as voted on by City staff.

#### Related Strategic Information Systems Issues and Opportunities

M4	Standard collaboration tools for City staff are lacking.	
M9	There is a need for improved password management.	
T3	Network and software security policies and procedures are not compliant with industry best practice.	
A1	City staff would benefit from additional technology training.	

**Initiative B – Develop and implement policies, procedures, and performance metrics**

A3	Some software applications are not fully implemented or fully utilized.	
M5	Department policies, procedures, and performance metrics need to be developed.	
A6	Provisioning of user accounts is not consistent or centrally managed for all software applications.	
M8	There is a need for a common scheduling solution that would serve all City users.	
A7	There is a desire for a Learning Management System for tracking employee training and employee certifications.	

**Prioritization Category Rankings**

City Rankings		BerryDunn Rankings		
Strategic Project and Initiative Rank		Relative Benefit	Ease of Implementation	Maturity of Technology
	Critical			

**Estimated Budget**

Total Budget Breakdown								
	One-Time				Recurring			
	Time		Budget		Time		Budget	
Budget Category	Low	High	Low	High	Low	High	Low	High
Internal Labor	180	240	-	-	40	60	-	-
Professional Services Labor	-	-	-	-	-	-	-	-
Hardware	-	-	-	-	-	-	-	-
Software	-	-	-	-	-	-	-	-
<b>Total Budget</b>	<b>180</b>	<b>240</b>	-	-	<b>40</b>	<b>60</b>	-	-

<b>Initiative B – Develop and implement policies, procedures, and performance metrics</b>										
<b>Total Budget by Year</b>										
<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>5-Yr Total Cost</b>					
<b>\$0</b>	-	-	-	-	<b>\$0</b>					
<b>Budget Description:</b>	This initiative involves internal labor hours to develop, review, revise, and implement policies, procedures, and performance metrics.									
<b>Action Items to Implement Project or Initiative</b>										
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Establish IT Committee members as primary participants in this process</li> <li><input checked="" type="checkbox"/> Evaluate the policies and procedures</li> <li><input checked="" type="checkbox"/> Incorporate by policy role of business owners within justifying new technology initiatives</li> <li><input checked="" type="checkbox"/> Establish communication methods</li> <li><input checked="" type="checkbox"/> Periodically revisit the approach to the IT Committee</li> </ul>										
<b>Anticipated Benefits</b>										
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Policy is up-to-date</li> <li><input checked="" type="checkbox"/> Processes for technology approval are efficient and lean</li> </ul>										
<b>Potential Risks</b>										
<p><b>No Action:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Projects slipping into the budget without thorough review; inefficient purchasing process</li> <li><input checked="" type="checkbox"/> Inappropriate use of unapproved technology limits the ability to share work products</li> </ul> <p><b>During Implementation:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Lack of change management and a communication plan</li> <li><input checked="" type="checkbox"/> Lack of commitment to policy change and minimized adoption of new policies</li> </ul> <p><b>Post-Implementation:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Project priorities could be challenged if new initiatives are not prioritized and re-evaluated against existing initiatives</li> </ul>										

### **Initiative O – Develop a standardized password management policy**

<b>Initiative O – Develop a standardized password management policy</b>
<p><b>Initiative Description:</b> BerryDunn recommends that the City create a detailed policy on password requirements and develop appropriate communications to establish greater awareness and broad user awareness of the importance of system security. This initiative would also consider use of password management tools that allow more complex password configurations and a more functional means of password management. Consistent and ongoing efforts to convey cybersecurity awareness are important to institute enhanced security protocols. Use of password management applications is one step in the overall approach to enhanced security measures, and these applications should function on multiple devices to be most effective and to help enforce stronger password policies for all City staff. The City could use such an application to generate random passwords of any length and enable</p>

### Initiative O – Develop a standardized password management policy

copy/paste of passwords into the appropriate software applications. Additionally, the City could incorporate multi-factor authentication techniques into future password strategies.

#### Task 1: Establish Security Requirements

The first task in developing a standardized password management policy is to establish security requirements that are communicated to the City staff. The use of a password that does not expire, or is short and less complex, may have a direct impact on the security of the whole system. BerryDunn recommends the City enforce stronger passwords, consistent expiration periods, and consider incorporating multi-factor authentication techniques into future password strategies. BerryDunn recommends that the new password policy document be shared with users as a part of ongoing cybersecurity awareness education.

#### Task 2: Acquire Password Management Tools

Once security requirements have been established, BerryDunn recommends that the City consider the use of a password management tool that allows more complex password configurations while making it easier for City staff to adapt and comply with stronger passwords that are updated on agreed-upon time frames.

#### Task 3: Monitor Password Management Policy

The last task is to monitor the Password Management Policy by identifying strengths and weaknesses and areas of improvement. Monitoring the Password Management Policy will also help ensure that the policy is constantly being revisited and updated as necessary.

#### Initiative Source Information

<b>Functional Area:</b>	Management and Operations
<b>Weighted Priority Ranking:</b>	5 of 21, where 5 is this initiative's ranking as determined by BerryDunn.
<b>Priority Ranking:</b>	5 of 21, where 5 is this initiative's ranking as voted on by City staff.

#### Related Strategic Information Systems Issues and Opportunities

M9	There is a need for improved password management.	 Critical
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#### Prioritization Category Rankings

City Rankings		BerryDunn Rankings		
Strategic Project and Initiative Rank		Relative Benefit	Ease of Implementation	Maturity of Technology
 Critical		 High	 Medium	 Established

#### Estimated Budget

#### Total Budget Breakdown

Initiative O – Develop a standardized password management policy																				
	One-Time				Recurring															
	Time		Budget		Time		Budget													
Budget Category	Low	High	Low	High	Low	High	Low	High												
Internal Labor	60	100			20	40														
Professional Services Labor																				
Hardware																				
Software			\$6,000	\$6,000			\$6,000	\$6,000												
<b>Total Budget</b>	<b>60</b>	<b>100</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>20</b>	<b>40</b>	<b>\$6,000</b>	<b>\$6,000</b>												
Total Budget by Year																				
Year 1	Year 2	Year 3	Year 4	Year 5	5-Yr Total Cost															
\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$30,000															
<b>Budget Description:</b>	This initiative includes internal labor hours to develop and implement the policy as well as the purchase and reoccurring cost for a password management tool for approximately 160 City users.																			
Action Items to Implement Project or Initiative																				
<input checked="" type="checkbox"/> Establish security requirements <input checked="" type="checkbox"/> Acquire a password management tool <input checked="" type="checkbox"/> Monitor Password Management Policy																				
Anticipated Benefits																				
<input checked="" type="checkbox"/> Increased security of City pertinent data <input checked="" type="checkbox"/> Creation of a citywide standard policy																				
Potential Risks																				
<b>No Action:</b>																				
<input checked="" type="checkbox"/> Pertinent City data remain at risk																				
<b>During Implementation:</b>																				
<input checked="" type="checkbox"/> Greater awareness and broad user awareness of the importance of password security is not established <input checked="" type="checkbox"/> Password management tool is poorly implemented																				
<b>Post-Implementation:</b>																				
<input checked="" type="checkbox"/> Insufficient training and ongoing review of policies <input checked="" type="checkbox"/> Policy is not updated as necessary																				

**Initiative P – Upgrade or replace the City backup system****Initiative P – Upgrade or replace the City backup system**

**Initiative Description:** The current backup solution for City data is not scalable and has limited capacity. County IT has identified this need and BerryDunn recommends that the City implement a modular backup system with independent options for hardware, software, and cloud storage. A more modern solution—that can be scaled as the data and technical requirements of the City change—would provide an improved and more reliable means to protect vital City data.

**Task 1: Assess the Current City Backup System**

The first task to upgrading or replacing the City's backup system is to assess the current backup system and identify the need to upgrade or replace the system. The City, in conjunction with the County, has assessed and developed requirements to replace the City's backup system with more modern and capable storage technologies such as electronic vaulting or storage as a service. This move will usually require deployment of the service provider's backup system.

**Task 2: Implement a Modular Backup System**

The final step to replacing the City's backup system is to implement the modular backup system to the City environment. BerryDunn recommends that the City backup system be scalable as the data and technical requirements of the City expand.

**Initiative Source Information**

<b>Functional Area:</b>	Management and Operations, Technical, and Applications
<b>Weighted Priority Ranking:</b>	6 of 21, where 6 is this initiative's ranking as determined by BerryDunn.
<b>Priority Ranking:</b>	6 of 21, where 6 is this initiative's ranking as voted on by City staff.

**Related Strategic Information Systems Issues and Opportunities**

M10	The City does not have a Business Continuity Plan.	
T8	Security concerns exist within some City facilities.	

Initiative P – Upgrade or replace the City backup system										
A8	Access to the City network and system privileges requires review.		 Medium							
Prioritization Category Rankings										
City Rankings		BerryDunn Rankings								
Strategic Project and Initiative Rank		Relative Benefit	Ease of Implementation							
 Critical		 High	 Medium							
Maturity of Technology										
 Established										
Estimated Budget										
Total Budget Breakdown										
	One-Time		Recurring							
	Time		Budget							
Budget Category	Low	High	Low	High						
Internal Labor	60	120	\$0	\$0						
Professional Services Labor	0	0	\$0	\$0						
Hardware	0	0	\$50,000	\$50,000						
Software	0	0	\$5,000	\$5,000						
<b>Total Budget</b>	<b>60</b>	<b>120</b>	<b>\$55,000</b>	<b>\$55,000</b>						
Total Budget by Year										
Year 1	Year 2	Year 3	Year 4	Year 5	5-Yr Total Cost					
\$55,000	\$5,000	\$5,000	\$5,000	\$5,000	\$75,000					
Budget Description:	The budget includes estimated costs for hardware, software, and cloud storage. This initiative will use internal staff resources.									
Action Items to Implement Project or Initiative										
<input checked="" type="checkbox"/> Assess the current backup system <input checked="" type="checkbox"/> Document requirements for the modular backup system <input checked="" type="checkbox"/> Implement the modular backup system										
Anticipated Benefits										

**Initiative P – Upgrade or replace the City backup system**

- Increased security of pertinent City data
- This initiative would support the City's Business Continuity Plan
- A more modern backup system

**Potential Risks**
**No Action:**

- Pertinent City data may remain at risk

**During Implementation:**

- Staff time commitment is underestimated

**Post-Implementation:**

- Insufficient training
- The system does not meet the needs of the City

**Initiative M – Assess and update the City's E-Government services and website**
**Initiative M – Assess and update the City's E-Government services and website**

**Initiative Description:** The public currently has limited options to access City services online. Although there are some planned projects to improve this in the short term (rebranding and updating the City website), there are still areas where functionality is unavailable. In collaboration with the public, the City should identify services that could be offered online and create an action plan to enhance the existing capabilities and provide citizens additional access to City services. There is a need for software that will allow businesses or citizens to complete forms online and submit variable payments for occupation taxes (e.g., restaurant or general business occupation taxes).

**Task 1: Conduct a Needs Analysis of the City's E-Government Services.**

The first task is to conduct a needs analysis to identify the major challenges with current E-Government services, including soliciting input from both City staff and the public about the City's website, application portals, and reviewing other document submission channels (e.g., fax). BerryDunn recommends soliciting input from the public and City staff through use of electronic surveys.

**Task 2: Determine Action Plan and Update the E-Government Services and Website.**

The second task includes determining the changes needed to increase the efficiency and usability of E-Government services for both City staff and the public for those services determined to offer the greatest return on investment. This task also includes hiring a third party to assist in developing the updated E-Government website.

*Note: The City is in process of updating its E-Government services and website.*

**Initiative Source Information**

<b>Functional Area:</b>	Technology and Management and Operations
<b>Weighted Priority Ranking:</b>	7 of 21, where 7 is this initiative's ranking as determined by BerryDunn.
<b>Priority Ranking:</b>	7 of 21, where 7 is this initiative's ranking as voted on by City staff.

Initiative M – Assess and update the City’s E-Government services and website													
Related Strategic Information Systems Issues and Opportunities													
City Rankings		BerryDunn Rankings											
Strategic Project and Initiative Rank		Relative Benefit		Ease of Implementation		Maturity of Technology							
 Critical		 Medium		 Medium		 Leading Edge							
Estimated Budget													
Total Budget Breakdown													
Budget Category	One-Time				Recurring								
	Time		Budget		Time		Budget						
Internal Labor	Low	High	Low	High	Low	High	Low	High					
Professional Services Labor	90	100	\$18,000	\$20,000	-	-	-	-					
Hardware	-	-	\$3,000	\$5,000	-	-	-	-					
Software	-	-	-	-	-	-	\$5,000	\$5,000					
<b>Total Budget</b>	<b>130</b>	<b>180</b>	<b>\$21,000</b>	<b>\$25,000</b>	-	-	-	-					
Total Budget by Year													
Year 1	Year 2	Year 3	Year 4	Year 5	5-Yr Total Cost								
\$25,000	\$5,000	\$5,000	\$5,000	\$5,000	\$45,000								
<b>Budget Description:</b>	This initiative includes an estimated budget for the City to work with a third-party resource to implement solutions to identified challenges with current E-Government services.												
Action Items to Implement Project or Initiative													

**Initiative M – Assess and update the City’s E-Government services and website**

- Complete a needs analysis, surveying staff and the public
- Identify and prioritize possible additional E-Government services
- Develop a plan for implementing additional E-Government services
- Implement new E-Government services and website

**Anticipated Benefits**

- Greater transparency and availability of information online
- Enhanced customer self-service functionality
- Reduction of the need for the public to visit the City to perform certain functions and transactions

**Potential Risks****No Action:**

- Continued need to visit the City to perform the majority of transactions
- Falling behind the E-Government services offered by other communities and private utility organizations

**During Implementation:**

- Identified E-Government services are cost prohibitive due to maturity of technology and availability of professional services
- Unrealistic expectations on the time and effort required to implement the identified enhancements

**Post-Implementation:**

- Education and support of the new web-based services
- Inability to meet future customer expectations/needs (technical obsolescence)
- Failure to maintain systems and interfaces to keep services available

**Initiative E – Implement security controls at all City facilities****Initiative E Evaluate security controls at all City facilities**

**Initiative Description:** City staff reported that some City locations do not have adequate security, cameras, or video recording equipment. The City should conduct an analysis of specific needs per facility. Considerations might include measures to protect front-line staff in areas where there is risk of assault. Facilities include but are not limited to the Library, City Hall, the Community Center, City Parks & Fields, Sports Complex, Community Development, and Public Works. Identified challenges are expected to be specific to each facility, while there might also be common challenges.

**Task 1: Identify Risks**

The first step in implementing security controls at all City facilities is to identify the risks within facilities that require security enhancements. This task should begin with an assessment and review of current sites, facility security, and physical security systems. Potential risks might include limited/lack of monitoring systems, access controls, etc. BerryDunn recommends that the IT Committee prioritize

### Initiative E Evaluate security controls at all City facilities

findings for facilities based on their need for improved security controls and video surveillance. BerryDunn is recommending that an external organization perform the assessment of City facilities.

#### Task 2: Assess Threats and Vulnerability

After identifying risks, the City should assess and prioritize threats and vulnerability. The City should consider any risks that current security measures do not address or only address at a bare minimum.

#### Task 3: Review Facility Operating Procedures

After the City has identified risks and threats, it should evaluate the procedures in place for staff. For example, personnel might leave doors unlocked or propped open after business hours for convenience. The City should establish procedures to help ensure access to City facilities is restricted. BerryDunn recommends that the City establish a security control policy. Additionally, the City should evaluate and update emergency plans and procedures and include them into the planned activities. The City is encouraged to standardize access control and video surveillance systems.

#### Task 4: Security Controls Implementation Plan

Following the creation of a security control policy, the City should develop an implementation plan that includes phasing for the installation of access control and surveillance systems.

#### Initiative Source Information

Functional Area:	Technical
Weighted Priority Ranking:	8 of 21, where 8 is this initiative's ranking as determined by BerryDunn.
Priority Ranking:	8 of 21, where 8 is this initiative's ranking as voted on by City staff.

#### Related Strategic Information Systems Issues and Opportunities

T8	Security concerns exist within some City facilities.	
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#### Prioritization Category Rankings

City Rankings		BerryDunn Rankings		
Strategic Project and Initiative Rank		Relative Benefit	Ease of Implementation	Maturity of Technology
	High			 Established

#### Estimated Budget

Total Budget Breakdown				
	One-Time		Recurring	
	Time	Budget	Time	Budget

<b>Initiative E Evaluate security controls at all City facilities</b>																				
<b>Budget Category</b>	<b>Low</b>	<b>High</b>	<b>Low</b>	<b>High</b>	<b>Low</b>	<b>High</b>	<b>Low</b>	<b>High</b>												
Internal Labor	80	160	-	-	-	-	-	-												
Professional Services Labor	50	80	\$10,000	\$16,000	-	-	\$10,000	\$10,000												
Hardware	-	-	\$3,000	\$4,000	-	-	-	-												
Software	-	-	-	-	-	-	-	-												
<b>Total Budget</b>	<b>130</b>	<b>240</b>	<b>\$13,000</b>	<b>\$20,000</b>	-	-	<b>\$10,000</b>	<b>\$10,000</b>												
<b>Total Budget by Year</b>																				
<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>5-Yr Total Cost</b>															
<b>\$20,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$60,000</b>															
<b>Budget Description:</b>	This budget for this initiative is based on professional services to assess and develop a citywide policy and device standard for security control and as well as a budget for security enhancements such as protective barriers, bulletproof glass, security doors, etc. BerryDunn expects that upgrades will be a multi-year effort, and funding will be provided for future years to address this need.																			
<b>Action Items to Implement Project or Initiative</b>																				
<input checked="" type="checkbox"/> Identify risks <input checked="" type="checkbox"/> Assess threats and vulnerability <input checked="" type="checkbox"/> Review facility operating procedures <input checked="" type="checkbox"/> Create an implementation plan with timeline to deploy access control throughout the City																				
<b>Anticipated Benefits</b>																				
<input checked="" type="checkbox"/> Increased security for City employees and assets <input checked="" type="checkbox"/> Creation of a citywide policy and device standard for the City																				
<b>Potential Risks</b>																				
<b>No Action:</b> <input checked="" type="checkbox"/> City employees and assets remain at risk																				
<b>During Implementation:</b> <input checked="" type="checkbox"/> Incorrect configuration of the cameras, recording devices, and access control hardware <input checked="" type="checkbox"/> Incorrect placement of cameras and access control points																				
<b>Post-Implementation:</b> <input checked="" type="checkbox"/> Lack of maintenance of the systems <input checked="" type="checkbox"/> Insufficient training and ongoing review of policies																				

## Initiative D – Improve the City’s technical oversight and guidance

### Initiative D – Improve the City’s technical oversight and guidance

**Initiative Description:** With the increasing reliance upon technology, and the many ongoing technology initiatives, the City needs a position whose primary responsibility is to oversee technology. That position would be responsible for supporting all departments and researching and recommending solutions that address common department challenges. Additional responsibilities would include coordinating, enhancing, and overseeing contracted assistance by County and other vendor contracts; it would also provide project management support for technology projects and larger projects and initiatives.

#### Task 1: Hire a Technical Staff Member

As the need for a position to oversee technology becomes apparent, BerryDunn recommends that the City hire a technical staff member who will be responsible for supporting all departments, researching, and recommending solutions that address common department challenges. This task includes developing a position title and job description as well an onboarding training plan. This full-time equivalent (FTE) position would also provide project management support for technology projects.

#### Task 2: Identify a Best Practice Project Management Framework

A common project management authority is the PMI®, which has developed and published the *PMBOK® Guide*. The *PMBOK® Guide* is a set of standard guidelines for project management, which provides details on standard terminology and industry best practices. BerryDunn recommends that the City identify the preferred project management framework for initiating and implementing projects and initiatives at the City. Support for all City departments will be a key benefit and would support the initiatives identified in this Plan.

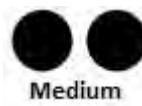
#### Initiative Source Information

<b>Functional Area:</b>	Management and Operations
<b>Weighted Priority Ranking:</b>	9 of 21, where 9 is this initiative's ranking as determined by BerryDunn.
<b>Priority Ranking:</b>	9 of 21, where 9 is this initiative's ranking as voted on by City staff.

#### Related Strategic Information Systems Issues and Opportunities

M7	There is a need for additional technical guidance and oversight of technical enhancements to support all departments.	
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#### Prioritization Category Rankings

City Rankings		BerryDunn Rankings		
Strategic Project and Initiative Rank		Relative Benefit	Ease of Implementation	Maturity of Technology
		 Medium	 Medium	 Established

Initiative D – Improve the City’s technical oversight and guidance																				
Estimated Budget																				
Total Budget Breakdown																				
	One-Time				Recurring															
	Time		Budget		Time		Budget													
Budget Category	Low	High	Low	High	Low	High	Low	High												
Internal Labor	-	-	\$60,000	\$80,000	-	-	\$83,200	\$93,589												
Professional Services Labor	-	-	-	-	-	-	-	-												
Hardware	-	-	-	-	-	-	-	-												
Software	-	-	-	-	-	-	-	-												
<b>Total Budget</b>	-	-	<b>\$60,000</b>	<b>\$80,000</b>	-	-	<b>\$83,200</b>	<b>\$93,589</b>												
Total Budget by Year																				
Year 1	Year 2	Year 3	Year 4	Year 5	5-Yr Total Cost															
\$80,000	\$83,200	\$86,528	\$89,989	\$93,589	\$433,306															
Budget Description:	The budget includes estimated cost of hiring a technical staff member. The budget for this initiative anticipates that Human Resources and City Leadership will develop the job description, solicit applicants, and hire and onboard the successful candidate for the IT Oversight position. Recurring costs are included in the budget estimate. The estimate of recurring salary costs was estimated using a 4% annual increase.																			
Action Items to Implement Project or Initiative																				
<input checked="" type="checkbox"/> Secure position funding <input checked="" type="checkbox"/> Hire a technical staff <input checked="" type="checkbox"/> Develop a plan for onboarding and ongoing training <input checked="" type="checkbox"/> Identify a best practice project management framework <input checked="" type="checkbox"/> Assist with completion of Plan initiatives																				
Anticipated Benefits																				
<input checked="" type="checkbox"/> Increased success of initiative implementations <input checked="" type="checkbox"/> More efficient use of IT resources by City staff (software and applications, hardware, etc.) <input checked="" type="checkbox"/> Improved IT-related project management <input checked="" type="checkbox"/> Defined structure and approach to project management and related activities (communication management, risk management, etc.) <input checked="" type="checkbox"/> Increased awareness of technology best practices for City staff																				

**Initiative D – Improve the City’s technical oversight and guidance****Potential Risks****No Action:**

- Increased security vulnerabilities/risks
- IT-related projects will not follow a defined and structured project management approach

**During Implementation:**

- Project management framework is not properly adapted to meet City needs

**Post-Implementation:**

- Not coordinating or following project management best practices

**Initiative R – Implement standard collaboration tools for City staff****Initiative R – Implement standard collaboration tools for City staff**

**Initiative Description:** Staff have reported several concerns related to internal collaboration. A few collaboration tools are in use, but not everyone is using the same tool, which causes issues when trying to collaborate effectively. In addition, the City is slowly transitioning to O365 to offer not only cloud-hosted email but also enhanced functionality and additional capability as complimentary products. The City is implementing a change to O365, and is doing so in a manner that is introducing the new software as each piece of older technology is replaced. This approach will take multiple years to complete. This means that for several years City staff will be working with different software products, and there will be a lack of consistent software tools available to everyone. BerryDunn recommends accelerating the transition to O365 and purchasing licenses for all City staff that would include collaboration tools such as Microsoft teams (MS-teams), SharePoint, Exchange Online, and OneDrive. Employees needing a more efficient way to collaborate on documents, projects, etc., will benefit from a more accelerated transition to common tools that offer the City improvement in the ability to work together and share information and ideas.

**Task 1: Needs Assessment**

City staff reported they desire more features and capabilities from a standard collaboration tool; staff reported that not everyone is using the same tools. The City should conduct an educational session to create a common understanding of collaboration tools and capabilities available for use, focusing on those that can be delivered, supported, and appropriately secured by County IT. BerryDunn would then recommend a needs assessment or survey requesting feedback from City staff across departments to determine current challenges and future needs. It will be important to focus only on tools that can be adequately secured and those that would be available to all City users to establish a standard tool that is more easily supported and deployed.

**Task 2: Implementing Collaboration Tools and Capabilities.**

BerryDunn recommends an integrated and more immediate approach to the rollout of O365. This would include licensing Office 365, Exchange Online, OneDrive, SharePoint, and MS-Teams. This approach would more quickly have all users on the same platform while giving them access to additional collaboration tools. The collaboration suite of applications, which would include the aforementioned Microsoft tools and possible other tools that can be offered to all users, should be given special emphasis. BerryDunn recommends including dedicated training to fully implement the

**Initiative R – Implement standard collaboration tools for City staff**

complimentary collaboration tools that offer the ability for group collaboration, with both defined and ad hoc groups. These capabilities can offer a means to not only share files but also create group shares for discussion and an exchange of ideas virtually. Shared file repositories, shared calendars, and shared inboxes offer new ways of collaboration. BerryDunn recommends that outside expertise (County) be considered so that configuration and setup of these tools can result in a maximized return on the investment.

**Initiative Source Information**

<b>Functional Area:</b>	Management and Operations and Technical
<b>Weighted Priority Ranking:</b>	10 of 21, where 10 is this initiative's ranking as determined by BerryDunn.
<b>Priority Ranking:</b>	10 of 21, where 10 is this initiative's ranking as voted on by City staff.

**Related Strategic Information Systems Issues and Opportunities**

M4	Standard collaboration tools for City staff are lacking.	 Critical
M7	There is a need for additional technical guidance and oversight of technical enhancements to support all departments.	 High
T7	Communications across the City is challenging for internal and external constituents.	 High
M8	There is a need for a common scheduling solution that would serve all City users.	 Medium

**Prioritization Category Rankings**

City Rankings		BerryDunn Rankings		
Strategic Project and Initiative Rank		Relative Benefit	Ease of Implementation	Maturity of Technology
 Medium		 Low	 Difficult	 Leading Edge

**Estimated Budget**

Total Budget Breakdown				
	One-Time		Recurring	
	Time	Budget	Time	Budget

<b>Initiative R – Implement standard collaboration tools for City staff</b>																				
<b>Budget Category</b>	<b>Low</b>	<b>High</b>	<b>Low</b>	<b>High</b>	<b>Low</b>	<b>High</b>	<b>Low</b>	<b>High</b>												
Internal Labor	80	100	-	-	40	80	-	-												
Professional Services Labor	-	-	-	-	-	-	-	-												
Hardware	-	-	-	-	-	-	-	-												
Software	-	-	\$38,000	\$38,000	-	-	\$38,000	\$38,000												
<b>Total Budget</b>	<b>80</b>	<b>100</b>	<b>\$38,000</b>	<b>\$38,000</b>	<b>40</b>	<b>80</b>	<b>\$38,000</b>	<b>\$38,000</b>												
<b>Total Budget by Year</b>																				
<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>5-Yr Total Cost</b>															
<b>\$38,000</b>	<b>\$38,000</b>	<b>\$38,000</b>	<b>\$38,000</b>	<b>\$38,000</b>	<b>\$190,000</b>															
<b>Budget Description:</b>	This initiative budget includes internal labor to identify and implement citywide collaboration tools as well as funding for professional services labor to provide training to City staff. The cost of O365, with bundled collaboration tools (Exchange Online, OneDrive, SharePoint, and MS-Teams) is estimated at \$20.00/month per user for an estimated 160 users.																			
<b>Action Items to Implement Project or Initiative</b>																				
<input checked="" type="checkbox"/> Conduct a needs assessment <input checked="" type="checkbox"/> Identify collaboration tools and capabilities <input checked="" type="checkbox"/> Begin the rollout and implementation of new tools <input checked="" type="checkbox"/> Conduct appropriate training and education of enhanced capabilities																				
<b>Anticipated Benefits</b>																				
<input checked="" type="checkbox"/> Increased staff efficiency <input checked="" type="checkbox"/> Improved citywide communication and collaboration <input checked="" type="checkbox"/> Improved document tracking and retention <input checked="" type="checkbox"/> Access to documents from the field																				
<b>Potential Risks</b>																				
<b>No Action:</b> <input checked="" type="checkbox"/> Inefficient staff collaboration <input checked="" type="checkbox"/> Inability to access documents from the field																				
<b>During Implementation:</b> <input checked="" type="checkbox"/> Improper configuration and end-user training																				
<b>Post-Implementation:</b> <input checked="" type="checkbox"/> Staff not following policies that were created for document sharing and online collaboration																				

## Initiative T – Create an Enterprise Asset Management (EAM) Plan

### Initiative T – Create an Enterprise Asset Management (EAM) Plan

**Initiative Description:** An external assessment of the Public Works and Recreation departments was completed by the Novak Consulting Group in February 2019. The findings of the assessment recommended updating current asset inventories and adding assets to the inventory not currently tracked. The assessment study reported that: “Asset management is a cornerstone of professional public works administration. Effective asset management programs seek to maximize asset life cycles through a combination of preventive maintenance and regular replacement schedules. Monitoring assets in this way helps to ensure that capital investments made by a community are maximized over time and typically extends the service life of each asset. To accomplish this, it is essential for the City to inventory assets and to determine their overall condition.” In working with City staff, BerryDunn also identified the need for improved asset management as one of the strategic IT issues. Asset management focuses on extending systems and asset life for an organization, rather than replacing old systems and physical assets. BerryDunn recommends that the City pursue a plan that allows the City to better inventory, assess, and maintain City assets. The intent of such a plan is to extend the useful life of assets and reduce unplanned expenditures that might negatively impact department budgets.

**Task 1: Establish a Working Group.** The first task is to establish a working group that will oversee the development of the asset management plan and manage process. This group should be comprised of representatives from across City departments tasked to facilitate the management of all City assets, to include those who have a role in identifying, maintaining, and financially accounting for City assets.

**Task 2: Solicit Assistance from a Consulting Organization to Assist with the Analysis, Coordination, and Planning of the EAM Initiative.** The second task is to conduct a complete analysis of the City’s specific business needs and organizational goals dependent on physical assets, infrastructure, and maintenance processes. BerryDunn recommends conducting an analysis of existing application capabilities. This review may include discussions with the vendor community to expand existing applications or to identify additional functionality that might be required to meet the City’s needs. BerryDunn recommends that the City solicit the assistance of a consulting organization that can help plan, support, and guide this process.

**Task 3: Develop System Requirements and a RFP Document.** The third task is to collaboratively develop desired system functionality based on the City’s needs, including the ability to identify and collect asset information, conditions, costs, maintenance history, expected replacement dates, and identified risks.

**Task 4: Issue the RFP Document.** The fourth task is to create and publish an RFP for an EAM solution, which would be guided by the consulting organization working with the City.

**Task 5: Evaluate and Select an EAM Solution.** The fifth task is to evaluate vendor responses to the RFP and select a vendor. The key to this step is not only determining what functionality is offered by proposing vendors, but to also gain a better understanding how each solution performs the required functionality. Many vendors might offer a particular functionality, but some might perform that function more efficiently than others.

**Task 6: Implement the EAM Solution.** The final task is to implement the EAM solution. This will require conducting system configuration and testing, training staff, and developing associated asset management policies and procedures. Continued assistance to support the City effort might be

**Initiative T – Create an Enterprise Asset Management (EAM) Plan**

warranted following implementation activities. The emphasis upon training and change management elements are important considerations in selecting an organization to support the City.

**Initiative Source Information**

Functional Area:	Applications
Weighted Priority Ranking:	N/A
Priority Ranking:	N/A

**Related Strategic Information Systems Issues and Opportunities**

A2	The City does not have a system to manage assets.	 Critical
A3	Some software applications are not fully implemented or fully utilized.	 Critical
M1	City departments rely significantly upon manual and paper-based processes.	 Critical

**Prioritization Category Rankings**

City Rankings		BerryDunn Rankings		
Strategic Project and Initiative Rank		Relative Benefit	Ease of Implementation	Maturity of Technology
 Critical		 High	 Difficult	 Established

**Estimated Budget**

Total Budget Breakdown								
	One-Time				Recurring			
	Time		Budget		Time		Budget	
Budget Category	Low	High	Low	High	Low	High	Low	High
Internal Labor/Training			20,000	20,000	-	-	-	-
Professional Services Labor			25,000	30,000		-		-

Initiative T – Create an Enterprise Asset Management (EAM) Plan																							
Hardware					-	-	-	-	-														
Software			45,000	60,000	-	-																	
Maintenance							20,000	25,000															
<b>Total Budget</b>			<b>90,000</b>	<b>110,000</b>	-	-	<b>20,000</b>	<b>25,000</b>															
Total Budget by Year																							
Year 1	Year 2	Year 3	Year 4	Year 5	5-Yr Total Cost																		
<b>110,000</b>	<b>50,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>235,000</b>																		
<b>Budget Description:</b>	This initiative includes internal staff resources. The professional services hours included are for consulting services. Vendor system software costs include software licensing, maintenance, implementation and training services.																						
Action Items to Implement Project or Initiative																							
<input checked="" type="checkbox"/> Analyze City needs <input checked="" type="checkbox"/> Discuss additional functionality with current vendors <input checked="" type="checkbox"/> Develop RFP <input checked="" type="checkbox"/> Evaluate vendor responses <input checked="" type="checkbox"/> Select vendor <input checked="" type="checkbox"/> Implement EAM solution <input checked="" type="checkbox"/> Apply Cost-Effective Management <input checked="" type="checkbox"/> Execute Long-term Financial Planning																							
Anticipated Benefits																							
<input checked="" type="checkbox"/> Reduced risk of unplanned asset expenditures <input checked="" type="checkbox"/> Improved planning for funding of asset maintenance and replacement <input checked="" type="checkbox"/> Extended life expectancy of City assets <input checked="" type="checkbox"/> Expanded use of existing systems, leveraging previous investments where possible <input checked="" type="checkbox"/> Enhanced decision-making <input checked="" type="checkbox"/> Maximize return on City asset investments <input checked="" type="checkbox"/> Inventory optimization <input checked="" type="checkbox"/> Improved asset history <input checked="" type="checkbox"/> Reduce reliance on manual processes and risk of human error																							

**Initiative T – Create an Enterprise Asset Management (EAM) Plan****Potential Risks****No Action:**

- Financial value and condition of City assets are not efficiently tracked
- Disparate asset management systems and processes continue to exist
- Existing systems are not utilized to their fullest potential

**During Implementation:**

- Not providing adequate training on new systems or enhanced functionality of existing systems

**Post-Implementation:**

- Not following up to confirm user adoption
- Not staying up to date on system upgrades

**Initiative J – Create and implement a hardware standardization plan****Initiative J – Create and implement a hardware standardization plan**

**Initiative Description:** The City does not have standardized end-user hardware devices citywide. There are a mix of iPads and Microsoft Windows laptops in use, and City staff report challenges where applications do not run on some City-purchased hardware. Additionally, City staff have reported that some existing equipment does not work efficiently on more demanding software such as geographic information system (GIS) software.

BerryDunn recommends that the City establish a documented plan that prioritizes and delineates specific standards for hardware that is purchased to conduct City business.

