

LA VISTA CITY COUNCIL MEETING AGENDA

January 17, 2023

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**
- **Re-appointments:** Jason Sokolewicz – Board of Adjustment – 3 year term; Huyen-Yen Hoang – Library Board – 2 year term; Carol Westlund – Library Board – 2 year term; Connie Novacek – Library Board – 2 year term; Jason Ryan – Park & Recreation Advisory Committee – 2 year term; Pat Lodes - Personnel Board – 6 year term; Kathleen Alexander – Planning Commission – 3 year term; Gayle Malmquist – Planning Commission – 3 year term; Austin Partridge – Planning Commission Alternate – 3 year term; Steven Roarty – Civil Service Commission – 5 year term
- **Appointment – Joseph Soucie, Jr – Class A, License S-1046, as an employed street superintendent during January 1 thru December 31, 2023, for the purpose of the 2023 calendar year Highway Incentive Payment, to be issued to the city by the Nebraska Department of Transportation, in February 2024.**

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 3, 2023 City Council Meeting**
 3. **Monthly Financial Report – November 2022**
 4. **Request for Payment – Grow Sarpy – Professional Services – 2022 Annual Investment Visionary Level – \$8,500**
 5. **Request for Payment – HDR Engineering – Professional Services – Project Management for Public Improvements – \$1,114.85**
 6. **Request for Payment – JE Dunn Construction Co – Construction Services – Central Park Pavilion and Site Improvements – \$1,124,594.00**
 7. **Request for Payment – Design Workshop, Inc – Professional Services – 84th Street Bridge – \$4,058.74**
 8. **Approval of Claims**
- **Reports from City Administrator and Department Heads**
 - B. Citizen Advisory Review Committee – EDP Report**
 1. **Public Hearing**
 - C. Resolution – Award Bid – 2023 Pavement Rehabilitation and Resurfacing**
 - D. Position Descriptions – New and Updates**
 - E. Ordinance – Amend Compensation Ordinance**
 - F. Resolution – Authorize Request for Proposals – Municipal Campus Plan**
 - G. Resolution – Authorize Purchase – Police K-9**
 - H. Resolution – Approve Amendment No. 1 – Economic Development Program Award Promissory Note – Astro Theater**
 - **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.

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MINUTE RECORD

A-2

No. 729 — REDFIELD DIRECT E2106195KV

LA VISTA CITY COUNCIL MEETING January 3, 2023

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 3, 2023. Present were Councilmembers: Frederick, Ronan, Sheehan, Thomas, Quick, Sell, Hale, and Wetuski. Also in attendance were City Attorney McKeon, City Administrator Gunn, Assistant City Administrator Ramirez, City Clerk Buethe, Chief of Police Lausten, Director of Administrative Services Pokorny, Community Development Director Fountain, Recreation Director Stopak, Director of Public Works Soucie, Library Director Barcal and Human Resources Director Lowery.

A notice of the meeting was given in advance thereof by publication in the Papillion Times on December 21, 2022. 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.

A. CONSENT AGENDA

1. APPROVAL OF THE AGENDA AS PRESENTED
2. APPROVAL OF THE MINUTES OF THE DECEMBER 20, 2022 CITY COUNCIL
MEETING
3. REQUEST FOR PAYMENT – DESIGN WORKSHOP, INC – PROFESSIONAL
SERVICES – 84TH STREET BRIDGE – \$2,980.00
4. REQUEST FOR PAYMENT – DLR GROUP – PROFESSIONAL SERVICES – LA
VISTA CITY CENTRE PARKING STRUCTURE 2 – \$15,554.22
5. REQUEST FOR PAYMENT – BENESCH – PROFESSIONAL SERVICES –
TERRY DR, LILLIAN AVE & S. 78TH ST PAVEMENT REHABILITATION –
\$13,101.50
6. REQUEST FOR PAYMENT – OLSSON, INC – PROFESSIONAL SERVICES –
CITY PARK PAVILION TESTING – \$6,367.25
7. REQUEST FOR PAYMENT – SAMPSON CONSTRUCTION – CONSTRUCTION
SERVICES – OFFSTREET PARKING DISTRICT NO. 2, STRUCTURE NO. 2 –
\$927.975.
8. APPROVE CHANGE IN DATE OF CITY COUNCIL MEETING FROM JULY 4,
2023 TO JULY 5, 2023
9. APPROVAL OF CLAIMS