**Task 1: Assess**

The first step to creating and implementing a hardware standardization plan is to assess and determine core business and hardware needs. The City should create a complete inventory of hardware in use. This inventory should be catalogued and include a detailed description of hardware specifications. The City should specifically identify and document special demands such as the need to use GIS software.

**Task 2: Establish Hardware Standards**

BerryDunn recommends that the IT Committee in conjunction with County IT establish and document a standard desktop configuration that would address the needs of a typical City user. The standard desktop configuration would be expected to satisfy 85% of City users streamlining end-user support efforts. For select groups, where mobile capabilities are required, BerryDunn recommends that the City also consider a standard laptop or tablet. Mobile equipment should have a docking station that would allow these devices to be used in the office setting much as a desktop computer and allow the employee to work in other locations. Where specialized configurations are necessary, such as workstations using GIS software, it would be advantageous to document the hardware configuration so that equipment costs for such a configuration are known. BerryDunn recommends that configurations for desktops, laptops, or tablets be as consistent as possible to simplify support and training efforts.

**Task 3: Document Hardware Standards**

As the City establishes hardware standards, it should publish and/or distribute them so that all departments are aware of the standards and the expected cost of new equipment. The City should

**Initiative J – Create and implement a hardware standardization plan**

review and update the standards on a periodic basis, which most likely would be just prior to the annual budget cycle so the IT Committee can accurately anticipate the cost of new equipment. The IT Committee should work with County resources when considering changes to the hardware specifications.

**Initiative Source Information**

<b>Functional Area:</b>	Technical
<b>Weighted Priority Ranking:</b>	11 of 21, where 11 is this initiative's ranking as determined by BerryDunn.
<b>Priority Ranking:</b>	11 of 21, where 11 is this initiative's ranking as voted on by City staff.

**Related Strategic Information Systems Issues and Opportunities**

T5	Hardware is not standardized to one platform across the City.	
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**Prioritization Category Rankings**

City Rankings		BerryDunn Rankings		
Strategic Project and Initiative Rank		Relative Benefit	Ease of Implementation	Maturity of Technology
	High	 High	 Medium	 Established

**Estimated Budget**

Total Budget Breakdown									
	One-Time				Recurring				
	Time		Budget		Time		Budget		
Budget Category	Low	High	Low	High	Low	High	Low	High	
Internal Labor	212	344	-	-	-	-	-	-	-
Professional Services Labor	-	-	-	-	-	-	-	-	-
Hardware	-	-	-	-	-	-	-	-	-
Software	-	-	-	-	-	-	-	-	-
<b>Total Budget</b>	<b>212</b>	<b>344</b>	-	-	-	-	-	-	-

Total Budget by Year									
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<b>Initiative J – Create and implement a hardware standardization plan</b>										
<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>5-Yr Total Cost</b>					
-	<b>\$0</b>	-	-	-	<b>\$0</b>					
<b>Budget Description:</b>	This initiative includes an estimated internal labor budget for the City and County to determine hardware standards.									
<b>Action Items to Implement Project or Initiative</b>										
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Assess and identify the hardware currently in use</li> <li><input checked="" type="checkbox"/> Determine hardware specifications and develop standards</li> <li><input checked="" type="checkbox"/> Document and implement the hardware standardization plan</li> </ul>										
<b>Anticipated Benefits</b>										
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Standardized employee training</li> <li><input checked="" type="checkbox"/> Consistency in hardware management</li> <li><input checked="" type="checkbox"/> More streamlined software procurement process</li> <li><input checked="" type="checkbox"/> Technician familiarity</li> </ul>										
<b>Potential Risks</b>										
<p><b>No Action:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Communication challenges</li> <li><input checked="" type="checkbox"/> Lack of scalability as the City grows</li> <li><input checked="" type="checkbox"/> Inefficient hardware/software procurement process</li> </ul> <p><b>During Implementation:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> City employees may want to keep the old hardware that they have been using</li> </ul> <p><b>Post-Implementation:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Departments purchase outside hardware standards</li> </ul>										

#### **Initiative C – Create and implement a conference room technology upgrade and replacement plan**

##### **Initiative C – Create and implement a conference room technology upgrade and replacement plan**

**Initiative Description:** BerryDunn recommends that the City establish a plan to update conference room technology on a more frequent basis. BerryDunn recommends that the City establish a documented plan that prioritizes and delineates specific plans for conference room technology upgrades for locations throughout the City. A documented conference room technology upgrade replacement plan will help the City monitor all conference room equipment, stay current with technology needs, and minimize disruptions due to technology failures. The plan might provide for replacement of equipment before end-of-life or at frequencies that diminish challenges relating to equipment failure. The plan should also take into account equipment warranty periods to reduce or eliminate repair costs for the expected life of the equipment. This effort should include all departments

### Initiative C – Create and implement a conference room technology upgrade and replacement plan

and all facilities (e.g., the Library and Police Department [“smart” podium] where equipment is nearing end-of-life).

#### Task 1: Assess City conference rooms

The first task to updating conference room technology is to conduct an analysis of all City conference rooms and identify the needs for enhancements or upgraded equipment. This task should begin with an assessment and review of all conference rooms at all City facilities to document existing functionality, capabilities, and future needs.

#### Task 2: Create a list of prioritized facilities

The second task is to prioritize the list of locations that require updating and establish an agreed-upon replacement plan. For each type of hardware being used, the City should determine whether it would replace hardware all at once or in a staggered approach. The intended approach would be to identify the most immediate needs, continue with replacement of equipment for upcoming years, and do so with some degree of standardization. The use of standard equipment throughout the City will make training and support of such equipment easier.

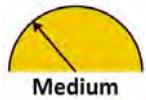
#### Task 3: Execute the plan

The third task is to execute the upgrade of the location(s) identified. The City should create a formal, documented plan that details how, why, and when hardware or software is to be upgraded or replaced. A documented hardware upgrade replacement plan will minimize disruptions due to technology failures, by providing steps to replace equipment before it is expected to be at end-of-life. The intention is to continue to identify improvements that can be delivered for each of the upcoming years in the plan. BerryDunn encourages the City to continually reassess and reprioritize conference room requirements to help ensure that technological capabilities continue to meet City and stakeholder expectations.

#### Initiative Source Information

<b>Functional Area:</b>	Technical
<b>Weighted Priority Ranking:</b>	12 of 21, where 12 is this initiative’s ranking as determined by BerryDunn.
<b>Priority Ranking:</b>	12 of 21, where 12 is this initiative’s ranking as voted on by City staff.

#### Related Strategic Information Systems Issues and Opportunities

T2	There is a lack of City standards relating to video surveillance systems.	
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City Rankings		BerryDunn Rankings		
Strategic Project and Initiative Rank		Relative Benefit	Ease of Implementation	Maturity of Technology

Initiative C – Create and implement a conference room technology upgrade and replacement plan																				
 High	 Medium		 Medium	 Established																
Estimated Budget																				
Total Budget Breakdown																				
		One-Time				Recurring														
		Time		Budget		Time		Budget												
Budget Category	Low	High	Low	High	Low	High	Low	High												
Internal Labor	105	170	-	-	15	30	-	-												
Professional Services Labor	10	15	\$4,000	\$6,000	-	-	-	-												
Hardware	-	-	\$50,000	\$84,000	-	-	\$10,100	\$10,100												
Software	-	-	-	-	-	-	\$900	\$900												
<b>Total Budget</b>	<b>115</b>	<b>185</b>	<b>\$54,000</b>	<b>\$90,000</b>	<b>15</b>	<b>30</b>	<b>\$11,000</b>	<b>\$11,000</b>												
Total Budget by Year																				
Year 1	Year 2	Year 3	Year 4	Year 5	5-Yr Total Cost															
-	\$90,000	\$11,000	\$11,000	\$11,000	\$123,000															
Budget Description:	This initiative includes an estimated internal labor budget for the City to determine its hardware/software needs and implement a replacement plan, as well the recurring yearly costs of replacing equipment and software upgrades. Costs of replacing the hardware and software are based on approximately 15 audio and video conferencing systems, including the Police Department Community Room and Briefing Room.																			
Action Items to Implement Project or Initiative																				
<input checked="" type="checkbox"/> Analyze and assess all City conference rooms <input checked="" type="checkbox"/> Prioritize list of locations that require equipment updates <input checked="" type="checkbox"/> Document and execute the plan																				
Anticipated Benefits																				
<input checked="" type="checkbox"/> Improved citywide communication and flexibility for staff <input checked="" type="checkbox"/> Minimized disruptions due to hardware failure <input checked="" type="checkbox"/> Robust video conference capabilities <input checked="" type="checkbox"/> Increased security with latest versions of hardware and operating systems																				

**Initiative C – Create and implement a conference room technology upgrade and replacement plan****Potential Risks****No Action:**

- Assurance that all equipment will be supported by manufacturer

**During Implementation:**

- Inappropriate sequencing of hardware replacements and software updates

**Post-Implementation:**

- Not following the replacement plan
- Not making appropriate changes to the plan based on number of employees, quantity of hardware, new technology, etc.

**Initiative Q – Upgrade, expand, and segregate the City public Wi-Fi network****Initiative Q – Upgrade, expand, and segregate the City public Wi-Fi network**

**Initiative Description:** The City's current public Wi-Fi network uses the same access points, switches, and Internet connection as the City production network. The current public Wi-Fi is protected by running the same devices but on a separate virtual network. To enhance security, the City should complete a full separation of the networks. The City can achieve this by separating the public Wi-Fi entirely, so that it runs on dedicated public Wi-Fi access points, switches, and Internet. The City also anticipates the need to expand public Wi-Fi capabilities to provide greater availability in public parks, at sports complexes, and in other designated public City spaces.

**Task 1: Confirm Areas That Need Expanded Wi-Fi**

The City should create and confirm a list of locations that need expanded Wi-Fi. BerryDunn recommends that the City conduct an assessment to confirm that the locations identified are the appropriate locations where Wi-Fi should be expanded. The assessment should consider the feasibility of bringing or extending Wi-Fi to additional locations, as there might be City locations that are remote that might be difficult or costly to connect. Although most facilities have wireless, in some locations it is not robust and/or there are dead spots, and in other locations there might be capacity or bandwidth issues that limit use.

**Task 2: Separation of the Networks**

The City's current public Wi-Fi network uses the same access points, switches, and internet connect. BerryDunn recommends that the City, in conjunction with the County, complete a full separation of private City networks and the publicly available Wi-Fi. This will require some architectural design and the purchase of appropriate equipment so that public and private Wi-Fi traffic is appropriately segregated.

**Task 3: Develop a Plan to Expand Wi-Fi for Staff and Customer use**

As a result of the assessment, City staff should develop an actionable plan to expand or strengthen Wi-Fi capabilities. The plan should address the options for expanding Wi-Fi and how to implement expanded Wi-Fi where feasible. The City should contract with a third party to upgrade, expand, and

**Initiative Q – Upgrade, expand, and segregate the City public Wi-Fi network**

segregate Wi-Fi in identified City locations to offer City staff the ability to connect from more locations and to offer, where deemed appropriate, public Wi-Fi capabilities.

**Initiative Source Information**

<b>Functional Area:</b>	Management and Operations, Technical, and Applications
<b>Weighted Priority Ranking:</b>	14 of 21, where 14 is this initiative's ranking as determined by BerryDunn.
<b>Priority Ranking:</b>	14 of 21, where 14 is this initiative's ranking as voted on by City staff.

**Related Strategic Information Systems Issues and Opportunities**

M3	Online payment capabilities and ease of access to information on the City website is limited.	
T3	Network and software security policies and procedures are not compliant with industry best practice.	
T9	There is limited Wi-Fi access for City staff working outside a City facility.	

**Prioritization Category Rankings**

City Rankings		BerryDunn Rankings		
Strategic Project and Initiative Rank		Relative Benefit	Ease of Implementation	Maturity of Technology
		 Medium	 Medium	 Established

**Estimated Budget**

Total Budget Breakdown								
	One-Time				Recurring			
	Time		Budget		Time		Budget	
Budget Category	Low	High	Low	High	Low	High	Low	High
Internal Labor	140	200	-	-	-	-	-	-
Professional Services Labor	-	-	-	-	-	-	-	-

<b>Initiative Q – Upgrade, expand, and segregate the City public Wi-Fi network</b>																				
Hardware	-	-	\$12,000	\$14,000	-	-	\$6,000	\$6,000												
Software	-	-	-	-	-	-	-	-												
<b>Total Budget</b>	<b>140</b>	<b>200</b>	<b>\$12,000</b>	<b>\$14,000</b>	-	-	<b>\$6,000</b>	<b>\$6,000</b>												
<b>Total Budget by Year</b>																				
Year 1	Year 2	Year 3	Year 4	Year 5	<b>5-Yr Total Cost</b>															
-	-	<b>\$14,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$26,000</b>															
<b>Budget Description:</b>	This initiative's budget is focused on an estimate for the City to work with County IT resource to assess Wi-Fi accessibility at all City facilities and create an expansion plan and hardware costs that also segregate public and private usage.																			
<b>Action Items to Implement Project or Initiative</b>																				
<input checked="" type="checkbox"/> Confirm areas that need expanded Wi-Fi <input checked="" type="checkbox"/> Complete separation of public and private network structures <input checked="" type="checkbox"/> Develop a plan to expand Wi-Fi																				
<b>Anticipated Benefits</b>																				
<input checked="" type="checkbox"/> More secure network <input checked="" type="checkbox"/> Some recommendations might provide savings to the City <input checked="" type="checkbox"/> Recommended training for staff to support different aspects of the network <input checked="" type="checkbox"/> Public wireless for vendors, City staff, and customers within City facilities <input checked="" type="checkbox"/> Internal wireless for conference rooms and meetings																				
<b>Potential Risks</b>																				
<b>No Action:</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Dead spots or diminished capacity in locations throughout the City</li> <li><input checked="" type="checkbox"/> Not meeting expectations of internal and external stakeholders</li> </ul> <b>During Implementation:</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Areas to add Wi-Fi are not appropriately identified</li> </ul> <b>Post-Implementation:</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Additional cost and expectations for further expanding Wi-Fi</li> </ul>																				

#### **Initiative H – Conduct a review of system roles and permissions for each department**

<b>Initiative H – Conduct a review of system roles and permissions for each department</b>	
<b>Initiative Description:</b>	Many City departments reported that staff cannot perform critical functions because of permission limitations. This issue has created internal challenges for some departments. Through a collaborative process, the City should evaluate the permissions for each application by department.

### Initiative H – Conduct a review of system roles and permissions for each department

After this evaluation, the City might require updates to policies and procedures that diminish future challenges with roles and permissions by improving the provisioning of user accounts. Additional training on these systems might be needed as a result of new or expanded system access. BerryDunn recommends that this project include an evaluation of enterprise systems and applications used within a single department.

#### Task 1: Evaluate and Document Existing Roles and Permissions

This project should begin with a review of the applications used in each department and documentation of current established roles and permissions. System administrators or users with administrative rights should review and document current permissions to capture the current state. Following the documentation of roles and permissions for each department, BerryDunn recommends that the IT Committee review the roles and permissions for department users, to adjust roles and add or limit permissions as appropriate. BerryDunn recommends that additional interviews be conducted with appropriate leads from user departments (e.g., department director, division manager, etc.) where there might be dispute or questions regarding expected roles and permissions. BerryDunn recommends comparing the roles and permissions initially documented against the additional needs identified during the department interviews, then developing a list of necessary role and permission changes to be completed by County IT staff.

#### Task 2: Implement Changes and Provide Training

After the identified changes are validated by the IT Committee, BerryDunn recommends that the changes be communicated to users whose role or level of permission is being changed. IT Committee staff should review the nature of these changes to determine whether additional training is needed. For areas where training might be needed, IT Committee staff should schedule and facilitate small group or one-one-one training with impacted users.

Initiative Source Information		
Functional Area:	Applications and Management and Operations	
Weighted Priority Ranking:	15 of 21, where 15 is this initiative's ranking as determined by BerryDunn.	
Priority Ranking:	15 of 21, where 15 is this initiative's ranking as voted on by City staff.	
Related Strategic Information Systems Issues and Opportunities		
A6	Provisioning of user accounts is not consistent or centrally managed for all software applications.	 High
M5	Department policies, procedures, and performance metrics need to be developed.	 High
A8	Access to the City network and system privileges requires review.	 Medium
Prioritization Category Rankings		

Initiative H – Conduct a review of system roles and permissions for each department																				
City Rankings			BerryDunn Rankings																	
Strategic Project and Initiative Rank		Relative Benefit		Ease of Implementation		Maturity of Technology														
			 High		 Medium		 Established													
Estimated Budget																				
Total Budget Breakdown																				
	One-Time				Recurring															
	Time		Budget		Time		Budget													
Budget Category	Low	High	Low	High	Low	High	Low	High												
Internal Labor	150	220	-	-	-	-	-	-												
Professional Services Labor	-	-	-	-	-	-	-	-												
Hardware	-	-	-	-	-	-	-	-												
Software	-	-	-	-	-	-	-	-												
<b>Total Budget</b>	<b>150</b>	<b>220</b>	-	-	-	-	-	-												
Total Budget by Year																				
Year 1	Year 2	Year 3	Year 4	Year 5	5-Yr Total Cost															
-	-	\$0	-	-	\$0															
Budget Description:	This initiative does not include a budget. BerryDunn recommends that this initiative be completed using internal resources.																			
Action Items to Implement Project or Initiative																				
<input checked="" type="checkbox"/> Collect and review existing system roles and permissions <input checked="" type="checkbox"/> Create and update documentation based on current system roles and permissions <input checked="" type="checkbox"/> Document and validate necessary changes <input checked="" type="checkbox"/> Implement changes to existing system roles and permissions, providing training as necessary																				
Anticipated Benefits																				
<input checked="" type="checkbox"/> Increased use of existing City applications <input checked="" type="checkbox"/> Reduction of manual and paper-based processes <input checked="" type="checkbox"/> Improved sharing of information between departments																				

**Initiative H – Conduct a review of system roles and permissions for each department****Potential Risks****No Action:**

- Staff continue to work outside systems, using manual or paper-based processes

**During Implementation:**

- Less than full participation of staff during the interview process might prevent all necessary changes from being identified
- IT Committee resources might not have sufficient time to dedicate toward the interviews and training activities

**Post-Implementation:**

- Identified gaps in system roles and permissions might lead to the need to purchase additional software licensing
- Not keeping developed documentation current as systems and staff change

**Initiative G – Formalize end-user technology training****Initiative G – Formalize end-user technology training**

**Initiative Description:** City staff report that technology training is lacking throughout the City and that the new employee onboarding process lacks adequate focus on technology training and use of the City's software and network structures. BerryDunn recommends that the City place greater emphasis on end-user technology training as a part of onboarding efforts and as ongoing training for all employees. BerryDunn also recommends the City develop an education strategy to help ensure that City staff have appropriate knowledge of deployed technologies and are more self-sufficient and productive. By implementing a technology training plan, the City should benefit from a greater knowledge base and be better prepared for change, allowing City staff to maximize the City's investment in technology.

Associated activities could include expanding the use of the City's intranet to develop and post training manuals and materials, and assessing the feasibility of increased use of online training. The City could also explore the use of a Learning Management System (LMS) to facilitate training scheduling and delivery when such capabilities are added to the computing environment. (See Initiative S.)

**Task 1: Assess Current Training Capabilities**

The City should first assess, and document current training methods leveraged during onboarding and available within each department. This should include a review of where and how supporting training collateral is captured and made available to end users. This assessment should account for various factors, such as time spent utilizing hands-on training for end users, the ability and availability of follow-up training sessions and the resources dedicated for delivery. Another factor to consider would be the frequency that training collateral is refreshed or kept current. This assessment should assist the City in creating objective metrics to evaluate both the quality of existing training and considerations for inclusion into an enhanced training program. The intended benefit of this initiative is to provide extensive training with any new technology initiative, conduct expanded training during onboarding, readily provide access to training materials for refresher courses or for employees changing roles or

**Initiative G – Formalize end-user technology training**

job functions, or provide access to training materials where cross-training of staff might offer operational advantages.

**Task 2: Implement a Training Plan for City Departments**

Once the City has assessed the current training offerings and the training offered within some departments, the City should look to replicate the best practices currently in use within departments and establish a training plan. The plan should identify various types of training that all City users are required to complete so that appropriate use of City systems can be expected. Such training should identify the City's acceptable use policy, initial and annual cybersecurity training, and required training for all end users and for use of specific technologies where user roles and permissions dictate the required use of certain applications. BerryDunn recommends documenting the training that should be provided to all users as citywide minimum standards for training, and documenting reoccurring training expectations. BerryDunn recommends the City identify resources as the owners or custodians of specific training collateral so that additional training materials can be created, and existing training collateral be maintained or expanded.

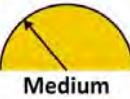
**Task 3: Procure a Learning Management Systems for employee Training and Certifications**

For this initiative and in support of Initiative S, BerryDunn recommends the acquisition of a LMS. BerryDunn recommends the City centralize training and employee certifications using a LMS that would serve the entire organization. The benefits of such a system include the possibility of scheduling training sessions, using a central repository for post-training manuals and materials, and the possibility of expanding annual Human Resources training courses or cybersecurity training courses online. The City could create a central repository in the LMS for tracking all employee training and certifications. The LMS could also provide advance notification of upcoming certification renewals for Human Resources and employees, document the date and time that training or certifications were completed or achieved, and provide a complete Human Resources record of all training and certifications held by each employee.

**Initiative Source Information**

<b>Functional Area:</b>	Applications and Management and Operations
<b>Weighted Priority Ranking:</b>	17 of 21, where 17 is this initiative's ranking as determined by BerryDunn.
<b>Priority Ranking:</b>	17 of 21, where 17 is this initiative's ranking as voted on by City staff.

**Related Strategic Information Systems Issues and Opportunities**

A1	City staff would benefit from additional technology training.	 Critical
A7	There is a desire for a Learning Management System for tracking employee training and employee certifications.	 Medium

Initiative G – Formalize end-user technology training												
M6	There is a need for improved data analysis and presentation capabilities.											
Prioritization Category Rankings												
City Rankings		BerryDunn Rankings										
Strategic Project and Initiative Rank		Relative Benefit	Ease of Implementation									
		 High	 Medium									
Maturity of Technology												
			Established									
Estimated Budget												
Total Budget Breakdown												
	One-Time		Recurring									
	Time		Budget									
Budget Category	Low	High	Low	High	Low	High	Low	High				
Internal Labor	180	240	-	-	40	60	-	-				
Professional Services Labor	20	40	\$4,000	\$8,000	-	-	-	-				
Hardware	-	-	-	-	-	-	-	-				
Software	-	-	\$34,000	\$40,000	-	-	\$8,000	\$8,000				
<b>Total Budget</b>	<b>200</b>	<b>280</b>	<b>\$38,000</b>	<b>\$48,000</b>	<b>40</b>	<b>60</b>	<b>\$8,000</b>	<b>\$8,000</b>				
Total Budget by Year												
Year 1	Year 2	Year 3	Year 4	Year 5	5-Yr Total Cost							
-	-	<b>\$48,000</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$64,000</b>							
<b>Budget Description:</b>	This initiative includes an estimated budget for the City to work with a cloud-based provider to select a solution and complete this initiative in Year 3. Subsequent years reflect that annual maintenance cost; however, the City should identify the user count for such a system, which might reduce the estimate. The above estimates are based on a user count of 250.											
Action Items to Implement Project or Initiative												

**Initiative G – Formalize end-user technology training**

- Assess current training capabilities
- Implement a training plan for City departments
- Procure a LMS for employee training and certifications

**Anticipated Benefits**

- Improved technology training at the City
- More informed and educated staff
- Increased IT policy and procedures documentation
- Increased use of citywide and department-level technology
- Improved use of technology best practices at the City
- More efficient use of City IT resources
- Reduction in manual and paper-based processes
- Ability to use training as a recruiting tool

**Potential Risks****No Action:**

- End-user technology training continues to be inefficient to support City processes and City growth
- Limited awareness of technology best practices at the City
- Continued inefficient use of technology at the City
- Continued manual and paper-based processes

**During Implementation:**

- Buy-in from end users might be limited, leading to decreased initiative effectiveness
- End users might not have sufficient time to dedicate toward training activities
- The end-user technology training program may not be right-sized for the City, leading to unnecessary training activities, or too few training opportunities

**Post-Implementation:**

- The training program might not be followed, leading to insufficient training at the City
- Funds might not be sufficiently allocated to provide the appropriate amount of training
- End users might not have sufficient time or might not prioritize training

**Initiative F – Improve the data governance framework at the City****Initiative F – Improve the data governance framework at the City**

**Initiative Description:** A data governance framework is a consistent approach to collecting, managing, and sharing data in order to improve business processes and provide transparency for citizens. In the current environment, there are inefficiencies to be improved regarding data management. For example, the City could improve data classification, data retention, data warehousing, system integrations, interface and applications, and reporting abilities. BerryDunn recommends that the City implement a

**Initiative F – Improve the data governance framework at the City**

best-practice framework for data governance to improve the City's business intelligence, document and records management, collaboration between departments, and interactions with citizens.

Improvement steps could include developing and promoting document retention policies, implementing or removing required fields from software applications, developing integrations between software applications to reduce duplication of data, consolidating databases, or providing training on good data management techniques.

**Task 1: Fact-Finding and Assessment**

BerryDunn recommends the City secure the assistance from individuals or firms providing professional services to support this initiative. BerryDunn recommends that the City seek assistance conducting an analysis of the data being collected in the current environment. City staff should identify information gaps and take steps to remediate deficiencies. The first step to improving the data governance framework at the City includes assessing and analyzing the data being collected in the current environment through fact-finding sessions. This could include end user web survey, meetings, and interviews that will result in a Current State Report. The City is encouraged to assess its master data management and information management to identify information gaps.

**Task 2: Develop a Data Governance Framework Roadmap and Implementation Plan**

This task should include key metrics to be tracked as part of the data governance framework. The documentation should include the Implementation Plan and associated Staffing Plan to support implementation of the framework. A key factor of the Implementation Plan is assessing how data governance will integrate with other City efforts and become part of the standard City business processes. The metrics, framework, Implementation Plan and Staffing Plan are all key components to the overall plan to move the City closer to its desired data governance environment.

**Task 3: Develop a Data Governance Framework Policy and Procedure Guide**

The third task should focus on developing policies, rules, and procedures for managing data along with implementation assistance of the plan. BerryDunn recommends that the City work with the third-party consultants to review draft policies and documentation and modify as needed.

**Task 4: Develop a Procedure for Monitoring Progress**

The last task is to develop a procedure to monitor progress after the data governance framework policy is implemented. A key factor in successfully implementing a data governance plan is the adaptability and flexibility of the plan and its acceptance by City staff. Elements of data governance relate directly to the Business Continuity Plan detailed in Initiative N. BerryDunn recommends that the City consider components of the data governance framework within the Business Continuity Plan.

**Initiative Source Information**

<b>Functional Area:</b>	Technical and Management and Operations
<b>Weighted Priority Ranking:</b>	18 of 21, where 18 is this initiative's ranking as determined by BerryDunn.
<b>Priority Ranking:</b>	18 of 21, where 18 is this initiative's ranking as voted on by City staff.

**Related Strategic Information Systems Issues and Opportunities**

**Initiative F – Improve the data governance framework at the City**

<b>T6</b>	There is a lack of system integration for data sharing and data reporting.	 Medium
<b>M6</b>	There is a need for improved data analysis and presentation capabilities.	 Medium

**Prioritization Category Rankings**

City Rankings		BerryDunn Rankings		
Strategic Project and Initiative Rank		Relative Benefit	Ease of Implementation	Maturity of Technology
 Medium		 High	 Difficult	 Established

**Estimated Budget**

Total Budget Breakdown								
	One-Time				Recurring			
	Time		Budget		Time		Budget	
Budget Category	Low	High	Low	High	Low	High	Low	High
Internal Labor	115	170	-	-	-	-	-	-
Professional Services Labor	310	390	\$62,000	\$78,000	-	-	-	-
Hardware	-	-	-	-	-	-	-	-
Software	-	-	-	-	-	-	-	-
<b>Total Budget</b>	<b>425</b>	<b>560</b>	<b>\$62,000</b>	<b>\$78,000</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>

**Total Budget by Year**

Year 1	Year 2	Year 3	Year 4	Year 5	5-Yr Total Cost
-	-	-	\$78,000	\$0	\$78,000
<b>Budget Description:</b>	This initiative's budget includes professional services for establishing a data governance framework at the City as well as internal hours.				

**Action Items to Implement Project or Initiative**

- Assess the current data governance framework
- Develop a Data Governance Framework Roadmap and Implementation Plan

**Initiative F – Improve the data governance framework at the City**

- Develop a Data Governance Framework Policy and Procedure Guide
- Develop a procedure for monitoring progress

**Anticipated Benefits**

- Policy is up-to-date
- Processes for data usage are efficient and lean

**Potential Risks****No Action:**

- Citizen transparency might not be improved
- Data management inefficiencies will persist

**During Implementation:**

- Lack of change management and communication

**Post-Implementation:**

- Data governance framework is not adhered to
- Framework is poorly monitored and not updated frequently
- Best practices are not well documented

**Initiative I – Develop an inventory of approved software****Initiative I – Develop an inventory of approved software**

**Initiative Description:** BerryDunn recommends that the City develop a catalog that lists all software used by the City employees. City staff should use this catalog as the first-line resource for finding software solutions for departmental processes. The catalog should include basic information about the software solution as well as details about common applications of the solution and the software's capabilities and limitations. The managing directors should approve the catalogue and publish it on the City's intranet for easy access by departments. The intent is to standardize, to the degree possible, common software that all City employees will use. The benefits of standardizing is that training, support, and sharing of documents are all complemented by having City employees all using the same software. While some exceptions might be necessary, there should be direction set by the IT Committee to define standard software tools. The management team should develop a process for responding to requests for software purchases not on the approved list.

**Task 1: Create a Complete Inventory of Existing Software Applications**

The IT Committee should create, in coordination with the County, a complete inventory of the existing software in use throughout the City. BerryDunn recommends that the list of existing software be transformed into a catalog of approved software or software standards. This can include desktop applications, operating systems, and databases. The inventory and catalog would ideally include the software version, the purpose of the application, the departments and specific users of the application, an identification of training available for the software, and tracking of applicable software licenses.

**Task 2: Communicate Inventory of Approved Software to All Users**

### Initiative I – Develop an inventory of approved software

BerryDunn recommends that the inventory of approved software and the need for standardization be appropriately documented by the IT Committee and communicated to the organization. Establishing an accurate understanding of the approach and rationale would likely increase awareness and adoption of approved software. The list of standard software should ultimately be a document that can be referenced and understood by all City employees and reference when new equipment is being purchased or new technology applications are being considered. The purchase of new computer equipment should enforce the software standards and work toward a consistent use of software among departments and throughout the organization.

#### Task 3: Review and Update Software Applications Standards on a Regular Basis

After assembling the initial catalog, the IT Committee should continue to update this inventory of approved software and standards in order for the City to reference it when reviewing requests for new equipment or for larger proposals where identification of hardware and software standards are equally important.

Initiative Source Information			
Functional Area:	Applications		
Weighted Priority Ranking:	19 of 21, where 19 is this initiative's ranking as determined by BerryDunn.		
Priority Ranking:	19 of 21, where 19 is this initiative's ranking as voted on by City staff.		
Related Strategic Information Systems Issues and Opportunities			
A4	There is no inventory of approved software application available to City staff.		 High
Prioritization Category Rankings			
City Rankings		BerryDunn Rankings	
Strategic Project and Initiative Rank		Relative Benefit	Ease of Implementation
 Medium		 High	 Medium
Maturity of Technology			
 Established			
Estimated Budget			
Total Budget Breakdown			
		One-Time	
		Time	Budget
Budget Category		Low	High
		Low	High
		Low	High

<b>Initiative I – Develop an inventory of approved software</b>																				
Internal Labor	280	380	-	-	20	40	-	-												
Professional Services Labor	-	-	-	-	-	-	-	-												
Hardware	-	-	-	-	-	-	-	-												
Software	-	-	-	-	-	-	-	-												
<b>Total Budget</b>	<b>280</b>	<b>380</b>	<b>\$0</b>	<b>\$0</b>	<b>20</b>	<b>40</b>	<b>\$0</b>	<b>\$0</b>												
<b>Total Budget by Year</b>																				
Year 1	Year 2	Year 3	Year 4	Year 5	<b>5-Yr Total Cost</b>															
-	-	-	\$0	\$0	\$0															
Budget Description:	This initiative budget includes City staff time to develop an inventory of existing software and create the approved software standards. City time will be used to inventory approved applications, communicate it to end-users, and to maintain the software standards on a going forward basis.																			
<b>Action Items to Implement Project or Initiative</b>																				
<input checked="" type="checkbox"/> Create a complete inventory of existing software applications <input checked="" type="checkbox"/> Communicate the inventory of approved software applications to all users <input checked="" type="checkbox"/> Review and update software applications standards on a regular basis																				
<b>Anticipated Benefits</b>																				
<input checked="" type="checkbox"/> Decreased duplication of systems <input checked="" type="checkbox"/> Decreased duplication of systems that IT has to support <input checked="" type="checkbox"/> Improved efficiencies in the procurement of applications <input checked="" type="checkbox"/> Increased integration within the City <input checked="" type="checkbox"/> Improved organizational communication <input checked="" type="checkbox"/> Increased knowledge of existing systems																				
<b>Potential Risks</b>																				
<b>No Action:</b>																				
<input checked="" type="checkbox"/> The City continues to use applications that are duplicating efforts, or not being used to its fullest potential <input checked="" type="checkbox"/> The City continues to procure new applications without first evaluating the current applications in use, leading to inefficient use of funds <input checked="" type="checkbox"/> Limited integration between existing applications																				
<b>During Implementation:</b>																				
<input checked="" type="checkbox"/> Inadequate funding to implement the needed approach																				
<b>Post-Implementation:</b>																				

**Initiative I – Develop an inventory of approved software**

- The application catalog is not updated on a regular basis, or used, leading to similar challenges if this initiative is not implemented

**Initiative U – Identify and implement a standardized enterprise scheduling solution****Initiative U – Identify and implement a standardized enterprise scheduling solution**

**Initiative Description:** BerryDunn has identified that within the current environment, each department has its own method of scheduling meetings, shifts, vacations, and out-of-office time. Some departments use Microsoft Outlook calendars to schedule or block time, some use Payroll Maxx, and yet others use Google Docs. In some cases, City staff have to make note of their out-of-office time in several different systems. BerryDunn recommends that the City identify and agree upon a software solution that will be used by all departments so that organizational efficiencies can be gained, and City management can more quickly and appropriately coordinate and schedule meetings for all City staff. Scheduling of large groups of employees is time consuming and inefficient in the current environment. Use of a single scheduling solution would not only improve operational efficiencies on a day-to-day basis but also substantially benefit coordination of activities during emergency operations.

**Task 1: Identification and Requirements Gathering**

BerryDunn recommends that the IT Committee identify the capabilities and functionality that is required of a standard calendaring tool. Such capabilities may include the ability to share calendars, the ability to restrict calendar views, make meetings private, allocate conference rooms and equipment, and show allocated vacation days or out-of-office time. After documentation of required functionality, BerryDunn would recommend that the IT Committee review and identify the capabilities of existing software applications (i.e. MS Office), and note the functionality that cannot be satisfied by software currently in use throughout the City. BerryDunn would then suggest that the IT Committee identify enhanced capabilities and functionality that might be provided by the adoption of Microsoft Office 365 tools, which may offer mobile capabilities not offered in the existing applications.

**Task 2: Agree Upon Next Steps and Implement Interim Solution**

If the review of existing software (MS Office or MS Office 365) provides the required functionality, then BerryDunn would suggest that the City proceed with implementation of MS Office 365 and other complementary tools.

If at the end of these steps, the IT Committee is unable to identify and agree upon a solution that would support all departments, then BerryDunn would recommend that the City take an interim step and utilize the functionality and capabilities offered in MS Office 365 until formal requirements can be gathered and funding allocated and a RFP created to see another solution. The integration offered with the MS Office 365 suite of applications would advance the capabilities of the City immensely.

BerryDunn would also recommend that organization expectations be established to dictate the standard scheduling software that will be used for scheduling of meetings, allocation of resources (projectors, conference phones, etc.), and conference rooms. There is diminished efficiency when individuals either do not use the software or choose to use other software, which highlights the importance and need for standardization. For example, if someone is attempting to coordinate a meeting with the IT Committee, finding available time for everyone can be done quickly and easily using the calendar functionality within the software. However, if all City employees do not use the software, the efficiency and the return on the City's investment in this technology is lost.

**Other Considerations:**

**Initiative U – Identify and implement a standardized enterprise scheduling solution**

As with the introduction of any new software, the requisite training that helps ensure the productive use of new software is an important consideration. BerryDunn recommends that the implementation of new software be complemented with sufficient training to help ensure that the City gains the return on this investment in technology.

**Initiative Source Information**

<b>Functional Area:</b>	Applications, Management and Operations, and Technical
<b>Weighted Priority Ranking:</b>	20 of 21, where 20 is this initiative's ranking as determined by BerryDunn.
<b>Priority Ranking:</b>	20 of 21, where 20 is this initiative's ranking as voted on by City staff.

**Related Strategic Information Systems Issues and Opportunities**

A1	City staff would benefit from additional technology training.	 Critical
M4	Standard collaboration tools for City staff are lacking.	 Critical
T7	Communication across the City is challenging for internal and external constituents.	 High
M5	Department policies, procedures, and performance metrics need to be developed.	 High

**Prioritization Category Rankings**

City Rankings		BerryDunn Rankings		
Strategic Project and Initiative Rank		Relative Benefit	Ease of Implementation	Maturity of Technology
 Medium		 High	 Medium	 Established

**Estimated Budget**

Total Budget Breakdown								
	One-Time				Recurring			
	Time		Budget		Time		Budget	
Budget Category	Low	High	Low	High	Low	High	Low	High

<b>Initiative U – Identify and implement a standardized enterprise scheduling solution</b>																				
Internal Labor	180	240	-	-	-	-	-	-												
Professional Services Labor	-	-	-	-	-	-	-	-												
Hardware	-	-	-	-	-	-	-	-												
Software	-	-	-	-	-	-	-	-												
<b>Total Budget</b>	<b>180</b>	<b>240</b>	<b>\$0</b>	<b>\$0</b>	-	-	-	-												
<b>Total Budget by Year</b>																				
Year 1	Year 2	Year 3	Year 4	Year 5	<b>5-Yr Total Cost</b>															
-	-	-	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>															
<b>Budget Description:</b>	This initiative is scheduled to begin in year four of the Plan. The budget for this initiative is based on time allocated by the IT Committee and the funding provided in initiative "R". It is expected that the functionality provided by MS Office 365 will satisfy the needs of the City.																			
<b>Action Items to Implement Project or Initiative</b>																				
<input checked="" type="checkbox"/> Identify and gather requirements <input checked="" type="checkbox"/> Agree upon next steps and implement the interim solution																				
<b>Anticipated Benefits</b>																				
<input checked="" type="checkbox"/> Increased efficiency related to coordination of meetings and people <input checked="" type="checkbox"/> Reduction of the reliance on paper-based processes <input checked="" type="checkbox"/> Stronger operational coordination of staff, meeting locations, and supporting equipment <input checked="" type="checkbox"/> Increased visibility to staff schedules with appropriate security restrictions																				
<b>Potential Risks</b>																				
<b>Project Management:</b>																				
<input checked="" type="checkbox"/> This initiative will require defining configuration options during implementation to meet the needs of all departments <input checked="" type="checkbox"/> It will be important for the City to follow project management best practices and develop a project plan and schedule, and monitor risks and issues related to testing, training, and implementation <input checked="" type="checkbox"/> Implementing an enterprise-wide system will require a comprehensive change management and communication strategy. A failure to manage change and implement an effective communication plan can create project challenges and lead to buy-in issues from City staff																				
<b>No Action:</b>																				
<input checked="" type="checkbox"/> Scheduling and coordinating meeting will continue to be more of a manual process <input checked="" type="checkbox"/> Facilitating meetings and identifying scheduling conflicts will be more time consuming <input checked="" type="checkbox"/> There will be no necessity to even use a scheduling tool																				

**Initiative U – Identify and implement a standardized enterprise scheduling solution****Post-Implementation:**

The application catalog is not updated or used on a regular basis, leading to similar challenges if this initiative is not implemented

**Initiative S – Identify software to document employee training and certifications****Initiative S – Identify software to document employee training and certifications**

**Initiative Description:** Currently, City departments or individual staff members are tracking their own training and certification requirements. Best practice would dictate that all employee records be centralized and managed by Human Resources. In addition, Human Resources should track employee certifications and licenses that require Continuing Educational Units. To more effectively support City employees meeting their educational requirements, or renewing various certifications, there would be a capability to coordinate and provide advance notifications of expiration dates. The coordination of training and certifications, in addition to many other employee details, warrants improved capability. Such improvements are likely to fall into expanded capabilities and functionality of the HRIS application, and the opportunity to take advantage of the LMS identified in Initiative G.

**Task 1: Identify Added Capabilities of the HRIS Application**

BerryDunn recommends that the City seek assistance with representatives from HRIS, or professional services organizations that can work with the City to perform an assessment of the current application. The intent would be to identify functionality not currently being used, or functionality that was not originally purchased with the HRIS application. With the need for improved tracking of employee information, the assessment should identify options for the City to consider. With the offerings and modules provided with this application, additional functionality could be purchased or HRIS could be contracted to assist with the setup of existing functionality not currently being used.

**Task 2: Explore Learning Management Systems for Training and Certifications**

BerryDunn also recommends that the City explore the benefits of using the LMS, which was recommended by Initiative G to establish the capabilities of integration with HRISHRIS to centrally save and retrieve information for all employees. The benefits of a LMS may include the possibility of scheduling and maintaining employee training and certification renewals, establishment of a central repository for post-training manuals and materials, and the possibility of scheduling and offering annual training courses online. Such a system should allow City employees to access training at a time that is convenient for them, allow Human Resources to track the amount of training and certifications employees have received over user-defined periods of time, and improve the ability for Human Resources regularly notify employees of certification expiration dates.

**Task 3: Develop Action Plan**

Once the project team researches, documents, and analyzes the additional offering of the HRIS application, and the capabilities of the LMS, the City should develop an Action Plan that outlines the recommended option for the City to pursue. Expanded use of HRIS and/or greater usage of the LMS, may require professional services to assist the City with this initiative.

**Initiative Source Information**

<b>Functional Area:</b>	Management and Operations, Applications, and Technical
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**Initiative S – Identify software to document employee training and certifications**

<b>Weighted Priority Ranking:</b>		21 of 21, where 21 is this initiative's ranking as determined by BerryDunn.												
<b>Priority Ranking:</b>		21 of 21 where 21 is this initiative's ranking as voted on by City staff.												
<b>Related Strategic Information Systems Issues and Opportunities</b>														
M4	Standard collaboration tools for City staff are lacking.							 Critical						
A7	There is a desire for a Learning Management System for tracking employee training and employee certifications.							 Medium						
M1	City departments rely significantly upon manual and paper-based processes.							 Medium						
T6	There is a lack of system integration for data sharing and data reporting.							 Medium						
<b>Prioritization Category Rankings</b>														
<b>City Rankings</b>			<b>BerryDunn Rankings</b>											
<b>Strategic Project and Initiative Rank</b>			<b>Relative Benefit</b>		<b>Ease of Implementation</b>		<b>Maturity of Technology</b>							
 Medium			 Medium		 Medium		 Established							
<b>Estimated Budget</b>														
<b>Total Budget Breakdown</b>														
	<b>One-Time</b>				<b>Recurring</b>									
	<b>Time</b>		<b>Budget</b>		<b>Time</b>		<b>Budget</b>							
<b>Budget Category</b>	Low	High	Low	High	Low	High	Low	High						

<b>Initiative S – Identify software to document employee training and certifications</b>																				
Internal Labor	120	240	-	-	-	-	-	-												
Professional Services Labor	40	60	\$8,000	\$12,000	40	60	\$8,000	\$12,000												
Hardware	-	-	-	-	-	-	-	-												
Software	-	-	\$5,000	\$8,000	-	-	\$5,000	\$8,000												
<b>Total Budget</b>	<b>160</b>	<b>300</b>	<b>\$13,000</b>	<b>\$20,000</b>	-	-	<b>\$13,000</b>	<b>\$20,000</b>												
<b>Total Budget by Year</b>																				
Year 1	Year 2	Year 3	Year 4	Year 5	<b>5-Yr Total Cost</b>															
-	-	-	\$20,000	\$20,000	<b>\$40,000</b>															
<b>Budget Description:</b>	This initiative budget includes internal labor, professional services, and software licensing costs. It is not expected that professional services assistance will be required beyond the two years identified within the plan, although there may be ongoing licensing costs relating to HRIS that are unknown at this time.																			
<b>Action Items to Implement Project or Initiative</b>																				
<input checked="" type="checkbox"/> Identify added capabilities of the HRIS Application <input checked="" type="checkbox"/> Explore LMS for training and certifications <input checked="" type="checkbox"/> Develop the Action Plan																				
<b>Anticipated Benefits</b>																				
<input checked="" type="checkbox"/> Improved tracking of employee training and certification <input checked="" type="checkbox"/> Potential increase in learning and training capabilities <input checked="" type="checkbox"/> More efficient use of City IT resources <input checked="" type="checkbox"/> Reduction in manual and paper-based processes <input checked="" type="checkbox"/> Greater ability to share information among City staff																				

**Initiative S – Identify software to document employee training and certifications****Potential Risks****No Action:**

- Continued inefficient use of resources at the City
- Added risk relating to employee actions due to a lack of documentation
- Continued manual and paper-based processes

**During Implementation:**

- Integration with the LMS may be challenging, and require professional services
- Add-on capabilities of HRIS may warrant professional assistance with setup and configuration to maximize the return on investment

**Post-Implementation:**

- Improper or inefficient use of LMS
- Lack of adoption of new functionality or capability

## 5. Implementing the Plan

*This section contains the budget and timeline for the weighted prioritized Plan initiatives, identifies funding considerations for the Plan, and describes the approach to ongoing governance of the Plan.*

### 5.1 Budget and Timeline

Section 4 of the Plan provided detailed descriptions for each initiative, and outlines estimated budgets and timing for the initiative. Additionally, each initiative includes action items to implement the initiative, and anticipated benefits of the initiative.

Table 10 below summarizes the budget estimates for the recommended initiatives presented in this Plan. The timeline provides a framework for budgeting project costs and for planning implementation timeframes over a five-year planning horizon. The timeframes and costs presented are estimates and will vary based on the City budget, competing technologies, the availability of support resources, and the specific technical approach used to undertake each initiative.

BerryDunn has provided the following table to identify the year that the City should initiate each initiative within the Plan. If a year has a zero presented for the initiative cost, this signifies no budget amount is expected to complete the initiative. A dash symbol indicates that there are no planned activities for the initiative during the respective year.

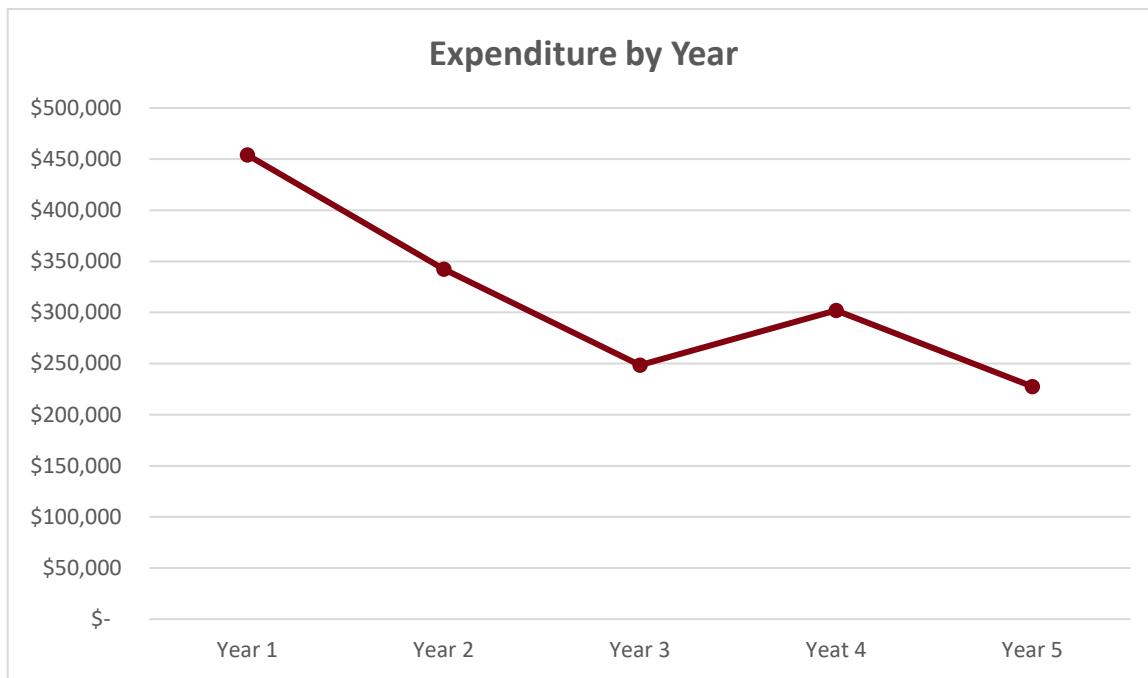
The following table depicts the five-year trend of the combined budget amounts for the strategic initiatives in each of the Plan years.

**Table 10: Strategic Project and Initiative Budget and Timeline Matrix**

ID	Strategic Initiative	Year 1	Year 2	Year 3	Year 4	Year 5	5-Year Total
K	Expand the use of existing applications through implementation of additional modules and upgrading to the latest versions	\$30,000	\$20,000	\$0	\$0	\$0	<b>\$50,000</b>
N	Develop a business continuity plan	\$60,000	\$0	\$0	\$0	\$0	<b>\$60,000</b>
A	Develop a mobile device and connectivity strategy for City staff working in the field	\$30,000	\$30,000	\$0	\$0	\$0	<b>\$60,000</b>

<b>ID</b>	<b>Strategic Initiative</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>5-Year Total</b>
B	Develop and implement policies, procedures, and performance metrics	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
O	Develop a standardized password management policy	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	<b>\$30,000</b>
P	Upgrade or replace the City backup system	\$55,000	\$5,000	\$5,000	\$5,000	\$5,000	<b>\$75,000</b>
M	Assess and update the City's E-Government services and website	\$25,000	\$5,000	\$5,000	\$5,000	\$5,000	<b>\$45,000</b>
E	Implement security controls at all City facilities	\$20,000	\$10,000	\$10,000	\$10,000	\$10,000	<b>\$60,000</b>
D	Improve the City's technical oversight and guidance	\$80,000	\$83,200	\$86,528	\$89,989	\$93,589	<b>\$433,306</b>
R	Implement standard collaboration tools for City staff	\$38,000	\$38,000	\$38,000	\$38,000	\$38,000	<b>\$190,000</b>
T	Create an enterprise asset management (EAM) plan	\$110,000	\$55,000	\$25,000	\$25,000	\$25,000	<b>\$240,000</b>
J	Create and implement a hardware standardization plan	-	\$0	\$0	\$0	\$0	<b>\$0</b>
C	Create and implement a conference room technology upgrade and replacement plan	-	\$90,000	\$11,000	\$11,000	\$11,000	<b>\$123,000</b>
Q	Upgrade, expand, and segregate the City public Wi-Fi network	-	-	\$14,000	\$6,000	\$6,000	<b>\$26,000</b>
H	Conduct a review of system roles and permissions for each department	-	-	\$0	\$0	\$0	<b>\$0</b>
G	Formalize end-user technology training	-	-	\$48,000	\$8,000	\$8,000	<b>\$64,000</b>

<b>ID</b>	<b>Strategic Initiative</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>5-Year Total</b>
F	Improve the data governance framework at the City	-	-	-	\$78,000	\$0	<b>\$78,000</b>
I	Develop an inventory of approved software	-	-	-	\$0	\$0	<b>\$0</b>
U	Identify and implement a standardized enterprise scheduling solution	-	-	-	\$0	\$0	<b>\$0</b>
S	Identify software to document employee training and certifications	-	-	-	\$20,000	\$20,000	<b>\$40,000</b>
		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total</b>
<b>Total Plan Initiatives Budget</b>		<b>\$454,000</b>	<b>\$342,200</b>	<b>\$248,528</b>	<b>\$301,989</b>	<b>\$227,589</b>	<b>\$1,526,306</b>

**Figure 6: Five-Year Spending Levels**

## 5.2 Plan Governance

The City should begin implementing the projects and initiatives contained in this Plan during Fiscal Year 2022. Planning, funding, selecting, deploying, and managing improved technology systems and service delivery mechanisms will require strong leadership. Additionally, clear strategic and tactical plans, and, where reasonable, comprehensive needs assessments to help identify the technologies that best address City challenges.

After the City implements new technologies and initiatives, it will need to actively communicate the new functionality and/or services, and their benefits, to both internal and external stakeholders. For example, the City should not expect that a technology-training program would be widely adopted unless the benefits of the program are effectively communicated, and the training is easy to schedule and attend.

New technologies create significant opportunities to change how the City manages daily operations. The City must plan for significant business process changes that streamline operations and focus on using technology to improve customer service. The City should consider the following requirements that a plan of this magnitude necessitates:

**Figure 7: Requirements to Consider When Implementing the Plan**

**Active executive management, involvement, and advocacy** will be critical to the successful adoption and continued support of the Plan.

Implementing a successful Plan will require **significant planning, increased capital investment, and human resources** in order to successfully implement the Plan initiatives.

**Project goals and objectives** should be clearly communicated to stakeholders and progress proactively monitored.

**Business processes** should be evaluated and, where necessary, redesigned to take advantage of new technologies in order to meet the City's desired objectives.

**Many changes will be non-technical.** Rather, they will be cultural shifts, process changes facilitated by change management, and policy and procedure adjustments.

**Departments must work cooperatively and collaboratively** to facilitate effective change that is in the best interest of the City.

**County Technical support staff** will be critical to the success of the Plan's implementation. Internal stakeholders must be ready, willing, and able to use new technology and embrace effective change.

### **5.2.1 Updating the Plan**

BerryDunn recommends that the City review and update the Plan at minimum twice a year or when significant change occurs. BerryDunn would recommend that the City IT Committee manage the review process. The review meetings should address the following:

- The first update of the year should be to track the progress made against initiatives.
- The second update during the year should focus on reassessing upcoming projects and reprioritizing the order of projects for the upcoming fiscal year. Although individual department input is important, the IT Committee should make the overall decision to reprioritize initiatives. As part of this update, the IT Committee should meet with department representatives to obtain their input and communicate plans for the upcoming year.

BerryDunn anticipates that the City will identify new projects throughout the year. Some of these projects may be the result of new State mandates or other unexpected events that create the need for a new project. The IT Committee should be responsible for assessing new projects as they are identified, and determining how they can be incorporated into the Plan.

### **5.2.2 Incorporating New Projects into the Plan**

The Plan is not intended to be a static document and does not include support and maintenance activities associated with projects or systems not specifically identified in this document. BerryDunn recommends that as new projects are identified, the City select and prioritize projects based on the following:

**Figure 8: Recommended Project Prioritization Criteria**



The City can use the methodology and tools provided during the development of this Plan by identifying and prioritizing critical issues impacting the City's needs and select new projects to

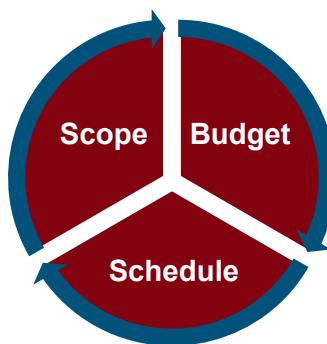
be added to the Plan based on the number of issues the project addresses, in addition to the factors identified previously.

### 5.2.3 Assessing Current Projects

As important as it is for the City to select and prioritize projects to be added to the Plan in the future, the City should also assess the overall status of “in-progress projects.”

BerryDunn recommends that the City develop project status reports to track and report on the status for all projects. Many organizations assess the overall “health” of a project by analyzing the following factors, known as the “Triple Constraints”:

**Figure 9: Triple Constraints**



The City can assign indicators to each of these project factors, and a project that is failing to perform in one of these critical areas can be further analyzed to develop a Corrective Action Plan to address project performance issues.

Many of the projects contained in this Plan are enterprise-wide. For such projects, the City can identify specific areas to assess as part of reviewing an in-progress project to determine the overall likelihood of a success. BerryDunn recommends the City consider analyzing the areas summarized in Table 11, below, when assessing an enterprise-wide in-progress project.

**Table 11: Project Assessment Areas**

Project Assessment Areas		
No.	Assessment Areas	Description
1	<b>Project Management</b>	Project planning has occurred (business case and scope developed), roles and responsibilities have been identified, and a Project Management Plan that addresses the management of project scope, project schedule, risks and issues, and quality has been developed. The triple constraints (scope, schedule, and costs) are being managed appropriately.
2	<b>Implementation Approach</b>	An approach to implementing the project has been developed based on best practices and is being followed.

Project Assessment Areas		
No.	Assessment Areas	Description
3	<b>Change Management</b>	An approach to change management has been developed and implemented. Stakeholders understand the scope of project and how they will be affected.
4	<b>Governance</b>	Appropriate project governance has been established to help ensure that participants are accountable and responsible as appropriate. A framework (policies and procedures) is being followed to help ensure that there is project ownership, and ultimately, project success.
5	<b>Quality Management</b>	Steps are being taken to help ensure that quality is being managed appropriately, including quality planning (project quality standards and metrics are defined), quality assurance (tasks and deliverables are reviewed and accepted by the governing body), and quality control (tasks and deliverables that do not pass quality assurance standards are remediated).
6	<b>Capability Maturity</b>	Capabilities implemented as a result of the completion of tasks and deliverables are evaluated to establish and track maturity (e.g., maturity of the project selection and prioritization process, or the maturity of IT technology training).
7	<b>Cost-Benefit</b>	The costs of the project are regularly evaluated to help ensure that the anticipated and realized benefits of the project are worthwhile.

The indicators in the Table 12, below, can be used to categorize the status of the assessment areas.

**Table 12: Project Assessment Indicators**

Project Assessment Indicators	
Status	Complete
	 In Progress: On Schedule
	 In Progress: Behind Schedule
	 Not Started

#### 5.2.4 IT Committee's Role on Projects

The IT Committee should have an active role in the projects contained in the Plan; however, the IT Committee's involvement will vary depending on the project. Table 13 on the following page

summarizes involvement depending on the particular project. The IT Committee will either lead (have ultimate responsibility for the entire life cycle of a project from initiation to completion) or participate (be an active advisor and participant in a project and serve in an advisory role to departments that are identified as the lead for a project) on the projects in the Plan.

**Table 13: IT Project Roles**

<b>IT Project Roles</b>		
<b>ID</b>	<b>Project Description</b>	<b>IT Committee Role (Lead or Participate)</b>
K	Expand the use of existing applications through implementation of additional modules and upgrading to the latest versions	<b>Lead</b>
N	Develop a business continuity plan	<b>Participate</b>
A	Develop a mobile device and connectivity strategy for City staff working in the field	<b>Participate</b>
B	Develop and implement policies, procedures, and performance metrics	<b>Lead</b>
O	Develop a standardized password management policy	<b>Lead</b>
P	Upgrade or replace the City backup system (County)	<b>Lead</b>
M	Assess and update the City's E-Government services and website	<b>Participate</b>
E	Implement security controls at all City facilities	<b>Lead</b>
D	Improve the City's technical oversight and guidance	<b>Lead</b>
T	Create an enterprise asset management (EAM) plan	<b>Participate</b>
J	Create and implement a hardware standardization plan	<b>Lead</b>
C	Create and implement a conference room technology upgrade and replacement plan	<b>Lead</b>
Q	Upgrade, expand, and segregate the City public Wi-Fi network	<b>Participate</b>
H	Conduct a review of system roles and permissions for each department	<b>Lead</b>
G	Formalize end-user technology training	<b>Lead</b>
R	Implement standard collaboration tools for City staff	<b>Lead</b>
F	Improve the data governance framework at the City	<b>Participate</b>
I	Develop an inventory of approved software	<b>Lead</b>
U	Identify and implement a standardized enterprise scheduling solution	<b>Lead</b>
S	Identify software to document employee training and certifications	<b>Lead</b>

## **5.2.5 Success Factors for the Plan**

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One of the critical success factors for the implementation of the Plan will be executive support for the projects in the Plan. The City will certainly review and should commit to undertaking the projects in this Plan, which will require executive support to allocate the appropriate City resources, and help ensure that projects outside the scope of this Plan in current and future years are thoroughly evaluated before adjusting existing priorities.

As described in preceding sections, the City can improve the process to identify the business owner who will justify the initiative and champion a new project. This change and improvements to selecting, prioritizing, tracking, monitoring, and reporting on IT projects would be beneficial. In order to implement the projects in this Plan, it will be critical for the City to dedicate project management support and technical support resources. Implementing the projects and initiatives in this Plan will not only take City resources and appropriate County support staff, but also a structured project management methodology to increase the likelihood of project success.

Over the next five years, the role of IT at the City should continue to evolve and continually be assessing leading edge and proven technology tools to solve technology issues at the City. The role of the IT Committee should focus on problem solving while balancing other organizational needs such as security, access to data, and E-Government services.

## Appendix A: Prioritized List of Strategic Issues and Opportunities

*This appendix contains the Prioritized List of Strategic Issues and Opportunities confirmed as a result of the Strategic IT issue and opportunity prioritization work session.*

Prioritized List of Strategic Issues and Opportunities		
No.	Issues and Opportunities Description	Score
<b><i>Management and Operations</i></b>		
M10	<b>The City does not have a Business Continuity Plan.</b> While plans exist for particular components or applications in use throughout the City, a citywide business continuity plan does not exist. Such a plan would help to ensure that critical City business can continue even during a disaster.	 <b>Critical</b> <b>31</b>
M3	<b>Online payment capabilities and ease of access to information on the City website is limited.</b> City staff report that there is a desire for improved capabilities for online payments and increased access to information on the City website. There is a desire for a citizen portal that would allow citizens and businesses to easily access data and perform a number of actions such as making online payments for permits, licenses, fees, and taxes. There are currently limited options for the public to interact with the City online. Staff reported a need for more efficient electronic communication services through the City website and/or online application portals.	 <b>Critical</b> <b>29</b>
T3	<b>Network and software security policies and procedures are not compliant with industry best practice.</b> Current security policies and procedures warrant review.	 <b>Critical</b> <b>29</b>
A3	<b>Some software applications are not fully implemented or fully utilized.</b> Staff reported that departments are not fully utilizing the ERP software because it was not fully implemented or because current staff do not know how to use the software. It was reported that there is limited or inadequate functionality in current systems to support some business processes. Several City departments reported a need to assess current systems to determine if additional functionality would benefit their operations. These applications include, but are not limited to, BS&A, CivicPlus, HRIS, and Evolution. Staff expressed a desire to fully utilize current applications through additional training and implementation of additional modules or features.	 <b>Critical</b> <b>28</b>

Prioritized List of Strategic Issues and Opportunities		
No.	Issues and Opportunities Description	Score
A2	<b>The City does not have a system to manage assets.</b> Participating staff reported the need for an asset management system. Building Maintenance staff reported a desire for an inventory with bar code scanning capability that would populate work orders with items used. Parks and Grounds staff reported a desire to have a standard repository of all assets with pictures and an ability to locate assets using the City GIS capabilities. The fleet asset inventory is maintained in a Microsoft Excel spreadsheet on the City's shared drive; the shop foreman reported this is difficult, as he does not have access to this shared drive.	 <b>Critical</b> <b>27</b>
T1	<b>Mobile access to City applications from field personnel is limited.</b> Staff reported that mobile system availability, access, and data capture for staff working in the field did not meet current needs. Staff reported that multiple departments need improved access to mobile applications and devices to increase operational efficiency in the field. For example, it would also be more efficient if work orders could be updated in real time as they are acted on. CivicPlus and BS&A both have mobile functionality that has not been implemented. Another example of the need for mobile devices was reported by the fleet shop foreman: Mechanics routinely need to look at service manuals or other information online. To do this, they are required to go into the office, log on to the one shop computer, find the information, print the information, and then go back to the vehicle. They may need to do this two or three times in the course of one vehicle repair.	 <b>Critical</b> <b>27</b>
A1	<b>City staff would benefit from additional technology training.</b> Staff reported that there is not sufficient training as part of the onboarding process to appropriately use existing software systems. Staff also reported there is no regular or ongoing refresher training for existing employees or employees who may not have had the opportunity to participate in training originally offered by the enterprise resource planning (ERP) vendor.	 <b>Critical</b> <b>27</b>
M9	<b>There is a need for improved password management.</b> It was reported that staff are required to remember multiple (up to 30) system passwords. Staff reported using various manual process for tracking their passwords, many of which are unsecure and pose a security risk to the City.	 <b>Critical</b> <b>26</b>

Prioritized List of Strategic Issues and Opportunities		
No.	Issues and Opportunities Description	Score
M4	<b>Standard collaboration tools for City staff are lacking.</b> Staff reported that the existing intranet site is difficult to use, has limited information, and does not have the desired collaboration tools. Staff reported that the City intranet is not frequently accessed as it is difficult to use, requires a separate logon, and contains limited information. Problems were reported with the underlying capability of the intranet and the lack of clear guidance regarding responsibilities and ownership of information saved to the intranet site. Staff reported using different tools to collaborate on documents, and they are looking for a more efficient way to communicate. Staff reported the desire for features and capabilities of a modern collaboration tool. In addition, staff reported that email notifications are challenging within the current environment, and maintaining email distribution lists has proven challenging since many of them need to be maintained by County IT resources.	 <b>Critical</b> <b>24</b>
T8	<b>Security concerns exist within some City facilities.</b> Staff reported that many departments do not have security cameras and that City Hall does not have security cameras installed. Staff reported that the Police Department is the only area that currently has security cameras installed. Staff expressed concern that the lack of security cameras in City facilities creates undue risk to both City staff members and the protection of valuable equipment.	 <b>High</b> <b>24</b>
M7	<b>There is a need for additional technical guidance and oversight of technical enhancements to support all departments.</b> It was reported that although the City staff are satisfied with the County's IT support in general, there may be a need for a dedicated IT resource located at the City to provide guidance and assistance beyond that provided by the County's IT staff. The City would benefit by having additional technical expertise.	 <b>High</b> <b>2</b>

Prioritized List of Strategic Issues and Opportunities		
No.	Issues and Opportunities Description	Score
T7	<b>Communication across the City is challenging for internal and external constituents.</b> It was reported that digital information boards would be beneficial for many departments to improve communications with citizens and others who come to City facilities. A pilot program was started with the Parks and Recreation Department, and use of an electronic information board has improved communications with customers. Staff would like digital boards in the lobbies of other City facilities for improved communication with individuals interacting with City staff. On multiple occasions, staff reported that internal communications are lacking, and many reported feeling they are not well informed. Although it was reported that a City newsletter is distributed by email, some have reported that these communications are typically not effective. Additional means to share pertinent information with all City staff would be welcomed. It was reported that the library shares a phone system with the Metro Community College, and calls cannot be transferred to the library through the City's phone system.	 <b>High</b> <b>23</b>
M5	<b>Department policies, procedures, and performance metrics need to be developed.</b> Staff reported that due to staff turnover, departments such as Human Resources lack foundational policies and procedures. Job descriptions are updated only when there is a vacancy, and personnel files are currently all paper based. In addition, the City director of administrative services and several department directors expressed a desire for performance management and productivity metrics.	 <b>High</b> <b>22</b>
A6	<b>Provisioning of user accounts is not consistent or centrally managed for all software applications.</b> With different enterprise applications, users are not centrally managed or coordinated, causing inconsistent provisioning and de-provisioning of users, unsynchronized lists and directories of users, and security risks. It was reported that email addresses remain visible in distribution groups long after employees have left the City. Human Resources does not currently send a monthly list of terminated employees to Sarpy IT. System access permissions are not all centralized; for example, access to RTA is managed by the fleet shop foreman.	 <b>High</b> <b>22</b>
T4	<b>There are system latency and performance issues with various applications.</b> It was reported that there are issues with slowness during login to the BS&A system. In addition, this application commonly freezes, preventing use of the application for several minutes at a time. Additionally, Community Development staff reported lag time and freezing with the GIS system.	 <b>High</b> <b>21</b>

Prioritized List of Strategic Issues and Opportunities		
No.	Issues and Opportunities Description	Score
A4	<b>There is no inventory of approved software application available to City staff.</b> It was reported that a software catalogue is not published or otherwise available to City staff to choose from when considering software purchases. It was reported that the library purchases its own software licenses. A list of approved software would prevent software installations that are duplicative or do not comply with existing software contracts and City/County standards.	 <b>High</b> <b>21</b>
T5	<b>Hardware is not standardized to one platform across the City.</b> It was reported there is a combination of products in use across the City. The City is largely running Microsoft OS on its desktops and laptops, but not all departments are using the same version of Microsoft Office. A transition to Office 365 is in process but not complete. A number of Apple iPads were purchased for the City Council meetings and managers five years ago to reduce the number of paper documents printed. There are currently 39 iPads deployed that may need to be replaced with devices that are more compatible with Microsoft Office products. It has become clear to staff that Apple iPads do not work well with Microsoft Office products. Some departments, such Public Works, have been issued Surface Pros. Other field workers are using rugged laptops (Toughbooks). In addition to challenges with iPads, staff reported there are performance issues with all-in-one PCs where in use.	 <b>Medium</b> <b>20</b>
A8	<b>Access to the City network, facilities, and system privileges requires review.</b> It was reported that the fleet shop foreman does not have access to the City's P drive. He is required to ask the Public Works administrative assistant to print needed information from the P drive for him. He also reported he is unable to enter new vehicles and/or vehicle part's vendor information into BS&A. Additionally staff reported not having access to required facilities.	 <b>Medium</b> <b>19</b>
T2	<b>There is a need to determine standards and refresh cycles for conference room technology.</b> It was reported there are limited video conferencing capabilities, and upgrades are needed to conference room technology. It was reported that the City Council chambers' video technology needs updating, as does the Police Department's briefing room and community room. It was also reported there is no audio/visual capability in two City library conference rooms, and the equipment in another library meeting room is over 20 years old and no longer functioning.	 <b>Medium</b> <b>19</b>