1000 BULBS, bld&grnds	81.81
ACTION BATTERIES, supplies	333.40
ACTIVE NETWORK, services	67.26
ALICE KLEIN, refund	11.55
ALLEN, J., travel	164.00
ALLIANCE FOR INNOVATION, services	1,860.00
AMAZON, supplies	414.90
AMERICA'S FENCE STORE, supplies	152.00
ARNOLD MOTOR SUPPLY, maint.	320.88
ASCAP, services	420.00
AT&T MOBILITY LLC, phones	98.24
BERGANKDV LLC, services	19,000.00
BISHOP BUSINESS, services	1,436.93
CENTER POINT INC, books	477.00
CENTURY LINK/LUMEN, phones	947.24
CINTAS CORP, services	198.63
CITY CENTRE MUSIC VENUE LLC, grant	416,199.84
CITY OF OMAHA, services	269,573.38
CITY OF PAPILLION, services	14,209.31
CONNER PSYCHOLOGICAL PC, services	1,155.00
COX COMMUNICATIONS INC, services	313.80
CUMMINS CENTRAL POWER, maint.	70.89

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DATASHIELD CORP, services	40.00
DAVID D. & LOUISE A. DORNBUSCH, easement	100.00
DIAMOND VOGEL PAINTS, supplies	425.03
DONALD R. & HEATHER J. GRAUNKE, easement	100.00
DOUGLAS COUNTY SHERIFF'S OFC, services	225.00
EBIX INC, services	395.50
EBSCO INFORMATION, services	1,774.00
FEDEX, services	27.07
FLEETPRIDE, maint.	52.98
FORVIS LLP, services	7,268.63
FUN EXPRESS LLC, supplies	226.32
GALE, books	52.48
GALLS LLC, apparel	465.14
GENERAL FIRE & SAFETY, services	175.00
GODFATHER'S PIZZA, supplies	108.14
GRAINGER, supplies	382.83
GRAYBAR ELECTRIC CO, bld&grnds	393.37
GREATAMERICA FINANCIAL, services	1,703.48
GREGG YOUNG CHEVROLET INC, maint.	1,299.55
HILTI INC, maint.	713.75
HOBBY LOBBY, supplies	106.67
HONEYMAN RENT-ALL, supplies	446.90
HY-VEE INC, supplies	55.00
INGRAM LIBRARY SERVICES, books	2,601.20
JE DUNN CONSTRUCTION CO, services	1,451,737.00
JOHANNSEN, A., travel	164.00
JOHNSON, ALLEN L, services	84.00
JO-ON-THE-GO, services	1,572.50
K & J ELITE SPORTS TURF INC, services	3,600.00
KANOPIY INC, services	125.00
KIMBALL MIDWEST, maint.	647.45
KRIHA FLUID POWER CO, maint.	297.50
LV COMM FOUNDATION, payroll	210.00
LEIGH C. JOCHIMSEN, easement	100.00
LEXIS NEXIS MATTHEW BENDER, services	361.31
LIBRARY IDEAS LLC, books	1,095.36
LISA MARIE POULICEK, easement	100.00
MARCO INC, services	156.08
MARGARET T. ROBERTS, easement	100.00
MATTHEW G. & SARA BERTELSEN, easement	100.00
MENARDS-RALSTON, supplies	887.74
METROP COMM COLLEGE, services	13,820.84
MUD, utilities	3,113.02
MICHAEL D SCHAWANG, services	1,050.00
MID-AMERICAN BENEFITS INC, services	5,101.85
MID-IOWA SOLID WASTE EQUIP, services	249,885.49
MIDWEST TAPE, media	347.56
MIDWEST TURF & IRRIGATION, maint.	22.06
MORIAH & BRANDEN MAAS, easement	100.00
NEBRASKALAND TIRE INC, maint.	436.80
OFFICE DEPOT INC, supplies	1,544.37
OPPD, utilities	43,278.62
OMAHA WINNELSON, supplies	40.80
PAYROLL MAXX, payroll & taxes	401,577.73
PITNEY BOWES, postage	1,334.00
PORT-A-JOHNS, services	150.00
PROGRESSIVE BUSINESS TECH, services	215.95
QUALITY FENCE LLC, services	2,548.00