Prioritized List of Strategic Issues and Opportunities		
No.	Issues and Opportunities Description	Score
T9	<b>There is limited Wi-Fi access for City staff working outside of a City facility.</b> Staff reported that Wi-Fi connectivity is not available past a certain range of City Hall. There is no ability for field staff to access Wi-Fi without having to return to a City facility. Currently, public works, building maintenance, building inspection, and streets staff must return to their office locations and use shared desktops, instead of being able to electronically complete their work on a mobile device with connection to the internet in any manner. A problem with using printed work orders in the field was reported, as printed work orders can be easily lost due to wind or damaged by rain, etc. City staff working on sewer maintenance reported too much reliance on paper. Three-ring binders are kept in their trucks for maps and other documentation, due to lack of electronic connectivity in the field. The Sewer Division reported it has one computer and printer that staff must share for email and other electronic document access. Public Works and Streets Department staff reported a desire to be able to take pictures of potholes and scan and upload them to a work order, while on location.	 <b>Medium</b> <b>18</b>
M1	<b>City departments rely significantly upon manual and paper-based processes.</b> Many City departments reported managing business functions in Microsoft Excel outside of existing systems and relying on such tools to provide necessary reporting and analysis detail to complete their job functions. This causes duplicate data entry and reporting issues, and poses a security risk.	 <b>Medium</b> <b>17</b>
M6	<b>There is a need for improved data analysis and presentation capabilities.</b> It was reported that City staff do not have the necessary training to develop and write their own reports using the BS&A software. City staff have little understanding of or the ability to query the system for information or view dashboards of key information/indicators. To create meaningful reports, staff must often export and manipulate data from siloed systems.	 <b>Medium</b> <b>17</b>
M8	<b>There is a need for a common scheduling solution that would serve all City users.</b> It was reported that the City does not have enterprise-wide calendaring capabilities for sharing calendars or scheduling meetings and meeting rooms. Departments reported manually tracking work assignments on Microsoft Excel spreadsheets and whiteboards.	 <b>Medium</b> <b>17</b>

Prioritized List of Strategic Issues and Opportunities		
No.	Issues and Opportunities Description	Score
T6	<p><b>There is a lack of system integration for data sharing and data reporting.</b> It was reported that the City is not taking advantage of the large amount of data it collects to operate as efficiently and as effectively as possible. Departments hold information in silos and use it for a single purpose. Due to the lack of data standards, duplication of information is common, and integration of data is poor. Most current data use at the City involves workarounds to link data across systems for reporting and decision-making due to technology constraints, such as lack of common unique identifiers, vendor-driven data formats, and a lack of systems interoperability. The City does not have a data repository or data warehouse for capturing and reporting enterprise data. Without set data standards, data is managed and used within silos, and integration is not easy and, in most cases, not even pursued. For example, it was reported that the Parks and Recreation Department would benefit from an interface between ActiveNET and BS&amp;A.</p>	 Medium 17
A7	<p><b>There is a desire for a Learning Management System for tracking employee training and employee certifications.</b> The Human Resources Department and the director of Administrative Services reported a need for a LMS and the ability to track certifications for employees in multiple departments.</p>	 Medium 14

## Appendix B: Prioritized List of IT Projects and Initiatives

*This appendix contains the Prioritized List of IT Projects and Initiatives confirmed as a result of the projects and initiatives work session.*

Prioritized List of IT Projects and Initiatives		
ID	Project/Initiative Description	Priority
K	<p><b>Expand the use of existing applications through implementation of additional modules and upgrading to the latest versions.</b> City staff reported that some software applications have not been optimally configured or fully implemented. Maximizing the City's applications will allow staff to work as effectively and efficiently as possible, increasing the value of the City's applications.</p> <ul style="list-style-type: none"> <li>• The project should include the ability to manage assets. Asset management functionality should consider recording the asset, capturing locations, and tracking replacement and maintenance schedules, repairs, and disposal.</li> <li>• The ability for staff to initiate changes to personnel records is currently a challenging manual process. The City should consider implementing Employee Self-Service (ESS) to allow employees to request a change of address, report a life event, and complete benefit enrollment electronically. HRIS offers this functionality, but the City did not implement this functionality in the initial Phase.</li> <li>• The City should review organizational needs and determine if the current Citizen CRA Module is capable of meeting the defined needs. Considerations include improved functionality for internal and external users, and appropriate training of the solution.</li> <li>• Plans should also consider an upgrade to the existing systems to the most recent versions as a means to overcome reported latency and improve performance issues.</li> </ul> <p><b>Department Referencing Initiative:</b> <i>BerryDunn, Human Resources</i></p> <p><b>Strategic IT Issues Addressed:</b></p> <p><i>Critical: A2, A3, A1</i></p> <p><i>High: T4</i></p> <p><i>Medium: M1</i></p>	 <b>Critical</b>

Prioritized List of IT Projects and Initiatives		
ID	Project/Initiative Description	Priority
N	<p><b>Develop a Business Continuity Plan.</b> The City's business continuity planning activities are currently informal. Contingency planning entails the documentation of those elements that support the citywide strategic plan, such as a Business Continuity Plan, a Continuity of Operations Plan, a DR Plan, an Incident Response Plan, Emergency Response Plan, and a Crisis Communications Plan. The City should begin by conducting a Business Impact Assessment, a high-level discovery and requirements-gathering activity. This assessment will lay the groundwork for any of the related plans referred to above, including capturing roles, responsibilities, and workflow for both internal staff and external entities (such as law enforcement or the County in the event of a crisis). In such planning, the City should consider use of other City facilities (e.g., the City Library) given the potential benefits that other locations may have to support emergency operations.</p> <p><b>Department Referencing Initiative:</b> <i>BerryDunn</i>      <b>Strategic IT Issues Addressed:</b> <i>Critical: M10</i></p>	
A	<p><b>Develop a mobile device and connectivity strategy for City staff working in the field.</b> BerryDunn recommends conducting an assessment of City field staff's mobile device needs that should incorporate hardware, mobile enabled software, and wireless connectivity needs. The City should develop a mobile device and connectivity strategy, identify requirements, and create and execute an implementation plan to manage and deploy mobile capabilities where technology solutions exist, and where added efficiencies might be realized. For example, building inspectors and code enforcement staff would ideally be able to enter what they did at the site, collect various data elements, and take pictures without the need to travel back to the office to update the system.</p> <p><b>Department Referencing Initiative:</b> <i>BerryDunn, City Clerk, Code Enforcement, Community Development, Public Works</i>      <b>Strategic IT Issues Addressed:</b> <i>Critical: A3, T1</i>  <i>Medium: M1, T5, T6, T9</i></p>	

Prioritized List of IT Projects and Initiatives		
ID	Project/Initiative Description	Priority
B	<p><b>Develop and implement policies, procedures, and performance metrics.</b> This recommended action's goal is for the City to develop and implement technology and other policies identified as gaps. The City will document and update existing policies as well as develop new policies to address challenges in the current environment and expand upon internal controls.</p> <p>As an example, BerryDunn recommends establishing a primary point of contact, or business owner, for all major technology initiatives, this approach would ideally be considered with this initiative. Other policies might include provisioning and de-provisioning of user accounts and various Human Resources policies.</p> <p>Additionally, when the City purchases or implements a new piece of software, it would be advantageous for a lead and a secondary person to be designated as the primary contacts to support that software. As the primary points of contact, they will ideally receive additional training on that software, be the initial point of contact for the City staff wanting to use that software, and be expected to train other staff members. Incorporating this as policy and standard practice into future technology purchases might provide a better return on the City's investment in technology.</p> <p><b>Department Referencing Initiative:</b> <i>BerryDunn</i>      <b>Strategic IT Issues Addressed:</b></p> <p><i>Critical: M4, M9, T3, A1, A3</i></p> <p><i>High: M5, A6</i></p> <p><i>Medium: M8, A7</i></p>	 <b>Critical</b>
O	<p><b>Develop a standardized password management policy.</b> BerryDunn recommends that the City create a detailed policy on password requirements and develop appropriate communications to establish greater awareness and broad user awareness of the importance of system security. This initiative would also consider use of password management tools that allow more complex password configurations and a more functional means of password management. Such applications should function on multiple devices and would be helpful to enforce stronger passwords for City staff. The City could use such an application to generate random passwords of any length and enable copy/paste of passwords into the appropriate software applications.</p> <p>Additionally, multi-factor authentication techniques might also be incorporated into future password strategies.</p> <p><b>Department Referencing Initiative:</b> <i>BerryDunn, City Clerk</i>      <b>Strategic IT Issues Addressed:</b></p> <p><i>Critical: M9</i></p>	 <b>Critical</b>

Prioritized List of IT Projects and Initiatives		
ID	Project/Initiative Description	Priority
P	<p><b>Upgrade or replace the City backup system.</b> The current backup solution for City data is not scalable and has limited capacity. County IT has recommended that the City implement a modular backup system with independent options for hardware, software, and cloud storage. A more modern solution that can be scaled as the data and technical requirements of the City change would provide an improved and more reliable means to protect vital City data.</p> <p><b>Department Referencing Initiative:</b> <i>IT Committee</i></p> <p><b>Strategic IT Issues Addressed:</b></p> <p><i>Critical: M10</i></p> <p><i>High: T8</i></p> <p><i>Medium: A8</i></p>	 Critical
M	<p><b>Assess and update the City's E-Government services and website.</b> The public currently has limited options to access City services online. While there are some planned projects to improve this in the short term, there are still areas where functionality is unavailable. In collaboration with the public, the City should identify services that could be offered online and create an action plan to enhance the existing capabilities and provide citizens additional access to City services. There is a need for software that will allow businesses or citizens to complete forms online and submit variable payments for occupation taxes (e.g., restaurant or general business occupation taxes).</p> <p><b>Department Referencing Initiative:</b> <i>BerryDunn</i></p> <p><b>Strategic IT Issues Addressed:</b></p> <p><i>Critical: M3</i></p> <p><i>High: T7</i></p>	 Critical
E	<p><b>Implement security controls at all City facilities.</b> City staff reported that some City locations do not have adequate security, cameras, or video recording equipment. The City should conduct an analysis of specific needs per facility. Considerations might include measures to protect front-line staff in areas where there is risk of a violent attack or assault. Facilities include, but are not limited to, the Library, City Hall, the Community Center, Community Development, and Public Works. Identified solutions will be specific to each facility.</p> <p><b>Department Referencing Initiative:</b> <i>BerryDunn, Finance</i></p> <p><b>Strategic IT Issues Addressed:</b></p> <p><i>High: T8</i></p>	 Critical

Prioritized List of IT Projects and Initiatives		
ID	Project/Initiative Description	Priority
D	<p><b>Improve the City's technical oversight and guidance.</b> With the increasing reliance upon technology, and the many ongoing technology initiatives, the City needs a position whose primary responsibility is to oversee technology. That position would be responsible for supporting all departments and researching and recommending solutions that address common department challenges. Additional responsibilities would include coordinating, enhancing, and overseeing contracted assistance by the County and other vendor contracts; it would provide project management support for technology projects and larger facility-related projects as well.</p> <p><b>Department Referencing Initiative:</b> <i>BerryDunn</i>      <b>Strategic IT Issues Addressed:</b> <i>High: M7</i></p>	 High
J	<p><b>Create and implement a hardware standardization plan.</b> The City is not standardized on one platform citywide. There are a mix of iPads and Microsoft Windows laptops in use. Staff reported challenges where applications do not run on some City-purchased hardware. The City should establish a documented plan that prioritizes and delineates specific plans for hardware purchases.</p> <p><b>Department Referencing Initiative:</b> <i>BerryDunn</i>      <b>Strategic IT Issues Addressed:</b> <i>Medium: T5</i></p>	 High
C	<p><b>Create and implement a conference room technology upgrade and replacement plan.</b> BerryDunn recommends that the City update conference room technology on a more frequent basis. The City should establish a documented plan that prioritizes and delineates specific plans for conference room technology upgrades. A documented conference room technology upgrade replacement plan will minimize disruptions due to technology failures by providing steps to replace devices before end of life, and help the City track its conference room equipment. The plan will also take into account warranty dates and help ensure that technology that does need replacement sooner than expected is still covered under warranty. This effort should include all departments and all facilities (e.g., the Library and Police Department ["smart" podium] where equipment is nearing end of life).</p> <p><b>Department Referencing Initiative:</b> <i>BerryDunn</i>      <b>Strategic IT Issues Addressed:</b> <i>Medium: T2</i></p>	 High

Prioritized List of IT Projects and Initiatives		
ID	Project/Initiative Description	Priority
Q	<p><b>Upgrade, expand, and segregate the City public Wi-Fi network.</b> The City's current public Wi-Fi network uses the same access points, switches, and Internet connection as the City production network. The current public Wi-Fi is protected by running the same devices but on a separate virtual network. To enhance security, the City should complete a full separation of the networks. The City can achieve this by separating the public Wi-Fi entirely, so that it runs on dedicated public Wi-Fi access points, switches, and Internet. The City also anticipates that public Wi-Fi capabilities should be expanded to provide availability in public parks, at sports complexes, and in other designated public City spaces.</p> <p><b>Department Referencing Initiative:</b> <i>IT Committee</i>      <b>Strategic IT Issues Addressed:</b>  <i>Critical: M3, T3</i>  <i>Medium: T9</i></p>	 <b>High</b>
H	<p><b>Conduct a review of system roles and permissions for each department.</b> Many City departments reported that staff cannot perform critical functions because of permission limitations. This issue has created internal challenges for some departments. Through a collaborative process, the City should evaluate the permissions for each application by department.</p> <p>After this evaluation, the City might require updates to policies and procedures that diminish future challenges with role and permissions by improving the provisioning of user accounts. Additional training on these systems might be needed as a result of new or expanded system access.</p> <p><b>Department Referencing Initiative:</b> <i>BerryDunn</i>      <b>Strategic IT Issues Addressed:</b>  <i>High: A6, M5</i>  <i>Medium: A8</i></p>	 <b>High</b>

Prioritized List of IT Projects and Initiatives		
ID	Project/Initiative Description	Priority
G	<p><b>Formalize end-user technology training.</b> City staff reported that the onboarding process lacks sufficient training. The City does not have regular or ongoing refresher training for existing employees, nor report writer training for BS&amp;A software. BerryDunn recommends the City develop an education strategy to help ensure that system functionality is being fully used and that there is a shared understanding across the City. By developing a more highly trained workforce, City users may become more self-sufficient and productive. By implementing an IT training plan, the City should benefit from a greater knowledgebase and be better prepared for changes as they come.</p> <p>Associated activities could include expanding the use of the City intranet to develop and post training manuals and materials and assessing the feasibility of increased use of online training. The City could also explore the use of a LMS to facilitate training scheduling and delivery. Designation of a primary point of contact for major initiatives might also provide an ability to better utilize critical systems and offer a single point of contact for vendors.</p> <p>Facilities such as the City Library might offer opportunity to support citywide training efforts, or could be an alternate location for emergency operations if appropriately equipped with technology devices, which could also benefit City Library constituents during regular operations.</p> <p><b>Department Referencing Initiative:</b> <i>BerryDunn</i>      <b>Strategic IT Issues Addressed:</b> <i>Critical: A1</i>  <i>Medium: A7, M6</i></p>	 <b>Medium</b>
R	<p><b>Implement standard collaboration tools for City staff.</b> Staff have reported several concerns related to internal collaboration. A few collaboration tools are in use, but not everyone is using the same tool, which causes issues when trying to collaborate effectively. Employees need a more efficient way to collaborate on documents, projects, etc.</p> <p><b>Department Referencing Initiative:</b> <i>City Administration</i>      <b>Strategic IT Issues Addressed:</b> <i>Critical: M4</i>  <i>High: M7, T7</i>  <i>Medium: M8</i></p>	 <b>Medium</b>

Prioritized List of IT Projects and Initiatives		
ID	Project/Initiative Description	Priority
I	<p><b>Develop an inventory of approved software.</b> BerryDunn recommends that the City develop a catalog that lists every software application used by the City. City staff should use this catalog as the first-line resource for finding software solutions for departmental processes. The catalog should include basic information about the software solution as well as details about common applications of the solution and the software's capabilities and limitations. The managing directors should approve the catalogue and publish it on the City's intranet for easy access by departments. The management team should also develop a process for responding to requests for software purchases not on the approved list.</p> <p><b>Department Referencing Initiative:</b> <i>BerryDunn</i>      <b>Strategic IT Issues Addressed:</b> <i>High: A4</i></p>	 Medium
U	<p><b>Identify and implement a standardized enterprise scheduling solution.</b> Currently, every department has its own method of scheduling for work, shifts, vacations, and out-of-office time. Some departments use Outlook, some use Payroll Maxx, and others use Google Docs. In some cases, staff have to note their out-of-office time in three different systems. The City should identify a software solution that will be the solution and common platform for all departments to use.</p> <p><b>Department Referencing Initiative:</b> <i>Public Works</i>      <b>Strategic IT Issues Addressed:</b> <i>Critical: A1, M4</i> <i>High: T7, M5</i></p>	 Medium
S	<p><b>Identify software to document employee training and certifications.</b> Currently, City departments or individual staff members are tracking their own training and certification requirements. Best practice would dictate that training records be centralized and managed by the Human Resources Department. In addition, the City should track staff certifications and licenses that require Continuing Educational Units (CEU) in a way that supports their ability to meet educational requirements, providing notifications well in advance of expiration dates.</p> <p><b>Department Referencing Initiative:</b> <i>Human Resources</i>      <b>Strategic IT Issues Addressed:</b> <i>Critical: M4</i> <i>Medium: A7, M1, T6</i></p>	 Medium

## Appendix C: Project Participants

*This appendix contains the list of individuals that participated in the project.*

City Project Participants		
No.	Name	Department
1.	Kevin Pokorny	Administrative Services Department
2.	Chris Solberg	Community Development Department
3.	Jean Hurst	Public Library
4.	Stacia Burt	Police Department
5.	Brian Stolley	Police Department
6.	Crystal Larson	Administration Department
7.	Tommy Prouhet	Administration Department
8.	PJ Biodrowski	Sarpy County Information Systems Department
9.	Ryan South	Recreation Department
10.	Mitch Beaumont	Administration Department
11.	Pam Buethe	City Clerk's Office
12.	Trish Robey	Public Works
13.	Ray Crane	Public Works

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
JANUARY 19, 2021 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
VACANT PROPERTY REGISTRATION PROGRAM	RESOLUTION ◆ ORDINANCE (2) RECEIVE/FILE DISCUSSION	BRUCE FOUNTAIN COMMUNITY DEVELOPMENT DIRECTOR

**SYNOPSIS**

Ordinances have been prepared for adoption of a Vacant Property Registration Program in order to be consistent with State Statutes and for changes the Master Fee Ordinance related to vacant properties.

**FISCAL IMPACT**

N/A.

**RECOMMENDATION**

Approval.

**BACKGROUND**

Over the years, there have been several properties damaged by fire or collision which became neglected and therefore a concern to neighbors and the Mayor and Council. After researching issues associated with vacant structures, staff drafted a building registration code intended to address this problem, which was approved by the City Council via Ordinance No. 1317 (Neglected Building Registration Program) on November 21, 2017.

Shortly thereafter, the Nebraska State Legislature passed LB 256 to address Vacant Property Registration Programs throughout the State. The City's adopted Ordinance No. 1317, however, conflicts with various requirements of the State legislation. As a result, staff is recommending the adoption of a new Ordinance that will resolve those areas of conflict which deal primarily with timing requirements related to resolution of violations and the maximum fees and fines that can be assessed through the program.

Attached is the new ordinance for your consideration and a copy of the existing ordinance for your reference.

Related updates to the Master Fee Schedule are also being recommended to assure compliance with State Statute.

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE TO REPEAL AND REPLACE MUNICIPAL CODE SECTION 150.80 ENACTED BY ORDINANCE NO. 1317; TO ADOPT AND CODIFY A VACANT PROPERTY REGISTRATION PROGRAM; TO REPEAL ORDINANCE NO. 1317; TO PROVIDE FOR SEVERABILITY; AND TO PROVIDE FOR THE EFFECTIVE DATE HEREOF.

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

I. Section 150.80 of the La Vista Municipal Code, including all subsections, is hereby repealed and replaced in its entirety by the following.

**SECTION 150.80: VACANT PROPERTY REGISTRATION PROGRAM**

**Section**

150.80.1	Establishment of Vacant Property Registration Program.
150.80.2	Findings.
150.80.3	Purpose and Intent of the Vacant Property Registration Program.
150.80.4	Definitions.
150.80.5	Scope.
150.80.6	Administration and Enforcement.
150.80.7	Registration Database; Registration and Supplemental Registration of Vacant Residential Buildings; Duties of Owners and Subsequent Owners; Information Required; Fees; Civil Actions; Liens; Owner's Agent.
150.80.8	Exemptions.
150.80.9	Rights to Prior Notice and Appeal.
150.80.10	Inspections; Citations; Inspection Warrants.
150.80.11	Criminal Violations; Penalties.
150.80.12	Supplemental Provisions; Subchapter Not Exclusive.

**Section 150.80.1 ESTABLISHMENT OF VACANT PROPERTY REGISTRATION PROGRAM.**

A Vacant Property Registration Program is hereby established for the City of La Vista, Nebraska pursuant to authority granted by Nebraska law, as adopted or amended from time to time, including but not limited to sections 19-5401 through 19-5408 (the Vacant Property Registration Act) and 16-246 of the Nebraska Revised Statutes. The Vacant Property Registration Program shall be applicable to vacant residential properties exhibiting evidence of vacancy, generally meaning for purposes of the Program conditions or circumstances that would lead a reasonable person to believe that a residential building is vacant and neglected, as described below in this subchapter.

**Section 150.80.2 FINDINGS.**

The Mayor and Council make the following findings:

(1) In the Vacant Property Registration Act, the Nebraska Legislature has recognized, and the Mayor and Council recognize:

(A) Vacant properties have the potential to create a host of problems for Nebraska communities, including a propensity to foster criminal activity, create public health problems, and otherwise diminish quality of life;

- (B) Vacant properties have the potential to reduce the value of area properties, increase the risk of property damage through arson and vandalism, and discourage neighborhood stability;
- (C) Vacant properties represent unrealized economic growth in Nebraska communities;
- (D) A vacant property registration ordinance allows a municipality to discourage property vacancy and neglect, maintain unoccupied buildings, provide a data base of vacant properties and their owners, and assess fees for the increased public costs associated with vacant properties;
- (E) Fees imposed under a vacant property registration ordinance have the potential to benefit the owners of vacant properties by helping to finance additional government services to protect the value and security of such properties; and
- (F) Enactment of a vacant property registration ordinance is a proper exercise of governmental authority to protect the public health, safety, and welfare of community residents and a valid regulatory scheme. Such an ordinance will allow the City to identify and register vacant properties, collect fees to compensate for the public costs of vacant properties, plan for the rehabilitation of vacant properties, and encourage the occupancy of vacant properties.

(2) The Mayor and Council further recognize and find:

- (A) A program that establishes and enforces a registration system to monitor vacant residential buildings is in the public interest, good for the neighborhoods in which such properties are located, and in the interests of all residents of the City.
- (B) Livable housing and neighborhoods sustain the City's property tax base.

Based on the foregoing and to correct or prevent negative consequences of vacant residential buildings, the Mayor and City Council have determined that it is necessary, desirable, appropriate, and in the public interest to implement a vacant property registration program for vacant residential properties.

### **Section 150.80.3 PURPOSE AND INTENT OF THE VACANT PROPERTY REGISTRATION PROGRAM**

The purpose of this program is to provide for registration and inspection of vacant residential buildings and to promote compliance with the municipal code and other applicable laws. The intent of this program includes:

- (1) Reducing risks of conditions that are catalysts for unlawful activities, declining neighborhoods, and dangers to persons or property;
- (2) Promoting the health, safety, and welfare of the City and its residents, including without limitation the persons living near vacant residential properties;
- (3) Promoting the repair and rehabilitation of vacant residential properties;

- (4) Promoting the occupancy of vacant residential properties;
- (5) Preserving the existing housing supply and neighborhoods;
- (6) Helping to maintain property values and the City's tax base;
- (7) Working toward preventing or eliminating substandard and deteriorating housing; and
- (8) Maintaining a living environment that contributes to healthful individual and family living.

#### **Section 150.80.4      DEFINITIONS.**

Except as otherwise indicated, expressly or by the context, the following definitions apply for purposes of this subchapter:

- (1) **Building Official** means the Chief Building Official of the City and, in the event of the absence, disability, or other unavailability of the Chief Building Official, any individual designated by the City Administrator to perform the duties of the Chief Building Official of the City.
- (2) **City** means the City of La Vista, in Sarpy County, Nebraska.
- (3) **City Code** means the Municipal Code of the City.
- (4) **County** means the County of Sarpy in Nebraska, as defined in the Nebraska Revised Statutes.
- (5) **Director** means the Community Development Director of the City.
- (6) **Dwelling** means any building that contains one or more dwelling units constructed or used for residential purposes, or intended or designed to be built, used, rented, leased, let, or hired out to be occupied for residential purposes, excluding hotels and motels. This includes but is not limited to single family houses and residences, townhomes, duplexes and other multiplexes, apartment buildings, and other similar buildings and structures.
- (7) **Dwelling unit** means a single unit, with one or more rooms, providing independent living facilities for residential purposes of one or more persons.
- (8) **Effective date** of this subchapter means February 1, 2021.
- (9) **Evidence of vacancy** means any condition or circumstance that on its own or in combination with other conditions or circumstances would lead a reasonable person to believe that a residential building is vacant and neglected. Such conditions or circumstances may include, but are not limited to:
  - (A) Overgrown or dead vegetation, including grass, shrubbery, and other plantings;
  - (B) An accumulation of abandoned personal property, trash, or other waste;

- (C) Visible deterioration or lack of maintenance of any building or structure on the property;
- (D) Graffiti or other defacement of any building or structure on the property;
- (E) Within the preceding six months, due to some condition of or upon the property, the property has been the subject of two or more notices of violation of the provisions of applicable federal, state or local laws or regulations, including without limitation, Chapter 50, 91, 92, 93, 133, or 150 of the City Code;
- (F) The dwelling is unsecured for thirty or more days, meaning that persons, animals or the elements of weather, using little or no effort, may access or enter the dwelling, which is not being actively used as a dwelling, including without limitation, by way of any open, unlocked, damaged, broken, weakened, compromised, or missing doors, windows, or other building components;
- (G) The dwelling has sustained significant fire, wind, water, or other damage, is uninhabitable, and diligent, consistent efforts to repair, rehabilitate, renovate, demolish, or remove the building are not evident within 60 days after the occurrence resulting in such damage;
- (H) The dwelling has been declared a nuisance pursuant to applicable Nebraska law or regulation, or ordinances or regulations of the City, including without limitation, Nebraska Revised Statutes section 18-1722 and Chapter 92 of the City Code;
- (I) The dwelling has been boarded up for a period of more than sixty days, meaning that one or more of the building's doors or windows, or door or window openings, have been covered with plywood, wood, or metal sheeting, paneling, or other materials, other than permanently installed doors or windows, for the purpose of preventing persons, animals, or the elements of weather from entering into the building;
- (J) The dwelling has been declared and placarded by the Building Official as a dangerous building or an unsafe structure pursuant to applicable Nebraska law or regulation or ordinances or regulations of the City, including without limitation section 92.15 or Chapter 150 of the City Code;
- (K) The dwelling has sustained substantial deterioration due to lack of maintenance, replacement, or repair and the owner has failed to comply with a previous notice to correct a violation of applicable Nebraska law or regulation or ordinances or regulations of the City;
- (L) The owner has failed to appear and a warrant or citation has been issued by a court of law for a violation of federal, state or local law or regulation, including without limitation, Chapter 50, 91, 92, 93, 133, or 150 of the City Code, regarding an unoccupied building or structure exhibiting any violation of any such law or regulation;

(M) The owner has refused to accept service of notices of violation of applicable laws or regulations, including without limitation, Chapter 50, 91, 92, 93, 133, or 150 of the City Code, when service has been attempted; or

(N) Any other condition or circumstance reasonably indicating that the property is not occupied for residential purposes and is not being maintained or is being allowed to deteriorate, as determined by the Building Official.

(10) **Owner** means any person who, alone or with another or others, holds legal title to a vacant residential building, as shown by the records of the register of deeds of the county, or who holds an equitable interest in such property, or who otherwise has care, custody, or control of the property as guardian, conservator, receiver, trustee, executor, administrator, beneficiary, or in any other representative capacity, to the extent proof of such control to the satisfaction of the Building Official is presented to or obtained by the Building Official. All holders of any legal or equitable title or interest in a vacant residential building shall be jointly and severally liable under this subchapter as owners of such vacant residential building.

(11) **Owner's agent** means a person designated by the owner as an agent to act on behalf of and to bind the owner in matters arising under this subchapter, except to the extent the owner otherwise advises the Building Official in writing.

(12) **Program** means the Vacant Property Registration Program established by this subchapter.

(13) **Property manager** means any person responsible for the management of a property other than the owner. A property manager shall be deemed to be the owner's agent for purposes of this subchapter unless the owner otherwise advises the Building Official in writing.

(14) **Residential building** means a house, a condominium, a townhouse, an apartment unit or building, a trailer house, and any other dwelling.

(15) **Residential purposes** means occupancy, use, or intended use for residential or living quarters, including without limitation shelter, cooking, eating, sanitation, or sleeping by one or more persons.

(16) **Subchapter** means sections 150.80.0 through 150.80.12 of the City Code.

(17) **Vacant** means that a residential building exhibits evidence of vacancy. If a vacant residential building becomes occupied for a period of thirty days or less, and immediately following such period of occupancy the building again becomes unoccupied, the building shall be deemed for purposes of this subchapter to have remained vacant during such period of occupancy.

(18) **Vacant property registration form** means the form described in subsection 150.80.7(1) of this subchapter.

#### **Section 150.80.5      SCOPE.**

(1) This subchapter shall apply to and respecting any residential building located within the corporate limits of the City. If more than one residential

building is located upon a single lot, piece or parcel of land, such as an apartment complex comprised of more than one residential building, this subchapter shall apply separately to each such building. If a residential building is comprised of more than one dwelling unit and not all of such dwelling units are owned by the same owner, such as a condominium comprised of more than one dwelling unit, this subchapter shall apply separately to each dwelling unit.

- (2) This subchapter shall apply to any residential building that becomes vacant after the effective date of this subchapter.
- (3) This subchapter shall not apply to any property owned by the federal government, the State of Nebraska, or any political subdivision thereof.
- (4) This subchapter shall not apply to any lot, piece or parcel of land that has not been or is not being improved with a residential building, but this subchapter shall apply to any lot, piece or parcel of land on which construction of a residential building commenced, even if such construction is subsequently halted.

#### **Section 150.80.6 ADMINISTRATION AND ENFORCEMENT.**

(1) The Building Official shall serve as the administrator of the program, and shall be primarily responsible for administration and enforcement of this subchapter, including without limitation, interpretation of this subchapter. The name and telephone number of the Building Official of the City, and his or her email address (or a hyperlink to his or her email address) shall be displayed on the City's website. The Building Official shall be authorized to designate any other individual to assist in carrying out any task or function pursuant to this subchapter.

(2) The Director, in consultation with the Building Official, is authorized to promulgate policies, procedures and regulations for the administration and enforcement of this subchapter.

(3) If visual observation from the street, a public sidewalk, any other public area, or any other place at which the observer is lawfully present, causes the Building Official reasonably to suspect that a building may be a vacant residential building, or if any employee or official of the City or member of the public makes a verbal, written, or electronic report to the City that causes the Building Official reasonably to suspect that a building may be a vacant residential building, the Building Official may investigate the matter to determine whether the building is a vacant residential building. In conducting such investigation, the Building Official may interview persons having knowledge of the circumstances (such as individuals who reside in the vicinity or neighborhood of the building, law enforcement officers and other public officials), examine public records, and contact and interview other persons including without limitation the owner, property manager, or owner's agent.

- (A) If the Building Official determines that the building is a vacant residential building, but that it has been vacant for less than one hundred eighty days, the Building Official shall provide a copy of the vacant property registration form to the owner, property manager, or owner's agent, and shall notify the owner, property manager, or owner's agent that unless the property is exempt from the registration requirements of this subchapter, the vacant property must be registered when it has been vacant for one hundred eighty days. The notification may be given verbally, in writing, or electronically. Failure of the Building Official to provide a copy of the vacant

property registration form or to give such notification shall not be jurisdictional and shall not bar enforcement of this subchapter respecting the property.

- (B) If the Building Official determines that a building is a vacant residential building that has been vacant for one hundred eighty days or longer, the Building Official shall provide a copy of the vacant property registration form to the owner, property manager, or owner's agent, and shall notify the owner, property manager, or owner's agent by certified United States mail that the vacant property must be registered as a vacant property within fifteen days after the mailing of the notice, unless within such fifteen days period the owner, property manager, or owner's agent provides to the Building Official information showing to the satisfaction of the Building Official either that the building is not a residential building that has been vacant for one hundred eighty days or longer or that the building is exempt from the registration requirements of this subchapter.
- (C) For purposes of determining the number of days of any vacancy under this subchapter, the period of any vacancy occurring before, on or after the effective date of this subchapter shall be included and counted.

**Section 150.80.7      REGISTRATION DATABASE; REGISTRATION AND SUPPLEMENTAL REGISTRATION OF VACANT RESIDENTIAL BUILDINGS; DUTIES OF OWNERS AND SUBSEQUENT OWNERS; INFORMATION REQUIRED; FEES; CIVIL ACTIONS; LIENS; OWNER'S AGENT.**

(1) The Building Official shall maintain or cause to be maintained a City-wide vacant property registration database. The Building Official shall also develop or cause to be developed a vacant property registration form, in paper format (or electronic format). The registration form and registration process shall require such information as the Building Official may specify, which at a minimum shall include:

- (A) The name, street address, mailing address, telephone number, and, if applicable, the facsimile number and email address, of the property owner and, if applicable, of the property manager and owner's agent;
- (B) The parcel identification number of the vacant property as shown in the records of the county assessor, and the street address of the vacant property;
- (C) The transfer date of the instrument conveying the property to the owner;
- (D) The date on which the property became vacant; and
- (E) The plan of the owner to eliminate evidence of vacancy and bring about the occupancy of the property.

(2) An owner of a property on which there is a vacant residential building shall register the property with the Building Official as a vacant residential property, or cause the property to be so registered, if the building has been vacant for one hundred eighty days or longer. If the property owner fails to register the property, the Building Official may register it, which shall have the same effect as registration by the property owner. One hundred eighty days after the initial registration of the vacant residential building pursuant to this subsection, or three hundred sixty days after the building became vacant, whichever is earlier, the owner shall pay an initial registration fee of two hundred fifty dollars. Every

six months thereafter, for as long as the property remains on the City's vacant property registration data base, the owner shall pay a supplemental registration fee. Each supplemental registration fee shall be double the dollar amount of the immediately preceding registration fee or supplemental registration fee, as the case may be, *provided*, that no single supplemental registration fee shall exceed two thousand five hundred dollars. If any fees are not paid when due, interest shall accrue and be payable on such unpaid amounts at the rate specified in Neb. Rev. Stat. section 45-104.02, as adjusted from time to time.

(3) For purposes of calculating the registration fees and supplemental registration fees imposed under the preceding subsection, an initial registration fee shall be due from the owner on the three hundred sixtieth day after the residential building became vacant and, for that purpose, the building shall be deemed to have been vacant for three hundred sixty days and listed continuously on the City's vacant property registration database from the one hundred eightieth day of vacancy through the three hundred sixtieth day of vacancy. Every six months after such three hundred sixtieth day, and continuing for as long as the building remains vacant, the building shall be deemed to have been listed continuously on the City's vacant property registration database, and a supplemental registration fee shall become due from the owner. The registration fees and supplemental registration fees shall be imposed upon and be payable by the owner regardless of whether or not the owner formally registers or causes the property to be registered with the Building Official, and regardless whether or not the City elects to register the property, as a vacant residential building. The Building Official is authorized to place on the vacant property registration database any residential building that Building Official deems to be a vacant residential building under the provisions of this subchapter.

(4) The City may collect any vacant property registration fee imposed under this subchapter, or which ought to have been paid under this subchapter or which became due under this subchapter, by civil action in any court of competent jurisdiction.

(5) Any vacant property registration fee imposed under this subchapter, or which ought to have been paid under this subchapter or which became due under this subchapter, and any unpaid fine for any violation of this subchapter, and any interest on any unpaid fees or fines, shall become a lien on the applicable property upon the recording of a notice of such lien by the Building Official in the office of the register of deeds of the county. The lien created under this subchapter shall be subordinate to all liens on the applicable property that were recorded prior to the time the notice of such lien under this subchapter is recorded.

(6) The owner of any vacant residential building shall be available to respond to emergencies twenty-four hours per day, seven days per week. This requirement will be deemed satisfied if:

- (A) the owner or the owner's property manager maintains a residence or operating business office within the county or an adjacent county, at which residence or business office the owner or the property manager is regularly present; or
- (B) the owner appoints an owner's agent who resides within the county or an adjacent county,

any of whom may be contacted twenty-four hours per day, seven days per week.

(7) If a residential building becomes vacant and remains vacant for sixty days, the owner shall provide the Building Official written or electronic notice of the name,

address, and telephone number of the owner, the address of the vacant residential building, the date on which the building became vacant and, if and to the extent applicable, the name, address, and telephone number of the owner's property manager and the owner's agent. A post office box, mailing address, or toll-free number shall not satisfy this subsection. Upon receipt of such a notice, the Building Official will provide the owner the information specified in subsection 150.80.6(3)(A) or (B), whichever applies.

(8) The owner's designation of a property manager or owner's agent shall not relieve the owner of the obligation to comply with this subchapter, or with any other provision of federal, state, or local law or regulation.

(9) A subsequent owner or owners of property subject to this subchapter assumes the obligations of the previous owner or owners.

(10) If a property is listed on the City's vacant property registration database, an owner of the property, or the property manager or the owner's agent, shall notify the Building Official when the property is no longer vacant. The Building Official shall thereupon conduct an inspection and, if the Building Official determines that the building no longer exhibits evidence of vacancy and that all registration, supplemental registration and inspection fees and all fines and interest imposed under or pursuant to this subchapter have been paid, the Building Official shall remove the property from the vacant property registration database.

#### **Section 150.80.8 EXEMPTIONS.**

(1) A property on which there is a vacant residential building shall be exempt from both registration and payment of registration fees under this subchapter if the property is advertised in good faith for sale or lease. The burden of establishing that a property is advertised in good faith for sale or lease shall be upon the property owner. For purposes of this exemption:

(A) A property on which a vacant residential building is located will be presumed to be advertised in good faith for sale or lease if, for at least the ninety consecutive days immediately preceding the date upon which the relevant registration fee or supplemental registration fee would otherwise have been required respecting the vacant property:

(1) (a) the property has been continuously listed for sale in an active listing with a licensed real estate broker engaged in the real estate business in Sarpy or Douglas County, Nebraska, for a listed sale price of not more than one hundred twenty percent (120%) of the property's assessed value as shown by the records of the county assessor, and (b) a bona fide offer at or above such sale price has not been received by owner; or

(2) (a) the property has been continuously listed for lease in an active listing with a licensed real estate broker engaged in the real estate business in Sarpy or Douglas County, Nebraska, for a listed monthly rental of not more than one percent (1.0%) of one hundred twenty percent (120%) of the property's assessed value as shown by the records of the county assessor, and (b) a bona fide offer at or above such monthly rental has not been received by owner.

(B) If the owner is unable to establish that the property is presumptively advertised in good faith for sale or lease under subsection (1)(A) above,

the owner may establish that the property is advertised in good faith for sale or lease by producing other evidence, provided, a showing that the property is and has been advertised or available "for sale by owner" or "for lease by owner," or that a "for sale" or "for lease" sign has been displayed on the property, shall not be sufficient, alone or in combination, to establish that the property is advertised in good faith for sale or lease, absent substantial additional evidence that the property is and actually has been advertised for sale or lease over a reasonably broad geographic or market area for a reasonable sale price or a reasonable rental amount, as the case may be. The Building Official shall decide in the first instance whether the owner has provided sufficient evidence to establish that the property is advertised in good faith for sale or lease.

(2) A property on which there is a vacant residential building shall be exempt from payment of registration fees (but not registration) under this subchapter if the Building Official determines:

- (A) (1) the building has been damaged by fire, weather, an act of God, vandalism, or other casualty causing it to be uninhabitable and repair or renovation activities designed to restore the building to a habitable condition are or were commenced within sixty (60) days after the damage occurred, or
- (2) the building is a new building under construction or a building undergoing renovation, and
- (B) the repair, construction or renovation activities are being actively implemented or pursued with reasonable diligence and timeliness, and any evidence of vacancy is being minimized to the greatest extent practicable as determined by the Building Official, and
- (C) the building remains vacant for no more than three hundred sixty days (or such longer period as may be approved in writing by the Building Official due to extenuating circumstances that do not result from any fault or neglect of the owner, as determined by the Building Official).

If a property on which there is a vacant residential building, otherwise exempt from payment of registration fees under this subsection 150.80.8(2), is vacant for more than three hundred sixty days (or such longer period as may be approved in writing by the Building Official due to extenuating circumstances that do not result from any fault or neglect of the owner, as determined by the Building Official), this exemption shall not apply and the owner shall pay the registration fee or fees specified in section 150.80.7. Any loss of exemption under this subsection (2) shall relate back to the commencement of such construction or renovation, or to the date the property became vacant due to the damage by fire, weather, an act of God, vandalism, or other casualty, as the case may be.

(3) An unoccupied residential building shall be exempt from both registration and payment of registration fees under this subchapter if it does not exhibit evidence of vacancy, as determined by the Building Official.

#### **Section 150.80.9      RIGHTS TO PRIOR NOTICE AND APPEAL.**

(1) The owner of a residential building shall have the right to reasonable prior notice of an adverse decision of the City or Building Official under this subchapter and an

opportunity to appeal such decision at a time and place designated by the Building Official. For such purposes, the Building Official, as program administrator, shall make decisions on behalf of the City under this subchapter. The notice shall be sent by certified mail to the registered owner at the address maintained in the register of deeds office of the county, at least ten days prior to any adverse decision. If the register of deeds does not maintain an address for the owner, then the notice may be addressed to the owner at the address maintained by the county assessor. If the owner requests the Building Official in writing or by electronic mail to mail notices to the owner at a specified address, notices to the owner shall be sufficient if mailed to the owner at the specified address.

(2) The owner of a vacant property may appeal any such adverse decision by the City or Building Official to the Director. The appeal shall be in writing and shall be mailed by certified mail or hand delivered to the Director within fourteen calendar days after the adverse decision by the Building Official. The Director will review the matter on the record made by the Building Official and, after providing the owner and the Building Official an informal opportunity to be heard, the Director will make the final decision.

#### **Section 150.80.10 INSPECTIONS; CITATIONS; INSPECTION WARRANTS.**

(1) The Building Official or his or her designee is authorized to inspect the interior and exterior of a residential building that is displaying evidence of vacancy, as determined by the Building Official. The Building Official or his or her designee is also authorized to inspect the interior and exterior of a vacant residential building upon registration under this subchapter, or when the property is originally required to be registered under this subchapter, and at one-year intervals thereafter for so long as the property remains on the vacant property registration data base. At least ten days in advance of a proposed inspection under this subchapter, the Building Official shall mail the owner, by certified United States mail, a notice of proposed inspection, advising the owner of the building address, and the date and time of the proposed inspection. In the case of multiple owners of a building, a notice mailed to any owner shall be sufficient. If the owner has provided the Building Official the name and address of a property manager or the owner's agent, the notice of proposed inspection may be mailed to the owner, the property manager, or the owner's agent, at the Building Official's discretion.

(2) It shall be the responsibility of the owner, the property manager, or the owner's agent to be present at the property at the date and time specified by the Building Official for the proposed inspection, to provide access for the inspection. If none of such individuals is present at the time and place of the proposed inspection, the owner, owners, property manager, or owner's agent who were mailed notice of the proposed inspection shall be guilty of a misdemeanor and shall be fined in any sum not to exceed \$500.00.

(3) If, upon any such inspection, the Building Official observes any condition that constitutes a violation of, or that causes the building to be out of compliance with, this subchapter, or with any other any law or regulation, or any other provision of the City Code, the Building Official may take such action as may be directed by law or as the Building Official may deem to be appropriate to notify or cite the owner for such condition or violation.

(4) If any owner or individual lawfully in control of a residential building or vacant residential building fails or refuses to consent to access and entry to the property or building under such individual's ownership or control for any inspection pursuant to this subchapter, or if the owner, the property manager, or the owner's agent fails to provide such access and entry at the date and time specified by the Building Official for the inspection, the Building Official may apply for and obtain a warrant or other appropriate court order authorizing such inspection in accordance with applicable law, including but not limited to, Nebraska Revised Statutes sections 29-830 et seq.

(5) Unless otherwise provided in the City's master fee ordinance or other ordinance of the City:

- (A) An initial inspection of a residential building or vacant residential building shall be conducted at no charge; and
- (B) Inspection of a residential building or vacant residential building after the initial inspection also shall be conducted at no charge if all violations noted in the preceding inspection have been corrected. If any such violation has not been corrected, a fee shall be charged for inspections after the initial inspection as provided in the master fee ordinance, which fee shall be paid by the owner before a property is removed from the vacant property registration list.

(6) If any claim is made or action brought against an officer, official, or employee of the City charged or assisting with administration or enforcement of this subchapter, because of an act performed by him or her in the reasonable and good faith administration or enforcement of any provision of this subchapter, the claim or action shall be defended by the City or by the City's insurer at its cost until the final termination of the proceedings therein.

#### **Section 150.80.11 CRIMINAL VIOLATIONS; PENALTIES.**

(1) Any owner or agent of an owner upon whom a duty is placed by the provisions of this subchapter who fails, neglects, or refuses to perform such duty, or who violates a provision of this subchapter, shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in any sum not to exceed five hundred dollars or be imprisoned in the county jail for a period not to exceed six months, or both, *provided*, each person so convicted shall be fined in a sum not less than two hundred dollars for the first offense, not less than three hundred dollars for a second offense, and not less than four hundred dollars for the third offense and each offense thereafter. The penalties provided herein shall be cumulative. Each day that a violation of this subchapter continues shall constitute a separate and distinct offense and shall be punishable as such.

#### **Section 150.80.12 SUPPLEMENTAL PROVISIONS; SUBCHAPTER NOT EXCLUSIVE.**

(1) The provisions of this subchapter shall be supplemental and in addition to any other laws of the State of Nebraska or City. This subchapter does not repeal, modify, or limit the remedies, penalties, actions, or abatement measures that may be taken or imposed at law or in equity by the Building Official or the City for any act or omission that violates any federal, state or local law or regulation, regardless of whether the act or omission is also a violation of this subchapter.

**II. REPEAL.** Ordinance No. 1317, and conflicting provisions of any other previously enacted ordinance, are hereby repealed.

#### **III. SEVERABILITY.**

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 the City would have enacted and adopted this ordinance and each section, subsection, sentence, clause or phrase hereof, irrespective

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

**IV. EFFECTIVE DATE.**

This ordinance shall be in full force and effect on and after the effective date, subject to its passage, approval and publication in pamphlet form as provided by law.

PASSED AND APPROVED THIS 19TH DAY OF JANUARY 2021.

CITY OF LA VISTA, NEBRASKA,

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Douglas Kindig, Mayor

ATTEST:

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Pamela A. Buethe, CMC  
City Clerk

**ORDINANCE NO. 1397**

AN ORDINANCE TO AMEND ORDINANCE NO.1375, 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, facilities, 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)	\$100 or 10% of building permit fee (whichever is greater)
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**Design Review (non-refundable)**

Tenant Bay Façade Renovation	\$500 (min. fee or actual fee incurred)
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Bldgs. 24,999 sq. ft. or less	\$1,500 (min. fee) (or actual fee Incurred)
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Bldgs. 25,000 – 49,999 sq. ft.	\$2,000 (min. fee) (or actual fee Incurred)
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Bldgs. 50,000 -99,999 sq. ft.	\$3,000 (min. fee) (or actual fee Incurred)
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Bldgs. 100,000 + sq. ft.	\$4,000 (min. fee) (or actual fee Incurred)
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**Replacement Plan Review Fee**

	\$100 + Request for records fees
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**Engineer's Review**

	\$500
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**Rental Inspection Program**

**License Fees:**

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

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

### **RIGHT-OF-WAY PERMIT FEES**

The following are one-time permit fees for structures occupying the public right-of-way:

Canopy or Awning	\$50 for the first 25 ft. + \$10 each additional foot
Balcony	\$75 each
Bicycle Rack	\$50
Light Fixture	\$75 for the first + \$10 each additional light fixture
Marquee	\$50 for the first 25 ft. + \$10 each additional ft.
Sidewalk Café	\$100
Sign	\$100 each (if less than 25 sq. ft.) \$300 each (if 25 sq. ft. or larger)
Windscreen	\$400 each
Planter	\$50
Combination of Awning/Canopy/Sign /Light	\$500
Skywalk	\$500
String Lights	\$150
Other structures as approved by the City Administrator	\$300

Provided, however, notwithstanding anything in this Ordinance to the contrary, all property, or parts thereof or improvements thereon, with respect to which legal title is or will be held by or for the benefit of the City of La Vista, La Vista Community Development Agency, City of La Vista Facilities Corporation, La Vista/Metropolitan Community College Condominium Owners Association, Inc., or any other entity directly or indirectly controlled by the City of La Vista as determined by the City Administrator, for a public purpose, and all owners of such property, parts, or improvements, shall be exempt from the Building and Use Fees and/or any other fees in this ordinance. The City of La Vista pursuant to a policy of the City Council also may provide for waiver of any or all such Building and Use Fees, or any other fees under this Ordinance that are payable to the City, with respect any political subdivisions that levy property taxes within the corporate limits of the City, or any entity controlled by any such political subdivision.

### **FIRE INSPECTION FEES**

#### Plan Review Fees

Commercial Building	10% of building permit fee with a maximum of \$1,000
Fire Sprinkler Plan Review 1-20 devices	\$100

21-50 devices	\$200
51-100 devices	\$300
101-200 devices	\$400
201-500 devices	\$500
Over 500 devices	\$500 plus \$1.00 per device over 500
Fire Alarm Plan Review	\$50.00

Child Care Facilities:

0 – 8 Children	\$50.00
9 – 12 Children	\$55.00
13 or more children	\$60.00

Foster Care Homes:

Inspection	\$25.00
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Liquor Establishments:

Non-consumption establishments	\$60.00
Consumption establishments	\$85.00

Nursing Homes:

50 beds or less	\$55.00
51 to 100 beds	\$110.00
101 or more beds	\$160.00

Fire Alarm Inspection:

Four year license (Test)	\$100.00
NICET	\$25.00 per year NICET certification last
Annual test (witnessed)	\$30.00

Sprinkler Contractor Certificate:

Annual	\$100.00
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Fuels Division:

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)

Underground 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

**TAX INCREMENT FINANCING (TIF) APPLICATION FEES**

Application Fee	\$3,000
Administrative Fee	1.5% on TIF Principal up to \$2,000,000 1% on TIF Principal amount above \$2,000,000 thru \$4,000,000 No additional administrative fee for TIF Principal above \$4,000,000

Bond Related Fee		Actual Fees, Costs & Expenses Incurred by the City
<b><u>PACE PROGRAM</u></b>		
Application Fee		\$1,000
Administrative Fee		1% of loan amount maximum \$40,000 subject to 50% reduction if a TIF project
Annual Fee		\$500
<b><u>ZONING FEES</u></b>		
Comprehensive Plan Amendment		\$500
Zoning Map Amendment (rezoning)		\$500
Zoning Text Amendment		\$500
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
Subdivision Agreement		\$500 (min. fee) or actual fee incurred
Revised Preliminary Plat		\$500+additional fee of \$250 for review of revised drawings
Replat		\$1500 +additional fee of \$250 for review of revised drawings
P.U.D.		\$1,000+additional fee of \$250 for review of revised drawings
P.U.D. Amendment		\$500 (min. fee) or actual fee incurred
Vacation of Plat and Right of Way Vacation		\$150
Variance, Appeals, Map Interpretation (B.O.A.)		\$250
Watershed Fees –apply to all new development or significant redevelopment as specified in Exhibit "G" to the interlocal agreement for the Papillion Creek Watershed Partnership: (fees are remitted to Papillion Creek Watershed Partnership)		
<b><u>OCCUPATION TAXES</u></b>		
Publication fees		\$Actual cost

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 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 (These fees are in addition to the State Fee Requirement)	\$ 25
Amusement Concessions (i.e. Carnivals) (This would include any vendors set up for special functions at the La Vista Sports Complex)	\$ 10/concession/day
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 fees for Restaurants or Drinking Places 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 (Additional fees for Restaurants or Drinking Places if applicable)
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 restaurants, and/or drinking places which are part of, associated with, or located in or with a hotel or motel facility will be considered a separate classification of business and taxed in accordance with the provisions of this Ordinance and the applicable classification(s) of the shops, restaurants, and/or drinking places 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, which occupation taxes shall be additional to any other applicable occupation taxes such as restaurants or drinking places occupation taxes.

Mobile Food Vendors	\$100/year
Movie theatres	\$150/complex and \$75/viewing room (Additional fees for Restaurants or Drinking Places if applicable)
Music, Vending, & Pinball Machines Provider Fee of \$75.00 for business outside the City that provides machines for local businesses	\$ 20/year/machine +Service
Nurseries, greenhouses, landscaping businesses, and tree trimmers	\$ 75
Nursing homes, assisted living, hospitals and retirement homes	\$ 5 per bed
Pawnbrokers transaction evidenced by a pawnbroker card or ledger entry per Neb. Rev. Stat. Section 69-204. Minimum of \$30/year	\$ 1.00/pawnbroker
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, Drinking Places, and drive-in eating establishments	\$ 50 (5 employees or less) \$100 (more than 5 employees) Effective 10/1/19 – Fee of 1.5% of gross receipts pursuant to Municipal Code Section 113.10

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

### CONVENIENCE FEES

Restaurant & Drinking Places Occupation Tax, Hotel Occupation Tax, and General Business Occupation Tax Payments through online portal Credit Cards, Debit Cards, & Digital Wallet	2.5% of transaction + \$0.30
E-Checks	\$1.50 for transactions $\leq$ \$60,000

### All Other Payments

Credit Cards	3% of transaction with \$2 minimum transaction
E-Checks	\$3 for transactions $\leq$ \$10,000 \$10 for transactions $>$ \$10,000

### OTHER FEES

Barricades	\$ 60/barricade
Deposit Fee (returnable)	\$ 5/barricade per day
Block Parties/Special Event	\$30 ea. (7 days maximum)
Construction Use	
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 \$ 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	\$10 + Boarding Costs
MAXIMUM OF 4 DOGS AND/OR CATS WITH NO MORE THAN 3 OF EITHER SPECIES	
Election Filing Fee	1% of Annual Position Salary
Fireworks Sales Permit (Non-Profits)	\$2,000
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 Permit Fees:	
Monthly Parking – Covered Stall	\$50/Month per permit
Monthly Parking – Uncovered Stall	\$25/Month per permit
Off-Street Parking – 3 hours free (\$0), after which \$1.00/hr. up to \$10/day (Parking Day runs 6a.m. – 6a.m.)	
On-Street Parking – free (\$0) with three (3) hour limit	
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	\$ 50 (In addition to Occ. License)
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 Performance Bond	\$ 25/yr./truck + \$25,000

### **PUBLIC RECORDS**

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	\$5 11"x17" \$10 12"x36" \$30 36"x120"
Zoning Ordinance w/Map	\$ 30
Subdivision Regulations	\$ 30
Future Land Use Map	\$5 11"x17" \$10 12"x36" \$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 1<sup>st</sup> 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
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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**

Basic Life Support Emergency	\$650
Basic Life Support Non-Emergency	\$450
Advanced Life Support Emergency I	\$750
Advanced Life Support Emergency 2	\$950
Advanced Life Support Non-Emergency	\$550
Mileage - per loaded mile	\$ 15

### **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/Board Games/CDs		\$ .10/day
DVDs/		\$ 1.00/day
Playaway device		\$ 1.00/day
Board Game not returned to Circulation Desk		\$5.00
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	-\$15.00
Seasonal/Special Workshops	\$15.00

**RECREATION FEES**

Refund Policy (posted at the Community Center)	\$10.00 administrative fee on all approved refunds
Late Registration Fee <u>Community Center</u>	\$10.00

	<u>Resident</u>	<u>Non-Resident</u>	<u>Business Groups</u>
Facility Rental			
Gym (1/2 Gym)	\$ 38/Hour	\$ 75/Hour	\$ 75/Hour
Gym (Full)	\$ 75/Hour	\$150/Hour	\$150/Hour
Gym/Stage (Rental)	\$400/Day	\$500/Day	\$500/Day
Whole Community Center	\$600/Day	\$800/Day	\$800/Day
Game Room	\$ 22/Hour	\$ 44/Hour	\$ 44/Hour
Meeting Rooms (Rental)	\$ 12/Hour/Room	\$ 22/Hour/Room	\$ 27/Hour
Kitchen (Rental)	\$ 19/Hour	\$ 27/Hour	\$ 33/Hour
Racquetball Court	\$ 7/Hour	\$ 14/Hour	\$ 14/Hour
Stage (Rental)	\$ 12/Hour	\$ 22/Hour	\$ 27/Hour
Facility Usage	<u>Resident</u>	<u>Non-Resident</u>	
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/Wallyball 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		
(20 punches)			
Non-resident Punch Card		\$35.00	
(10 punches)			
Senior (Resident)	\$-0-		
Non-resident Sr. Punch Card		\$20.00	
(10 punches)			

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

Fields:

Tournament Fees	\$ 30/Team/Tournament
Tournament Field Fees	\$ 40/Field/Day
Field Rentals (Resident and Non Resident)	\$ 40 / 2 Hours
Gate/Admission Fee	10% of Gross

	<u>Resident</u>	<u>Non Resident</u>
Model Airplane Flying		
Field Pass	\$30*	\$40*
* includes \$10 club membership 1 – year license		
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 T-Ball Ages 5-6	\$ 45/55	\$60/70
Softball/Baseball Ages 7-8	\$ 50/60	\$65/75
Softball/Baseball Ages 9-10	\$ 65/75	\$85/95
Softball/Baseball Ages 11-12	\$ 75/85	\$105/115
Softball/Baseball Ages 13-14	\$ 85/95	\$105/115
Softball/Baseball Age 15-18	\$110/120	\$140/150
Basketball Clinic	\$ 17/27	\$22/32
Basketball Grades 3-8	\$ 55/65	\$65/75
Soccer Academy	\$ 33/43	\$53/63
Flag Football	\$ 33/43	\$53/63
Volleyball	\$ 55/65	\$65/75
3 yr. old Soccer Clinic	\$17/27	\$22/33
Programs		
Adult Volleyball– Spring	\$ 55	\$ 55
Adult Spring Softball – Single	\$215	\$215
Adult Spring Softball – Double	\$420	\$420
Adult Volleyball – Fall/Winter	\$110	\$110
Adult Fall Softball – Single	\$120	\$120
Adult Fall Softball – Double	\$235	\$235
Senior Spring Softball	\$15 per game per team	
Senior Fall Softball	\$17 per game per team	

#### Special Services Van Fees

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

#### 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 - \$12.47 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 - \$13.37 per month.
    - 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 - \$13.37 per month. For sewer service users in this category that require manual billing, add \$10.00 for a total of \$23.37. 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 \$3.93 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.

	Effective 1/1/2020	Effective 1/1/2021
Residential		
Single Family Dwelling	\$1,364	\$1,364
Duplex	\$1,364/unit	\$1,364/unit
Multiple Family	\$1,064/unit	\$1,064/unit

Commercial/Industrial	\$7,407/acre of land as platted	\$7,407/acre of land as platted
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The fee for commercial (including industrial) shall be computed on the number of acres 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:

<b>Sewer Tap Fee (Inspection Fee)</b>		
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.1372. Ordinance No. 1372 as originally approved on October 15, 2019 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, unless a different effective date is otherwise expressly provided in this Ordinance.

PASSED AND APPROVED THIS 195TH DAY OF SEPTEMBER 2020JANUARY 2021.

CITY OF LA VISTA

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Douglas Kindig, Mayor

ATTEST:

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Pamela A. Buethe, CMC  
City Clerk

**ORDINANCE RECORD**

No. 728-REFFIELD &amp; COMPANY INC., OMAHA

**ORDINANCE NO. 1317**

AN ORDINANCE TO ADOPT AND CODIFY THE NEGLECTED BUILDING REGISTRATION PROGRAM AS SECTION 150.80 OF THE LA VISTA MUNICIPAL CODE; TO REPEAL CONFLICTING ORDINANCES PREVIOUSLY ENACTED; TO PROVIDE FOR SEVERABILITY; AND TO PROVIDE FOR THE EFFECTIVE DATE HEREOF.

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

I. That the neglected building registration program set forth below is hereby adopted, enacted and codified as Section 150.80 of the La Vista Municipal Code.

**SECTION 150.80: NEGLECTED BUILDING REGISTRATION PROGRAM**

Section	
150.80.0	Establishment of Neglected Building Registration Program
150.80.1	Findings, Purpose and Intent of Neglected Building Registration Program
150.80.2	Scope
150.80.3	Definitions
150.80.4	Administration and Enforcement
150.80.5	Chapter Not Exclusive
150.80.6	Duty to Register Neglected Building
150.80.7	Local Agent Required
150.80.8	Registration Penalty; Lien on Property; Assessment Process
150.80.9	Registration Penalty; Notice
150.80.10	Reinspection
150.80.11	Removal from Registration List
150.80.12	Registration Non-Transferable
150.80.13	Appeals to Board of Appeals
150.80.14	Failure to Reimburse Registration Fees or Pay Civil Penalties
150.80.15	Collection and Distribution of Fees and Penalties
150.80.16	Criminal Violations; Penalties

**Section 150.80.0. ESTABLISHMENT OF NEGLECTED BUILDING REGISTRATION PROGRAM.**

A Neglected Building Registration Program is hereby established for the City of La Vista, Nebraska pursuant to authority granted by Nebraska law, as adopted or amended from time to time, including, but not limited to, Neb. Rev. Stat. Section 16-246.

**Section 150.80.1 FINDINGS, PURPOSE AND INTENT OF THE NEGLECTED BUILDING REGISTRATION PROGRAM.**

The Mayor and City Council make the following findings:

- (1) Much of the original housing of the City is approaching 60 years of age. As housing ages, there is an increasing need for regular monitoring and action to maintain it and keep the City's neighborhoods in good, safe and sanitary condition and repair.
- (2) Vacant and neglected residential buildings are a source of blight within a neighborhood.
- (3) Owners who fail to maintain vacant residential properties create eyesores that lead to increased risk of trespass, vandalism and other criminal activity, dangers to residents and their property, declining property values, and a burden to the neighborhood and community.
- (4) Vacant and neglected residential buildings can have a deleterious affect and be a significant contributing factor to the decline of a neighborhood and are a threat to the public health, safety, and welfare.
- (5) Vacant and neglected residential buildings constitute a public nuisance.

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No. 728-REDFIELD & COMPANY INC., OMAHA

(6) It is the obligation of the responsible parties to prevent these properties and buildings from becoming a burden to the neighborhood and community and a threat to the public health, safety, and welfare.

(7) A program that establishes and enforces a registration system to monitor vacant and neglected residential buildings and promotes compliance to keep such properties in a safe, sanitary, and properly maintained condition, or to restore them to such condition, is in the public interest, good for the neighborhoods in which such properties are located, and in the interests of all residents of the City.

(8) Livable housing and neighborhoods sustain the City's property tax base.

Based on the foregoing and to correct or prevent negative consequences of neglected residential buildings, the Mayor and City Council have determined that it is necessary, desirable, appropriate and in the public interest to implement a uniform neglected building registration program for vacant residential properties.

The purpose of this Neglected Building Registration Program is to provide for registration and inspection of vacant and neglected residential buildings to promote compliance with the municipal code and other applicable laws. The intent of this Neglected Building Registration Program includes:

- (1) Reducing risks of conditions that are catalysts for unlawful activities, declining neighborhoods, and dangers to persons or property;
- (2) Promoting the health, safety, and welfare of the persons living near vacant and neglected residential buildings;
- (3) Promoting the repair and rehabilitation of vacant and neglected residential buildings;
- (4) Promoting the occupancy of vacant residential buildings;
- (5) Preserving of the existing housing supply and neighborhoods;
- (6) Helping to maintain property values and the City's tax base;
- (7) Working toward preventing or eliminating substandard and deteriorating housing; and
- (8) Maintaining a living environment that contributes to healthful individual and family living.

## Section 150.80.2 SCOPE.

This Section 150.80 (also referred to as "subchapter") applies to any residential building within the corporate limits of the City of La Vista, Nebraska.

## Section 150.80.3 DEFINITIONS.

Unless otherwise provided herein either expressly or by the context, the following terms shall have the corresponding meanings when used in this subchapter:

**"BOARDED UP"** means that some or all of the building's doors or windows, or door or window openings, have been covered with plywood, wood, or metal sheeting, paneling, or other materials other than permanently installed doors or windows, for the purpose of preventing entry into the building by persons, animals, or the elements of weather.

**"BUILDING"** or "Residential Building" means an enclosed structure containing one or more dwelling units primarily arranged, designed, used, or intended for permanent or continuous occupancy or use for residential purposes, and including without limitation all accessory or other structures and improvements of or benefiting the property on which a building is located.

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No. 728-REFFIELD & COMPANY INC., OMAHA

**"BUILDING DEPARTMENT"** means the Building Division of the Community Development Department.

**"BUILDING OFFICIAL"** means the Chief Building Official of the City of La Vista or his or her designee.

**"CITY CODE"** means the La Vista Municipal Code.

**"DETERIORATION"** means the state, or process of becoming, impaired or inferior in quality, function, or condition, including without limitation, to weaken, disintegrate, corrode, rust or decay, and lose effectiveness; and/or the lowering in quality of the condition, stability, integrity, effectiveness, function, or appearance of a property, building, structure or improvements, or any parts thereof, characterized by holes, breaks, rot, crumbling, peeling, rusting, or any other evidence of physical decay or neglect or extraordinary use, wear and tear, or lack of maintenance, replacement, or repairs of a significant or widespread nature as opposed to a limited, isolated, or concentrated nature.

**"DIRECTOR"** means the Community Development Director or his or her designee.

**"DWELLING"** means any building that contains one or more dwelling units constructed or used for residential purposes, or intended or designed to be built, used, rented, leased, let, or hired out to be occupied for residential purposes, excluding hotels and motels. This includes, but is not limited to, single family houses, duplexes, apartments, and other similar buildings or structures.

**"DWELLING UNIT"** means a single unit, with one or more rooms, providing independent living facilities for residential purposes of one or more persons.

**"EFFECTIVE DATE"** means the effective date of this subchapter, which shall be \_\_\_\_\_, 2017.

**"LOCAL AGENT"** means an agent of the owner pursuant to Section 150.80.7.

**"NEGLECTED BUILDING"** means an unoccupied dwelling with respect to which one or more of the following have occurred:

- (A) Within the last six months, the property is the subject of two or more notices of violation of the provisions of applicable federal, state or local laws or regulations, including without limitation, Chapter 50, 91, 92, 93, 133, or 150 of the city code;
- (B) The dwelling is unsecured for 30 days or more;
- (C) The dwelling has sustained significant fire, wind, water, or other damage and is uninhabitable and diligent, consistent efforts to repair, rehabilitate, demolish, or remove the building are not evident within 60 days after the occurrence resulting in the damage described herein;
- (D) The dwelling has been declared a nuisance pursuant to applicable State Statutes, or Ordinances or regulations of the City, including without limitation, Neb. Rev. Stat. §18-1722 or Chapter 92 of the city code;
- (E) The dwelling has been boarded up for a period of more than 60 days;
- (F) The dwelling has been declared and placarded by the Building Department as a dangerous building or an unsafe structure pursuant to applicable State Statutes, or Ordinances or regulations of the City, including without limitation Section 92.15 or Chapter 150 of the city code;
- (G) The dwelling has sustained substantial deterioration due to the lack of maintenance, replacement, or repairs and the owner has failed to comply with a previous notice to correct a violation of the city code;
- (H) The owner has failed to appear and a warrant has been issued in the County Court of Sarpy County, Nebraska, for a violation of federal, state or local laws or regulations, including without limitation, Chapter 50, 91, 92, 93, 133, or 150 of the city code regarding an unoccupied building or structure with violations under such laws or regulations; or
- (I) The owner has refused to accept service of notices of violation of applicable laws or regulations, including without limitation, Chapter 50, 91, 92, 93, 133, or 150 of the city code, when service has been attempted.

**"OCCUPANCY"** means actual possession and use of a property.

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**'PERSON'** means any individual, firm, association, corporation, company, syndicate, partnership, limited liability company, or other legal entity, or any natural person.

**"PROPERTY"** means all real property in connection with a neglected building, including the parcel on which the building is located.

**"PROPERTY MANAGER"** means a person responsible for the management of the dwelling other than the property owner. A property manager shall be deemed to be the property owner's agent for purposes of this subchapter unless the property owner otherwise advises the City in writing.

**"PROPERTY OWNER" or "OWNER"** means any person who alone or with others holds legal title to a dwelling, dwelling unit, or property as recorded with the Sarpy County Register of Deeds, or an equitable interest in such dwelling, dwelling unit, or property, or otherwise has care, custody, or control of the dwelling, dwelling unit, or property as guardian, conservator, receiver, trustee, executor, administrator, beneficiary, or other representative or represented capacity, to the extent proof of such control is presented to the satisfaction of the Building Official. All holders of any legal or equitable title or interest in a dwelling, dwelling unit, or property shall be jointly and severally liable as owners and property owners under this subchapter.

**"PROPERTY OWNER'S AGENT"** means a person designated by a property owner as an agent to act on behalf of and bind the property owner in all matters arising out of or under this subchapter, except to the extent such authority shall be expressly limited as provided in writing to the Building Official. A property manager shall be deemed to be the property owner's agent for purposes of this subchapter unless the property owner otherwise advises the City in writing.

**"RESIDENTIAL PURPOSES"** means occupancy or use for residential or living quarters, including without limitation shelter, cooking, eating, sanitation, and/or sleeping by one or more persons.

**"UNOCCUPIED BUILDING"** means a building that is not actively used as a dwelling.

**"UNSECURED"** means that access to part or all of an unoccupied building may be obtained with little or no effort, including without limitation, by way of any open, unlocked, damaged, broken, weakened, compromised, or missing doors, windows, or other components. (Ord. \_\_\_\_; date \_\_\_\_)

## Section 150.80.4. ADMINISTRATION AND ENFORCEMENT.

(A) The Building Official or his or her designee shall be primarily responsible for administration and enforcement of this subchapter, including without limitation, interpretation of the provisions thereof, and shall be authorized to designate any other persons to assist in carrying out any task or function.

(B) Inspections. The Building Official or his or her designee shall be authorized and directed from time to time to make inspections to carry out this subchapter and safeguard the welfare and safety of the general public, including without limitation, to determine the condition of a property and sufficiency of any corrective actions. Inspections may be conducted at such times as the Building Official determines necessary, including inspections on a complaint basis. Any inspection pursuant to this subchapter shall be subject to voluntary consent or pursuant to a warrant or other court order in accordance with applicable law.

(1) Notice. At least ten days advance written notice of inspection shall be provided to a property owner in accordance with applicable law.

(2) Access.

(a) It shall be the responsibility of the property owner or the property owner's agent to be present at the property at the date and time of all initial and subsequent inspections to provide access for the inspection. Failure to be present at any initial or follow-up inspection will result in an additional administrative and rescheduling fee in accordance with the master fee ordinance, in addition to any other rights or remedies available to the city.

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- (b) If any property owner or other person lawfully in control of a property or dwelling contained therein fails or refuses to consent to access and entry to the property or dwelling under its/his/her ownership or control for any inspection pursuant to this subchapter, the Building Official shall apply for and obtain a warrant or other appropriate court order authorizing such inspection in accordance with applicable law, including but not limited to, Neb. RS 29-830 et seq.
- (c) Access requirements or inspections provided under this subchapter shall be in addition and supplemental to any other access or inspection in accordance with applicable law.
- (d) **Inspection Fees.** An initial inspection shall be conducted at no charge. Inspection of a property after the initial inspection also shall be conducted at no charge if violations have been corrected. If any violation has not been corrected, a fee shall be charged for inspections after the initial inspection as provided in the master fee ordinance, which fee shall be due and payable before a property is removed from the registration list.

(C) Any officer, official, or employee of the City charged or assisting with administration or enforcement of this subchapter shall not, in the discharge of his/her duties, thereby render himself/herself liable personally. Any suit brought against an officer, official, or employee of the City because of such act performed by him or her in the administration or enforcement of any of the provisions of this subchapter shall be defended by the City until the final termination of the proceedings therein.

## Section 150.80.5. CHAPTER NOT EXCLUSIVE.

This subchapter in no way limits the remedies, penalties, actions, or abatement measures which may be taken by the Building Official or City at law or in equity for a violation described in this subchapter that also constitutes a violation under any other applicable federal, state or local laws or regulations.

## Section 150.80.6. DUTY TO REGISTER NEGLECTED BUILDING.

(A) **NOTICE OF NEGLECTED BUILDING.** The Building Official or Building Division shall notify the property owner of any determination that a dwelling is a neglected building. Such notice shall be personally delivered or mailed regular first class U.S. mail, postage prepaid, addressed to the owner of said property as the owner's name and address appears on the last equalized assessment roll of Sarpy County. Mailed service shall be deemed good service upon deposit with the United States Postal Service, postage prepaid.

- (1) Service to the owner appearing on the last equalized assessment roll of Sarpy County shall suffice for purposes of notice under this subchapter when a property has multiple owners.
- (2) Service on a property owner's agent shall be deemed good service on the owner.
- (3) A copy of the notice under this subsection (A) shall be recorded by the City Clerk in the records of the Register of Deeds of Sarpy County, Nebraska and indexed against the property.

(B) **REGISTRATION OF NEGLECTED BUILDING.** The owner of a neglected building no later than thirty days after notice pursuant to subsection "A" shall register such neglected building with the Building Department.

## (C) APPLICATION FOR REGISTRATION.

- (1) An application to register a neglected building satisfying the requirements of this subchapter shall be filed with the City of La Vista and be accompanied by all applicable registration fees as described herein and/or established by the master fee ordinance from time to time.

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No. 728—REFFIELD & COMPANY INC., OMAHA

(2) Specific Requirements. The application to register a neglected building shall be made in such manner as determined from time to time by the Building Official and include without limitation the following information:

- (a) The correct legal description and address of the property;
- (b) Names, street addresses, telephone numbers, and e-mail addresses (if applicable) of the property owner or owners;
- (c) Names, street addresses, and telephone numbers of all known lienholders and all other parties with a legal or equitable interest in the property;
- (d) Names, street addresses, telephone numbers, and e-mail addresses (if applicable) of the property owner's agent, if applicable, and of the local agent;
- (e) The length of time the building is reasonably expected to remain unoccupied under the circumstances and plan for occupancy;
- (f) A plan and timetable to correct and bring the building into compliance with applicable federal, state, or local laws or regulations constituting the bases for a neglected building determination;
- (g) If the owner does not intend to sell, repair, or rehabilitate the building(s), the owner shall provide a plan for the removal or demolition of all buildings and structures, including a reasonable timeline for completion; and
- (h) Such other information as the Building Official from time to time determines necessary or appropriate to carry out purposes or provisions of this subchapter.

(D) REGISTRATION DETERMINATION. A neglected building shall not be deemed registered until all requirements of registration have been satisfied as determined by the Building Official. The Building Official shall have the authority to deny a registration for any failure to do so, or for reasons that the Building Official determines sufficient considering the purposes of this subchapter, including without limitation the following:

- (1) Any information supplied for the registration is incomplete, false, fictitious, or inaccurate;
- (2) The timetable proposed by any owner for taking any action is unreasonably long, including without limitation a proposed timetable for bringing the building into compliance;
- (3) The plan for any action proposed by an owner is insufficient, including without limitation any plan for repairs and bringing the building into compliance that does not address or correct the violations or deficiencies identified by the Building Official or Building Department;
- (4) Any required action of a property owner is more than 30 days past due; or
- (5) More than 90 days have passed since the first notice of registration has been served or delivered to the property owner or property owner's agent, and registration has not been accomplished.

(E) In the event a registration is denied, the Director shall consult with the City Attorney for consideration of further action. The City Attorney, as directed by the City Administrator or City Administrator's designee, may take any action as the City Administrator or City Administrator's designee determines necessary or appropriate to enforce this subchapter.

(F) In addition to any other remedy permitted in this subchapter, chapter, or city code, in the event an owner fails to timely register or re-register a neglected building as required herein, the City may register or re-register the building, and the registration fees, all penalties, and other consequences that may or shall apply to the owner of the property due to the owner's

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failure to register shall be equally enforceable when the building is registered or re-registered by the City. In the event the City registers a neglected building, such registration shall only require the information set forth in subsections a through c of subsection (C)(2) above. Notice of such registration by the City shall be sent to the property owner or the property owner's agent in the same manner set forth in subsection (A) above.

(G) The owner of any dwelling that has been placarded as an unsafe or dangerous structure for 180 days or more as of the date of passage of this section shall have 90 days from said date of passage to correct violations and otherwise bring the building(s) into compliance with applicable laws and regulations.

(H) The Building Department shall maintain a registration list identifying all properties currently registered and describing all actions taken with respect to each registered building.

(I) Each registration automatically shall expire and terminate at the end of 90 days unless earlier removed from the registration list. If the building has not been removed from the registration list at the expiration of a registration herein, the property owner shall re-register the building pursuant to this section.

(J) **REGISTRATION FEES.** The property owner shall pay a registration fee at the time of registration. Neglected building registration fees shall be in such amounts as provided in the master fee ordinance from time to time. Once registered, a new registration fee shall be due and payable for each additional 90-day period thereafter, or portion thereof, as though registered for the first time, until the building is removed from the list. In the event the City registers or re-registers a neglected building, the registration fee, by virtue of the City undertaking performance of the registration or re-registration function, shall be deemed paid by the City and shall be a cost for which owner is liable and shall become a lien on the property as set forth in Section 150.80.8. Accrual of reimbursable registration fees shall be separate from and in addition to any civil penalties permitted in this subchapter or other provisions of the city code or applicable law. Fees for each additional 90-day period shall become a lien on the property as set forth in Section 150.80.8.

## **Section 150.80.7. LOCAL AGENT REQUIRED.**

The property owner of any neglected property covered by this subchapter shall be available to respond to an emergency on a twenty-four (24) hour basis. This requirement may be met by maintaining an operating business or residence within sixty (60) miles of the property at which the property owner or property owner's agent is regularly present, or by use of a responsible local agent who resides within Sarpy County or an adjoining county; any of whom can be contacted on a twenty-four (24) hour basis. If the property owner's agent or a local agent is used, the property owner shall provide the City with the name, address, and telephone number of the property owner's agent or local agent in addition to owner information. A post office box, mailing address, or toll free numbers shall not be deemed sufficient to meet the provisions of this section. The owner's designation of an agent shall not relieve the owner of an obligation to comply with the provisions of this subchapter or any other provisions of the city code or laws of the State of Nebraska.

## **Section 150.80.8. REGISTRATION PENALTY; LIEN ON PROPERTY; ASSESSMENT PROCESS.**

(A) In addition to reimbursing the City for all registration fees deemed paid by the City, any owner who fails to timely register a neglected building, as required by this chapter, shall be liable for a civil penalty not to exceed \$500.00 as determined by the Director.

(B) Each civil penalty herein shall automatically renew for an additional 90 days unless the neglected building is removed from the registration list as set forth in this chapter with new fees assessed pursuant to Section 150.80.6.

(C) If a building continues to meet the definition of a neglected building for a period of more than 90 calendar days after notice is given, or has been registered, and the owner fails or refuses to register or re-register the neglected building after the initial registration expires, or if the City has not been reimbursed for any portion of registration fees deemed paid by the City, or an assessed civil penalty is not paid, the Director may continue to assess a penalty not to exceed \$500.00 for each 90-calendar-day period, or portion thereof, the neglected building continues to be unregistered or the registration fees or civil penalties are not paid. At no time shall the amount of unreimbursed registration fees, civil penalties, and assessments exceed \$4,000.00 per building in a calendar year, but shall be cumulative in following years. The

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Director may reduce, waive, or stay the imposition of a civil penalty herein for good cause shown by the owner in efforts to comply with this section of an approved plan.

(D) All registration fee reimbursements and civil penalties assessed shall be payable directly to the City.

(E) The owner of the property at the time any notice under Section 150.80.6 is issued shall be personally liable for all unreimbursed registration fees and unpaid civil penalties and any unreimbursed fees and penalties shall also be a lien on any real estate upon which the neglected building is wholly or partially located, from the date of assessment of fees and civil penalties. Interest as allowed by applicable Nebraska law shall also accrue unless reduced, waived or stayed by the Director

(F) The Director shall be authorized to develop policies and procedures for the implementation of this penalty.

(G) The Director shall keep an itemized account of the expenses incurred by the City pursuant to this section. For assessment of unpaid fees and civil penalties hereunder, the Director shall prepare and file with the City Clerk a report specifying the actions taken, the itemized and total cost of the actions, a description of the real property upon which the building or structure is or was located, and the names and addresses of the owners of the property.

(H) Upon receipt of said report, the City Clerk shall present it to the City Council for consideration. The City Council shall fix a time, date, and place for hearing said report and any protests or objections thereto. The City Clerk shall cause notice of said hearing to be posted upon the property involved, published once in a newspaper of general circulation in the City, and served by regular first class U.S. mail, postage prepaid, addressed to the owner of said property as the owner's name and address appears on the last equalized assessment roll of the county, if such so appears, or as known to the clerk. Deposit of the notice with the United States Postal Service shall be deemed good service. Such notice shall be given at least ten days prior to the date set for the hearing and shall specify the day, hour, and place the Council will hear and pass upon the Director's report, together with any objection or protests which may be made thereto, and assess such property with such cost. Such assessment shall be a lien upon such property from the date of assessment, shall become delinquent thirty days after the date of assessment, and shall draw interest from said date until paid at the same rate as provided by law for delinquent general real estate taxes. Foreclosure on a lien shall be pursuant to Nebraska law.

## Section 150.80.9. REGISTRATION PENALTY; NOTICE.

(A) Whenever the owner of a neglected building fails to timely register or re-register such building or if the City registers or re-registers a neglected building, a Notice of Registration Penalty shall be issued to the owner within 10 days after the date for registration or re-registration.

(B) A separate Notice of Registration Penalty shall be issued for each subsequent registration fee or civil penalty that may be assessed.

(C) The Notice of Registration Penalty shall be sent to the owner or resident agent by regular first class U.S. mail or personal service and shall be deemed good service upon deposit with the United States Postal Service, if first class mail is used. Service upon the resident agent shall be deemed to be good service upon the owner.

(D) All Notices of Registration Penalty shall be recorded in the offices of the City Clerk and the Register of Deeds for Sarpy County, Nebraska and indexed against the property.

## Section 150.80.10. REINSPECTION

The Building Official or his or her designee may periodically reinspect neglected buildings to ensure compliance with this subchapter and all applicable court or administrative orders.

## Section 150.80.11. REMOVAL FROM REGISTRATION LIST.

# ORDINANCE RECORD

No. 728-REDFIELD & COMPANY INC., OMAHA

(A) A neglected building shall be removed from the registration list and requirements of this chapter by the Director upon such building meeting one or more of the following:

- (1) Correcting all applicable violations and all registration and other fees and penalties have been paid in full;
- (2) Removal or demolition by the owner;
- (3) Removal or demolition by the City of La Vista; or
- (4) Discharge of all assessed registration and other fees and penalties and/or liens upon the property through a foreclosure or other legal process; or

(B) Removal from the registration list shall not result in the reduction, waiver, discharge, release, or other modifications to fees or penalties assessed to the property except as may be ordered by a court of law with competent jurisdictions or as may be modified by the Director herein.

(C) The Director, within 30 days after a building satisfies subsection (A)(1) above, shall record a Notice of Compliance with the Register of Deeds stating that, as of the date of the Notice of Compliance, the property complies with the city code.

(D) The Director, in consultation with the City Attorney, may remove a neglected building from the list in the event the Director determines that the interests of the City and the purpose of this ordinance are best served by removal. Such a finding or determination shall be in writing before becoming effective. All such findings or determinations shall be recorded with the City Clerk.

## **Section 150.80.12. REGISTRATION NON-TRANSFERABLE.**

If the neglected building is required to be registered pursuant to this subchapter, a new registration shall be required for each change of ownership of the building. The seller of a neglected building, which is registered with the Building Department pursuant to this subchapter, shall notify the Building Department within ten business days after the sale or other transfer or conveyance of any registered property. The Director may waive the requirement of a registration following a conveyance if sufficient evidence is provided that action will be taken immediately after the sale to bring the building back into compliance with applicable requirements or remove or demolish the neglected building.

## **Section 150.80.13. APPEALS TO BOARD OF APPEALS.**

Any decision or action of the Director or Building Official related to this subchapter shall be subject to such procedural requirements as described in the International Property Maintenance Code or other applicable law, including any rights of appeal.

## **Section 150.80.14. FAILURE TO REIMBURSE REGISTRATION FEES OR PAY CIVIL PENALTIES.**

In the event that any person fails to reimburse the City for registration fees or pay civil penalties assessed herein, the City Attorney, as directed by the City Administrator or his or her designee, is authorized to seek the recovery of all such registration fees and civil penalties by any means allowed by law. In the event the City Attorney forecloses on any liens assessed under this subchapter, notice shall be given to the owner in accordance with applicable law.

## **Section 150.80.15. COLLECTION AND DISTRIBUTION OF FEES AND PENALTIES.**

Any collection or reimbursement of fees and costs incurred due to the registration of a neglected building by the City, and any penalties collected herein shall be deposited in the General Fund and appropriated or distributed pursuant to applicable law. No fee or any other amount paid the city under this subchapter in any case shall be refunded, except to the extent equity may require as determined by the City Administrator or the City Administrator's designee in his or her sole discretion.

## **Section 150.80.16. CRIMINAL VIOLATIONS; PENALTIES.**

# ORDINANCE RECORD

No. 728-REFFIELD & COMPANY INC., OMAHA

Any person upon whom a duty is placed by the provisions of this subchapter who shall fail, neglect, or refuse to perform such duty, or who shall violate a provision of this subchapter shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in any sum not to exceed \$500.00 or be imprisoned in the county jail for a period not to exceed six months, or both, except that each person so convicted shall be fined in a sum of not less than \$200.00 for the first offense, not less than \$300.00 for a second offense, and not less than \$400.00 for the third offense and each offense thereafter. The penalty herein provided shall be cumulative with and in addition to the revocation, cancellation, or forfeiture of any license, permit, or right elsewhere provided for or as provided by law. Each day that a violation of this subchapter continues shall constitute a separate and distinct offense and shall be punishable as such.

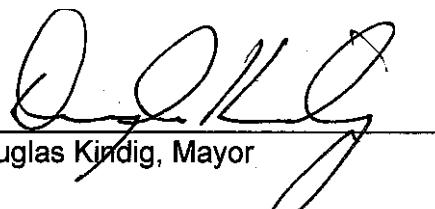
**II. REPEAL OF CONFLICTING PROVISIONS.** Any conflicting provision of any previously enacted ordinance is hereby repealed.

**III. SEVERABILITY.** 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, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

**IV. EFFECTIVE DATE.** This ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

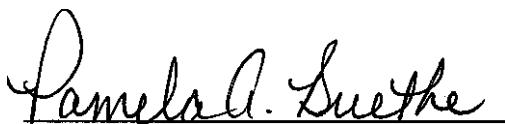
PASSED AND APPROVED THIS 21ST DAY OF NOVEMBER, 2017.

CITY OF LA VISTA



Douglas Kindig, Mayor

ATTEST:



Pamela A. Buethe

Pamela A. Buethe, CMC  
City Clerk

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
JANUARY 19, 2021 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
FINAL PLAT — LOT 1 I-80 BUSINESS PARK 2 <sup>ND</sup> ADDITION REPLAT 1	◆ RESOLUTION ORDINANCE RECEIVE/FILE	CALE BRODERSEN ASSISTANT PLANNER

**SYNOPSIS**

A resolution has been prepared to approve the Final Plat for Lot 1 I-80 Business Park 2<sup>nd</sup> Addition Replat 1 and to provide a waiver from Section 4.20 of La Vista's Subdivision Regulations.

**FISCAL IMPACT**

None.

**RECOMMENDATION**

Approval.

**BACKGROUND**

A Final Plat application has been submitted by Dorwill, LLC for approximately 29,564 square feet (or 0.68 acres), located northwest of the intersection of S. 118<sup>th</sup> Street and Harry Anderson Ave., to combine Lot 1 I-80 Business Park 2<sup>nd</sup> Addition with two pieces of former right-of-way into one lot described at Lot 1 I-80 Business Park 2<sup>nd</sup> Addition Replat 1. The purpose of the request is to combine the parcels into one lot to create more buildable area for a potential small light industrial building. The Preliminary Plat associated with this proposal was approved by City Council on January 5, 2021. The applicant has also requested a waiver from Section 4.20 of La Vista's Subdivision Regulations which requires that the minimum distance between the edge of the sidewalk and curb be six (6) feet, as meeting this requirement on the northeast corner of the lot is impractical due to site and elevation constraints. A detailed staff report is attached.

The Planning Commission held a meeting on January 7, 2021 and voted unanimously to recommended approval of both the waiver from Section 4.20 of La Vista's Subdivision Regulations and the Final Plat, as the requests are consistent with La Vista's Comprehensive Plan, Subdivision Regulations, and Zoning Ordinance.

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

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, APPROVING THE FINAL PLAT FOR A REPLAT OF LOT 1 I-80 BUSINESS PARK 2<sup>ND</sup> ADDITION AND PT HARRY ANDERSEN AVE ADJ TO LOT 1 I-80 BUSINESS PARK 2<sup>ND</sup> ADDITION LOCATED IN THE NW 1/4 OF THE NW 1/4 OF SECTION 17, T14, R12 EAST OF THE 6<sup>TH</sup> P.M., SARPY COUNTY, NEBRASKA, AND PT STATE ROW ADJ TO LOT 1 I-80 BUSINESS PARK 2<sup>ND</sup> ADDITION LOCATED IN THE NE 1/4 OF THE NE 1/4 OF SECTION 18, T14, R12 EAST OF THE 6<sup>TH</sup> P.M., SARPY COUNTY, NEBRASKA, TO BE REPLATTED AS LOT 1 I-80 BUSINESS PARK 2<sup>ND</sup> ADDITION REPLAT 1 LOCATED IN SECTIONS 17 AND 18, T14, R12 EAST OF THE 6<sup>TH</sup> P.M., SARPY COUNTY, NEBRASKA.

WHEREAS, the owner of the above described pieces of property has made application for approval of a final plat as presented at this meeting for Lot 1 I-80 Business Park 2<sup>nd</sup> Addition Replat 1 ("Final Plat"); and

WHEREAS, the La Vista Board of Adjustment determined that sufficient evidence was presented, including unique attributes of the property, to grant requested variances from certain setback requirements of the La Vista Zoning Ordinance; and

WHEREAS, due to the unique attributes of the property including elevations, terrain, and topography, the Final Plat application also includes a request for a waiver from a provision of Section 4.20 of the Subdivision Regulations that requires a minimum distance of six (6) feet between edge of sidewalks and curbs ("Minimum Sidewalk Setback") with respect to a section of the sidewalk on the northeast corner of the property; and

WHEREAS, waivers under the Subdivision Regulations may be granted upon determining that:

- i. There are unique circumstances or conditions affecting the property that are not merely for the convenience or profit of the Subdivider;
- ii. The waivers are necessary for the reasonable and acceptable development of the property in question; and
- iii. The granting of the waivers will not be detrimental to the public or injurious to adjacent and nearby properties ("Requirements for a Waiver").

WHEREAS, the City Engineer has reviewed the Final Plat and request for a waiver; and

WHEREAS, on January 7, 2021, the La Vista Planning Commission reviewed the requests and voted unanimously to recommended approval of both the waiver of the Minimum Sidewalk Setback of Section 4.20 of the Subdivision Regulations with respect to the particular section of sidewalk, and the Final Plat;

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of La Vista, Nebraska, that the Requirements for a Waiver are satisfied and a waiver of Section 4.20 of the Subdivision Regulations regarding the Minimum Sidewalk Setback shall be granted, provided a minimum setback shall be established by the property owner for this section of sidewalk to the satisfaction of the City Engineer prior to release of the Final Plat for recording or issuance of a building permit.

BE IT FURTHER RESOLVED by the Mayor and City Council of the City of La Vista, Nebraska, that the Final Plat for Lot 1 I-80 Business Park 2<sup>nd</sup> Addition, Pt Harry Andersen Ave Adj to Lot 1 I-80 Business Park 2<sup>nd</sup> Addition, and Pt State Row Adj to Lot 1 I-80 Business

Park 2<sup>nd</sup> Addition, to be replatted as Lot 1 I-80 Business Park 2<sup>nd</sup> Addition Replat 1, a subdivision located in the northwest 1/4 of the northwest 1/4 of Section 17, and the northeast 1/4 of the northeast 1/4 of Section 18, both in Township 14, Range 12E, generally located northwest of the intersection of S. 118<sup>th</sup> Street and Harry Anderson Avenue, be, and hereby is approved, subject to the recording of the Final Plat.

PASSED AND APPROVED THIS 19TH DAY OF JANUARY 2021.

CITY OF LA VISTA

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Douglas Kindig, Mayor

ATTEST:

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Pamela A. Buethe, CMC  
City Clerk

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**CITY OF LA VISTA  
PLANNING DIVISION  
RECOMMENDATION REPORT**

CASE NUMBERS: PSFP20-0002;

FOR HEARING OF: JANUARY 19, 2021  
REPORT PREPARED ON: JANUARY 8, 2021

**I. GENERAL INFORMATION**

**A. APPLICANT:**

Dorwill, LLC  
Attn: Richard Essi  
8231 S. 107<sup>th</sup> Street  
La Vista, NE 68128

**B. PROPERTY OWNER:**

Dorwill, LLC  
8231 S. 107<sup>th</sup> Street  
La Vista, NE 68128

**C. LOCATION:** Northwest of the intersection of S. 118<sup>th</sup> Street and Harry Anderson Avenue;

**D. LEGAL DESCRIPTION:** Lot 1 I-80 Business Park 2<sup>nd</sup> Addition, Pt Harry Andersen Ave Adj To Lot 1-80 Business Park 2<sup>nd</sup> Addition, and Pt State Row Adj To Lot 1 I-80 Business Park 2<sup>nd</sup> Addition.

**E. REQUESTED ACTION(S):** Approval of a Final Plat to combine Lot 1 I-80 Business Park 2<sup>nd</sup> Addition with two small pieces of former right-of-way sold by the State of Nebraska in 2019 to create Lot 1 I-80 Business Park 2<sup>nd</sup> Addition Replat 1.

**F. EXISTING ZONING AND LAND USE:** I-1 Light Industrial, Gateway Corridor District (Overlay District), and FF/FW Flood Plain District (Overlay District).

**G. PURPOSE OF REQUEST:** Create a larger parcel to allow for the potential development of a 2,800 square foot industrial building with two tenant bays. One bay would be used by the owner and one would be leased out.

**H. SIZE OF SITE:** 29,564 square feet (0.68 acres).

**II. BACKGROUND INFORMATION**

**A. EXISTING CONDITION OF SITE:** The property slopes downward to the south and to the west.

**B. GENERAL NEIGHBORHOOD/AREA LAND USES AND ZONING:**

<u>Direction From Subject Property</u>	<u>Future Land Use Designation</u>	<u>Current Zoning Designation</u>	<u>Surrounding Development</u>
North	NA; Interstate 80 Right of Way	NA; Interstate 80 Right of Way	Interstate-80
East	Industrial	I-1 Light Industrial, Gateway Corridor District (Overlay District)	Vacant land
South	Industrial	I-1 Light Industrial, Gateway Corridor District (Overlay District), and FF/FW Flood Plain District (Overlay District)	Progressive Casualty Insurance Company Building
West	Industrial	I-1 Light Industrial, Gateway Corridor District (Overlay District), and FF/FW Flood Plain District (Overlay District)	Interstate-80

**C. RELEVANT CASE HISTORY:**

1. Dorwill, LLC submitted an application on August 4, 2020 to the La Vista Board of Adjustment for three variances from setback requirements in the La Vista Zoning Ordinance, noting the hardships associated with the small buildable area on the lots in question and a utility easement that runs through them. The La Vista Board of Adjustment granted the following three variances from Section 5.13.05 of the La Vista Zoning Ordinance to Dorwill, LLC on September 2, 2020:
  - i. Front yard setback along S. 118<sup>th</sup> Street reduced from 35 feet to 30 feet;
  - ii. Removal of the 60 foot setback requirement for front yards with parking in the front of the property; and
  - iii. Reduction in the side yard setback along the west lot line from 30 feet to 15 feet.

**D. APPLICABLE REGULATIONS:**

1. Section 5.13 of the Zoning Regulations – I-1 Light Industrial
2. Section 5.17 of the Zoning Regulations – Gateway Corridor District (Overlay District)
3. Section 5.18 of the Zoning Regulations – FF/FW Flood Plain District (Overlay District)
4. Section 7.17 of the Zoning Regulations – Landscaping Requirements
5. Article 8 of the Zoning Regulations – Board of Adjustment

### **III. ANALYSIS**

**A. COMPREHENSIVE PLAN:** The Comprehensive Plan Future Land Use Map designates this property for industrial development. This proposal is consistent with the comprehensive plan.

**B. OTHER PLANS:** N/A.

**C. TRAFFIC AND ACCESS:**

1. The property will have driveway access off of S 118<sup>th</sup> Street.
2. No future direct access shall be permitted onto Harry Anderson Avenue.
3. Vehicle traffic to the site will be very limited. The owner intends to use one of the two bays to store equipment and supplies for his construction business, RE Contracting. The owner also anticipates leasing the adjacent bay for a similar, low traffic generating use.
4. The minimum distance between the edge of a sidewalk and the curb shall be six (6) feet, per Section 4.2 of La Vista's Subdivision Regulations. The applicant has requested a waiver from Section 4.2 of the Subdivision Regulations to allow for a reduction in this distance for a section of the sidewalk on the northeast corner of the property due to site and elevation constraints. Section 8.01 of La Vista's Subdivision Regulations authorizes the Planning Commission to recommend and the City Council to grant waivers from the subdivision regulations after determining the following:
  - i. There are unique circumstances or conditions affecting the property that are not merely for the convenience or profit of the Subdivider;
  - ii. The waivers are necessary for the reasonable and acceptable development of the property in question; and
  - iii. The granting of the waivers will not be detrimental to the public or injurious to adjacent and nearby properties.

Staff find the waiver request reasonable as setting the sidewalk to the minimum 6' offset from the back of the curb would be difficult due to the existing terrain and topography. The City Engineer is working with the applicant to determine an appropriate distance for the sidewalk offset in the event that the waiver request is granted.

**D. UTILITIES:**

1. The property will have access to water, sanitary sewer, gas, power and communication utilities.

**E. PARKING REQUIREMENTS:**

1. Any future development on Lot 1 I-80 Business Park 2<sup>nd</sup> Addition Replat 1 will be required to meet La Vista's parking requirements.

**IV. REVIEW COMMENTS:**

- A. The building design for the proposed 2,800 square foot industrial flex building is currently under review through the City's design review process as required for developments within the Gateway Corridor Overlay District. The applicant has received initial comments from the City's third-party design review architect.
- B. Prior to issuance of final building permits, the applicant will need to submit a full drainage study for review by the City Engineer. The applicant will also need to gain approval of the FAA due to the proximity of the site to the Millard Airport.
- C. Stormwater management fees and sewer connection fees will be paid with permit fees when the building permits are issued.

**V. STAFF RECOMMENDATION – WAIVER FROM SECTION 4.2 OF LA VISTA'S SUBDIVISION REGULATIONS:**

Staff recommends approval of the waiver from Section 4.2 of the Subdivision Regulations to allow for a reduction in the six-foot sidewalk offset requirement for the northeast corner of Lot 1 I-80 Industrial Park 2<sup>nd</sup> Addition Replat 1.

**VI. STAFF RECOMMENDATION – FINAL PLAT:**

Staff recommends approval of the Final Plat for Lot 1 I-80 Industrial Park 2<sup>nd</sup> Addition Replat 1, as the request is consistent with La Vista's Comprehensive Plan, Subdivision Regulations, and Zoning Ordinance.

**VII. PLANNING COMMISSION RECOMMENDATION – WAIVER FROM SECTION 4.2 OF LA VISTA'S SUBDIVISION REGULATIONS:**

The La Vista Planning Commission met on January 7, 2021 and voted unanimously to recommend approval of the waiver from Section 4.2 of the Subdivision Regulations to allow for a reduction in the six-foot sidewalk offset requirement for the northeast corner of Lot 1 I-80 Industrial Park 2<sup>nd</sup> Addition Replat 1.

**VIII. PLANNING COMMISSION RECOMMENDATION – FINAL PLAT:**

The La Vista Planning Commission met on January 7, 2021 and voted unanimously to recommend approval of the Final Plat for Lot 1 I-80 Industrial Park 2<sup>nd</sup> Addition Replat 1, as the request is consistent with La Vista's Comprehensive Plan, Subdivision Regulations, and Zoning Ordinance.

**IX. ATTACHMENTS TO REPORT:**

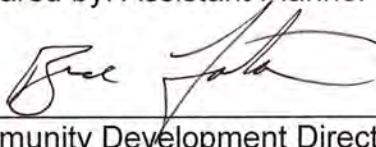
- A. Vicinity Map
- B. Review Letters
- C. Final Plat

**X. COPIES OF REPORT SENT TO:**

- A. Rich Essi, Dorwill, LLC
- B. Public Upon Request

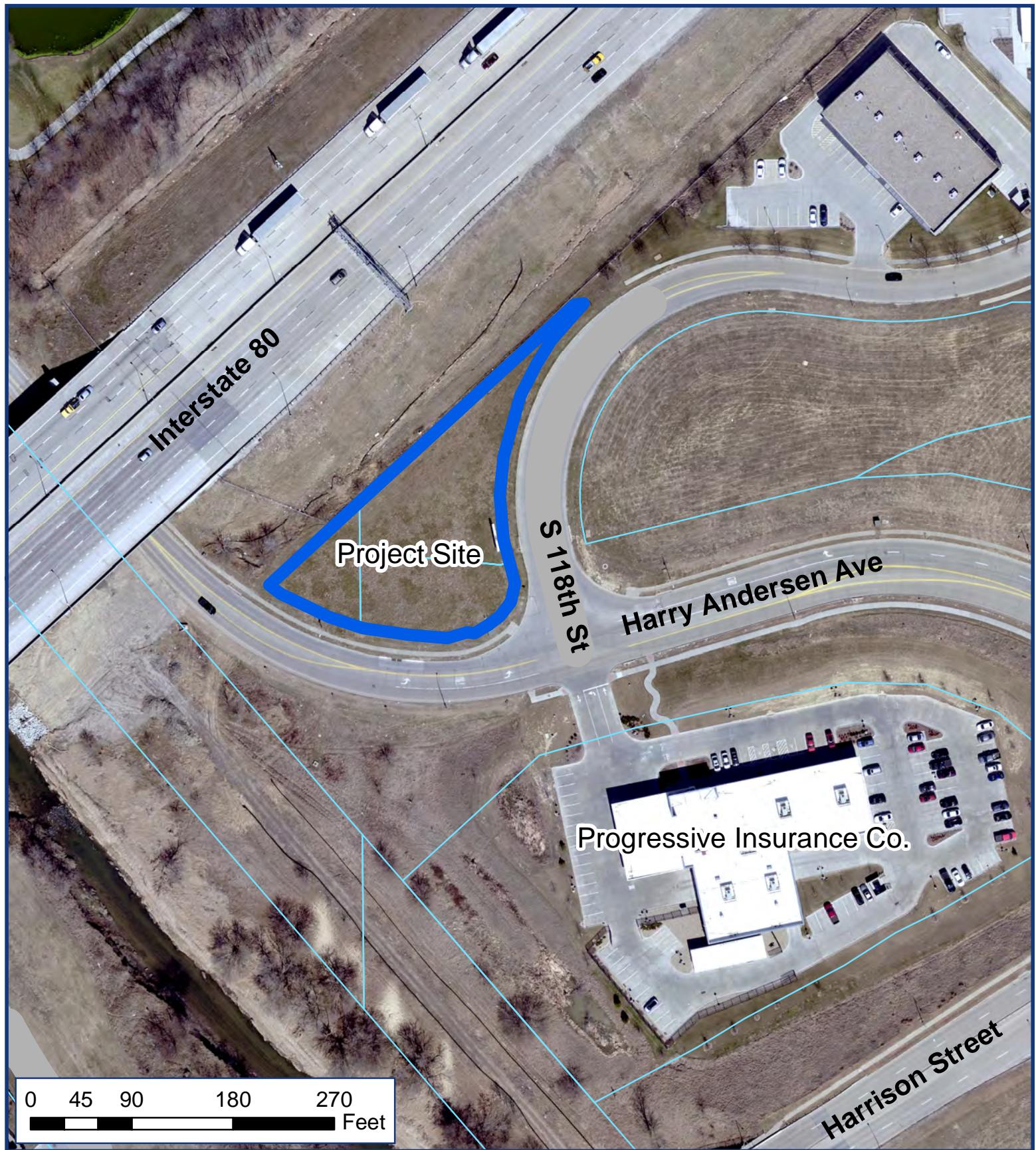


Prepared by: Assistant Planner

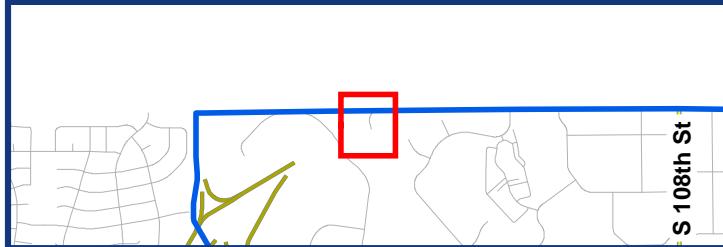


Community Development Director

1/8/2021  
Date



## Final Plat Vicinity Map



**Dorwill, LLC**  
**Lot 1 I-80 Business Park 2nd Add.**

12/21/2020 CB





October 14, 2020

Dorwill, LLC  
Attn: Rich Essi  
8231 S 107<sup>th</sup> Street  
La Vista, NE 68128

RE: Final Plat – Initial Review  
I-80 Business Park 2<sup>nd</sup> Addition Replat 1

Mr. Essi,

We have reviewed the documents submitted for the above-referenced application. Based on the elements for consideration set forth in the applicable sections of the Subdivision Regulations, the City has the following comments:

1. Section 3.05.11 – Please revise the dedication block to be consistent with Section 10.01 of La Vista's Subdivision Regulations.
2. Section 3.05.12 – Please revise the County Treasurer block to be consistent with Section 10.07 of La Vista's Subdivision Regulations.
3. Section 3.05.14 – Please revise the City Council block to be consistent with Section 10.04 of La Vista's Subdivision Regulations.
4. Section 3.05.18 – If a lending institution is part of the transaction, an approval block should be provided for the institution as well.
5. General comment – Please remove the City Engineer Title Block. The City Engineer's signature is not required.

**City Hall**  
8116 Park View Blvd,  
La Vista, NE 68128-2198  
402.331.4343 P  
402.331.4375 F

**Community Development**  
8116 Park View Blvd.  
402.593.6400 P  
402.593.6445 F

**Library**  
9110 Giles Rd.  
402.537.3900 P  
402.537.3902 F

**Police**  
7701 S. 96th St.  
402.331.1582 P  
402.331.7210 F

**Public Works**  
9900 Portal Rd.  
402.331.8927 P  
402.331.1051 F

**Recreation**  
8116 Park View Blvd.  
402.331.3455 P  
402.331.0299 F

6. General Comment – No direct access to Harry Anderson Avenue will be permitted. Please add a statement to plat document.
7. General Comment - Please reference the attached letter from the Sarpy County Surveyor and make the corrections as necessary.
8. General Comment – Please keep in mind that the building design will need to be approved through the City's Design Review process prior to application for building permits.

Please submit 3 full size revised copies of the plat and related documents (along with electronic copies) to the City for further review. A timeline for review by the Planning Commission and City Council will be determined based on the timing of the resubmittal and the extent to which the issues noted this review have been sufficiently addressed.

If you have any questions regarding these comments, please feel free to contact me at any time. Thank you,



Cale Brodersen  
Assistant Planner  
City of La Vista  
[cbrodersen@cityoflavista.org](mailto:cbrodersen@cityoflavista.org)  
(402) 593-6405

cc: Christopher Solberg, Deputy Community Development Director  
Bruce Fountain, Community Development Director  
Pat Dowse, City Engineer  
Jeff Dahrash, Cornerstone Surveying, LLC  
Roger Doebling, LYNC Architecture

Enclosure



November 4, 2020

Dorwill, LLC  
Attn: Rich Essi  
8231 S 107<sup>th</sup> Street  
La Vista, NE 68128

RE: Final Plat – Second Review  
I-80 Business Park 2<sup>nd</sup> Addition Replat 1

Mr. Essi,

We have reviewed the documents submitted for the above-referenced application. Based on the elements for consideration set forth in the applicable sections of the Subdivision Regulations, the City has the following comments:

1. Section 3.05.01 – Please make the name of the subdivision in emboldened text.
2. Section 3.05.11 – If there are no mortgage holders, a statement from the title company is to be provided. Otherwise, if there is a lending institution, please add a lending institution title block per Section 3.05.18.
3. Section 10.04 – The “Acceptance by La Vista City Council” approval block reads “in accordance with the State Statues of Nebraska”, please change the word Statues to Statutes.
4. General Comment: Please also include the variance details that you included in the Preliminary Plat Site Paving Plan in the notes section on the Final Plat.

**City Hall**  
8116 Park View Blvd.  
La Vista, NE 68128-2198  
402.331.4343 P  
402.331.4375 F

**Community Development**  
8116 Park View Blvd.  
402.593.6400 P  
402.593.6445 F

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9900 Portal Rd.  
402.331.8927 P  
402.331.1051 F

**Recreation**  
8116 Park View Blvd.  
402.331.3455 P  
402.331.0299 F

Please resubmit digitally to the City for further review. If you are able to resubmit by Tuesday, November 10<sup>th</sup> and adequately address these comments, this item may be placed on the Planning Commission Agenda for the November 19<sup>th</sup>, 2020 meeting. If this timeline is not feasible or if there are remaining items, the next Planning Commission meeting will be on December 3, 2020.

If you have any questions regarding these comments or the timeline, please feel free to contact me at any time. Thank you,



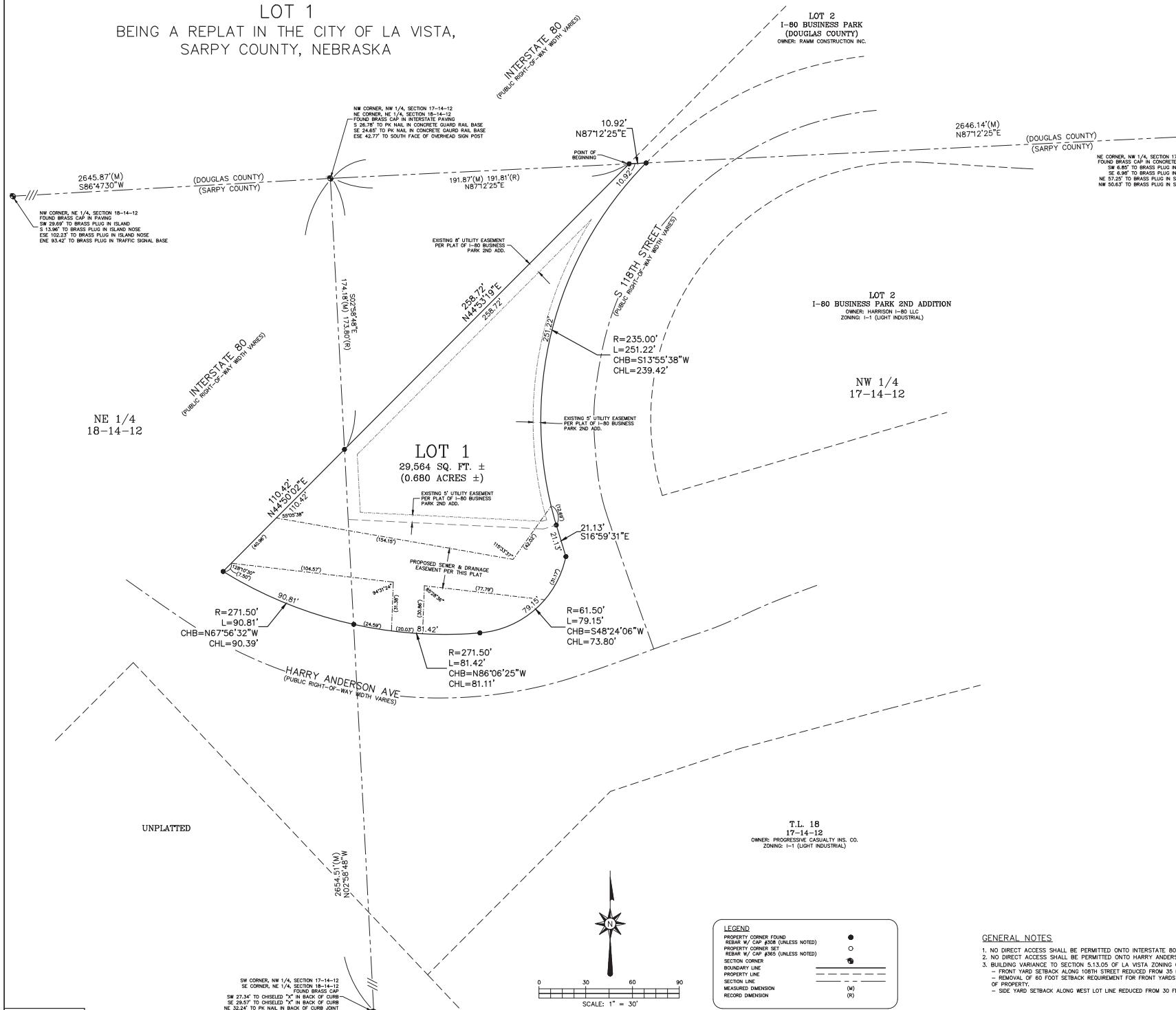
Cale Brodersen  
Assistant Planner  
City of La Vista  
[cbrodersen@cityoflavista.org](mailto:cbrodersen@cityoflavista.org)  
(402) 593-6405

cc: Christopher Solberg, Deputy Community Development Director  
Bruce Fountain, Community Development Director  
Pat Dowse, City Engineer  
Jeff Daharsh, Cornerstone Surveying, LLC  
Roger Doehling, LYNC Architecture  
Brad Blakeman, Blakeman Engineering

I-80 BUSINESS PARK 2ND ADDITION REPLAT 1

LOT 1

BEING A REPLAT IN THE CITY OF LA VISTA,  
SARPY COUNTY, NEBRASKA



SURVEYOR'S CERTIFICATION

I HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR, REGISTERED IN COMPLIANCE WITH THE LAWS OF THE STATE OF NEBRASKA AND THAT THIS PLAT MEETS OR EXCEEDS THE "MINIMUM STANDARDS FOR SURVEYS" ADOPTED BY THE NEBRASKA STATE BOARD OF EXAMINERS FOR PROFESSIONAL LAND SURVEYORS. THAT THE PLAT IS PREPARED IN ACCORDANCE WITH THE STANDARDS DESCRIBED HEREON AND THAT PERMANENT MARKERS WILL BE SET AT ALL CORNERS, ANGLE POINTS AND AT THE ENDS OF ALL CURVES WITHIN THE SUBDIVISION AND TO KNOW AS "T-80 BUSINESS PARK 2 ADDITION, REPLAT 1" (THE LOTS AS SHOWN) BEING MORE

BEING A REPEAT OF LOT 11, NE-BUSINESS PARK 2ND ADDITION, AN ADDITION TO THE CITY OF LA MIGRA, AS SURVEYED, PLATTED AND RECORDED IN SARPY COUNTY, NEBRASKA, TOGETHER WITH PART OF THE NORTHEAST QUARTER OF SECTION 17 AND PART OF THE NORTHEAST QUARTER OF SECTION 18, BOTH IN TOWNSHIP 14 NORTH, RANGE 12 EAST OF THE 6TH P.M., SARPY COUNTY, NEBRASKA, ALL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 1, I-80 BEARING 2ND ADDITION; THENCE N87°12'25"E (AN ASSUMED BEARING RELATIVE TO ALL BEARINGS CONTAINED HEREIN) FOR 10.92 FEET ALONG THE NORTH LINE OF SAID LOT 1 (ALSO BEING THE NORTH LINE OF THE NORTHWEST QUARTER OF SAID SECTION 17); THENCE SOUTHWESTERLY ALONG A 235.00 FOOT PARCEL CURVE TO THE JET (CLOUD BEARING S115°38'W IN FOR 236.42 FEET) FOR AN APO LENGTH OF 261.22 FEET;

GARY D. TINKHAM R.L.S. NO. 365  
CORNOSTONE SURVEYING, LLC  
14225 DAYTON CIRCLE, SUITE 15  
OMAHA, NEBRASKA 68137 DATE \_\_\_\_\_

## OWNER'S DEDICATION

KNOWN ALL MEN BY THESE PRESENTS THAT W.M. DORRILL, LLC, A NEBRASKA LIMITED LIABILITY COMPANY, THE OWNERS OF THE PROPERTY DESCRIBED IN THE SURVEYOR'S CERTIFICATION AND EMBRAZED WITHIN THIS PLAT, HAVE CAUSED SAID LAND TO BE SUBDIVIDED INTO LOTS TO BE NUMBERED AND NAMED AS SHOWN, AND SUBDIVISION TO BE HEREAFTER KNOWN AS THE BURGESS LANE SUBDIVISION, AND APPROPRIATELY MARKED AND PLACED ON THE SURFACE OF THE PROPERTY, AND THE DISPOSITION OF OUR PROPERTY AS SHOWN ON THIS PLAT, AND WE DO HEREBY GRANT EASEMENTS AS SHOWN ON THIS PLAT, WE DO FURTHER GRANT A PERPETUAL EASEMENT TO THE OMAHA PUBLIC POWER DISTRICT (OPPD), COX COMMUNICATIONS, AND CENTURYLINK ACROSS A FIVE (5') FOOT WIDE STRIP OF LAND ALONG THE FRONT SIDE BOUNDARY OF THE PROPERTY, AND THE REAR SIDE BOUNDARY OF THE PROPERTY, AND ALONG THE EXTERIOR LOTS, AND A SIXTEEN (16') FOOT WIDE STRIP OF LAND ALONG THE REAR BOUNDARY LINES OF ALL EXTERIOR LOTS, THE TERM EXTERIOR LOTS IS HERIN DEFINED AS THOSE LOTS FORMING THE OUTER PERIMETER OF THE ABOVE DESCRIBED ADDITION, THE SIXTEEN (16') FOOT WIDE EASEMENT MAY BE REDUCED TO EIGHT (8') FEET WIDE WHEN THE ADJACENT LAND IS OWNED BY THE OMAHA PUBLIC POWER DISTRICT (OPPD), COX COMMUNICATIONS, AND CENTURYLINK, OR UTILITIES DISTRICT (MUD) AND/OR BLACK HILLS ENERGY, THEIR SUCCESSORS AND ASSIGNS TO ERECT, INSTALL, OPERATE, MAINTAIN, REPAIR AND RENEW PIPELINES, HYDRANTS AND OTHER RELATED FACILITIES AND TO EXTEND THERON PIPES FOR THE TRANSMISSION OF GAS AND WATER ON, THROUGH, UNDER AND ACROSS A FIVE (5') FOOT WIDE STRIP OF LAND ALONG THE REAR BOUNDARY LINES OF THE EXTERIOR LOTS, THESE SHALL BE PLACED IN SAID EASEMENTS, BUT THE SAME MAY BE USED FOR GARDENS, SHRUBS, LANDSCAPING AND OTHER PURPOSES THAT DO NOT THEN OR LATER INTERFERE WITH THE AFOREMENED OR RIGHTS HERIN GRANTED.

RICHARD P. ESSI, OWNER DATE  
DORWILL, LLC

ACKNOWLEDGEMENT OF NOTARY  
STATE OF NEBRASKA )  
 )  
COUNTY OF SARPY )

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_, BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, DULY COMMISSIONED AND QUALIFIED IN AFORESAID COUNTY AND STATE, PERSONALLY APPEARED RICHARD P. ESS, OWNER OF DORWILL LLC, A NEBRASKA LIMITED LIABILITY COMPANY, KNOWN BY ME TO BE THE IDENTICAL PERSON WHOSE NAME IS AFFIXED TO THE DEDICATION ON THIS PLAT AND ACKNOWLEDGED THE EXECUTION THEREOF TO BE HIS VOLUNTARY ACT AND DEED.

SARPY COUNTY TREASURER'S CERTIFICATE  
THIS IS TO CERTIFY THAT I FIND NO REGULAR OR SPECIAL TAXES DUE OR DELINQUENT AGAINST THE PROPERTY DESCRIBED IN

SARPY COUNTY TREASURER

REVIEW BY SARPY COUNTY PUBLIC WORKS  
THIS PLAT OF I-80 BUSINESS PARK 2ND ADDITION REPLAT 1, LOT 1, WAS REVIEWED BY THE SARPY COUNTY SURVEYOR'S OFFICE

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APPROVAL BY LA VISTA CITY PLANNING COMMISSION  
THIS PLAT OF I-80 BUSINESS PARK 2ND ADDITION REPLAT 1, LOT 1, WAS APPROVED BY THE CITY OF LA VISTA CITY

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ACCEPTANCE BY LA VISTA CITY COUNCIL  
THIS PLAT OF I-80 BUSINESS PARK 2ND ADDITION REPLAT 1, LOT 1, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ IN ACCORDANCE WITH THE LA VISTA CITY COUNCIL BY \_\_\_\_\_

---

MAYOR, CITY OF LA VISTA

**GENERAL NOTES**

1. NO DIRECT ACCESS SHALL BE PERMITTED ONTO INTERSTATE 80 FROM LOT 1.
2. NO DIRECT ACCESS SHALL BE PERMITTED ONTO LOT 1 FROM ANDERSON AVENUE FROM LOT 1.
3. BUILDING VARIABLE FROM 10,000 SF TO 15,000 SF. VICTA APPROVAL DATE: 9/02/2020.
  - FRONT YARD SETBACK ALONG 108TH STREET REDUCED FROM 35 FEET TO 30 FEET
  - REMOVAL OF 60 FOOT SEBACHT REQUIREMENT FOR FRONT YARDS WITH PARKING IN FRONT OF PROPERTY
  - FRONT YARD SETBACK ALONG WEST LOT LINE REDUCED FROM 30 FEET TO 15 FEET

I-80 BUSINESS PARK 2ND ADDITION REPLAT 1	
LOT 1	
CITY OF LA VISTA, SARPY COUNTY, NEBRASKA	
BOOK	20-05
PAGE	
PROJECT NO.	200140
DATE	NOVEMBER 14, 2020
<b>CORNERSTONE SURVEYING, LLC</b> <small>14225 DAYTON CIRCLE, SUITE 15, OMAHA, NE 68137</small>	

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
JANUARY 19, 2021 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
INTERLOCAL COOPERATION AGREEMENT — PACE ADMINISTRATION	◆ RESOLUTION ORDINANCE RECEIVE/FILE	BRUCE FOUNTAIN COMMUNITY DEVELOPMENT DIRECTORY

**SYNOPSIS**

A resolution has been prepared to approve an interlocal cooperation agreement between the City of La Vista and City of Gretna for application review associated with the Gretna PACE District.

**FISCAL IMPACT**

The City of La Vista will receive the \$1,000 application fee for all Gretna PACE project reviews to compensate for staff time, so there will be no fiscal impact.

**RECOMMENDATION**

Approval.

**BACKGROUND**

A resolution has been prepared to consider an interlocal agreement between the City of La Vista and the City of Gretna for La Vista staff to administer the Gretna PACE District application review and processing.

The La Vista Property Assessed Clean Energy District was established by City Council on August 5, 2019. Since the establishment of the PACE District, La Vista has received two applications. La Vista currently assists Sarpy County with their PACE application review and has reviewed one application. Gretna has received some interest from developers for the use of PACE and has requested a similar agreement. Our staff currently has the capacity to review additional PACE project applications.

The recommended agreement is attached for review.

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

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING EXECUTION OF AN INTERLOCAL COOPERATION AGREEMENT BETWEEN THE CITY OF LA VISTA AND THE CITY OF GRETNA FOR PACE APPLICATION REVIEW FOR THE GRETNA PACE DISTRICT.

WHEREAS, the City of La Vista established the La Vista Property Assessed Clean Energy District on August 5, 2020; and

WHEREAS, the City of Gretna is interested in establishing a PACE District and has requested the assistance of La Vista staff in the administration of their program; and

WHEREAS, the City of La Vista has the experience and capacity necessary to review additional applications for PACE financing; and

WHEREAS, an interlocal cooperation agreement has been drafted;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of La Vista, Nebraska, that the interlocal agreement between the City of Gretna and the City of La Vista regarding PACE application review for the Gretna PACE District is hereby approved in form and content submitted with this resolution, subject to any additions, subtractions, or changes as the City Administrator or any designee of the City Administrator determines necessary or appropriate in consultation with the City Attorney, and that the Mayor or any designee of the Mayor is hereby authorized to execute said agreement on behalf of the City of La Vista.

PASSED AND APPROVED THIS 19TH DAY OF JANUARY 2021.

CITY OF LA VISTA

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Douglas Kindig, Mayor

ATTEST:

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Pamela A. Buethe, CMC  
City Clerk

## INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT (the "Agreement"), dated as of \_\_\_\_\_, 2021, is by the City of La Vista, Nebraska, ("La Vista") and the City of Gretna, Nebraska ("Gretna") (collectively, the "Parties") pursuant to the Interlocal Cooperation Act, Neb. Rev. Stat. § 13-801, et seq. as amended from time to time.

### RECITALS

WHEREAS, in accordance with the provisions of Nebraska Revised Statutes Sections 13-3201 through 13-3211, known as the Property Assessed Clean Energy Act (the "PACE Act"), municipalities within the State of Nebraska are authorized to form property assessed clean energy assessment ("PACE") districts for the purpose of providing an additional financing tool to developers and property owners to encourage them to incorporate clean energy, to reduce the use, demand for, and consumption of electricity, gas, water, sanitary sewer and other utilities, to promote the efficient and effective management of natural resources or storm water, to provide for water conservation or pollutant control, to promote other utility cost-savings measures, and/or to promote resources that naturally replenish over time and that minimize the output of toxic materials in the conversion to energy, all as more fully set forth in the PACE Act;

WHEREAS, financing of PACE projects is a valid general public purpose that does not utilize general public funds to finance the costs of materials, equipment, design, installation, and implementation of PACE improvements in a qualifying property, but rather the qualifying property is separately assessed in an annual amount sufficient to repay the PACE financing loan over the average weighted useful life of the PACE project improvements;

WHEREAS, the PACE Act permits two or more municipalities to enter into an agreement pursuant to the Nebraska Interlocal Cooperation Act to jointly administer PACE districts, or a municipality to contract with a third party for the administration of PACE districts;

WHEREAS, La Vista has established and administers a PACE program and district with respect to areas within La Vista ("LVPD"). Gretna, concurrent with this Agreement, created a PACE program and district for areas within Gretna ("GPD") based on documents that are the same in form and content as the documents used to create the LVPD, including without limitation the ordinance creating the clean energy assessment district, manual, and application ("Governing Documents"). Gretna desires La Vista to assist Gretna, and La Vista is willing to assist Gretna, with administration in connection with processing applications under the Gretna PACE program in compliance with the PACE Act, including application receipt, review, and recommendations to the Gretna PACE District Administrator ("GPDA") for proposed PACE projects within the GPD geographic area, which shall include the corporate boundaries and extraterritorial jurisdiction of Gretna ("PACE Administrative Support");

WHEREAS, La Vista and Gretna intend for this Agreement to be effective on the date of the last party to sign ("Effective Date"); and,

WHEREAS, La Vista and Gretna desire to enter into this Agreement to set forth the rights and obligations of the Parties with respect to PACE Administrative Support.

NOW, THEREFORE, in consideration of the above and foregoing, the Parties agree as follows:

Section 1. Duration of Agreement. This Agreement shall commence on the Effective Date as defined above and remain in effect for one year, subject to annual renewal for one or more additional equivalent term(s) unless either party provides notice of nonrenewal at least 30 days before the last day of the initial or any renewal term. Provided, however, that this Agreement shall immediately terminate upon the occurrence of any of the following:

- (i) La Vista and Gretna mutually agree in writing to terminate this Agreement;
- (ii) LVPD or GPD is discontinued; or
- (iii) Revisions, amendments, terminations or other modifications of the Act or other federal or state statutes require the termination of this Agreement.

Section 2. Purpose. The purpose of PACE is to provide developers and property owners with the opportunity to obtain additional financing for PACE eligible projects; to reduce the use, demand for, and consumption of electricity, gas, water, sanitary sewer and other utilities; to promote the efficient and effective management of natural resources or storm water; to provide for water conservation or pollutant control; to promote other utility cost-savings measures; to promote resources that naturally replenish over time and that minimize the output of toxic materials in the conversion to energy; to encourage the use of renewable energy, energy efficient improvements, materials, equipment and projects; and provide the assessment mechanisms for the repayment of private financing over the period of the average weighted useful life of the PACE project.

Section 3. PACE Administrative Support Services. Gretna and the GPD designate the La Vista PACE District Administrator (“LVPDA”) to provide PACE Administrative Support Services for the GPD program. Specifically, the LVPDA, in conjunction with the La Vista PACE Review Committee and the GPDA or designee, shall review GPD PACE project applications; determine if the application appears to include all information required in applications under the Governing Documents; and on this basis recommend approval or disapproval of the application or request additional information from the applicant. Final approval or denial of PACE project applications and/or waiver requests will be the responsibility of, and issued in letter form by the GPDA at his/her sole discretion. GPD application and/or waiver appeals shall be handled by Gretna or GPD in accordance with the appeals process as outlined in Gretna’s establishing ordinance. GPD Governing Documents shall be the same as those for LVPD projects, which Gretna adopted to initiate the GPD and are incorporated herein by reference. The LVPDA shall use the GPD Governing Documents to provide PACE Administrative Support Services for GPD projects. GPD assessment contracts may differ from assessment contracts of the LVPD and, for purposes of this Agreement, Governing Documents and PACE Administrative Support Services under this Agreement shall exclude the terms or

conditions of any GPD assessment contract. Gretna shall be solely responsible for GPD assessment contracts or any act or omission in connection with any such assessment contract.

Section 4. Assessments; Program Fees. The annual PACE assessments agreed upon under the assessment contract between the project applicant and the GPD shall be levied against the qualifying property. Payment of the annual assessments may be made directly from the property owner to the PACE project lender, or to Gretna for distribution to the lender or other party entitled to the distribution, in accordance with the assessment contract. If assessment payments are made directly to the PACE project lender, the property owner shall make payment of the annual program fee to the GPD as required when due. The application fee due from the property owner shall be one hundred percent (100%) paid to La Vista. The administrative fees and annual fees due from the property owner under the assessment contract shall be one hundred percent (100%) paid to Gretna. Gretna will be solely responsible for any actions connected with PACE assessments, including without limitation, execution and filing of assessment contracts, assessments and collections. In the event of a default in the payment of any assessment or program fee by the property owner, Gretna, after receipt of notice from the PACE lender or the Administrator (as applicable), shall file a notice of assessment lien in the Register of Deeds office of Sarpy County.

Section 5. Governing Law. This Agreement will be governed by, construed and enforced in accordance with the laws of the State of Nebraska.

Section 6. Severability. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, the legality, validity and enforceability of the remaining provisions of this Agreement shall not be affected thereby, and this Agreement shall be liberally construed so as to carry out the intent of the parties to it.

Section 7. Notices. Any notice, request or other communication required or permitted to be given under this Agreement shall be given in writing by delivering it against receipt for it, by depositing it with an overnight delivery service or by depositing it in a receptacle maintained by the United States Postal Service, postage prepaid, registered or certified mail, return receipt requested, addressed to the respective parties at the addresses shown herein (and if so given, shall be deemed given when mailed). Notice sent by any other manner shall be effective upon actual receipt by the party to be notified. Actual notice, from whomever and however given or received, shall always be effective when received. Any party's address for notice may be changed at any time and from time to time, but only after thirty (30) days' advance written notice to the other parties and shall be the most recent address furnished in writing by one party to the other parties. The giving of notice by one party which is not expressly required by this Agreement will not obligate that party to give any future notice.

If to the City of La Vista:

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

Attention: Community Development Director

If to the City of Gretna:

City of Gretna  
204 N. McKenna Avenue  
Gretna, NE 68028

Attention: City Administrator

If to the Gretna PACE District:

City of Gretna  
204 N. McKenna Avenue  
Gretna, NE 68028

Attention: City Administrator

If to the La Vista PACE District:

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

Attention: PACE District Administrator

Section 8. Parties in Interest. The terms of this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their permitted successors and assigns. Nothing in this Agreement, whether express or implied, shall be construed to give any person or entity (other than the parties hereto and their permitted successors and assigns) any legal or equitable right, remedy or claim under or in respect of any terms or provisions contained in this Agreement or any standing or authority to enforce the terms and provisions of this Agreement. This Agreement and all rights hereunder are intended for the sole benefit of the parties and shall not imply or create any rights on the part of, or obligations to, any other person or entity.

Section 9. General. The headings used in this Agreement are included for reference only and shall not be considered in interpreting, applying or enforcing this Agreement. The words "shall" and "will" as used in this Agreement have the same meaning. This Agreement shall not be modified or amended in any manner except by a writing signed by all the parties hereto. This Agreement represents the entire and integrated agreement between the parties with respect to the subject matter hereof. All prior negotiations, representations or agreements not expressly incorporated into this Agreement are hereby superseded and cancelled. The parties acknowledge and represent that this Agreement has been jointly drafted by the parties, that no provision of this Agreement will be interpreted or construed against any party solely because the party or its legal counsel drafted such provision and that each of them has read, understood and approved the language and terms set forth herein. This Agreement may be executed in multiple counterparts, each of which shall constitute but one agreement. All signatures need not be on the counterpart. Except for tasks to be performed by La Vista as described in this Agreement, Gretna shall have all responsibilities with respect to the GPD. Recitals at the beginning of this Agreement shall be incorporated into this Agreement by reference.

Section 10. Amendments. The parties acknowledge that from time to time the Agreement may require amendments to support the parties interests and obligations under the PACE Act. Such requests for amendment from either party shall not be unreasonably denied or

delayed. No amendments or modifications of this Agreement shall be valid unless evidenced in writing and signed by duly authorized representatives of the parties.

EXECUTED as of the date first set out above.

CITY OF LA VISTA, NEBRASKA

By:\_\_\_\_\_

Name:\_\_\_\_\_

Title:\_\_\_\_\_

[Add the necessary approvals, acknowledges, etc.]

CITY OF GRETNA, NEBRASKA

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

[Add the necessary approvals, acknowledges, etc.]

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**JANUARY 19, 2021 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
MEMORANDUM OF UNDERSTANDING (UPDATE) — SHARED MAINTENANCE GILES ROAD	◆ RESOLUTION ORDINANCE RECEIVE/FILE	PAT DOWSE CITY ENGINEER

**SYNOPSIS**

A resolution has been prepared to approve an updated Memorandum of Understanding with the City of Papillion concerning the operation and maintenance responsibilities for Giles Road from the East Right of Way line of 66<sup>th</sup> Street to the West Right of Way line of Portal Road serving properties within both the City of La Vista and the City of Papillion.

**FISCAL IMPACT**

The FY21/22 Biennial Budget provides funding for Street Maintenance

**RECOMMENDATION**

Approval.

**BACKGROUND**

The Memorandum describes certain maintenance responsibilities for the Giles Road corridor generally from the intersection of 66<sup>th</sup> Street to the intersection of Portal Road, with the last update of the Memorandum having been executed in January of 2019. This update is to account for the relinquishment of N85 (*84<sup>th</sup> Street in La Vista, Washington Street in Papillion*) within the City of Papillion effective January 4, 2021. The Memorandum amends the responsibilities for the 84<sup>th</sup> Street and Giles Road traffic signal as to assign La Vista as the lead agency, and to split the electricity, maintenance and bulb replacement costs at 50% to La Vista and 50% to Papillion.

It is anticipated that the City of Papillion will be considering a similar resolution at their January 19, 2021 City Council Meeting.

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

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE EXECUTION OF AN UPDATED MEMORANDUM OF UNDERSTANDING WITH THE CITY OF PAPILLION FOR SHARED MAINTENANCE RESPONSIBILITIES FOR GILES ROAD FROM THE EAST RIGHT OF WAY LINE OF 66TH STREET TO THE WEST RIGHT OF WAY LINE OF PORTAL ROAD.

WHEREAS, the City desires to update a Memorandum of Understanding with the City of Papillion for shared maintenance responsibilities for Giles Road from the east right of way line of 66<sup>th</sup> Street to the west right of way line of Portal Road; and

WHEREAS, the Memorandum of Understanding identifies the maintenance roles and responsibilities of the parties as they relate to Giles Road from the east right of way line of 66<sup>th</sup> Street to the west right of way line of Portal Road; and

WHEREAS, the update is to account for the relinquishment of N85 within the cities of La Vista and Papillion and the additional responsibilities of the 84<sup>th</sup> Street and Giles Road traffic signal; and

WHEREAS, the Memorandum of Understanding runs for a period of one (1) year which will renew January 1<sup>st</sup> of each year unless mutually agreed otherwise by the two Cities;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of the City of La Vista, Nebraska, hereby authorize execution of an updated Memorandum of Understanding with the City of Papillion for shared maintenance responsibilities for portions of Giles Road from the east right of way line of 66<sup>th</sup> Street to the west right of way line of Portal Road.

PASSED AND APPROVED THIS 19TH DAY OF JANUARY 2021.

CITY OF LA VISTA

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Douglas Kindig, Mayor

ATTEST:

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Pamela A. Buethe, CMC  
City Clerk

**MEMORANDUM OF SHARED MAINTENANCE RESPONSIBILITIES FOR  
GILES ROAD  
BETWEEN CITY OF LA VISTA & CITY OF PAPILLION  
IN SARPY COUNTY, NEBRASKA**  
East ROW 66<sup>th</sup> Street to West ROW Line of Portal Road  
January 2021

**DEFINITIONS:**

**A. Surface Maintenance:**

1. Patching, sealing, and minor repairs of the traveled way.
2. It will also include minor shoulder repair such as repair of wheel ruts and minor erosion.

**B. Mowing:**

1. Done to the mowing standard of the jurisdiction performing the work including trash pickup.
2. Includes mowing and or cleaning and removal of vegetative growth from the median surfacing cracks and joints.

**C. Graffiti Removal:**

1. Removing or covering graffiti on the right of way and on structures within the right of way.
2. Usually involves covering paint markings on concrete structures, headwalls, retaining walls, and abutments with a mixture of Portland cement concrete and water.
3. Metallic appurtenances may have to be painted or a graffiti removal product may be used.
4. **EACH JURISDICTION MAINTAINS ITS OWN.**

**D. Pavement Markings:**

1. Painting centerlines, edge lines, turn bays, stop lines, etc. per the "Manual on Uniform Traffic Control Devices", latest edition.
2. Pavement striping on Giles Road shall be done as determined by the jurisdiction doing the painting. Some items that do not logically stop at jurisdiction boundaries, such as crosswalks, shall be coordinated to do all at the same time or by one agency as a work trading effort.

**E. Traffic Signage:**

1. Warning and regulatory signs for mainline Giles Road only, per the "Manual on Uniform Traffic Control Devices", latest edition.
2. Includes all inspection, replacement, cleaning and other normal sign maintenance and replacement.
3. **EACH JURISDICTION MAINTAINS ITS OWN.** From 69<sup>th</sup> Street to 96<sup>th</sup> Street, Papillion maintains all signs controlling eastbound traffic and La Vista maintains all signs controlling westbound traffic.

F. Intersecting Street Signs:

1. Warning and regulatory signs for public streets intersecting with Giles.
2. EACH JURISDICTION MAINTAINS ITS OWN

G. Traffic Signals:

1. Any power-operated traffic control device, other than a barricade warning light or steady burning electric lamp, by which traffic is warned or directed to take some specific action.
2. All routine and preventive maintenance on all traffic signals (Except Highway intersections) shall be the responsibility as shown in Table "B". This will include locating underground cables unless specifically delegated to another agency.
3. Costs for this maintenance shall be shared among the appropriate jurisdictions. The amount shall be \$660.00, annually, per location. This is to be divided among the proper jurisdictions at each location.

H. Ditching:

1. Cleaning and reshaping ditches.
2. EACH JURISDICTION MAINTAINS ITS OWN.

I. Storm Sewer and Culverts:

1. Routine, inspection, cleaning, and maintenance of inlets, ditches, culverts, storm sewer pipes, and junction structures is the responsibility of each jurisdiction.
2. Repair, removal and replacement is the responsibility of each jurisdiction.
3. Each jurisdiction shall investigate and enforce against illicit discharges into storm sewer systems in their respective areas. Each agency shall notify the upstream and/or downstream agency (as applicable) of storm sewer discharge complaints, violations, investigations and enforcement actions.

J. Snow Removal:

1. Routine removal/plowing of snow as well as sanding and salting of the traveled way in accordance with established policies and procedures of each jurisdiction standards.
2. Between 69<sup>th</sup> Street and 96<sup>th</sup> Street Papillion is responsible for eastbound snow removal and La Vista is responsible for westbound snow removal. East of 69<sup>th</sup> Street and west of 96<sup>th</sup> Street, La Vista is responsible for eastbound and westbound snow removal. However, each agency may plow in either direction based on convenience of operations and without making any cost claims for doing so.

K. Sidewalks:

- 1 EACH JURISDICTION MAINTAINS ITS OWN.

L. Street Lighting:

## 1 EACH JURISDICTION MAINTAINS ITS OWN.

M. Bridge Responsibility: Not applicable.

## Special Notes:

- This MOU shall be reviewed for needed updates in November 2021.
- Signal costs in the main agreement refer to utility costs. The current price is \$660 per signal per year. The lead agency will bill for maintenance at the beginning of each calendar year.

TABLE "A"  
GILES ROAD MAINTENANCE  
INFORMAL AGREEMENT

GILES ROAD FROM	JURISDICTION	RESPONSIBILITY
East ROW 66 <sup>th</sup> Street to CL 69 <sup>th</sup> Street	La Vista (until Papillion annexes Stockman's Hollow)	100%
East ROW 69 <sup>th</sup> Street to East ROW 96 <sup>th</sup>	La Vista Papillion	50/50 split at CL
East ROW 96 <sup>th</sup> Street to West ROW line of 107 <sup>th</sup> Street	La Vista	100%
West ROW line 107 <sup>th</sup> to West line of Portal Road	La Vista Papillion	100% Sidewalk on south

TABLE "B"  
SIGNAL MAINTENANCE LIST

JURISDICTION	RESPONSIBILITY
Rogers (ped crossing lights)	Lead agency La Vista. Power, maintenance, & bulb replacement-split with Papillion
Edgewood Blvd	Lead agency La Vista. Power, maintenance, & bulb replacement-split with Papillion
South 85th Street	Lead agency La Vista. Power, maintenance, & bulb replacement-split with Papillion
South 72nd Street	Lead agency Papillion. Power, maintenance, & bulb replacement-split with La Vista
South 96th Street	power, maintenance, and bulb replacement; all La Vista
South 108th Street	power, maintenance, and bulb replacement; all La Vista
South 84th Street	Lead agency La Vista. Power, maintenance and bulb replacement split with Papillion. ASCT operations cost to the City of Omaha are per the current Memorandum of Understanding (MOU), Design, Operations, and Maintenance of the Adaptive Signal Control System (ACST), From 84 <sup>th</sup> Street and West Center Road (Omaha) to Washington Street and Lincoln Street (Papillion)

MODIFICATION:

It is mutually understood and agreed by and between the parties:

- This MOU may not be assigned by either of the parties hereto to any other entity without the specific written permission of all parties to this Agreement.
- This MOU may be partially or completely terminated or modified only by mutual agreement of the parties.

EFFECTIVE DATE & SIGNATURE:

This MOU shall be effective upon the signature of Papillion and La Vista officials. It shall be in force from January 1, 2021 to January 1, 2022 and shall renew automatically each year thereafter unless terminated or modified as specified herein. Papillion and La Vista indicate agreement with this MOU by the signatures of their Mayors.

Executed by the City of Papillion this \_\_\_\_ day of \_\_\_\_\_, 2021

ATTEST: CITY OF PAPILLION, a Nebraska municipal corporation

\_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
David P. Black, Mayor

Executed by the City of La Vista this \_\_\_\_ day of \_\_\_\_\_, 2021

ATTEST: CITY OF LA VISTA, a Nebraska municipal corporation

\_\_\_\_\_  
City Clerk

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

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
JANUARY 19, 2021 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
FIRST AMENDMENT — PROFESSIONAL SERVICES AGREEMENT	◆ RESOLUTION ORDINANCE RECEIVE/FILE	PAT DOWSE CITY ENGINEER

**SYNOPSIS**

A resolution has been prepared to authorize the first amendment to the Professional Services Agreement with Alfred Benesch & Company, Omaha, Nebraska to include professional construction engineering services for the 96<sup>th</sup> Street & 108<sup>th</sup> Street Pavement Reconstruction and Rehabilitation project for an increase of \$373,816.50 adjusting the not to exceed amount to \$490,811.50

**FISCAL IMPACT**

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

**RECOMMENDATION**

Approval.

**BACKGROUND**

On March 17, 2020 City Council approved an agreement with Alfred Benesch & Company to produce plans and specifications for the 96<sup>th</sup> Street and 108<sup>th</sup> Street Pavement Rehabilitation Project.

The proposed amendment provides for construction engineering services associated with the project, including but not limited to project management, public meetings, pre-construction preparation, construction inspection, project closeout and materials testing.

Swain Construction is the general contractor for this project, which is anticipated to begin in the Spring of 2021 with completion by October 31, 2021.

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

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE EXECUTION OF THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH ALFRED BENESCH AND COMPANY, OMAHA, NEBRASKA TO INCLUDE CONSTRUCTION ENGINEERING SERVICES FOR AN INCREASE OF \$373,816.50, ADJUSTING THE NOT TO EXCEED AMOUNT TO \$490,811.50.

WHEREAS, the Mayor and City Council have determined that the addition of construction engineering services are necessary; and

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

NOW, THEREFORE BE IT RESOLVED, by the Mayor and City Council of La Vista, Nebraska, that the first amendment to the professional services agreement, in a form satisfactory to the City Administrator or their designee, be authorized with Alfred Benesch and Company, Omaha, Nebraska for the addition of construction engineering services for an increase of \$373,816.50 adjusting the not to exceed amount to \$490,811.50.

PASSED AND APPROVED THIS 19TH DAY OF JANUARY 2020.

CITY OF LA VISTA

ATTEST:

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Douglas Kindig, Mayor

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Pamela A. Buethe, CMC  
City Clerk

## AMENDMENT TO ENGINEERING AGREEMENT

## **CITY OF LA VISTA**

**M376(390) & M376(391)**  
**96<sup>TH</sup> STREET & 108<sup>TH</sup> STREET PAVEMENT RECONSTRUCTION**  
**AND PAVEMENT REHABILITATION**

THIS AMENDMENT made and entered into this December 14, 2020 by and between the firm of Alfred Benesch & Company a corporation of the State of Nebraska with offices at 14748 W Center Rd Suite 200 Omaha, NE 68144-2029 and hereinafter referred to as the "Consultant" and the City of La Vista, Nebraska, acting by and through the Mayor hereinafter referred to as the "City".

WHEREAS the City desires the Consultant to amend the Professional Service Agreement for Preliminary & Final Design Services for the **CITY OF La Vista - M376(390) & M376(391) - 96<sup>TH</sup> STREET & 108<sup>TH</sup> STREET PAVEMENT RECONSTRUCTION AND PAVEMENT REHABILITATION** which was entered into on **March 17, 2020** hereinafter called existing Agreement.

NOW THEREFORE it is hereby agreed that the existing Agreement be amended as follows:

1. The existing Agreement shall be amended to include professional construction engineering services related to project management, construction observation, materials testing and public involvement for the above-mentioned project as defined in Exhibit "B":
2. Compensation for services shall be performed on an hourly basis as shown in Exhibit "C". This modification will increase the not to exceed amount in the existing agreement by \$373,816.50.

This AMENDMENT shall be deemed a part of and subject to all terms and conditions of the existing Agreement. Except as modified above, the existing agreement shall remain in full force and effect.

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

EXECUTED by the Consultant this 5<sup>th</sup> day of January, 2021.

**ATTEST**

Tim O'Bryan  
Tim O'Bryan – Senior Project Manager

Jeffrey A. Sorrel

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Jeffery A. Sockel, PE - SVP-Omaha Div Mgr

**ATTEST**

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## Mayor of the City of La Vista

**CONSTRUCTION ENGINEERING SERVICES**

**M376(390) & M376(391)**  
**96<sup>TH</sup> STREET & 108<sup>TH</sup> STREET PAVEMENT RECONSTRUCTION**  
**AND PAVEMENT REHABILITATION**

**SCOPE OF SERVICES**

**OVERVIEW**

Alfred Benesch & Company (Benesch) proposes to provide professional services related to project management, construction observation, materials testing and public involvement for the above-mentioned project. Construction engineering activities shall include but are not limited to, project management, public meetings, pre-construction preparation, construction inspection, project closeout and materials testing.

It is Benesch's understanding that the 96<sup>TH</sup> Street pavement reconstruction will consist of removing and rebuilding the existing 4 lane divided urban section of 96<sup>th</sup> Street from approximately 300' south of the bridge over the Union Pacific Railroad to Harrison Street. The pavement rehabilitation for 96<sup>th</sup> Street and 108<sup>th</sup> Street will include, but is not limited to, pavement repair, joint and crack sealing, construction of ADA curb ramps and replacement of curb inlet tops. Following pavement repairs, 108<sup>th</sup> Street will be resurfaced with hot mix asphalt once the pavement repairs have been completed.

Benesch anticipates the staffing requirements for this contract will consist of one (1) project manager, one (1) full-time - construction observer, one (1) part-time – construction observer during concurrent construction operations, one (1) materials testing technician and necessary coordination or administrative support personnel. Exhibit "C" indicates an estimated number of hours, personnel, and testing services and the associated fees Benesch anticipates the City will request for the proposed work under this agreement. Variation of this estimate is expected due to factors beyond Benesch's control such as contractor operations, field changes, requested support services, or other situations that may occur. Should the requested services exceed this fee estimate, Benesch will notify the City if the total fee may exceed the estimated amount and compensations shall be provided using the same established billing rates.

Compensation for professional services related to project management, construction inspection, materials testing, and public involvement shall be on an hourly rate basis determined by the classification of the personnel provided or specified and the material testing fee schedule. Administration (copying, fax, printing, long distance telephone, postage, etc.), observation equipment (cellular phone, measuring wheel, levels, tools, paint, etc.), and other overhead- related expenses shall be compensated at actual costs incurred without markup. An estimate of these costs is indicated in the fee estimate.

The following shall describe the scope of work related to each of these categories. Services may be added or deleted upon request. Changes to the total contract amount will be addressed as indicated above.

The professional services provided by Benesch shall be described under the following major categories:

1. Project Management, Meetings, and Pre-Construction Preparation
2. Construction Observation
3. Materials Testing
4. Project Closeout
5. Public Involvement

**PROJECT MANAGEMENT & MEETINGS**

Benesch shall provide project management services to the City of La Vista in the following areas:

- Coordinate activities between the City of La Vista and Contractor
- Monitor the construction schedule
- Conduct periodic progress meetings
- Address stakeholder concerns
- Review and submit Partial Pay Estimates
- Scheduling personnel and testing activities

**PRE-CONSTRUCTION PREPARATION**

The following pre-construction tasks will include:

- Attend public meeting
- Develop pre-construction meeting agenda and submittal requirements
- Schedule and conduct the pre-construction meeting.
- Document, develop and submit pre-construction meeting minutes
- Coordinate and schedule public involvement notifications
- Pre-construction photos
- Mark removal limits

**CONSTRUCTION OBSERVATION**

The following construction observation tasks will include:

- Record and maintain; project field diaries, quantities, files and records.
- Create weekly progress reports.
- Submit weekly progress reports to general contractor and City representative.
- Monitor the contractors' activities for compliance with the plans and specifications.
- Review work zone traffic control devices each day.
- Coordinate with general contractor.
- Coordinate material testing services.
- Observe and record change order and force account work.
- Document and address stakeholder concerns.

**MATERIALS TESTING SERVICES**

The following materials and testing will include:

- Perform materials testing.
- Acquire, record, and provide all necessary material certifications.
- Provide all test reports and certifications to the City project manager.

**CONSTRUCTION CLOSEOUT**

The following construction phase tasks will include:

- Schedule and conduct a final project walkthrough/inspection.
- Prepare and submit punch list to the general contractor and City representative
- Verify all project work has been completed, inspected, and approved.
- Prepare and submit as-built plans.
- Develop final payment.

Professional Construction Services for M-376 (390) & M-376 (391) - 96th St & 108th St Pavement Rehabilitation

Construction Services consist of project management, construction observation and material testing

## **Exhibit "C"**

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## Project Summary

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**JANUARY 19, 2021 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
ADVERTISEMENT FOR BIDS — PARK VIEW BOULEVARD PANEL REPLACEMENT	◆ RESOLUTION ORDINANCE RECEIVE/FILE	PAT DOWSE CITY ENGINEER

**SYNOPSIS**

A resolution has been prepared authorizing the advertisement for bids for concrete panel replacement along Park View Boulevard in various locations between 84<sup>th</sup> Street and 96<sup>th</sup> Street.

**FISCAL IMPACT**

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

**RECOMMENDATION**

Approval

**BACKGROUND**

Over the years, there has been continued deterioration of the concrete panels along Park View Boulevard, as shown by a multitude of cracking distresses, joint spalling and settlement in portions of the exiting pavement, generally from west of the intersection of Thorn Apple Lane to west of the intersection of 87<sup>th</sup> Street.

Staff recommends that repair work be undertaken to reduce the maintenance burden and to increase the Pavement Condition Index (PCI) of the segment. This project will also bring effected curb ramps to within current ADA standards, replace three (3) curb inlet tops, and replace one damaged drainage inlet.

Preparation of plans and specifications for this project have been completed by the Public Works Department. The recommended schedule for bidding this work is:

Publish Notice to Contractors	January 27, 2021 and February 3, 2021
Open Bids	February 12, 2021 at 10:00 am City Hall
City Council Award Contract	March 2, 2021

The Notice to Contractors will also be posted on the City's web site and at [www.standardshare.com](http://www.standardshare.com).

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

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE ADVERTISEMENT FOR BIDS FOR PANEL REPLACEMENT ON PARK VIEW BOULEVARD FROM 84TH STREET TO 96TH STREET.

WHEREAS, the Mayor and Council have determined that panel replacement on Park View Boulevard from 84<sup>th</sup> Street to 96<sup>th</sup> Street is necessary; and

WHEREAS, the FY21/FY22 Biennial Budget provides funding for the proposed project; and

WHEREAS, the schedule for awarding this contract is as follows:

Publish Notice to Contractors	January 27, 2021 and February 3, 2021
Open Bids	February 12, 2021 at 10:00 am at City Hall
City Council Award Contract	March 2, 2021

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council of the City of La Vista, Nebraska hereby authorize the advertisement for bids for panel replacement on Park View Boulevard from 84<sup>th</sup> Street to 96th Street.

PASSED AND APPROVED THIS 19TH DAY OF JANUARY 2021.

CITY OF LA VISTA

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Douglas Kindig, Mayor

ATTEST:

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Pamela A. Buethe, CMC  
City Clerk

## NOTICE TO CONTRACTORS

City of La Vista  
La Vista, Nebraska

### PARK VIEW BOULEVARD PANEL REPLACEMENT 84<sup>TH</sup> STREET TO 96<sup>TH</sup> STREET VARIOUS LOCATIONS PROJECT NO. M376(378)

Sealed proposals will be received by Pamela Buethe, Clerk of said City, at the City of La Vista, City Hall, 8116 Parkview Boulevard, La Vista, NE 68128, until 10:00 AM on the 12th day of February, 2021, for the furnishing of all labor, materials, use of Contractor's equipment, plant and all else necessary to construct properly all of the improvements for PARK VIEW BOULEVARD PANEL REPLACEMENT, 84<sup>TH</sup> STREET TO 96<sup>TH</sup> STREET VARIOUS LOCATIONS, PROJECT NO. M376(378).

At such hour, or as soon as practicable thereafter, the City of La Vista will proceed to publicly open in the presence of all bidders and consider the bids received for the furnishing of such labor, materials, and equipment necessary for the proper construction of such improvements.

The extent of the work consists of the construction or other effectuation of the items listed below and other related preparatory and subsidiary work from issuance of the Notice to Proceed:

Item	Description	Estimated Quantities
1	Mobilization	1 LS
2	Clearing and Grubbing per Intersection Corner	7 EA
3	Repair Pavement – Large Area (Type L65)	3,600 SY
4	Repair Pavement – Large Area (Type L85)	600 SY
5	Repair Pavement – Small Area (Type L65)	500 SY
6	Repair Pavement – Small Area (Type L85)	100 SY
7	Repair Driveway (Type L85)	80 SY
8	Install Sodding	350 SY
9	Remove and Install New Sprinkler System Head	10 EA
10	Adjust Manhole to Grade	7 EA
11	Repair Sidewalk	600 SF
12	Construct Concrete Curb Ramp	252 SF
13	Construct Detectable Warning Panels	56 SF
14	Provide Temporary Traffic Control	1 LS
15	Remove and Replace Curb Inlet Top	3 EA
16	Remove and Reconstruct Type "A" Single Inlet	1 EA
17	Rental of Skid Loader, Fully Operated	40 HR
18	Rental of Dump Truck, Fully Operated	40 HR

All work called for in the drawings and specifications shall be furnished in strict accordance with the drawings and specifications prepared by the City of La Vista, and now on file with the City Clerk.

Each bid shall be accompanied in a SEPARATE SEALED ENVELOPE by a certified check or bid bond in an amount of not less than five percent of the amount bid and such certified check or bid bond shall be payable to the Treasurer of the City of La Vista, Nebraska as security that the bidder to whom the contract may be awarded will enter into a contract to build the improvement in accordance with this Notice to Contractors and will give a contract and maintenance bond in the amount of 100% of the contract price. No bidder may withdraw his proposal for a period of sixty (60) days after the date set for the opening of bids.

The City of La Vista, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, sex, age and disability/handicap in consideration for an award.

Drawings, Specifications and Contract Documents may be examined online at [www.standardshare.com](http://www.standardshare.com). Search for the project name in the Plan Room found at [www.standardshare.com](http://www.standardshare.com). Downloadable PDF files and hardcopy prints may be procured from StandardSHARE or the offices of Standard Digital Imaging: 4424 South 108<sup>th</sup> Street, Omaha, NE 68137, 402-592-1292. All costs associated with obtaining documents are the responsibility of the bidder and are non-refundable. Project documents may also be examined at the office of the City Clerk of the City of La Vista, 8116 Park View Blvd., La Vista, NE 68128. In order to ensure bidders are aware of all issued documents pertaining to this opportunity – bids will be accepted only from those identified on the planholders list kept at the offices of Standard Digital Imaging/StandardSHARE.

The City reserves the right to waive informalities and to reject all or any bids.

CITY OF LA VISTA, NEBRASKA

Pamela Buethe, Clerk

**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 D LIQUOR LICENSE APPLICATION BUCKY'S LLC DBA BUCKY'S EXPRESS 73, 7203 HARRISON STREET, LA VISTA, NEBRASKA.

WHEREAS, Bucky's LLC dba Bucky's Express 73, 7203 Harrison Street, La Vista, Sarpy County, Nebraska, has applied to the Nebraska Liquor Control Commission for a Class D 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 D Liquor License application submitted by Bucky's LLC dba Bucky's Express 73, 7203 Harrison Street, La Vista, Sarpy County, Nebraska.

PASSED AND APPROVED THIS 19TH DAY OF JANUARY 2021.

CITY OF LA VISTA

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Douglas Kindig, Mayor

ATTEST:

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Pamela A. Buethe, CMC  
City Clerk



**LA VISTA POLICE DEPARTMENT  
INTER-DEPARTMENT MEMO**

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**TO:** Pam Buethe, City Clerk

**FROM:** Chief Robert S. Lausten

**DATE:** January 8, 2021

**RE:** LOCAL BACKGROUND- LIQUOR LICENSE- MANAGER  
BUCKY'S EXPRESS 73

**CC:**

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The police department conducted a check of computerized records for criminal conduct regarding the applicants for the Liquor License and Manager application. The applicants and Manager applicant (Tine Stone) have no record in Sarpy County.

As with all Nebraska Retail Liquor Licenses, I am asking that the applicant strictly conform to Nebraska Liquor Control Commission rules and regulations under (Sec 53-131.01) Nebraska Liquor Control Act.

## 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.nebraska.gov/](http://www.lcc.nebraska.gov/)

RECEIVED
DEC 21 2000
NEBRASKA LIQUOR CONTROL COMMISSION 301 CENTENNIAL MALL SOUTH PO BOX 95046 LINCOLN, NE 68509-5046 PHONE: (402) 471-2571 FAX: (402) 471-2814 Website: <a href="http://www.lcc.nebraska.gov/">www.lcc.nebraska.gov/</a>

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

#### RETAIL LICENSE(S)

Application Fee \$400 (nonrefundable)

- 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
- J LIMITED ALCOHOLIC LIQUOR, OFF SALE – MUST INCLUDE SUPPLEMENTAL FORM 120
- 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

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

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

- Individual License (requires insert 1 FORM 104)
- Partnership License (requires insert 2 FORM 105)
- Corporate License (requires insert 3a FORM 101 & 3c FORM 103)
- Limited Liability Company (LLC) (requires form 3b FORM 102 & 3c FORM 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 Adena Santiago

Phone number: 202-655-1764

Firm Name Husch Blackwell LLP

**PREMISES INFORMATION**Trade Name (doing business as) Bucky's Express 73Street Address #1 7203 Harrison Street St

Street Address #2 \_\_\_\_\_

City La Vista County Sarpy 59 Zip Code 68128 2901Premises Telephone number 402-592-4920Business e-mail address mikael.lage@caseys.comIs this location inside the city/village corporate limits: YES X NO \_\_\_\_\_

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

Name Mikael LageStreet Address #1 11 SE Convenience Blvd.

Street Address #2 \_\_\_\_\_

City Ankeny State Iowa Zip Code 50021 9437**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 premises consumption liquor licenses minimum standards must be met by providing at least two restrooms

Building: length 37 x width 116 in feetIs there a basement? Yes \_\_\_\_\_ No x \_\_\_\_\_ If yes, length \_\_\_\_\_ x width \_\_\_\_\_ in feetIs there an outdoor area? Yes \_\_\_\_\_ No x \_\_\_\_\_ If yes, length \_\_\_\_\_ x width \_\_\_\_\_ in feet

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

**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. 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. **Include traffic violations.** Commission must be notified of any arrests and/or convictions that may occur after the date of signing this application.

YES  NO

If yes, please explain below or attach a separate page

Name of Applicant	Date of Conviction (mm/yyyy)	Where Convicted ( city & state)	Description of Charge	Disposition
Tina M. Stone	1990s	Madison County, NE	Speeding Ticket	

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

YES  NO

If yes, give name of business and liquor license number Buck's Inc. - 056407

- a) Submit a copy of the sales agreement
- b) Include a list of alcohol being purchased, list the name brand, container size and how many
- c) 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 Buck's Inc. - 056407

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

YES  NO

If yes:

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

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

YES  NO

If yes, list the lender(s) \_\_\_\_\_

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**

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. \_\_\_\_\_

8. Is premises 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)

Provide letter of support or opposition, see FORM 134 – church or FORM 135 - campus

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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.

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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.

UMB BANK- PO BOX 419226, KANSAS CITY, MO 64141- CASEY'S CORPORATE ACCOUNT DEPARTMENT

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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.

**Please see attached rider.**

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**Buck's LLC**

**Rider to Application for Nebraska Retail Liquor License**  
**Question 11**

Buck's LLC is owned by Casey's Retail Company, which is in turn a wholly owned subsidiary of Casey's General Stores, Inc., a publicly traded company which is listed on the Nasdaq ("CASY"). CASY through its wholly owned subsidiaries owns and/or operates numerous convenience stores across the United States, some of which serve and/or sell alcoholic beverages pursuant to retail licenses held by CASY and its subsidiaries. The officers, directors and managing owner have a past or present interest in those licenses. Their affiliation with the alcohol beverage licenses is solely in the capacity as a corporate official as described above.

In the past, some license applications have been denied due to unavailability or premises proximity to a church or school. None of the alcoholic beverage licenses described above have ever been revoked or cancelled, but some of the licenses have been voluntarily surrendered as a result of sale or closure of a licensed business. From time to time, some of the licensed locations have been the subject of alcoholic beverage regulatory inquiry leading to offers in compromise or, in some cases, a brief suspension.

## BUCKY'S LICENSE RIDER

NAME	ADDRESS	License number
<b>Nebraska</b>		
Buck's LLC	10202 Maple St	Omaha, NE 68134 70766
Buck's LLC	2675 S 13th St	Omaha, NE 68108 53987
Buck's LLC	11400 S 72nd St	Papillion NE 68046 120717
Buck's LLC	4865 S 108th St	Omaha, NE 68127 72419
Buck's LLC	2510 S 132nd St	Omaha, NE 68144 69818
Buck's LLC	20402 Veterans Drive	Elkhorn, NE 68022 116288
Buck's LLC	2223 So. 24th St.	Omaha, NE 68108 28729
Buck's LLC	101 No. 30th St.	Omaha, NE 68131 65591
Buck's LLC	3909 No. 132nd St.	Omaha, NE 68164 47245
Buck's LLC	3003 Samson Way	Bellevue, NE 68123 84429
Buck's LLC	13736 Q St.	Omaha, NE 103283
Buck's LLC	107 So. 40th St.	Omaha, NE 68131 38127
Buck's LLC	3435 S 42nd St.	Omaha, NE 68105 65590
Buck's LLC	9405 So 144th St.	Omaha, NE 68138 96741
Buck's LLC	5718 NW Radial HWY	Omaha, NE 68104 112118
Buck's LLC	6003 Center St	Omaha, NE 68106 72420
Buck's LLC	2605 S 160th St	Omaha, NE 68130 74630
Buck's LLC	3529 S 72nd St	Omaha, NE 68124 114797
Buck's LLC	2901 No 72nd St	Omaha, NE 68134 49118
Buck's LLC	7203 Harrison St	LaVista NE 68128 56407
Buck's LLC	7660 Dodge St	Omaha, NE 68114 115382
Buck's LLC	3052 S. 84th St	Omaha, NE 68124 84428
Buck's LLC	9645 Ida St	Omaha, NE 68122 94806
Buck's LLC	4414 No 30th St	Omaha, NE 68111 97146
<b>Iowa</b>		
Buck's LLC	15 No 16th St	Council Bluffs, IA 51501 LE0001921
Buck's LLC	1759 Madison Ave	Council Bluffs, IA 51503 LE0001922
Buck's LLC	1839 Madison Ave	Council Bluffs, IA 51501 LE0002621
Buck's LLC	3434 Nebraska Ave	Council Bluffs, IA 51501 LE0001922
Buck's LLC	2713 S 24th St	Council Bluffs, IA 51501 LE0001920
Buck's LLC	3501 W Broadway	Council Bluffs, IA 51501 LE0001919
<b>Missouri</b>		
Buck's LLC	9791 Page Ave	St. Louis MO, 63132 178381
Buck's LLC	4504 Lindbergh Blvd	Sunset Hills MO, 63127 213016
Buck's LLC	4215 So Hwy 169	St. Joseph MO, 64503 252041
		252042 (Sunday)
<b>Texas</b>		
Buck's LLC	1300 Nasa Rd 1	Nassau Bay, TX 77058 BQ 966563
Buck's LLC	3535 Hwy 6 So	Houston TX 77082 BQ 984563
Buck's LLC	1150 W Sam Houston pkw N	Houston TX 77043 BQ 984593
Buck's LLC	10231 Clay Rd	Houston TX 77043 BQ 1054762

Illinois			
Buck's LLC	10 W Dundee Rd	Buffalo Grove IL, 60089	1A-1125572
Buck's LLC	1700 W Algonquin Rd	Hoffman Estates IL 60192	1A-1132475
Buck's LLC	1251 McHenry Road	Buffalo Grove IL, 60189	1A-1123550
Buck's LLC	1000 Sheridan Rd	Highwood, IL 60040	1A-0107873
Buck's LLC	650 S Rand Rd	Lake Zurich, IL 60047	1A-0104373
Buck's LLC	294 E Townline RD	Vernon Hills, IL 60061	1A-1122083
Buck's LLC	101 Pyott Rd	Lake in The Hills IL, 60102	1A-0097191
Buck's LLC	1901 Richmond	McHenry IL, 60102	1A-0103431
Buck's LLC	21W215 North Ave	Lombard IL, 60148	1Z-1141405
Buck's LLC	1 W Golf Rd	Hoffman Estates IL 60169	1A-1133139
Buck's LLC	615 W Higgins Rd	Hoffman Estates IL 60169	1A-1133141
Buck's LLC	1795 W Lake St	Addison IL 60101	1A-1137718
Buck's LLC	870 W Army Trail Rd	Carol Stream IL 60188	1A-1140773
Buck's LLC	1400 N Arlington Heights Rd	Itasca, IL 60143	1A-1129986
Buck's LLC	1000 E Roosevelt Rd	Wheaton, IL 60187	1A-1133930
Buck's LLC	2074 W Main St	Batavia, IL 60510	1A-1136727
Buck's LLC	6551 Route 34	Oswego IL, 60543	1A-0097418
Buck's LLC	1095 Pyott Rd	Crystal Lake, IL 60014	1A-1133551
Buck's LLC	602 E North Ave	Glendale Height, IL 60139	1A-1128665
Buck's LLC	1125 E Roosevelt Rd	Lombard IL, 60148	1A-1143913

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:

- Individual: Applicant and spouse; spouse is exempt if they filed Form 116 – Affidavit of Non-Participation.
- Partnership: All partners and spouses, spouses are exempt if they filed Form 116 – Affidavit of Non-Participation.
- Limited Liability Company: All member of LLC, Manager and all spouses; spouses are exempt if they filed Form 116 – Affidavit of Non-Participation.
- Corporation: President, Stockholders holding 25% or more of shares, Manager and all spouses; spouses are exempt if they filed Form 116 – Affidavit of Non-Participation.

NLCC certified training program completed:

Applicant Name	Date (mm/yyyy)	Name of program (attach copy of course completion certificate)
Tina M. Stone	04/2019	Hospitality Insighter Training and Lincoln Server/Seller Permit

List of NLCC certified training programs

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 \_\_\_\_\_  
 Deed  
 Purchase Agreement

14. When do you intend to open for business? Business is open. Acquisition of stock is set to occur on or about December 28, 2020. See attached rider.

15. What will be the main nature of business? Convenience store

16. What are the anticipated hours of operation? 24 hours a day, 7 days a week

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

RESIDENCES FOR THE PAST 10 YEARS, APPLICANT AND SPOUSE MUST COMPLETE					
APPLICANT: CITY & STATE	YEAR		SPOUSE: CITY & STATE	YEAR	
	FROM	TO		FROM	TO
Norfolk, NE	2010	2014	Norfolk, NE	2010	2014
Stanton, NE	2014	2016	Stanton, NE	2014	2016
Norfolk, NE	2016	2020	Norfolk, NE	2016	2020

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.

**Applicant Notification and Record Challenge:** Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in FBI identification record. The procedures for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34.

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

Buck's LLC



Signature of Applicant

Signature of Spouse

By: Julia L. Jackowski, Secretary

Print Name

Print Name

Signature of Applicant

Signature of Spouse

Print Name

Print Name

#### ACKNOWLEDGEMENT

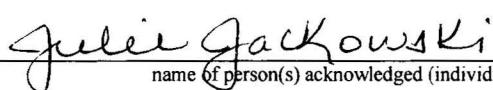
State of Nebraska DOUG

County of Polk

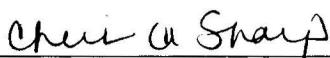
15<sup>th</sup> day of Dec 2020 by

date

The foregoing instrument was acknowledged before me this



name of person(s) acknowledged (individual(s) signing)



Notary Public signature



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.



List names of all members and their spouses (even if a spousal affidavit has been submitted)

Last Name: Casey's Retail Company First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Social Security Number: N/A Date of Birth: N/A

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

Spouse Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Percentage of member ownership 100%

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Last Name: Jackowski First Name: Julia MI: L

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Spouse Full Name (indicate N/A if single): Thomas James Jackowski

Spouse Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Percentage of member ownership N/A

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Last Name: Bramlage, Jr. First Name: Stephen MI: P

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Spouse Full Name (indicate N/A if single): Meghan Allison Bramlage

Spouse Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Percentage of member ownership N/A

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Last Name: Pistillo First Name: James MI: R

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Spouse Full Name (indicate N/A if single): Nicole Marie Pistillo

Spouse Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Percentage of member ownership N/A

List names of all members and their spouses (even if a spousal affidavit has been submitted)

Last Name: Beech First Name: Douglas MI: M  
Social Security Number: [REDACTED] Date of Birth: [REDACTED]  
Spouse Full Name (indicate N/A if single): Nanette J Beech  
Spouse Social Security Number: [REDACTED] Date of Birth: [REDACTED]  
Percentage of member ownership N/A

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Spouse Full Name (indicate N/A if single): \_\_\_\_\_  
Spouse Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Percentage of member ownership \_\_\_\_\_

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Spouse Full Name (indicate N/A if single): \_\_\_\_\_  
Spouse Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Percentage of member ownership \_\_\_\_\_

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Spouse Full Name (indicate N/A if single): \_\_\_\_\_  
Spouse Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Percentage of member ownership \_\_\_\_\_

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**Is the applying Limited Liability Company controlled by another corporation/company?**

YES

NO

If yes, provide the following:

1) Name of corporation Casey's Retail Company  
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

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**Indicate the company's tax year with the IRS (Example January through December)**

Starting Date: January

Ending Date: December

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**Is this a Non Profit Corporation?**

YES

NO

If yes, provide the Federal ID #. \_\_\_\_\_

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.