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RDG PLANNING & DESIGN, services	16,634.52
RED WING BUSINESS, apparel	150.00
RICHARD S. ADAM, easement	100.00
ROBERT HALF, services	2,635.81
ROLLIN GREEN GRADING, bld&grnds	1,800.00
SANDRA S. HAACKE, easement	100.00
SARPY COUNTY COURTHOUSE, services	4,496.00
SEAN C. & CARRIE L. STRANGLEN, easement	100.00
SELENA BANDERAS, easement	100.00
SIGN IT, supplies	45.00
SITE ONE LANDSCAPE, bld&grnds	2,444.57
SOUTHERN UNIFORM, apparel	1,208.43
TAYLOR R. BRADISH, easement	100.00
THE COLONIAL PRESS INC, supplies	130.47
TIMOTHY J. HYNES, easement	100.00
TK ELEVATOR CORP, services	1,293.48
TRACTOR SUPPLY, bld&grnds	87.00
TRUCK CENTER COMPANIES, maint.	1,109.19
TY'S OUTDOOR POWER, maint.	279.97
U.S. CELLULAR, phones	1,871.90
USI EDUCATION & GOVT SALES, services	84.66
VICKIE L. STRAYER, easement	100.00
VIERREGGER ELECTRIC CO, services	256.00
WOODHOUSE FORD, maint.	162.93
WYATT SIMON INVESTMENTS, easement	100.00
ZIMCO SUPPLY CO, bld&grnds	477.75

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

REPORTS FROM CITY ADMINISTRATOR AND DEPARTMENT HEADS

City Administrator Gunn reported that our Moody's rating was upgraded from Aa3 to Aa2.

Assistant City Administrator Ramirez reported there will be beams from City Centre available to sign at a city facility by the end of the month.

B. RESOLUTION – AMEND CITY PERSONNEL POLICY AND PROCEDURES MANUAL

Councilmember Thomas introduced and moved for the adoption of Resolution No. 23-001 entitled: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, AMENDING SECTION 8 OF THE CITY PERSONNEL POLICY AND PROCEDURES MANUAL REGARDING INCREMENTS OF LEAVE TAKEN.

WHEREAS, the Mayor and City Council of the City of La Vista, Nebraska, has determined that a need exists to make changes to the existing La Vista City Personnel Policy and Procedures Manual as adopted on December 20, 2005; and

WHEREAS, it is being proposed that Subsection 8.1 in the manual regarding the request for leave be amended to allow for leave to be taken in quarter (.25) hour increments; and

WHEREAS, it is the desire of the City Council to amend Section 8 of the Personnel Policy and Procedures Manual to incorporate the change to the above listed subsection.

MINUTE RECORD

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of La Vista, Nebraska, that the existing La Vista City Personnel Policy and Procedures Manual adopted on December 20, 2005, is hereby amended to reflect the proposed change to Subsection 8.1 as submitted at the City Council meeting.

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

C. RESOLUTION – AUTHORIZE AGREEMENT – 84TH STREET TRAIL – GILES TO HARRISON

Councilmember Quick introduced and moved for the adoption of Resolution No. 23-002 entitled: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, AUTHORIZING THE MAYOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH ALFRED BENESCH AND COMPANY TO PROVIDE PROFESSIONAL CONSULTING SERVICES RELATED TO THE 84TH STREET TRAIL, GILES TO HARRISON IN AN AMOUNT NOT TO EXCEED \$10,095.12.

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

WHEREAS, the FY23/FY24 Biennial Budget includes funding for this project; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska authorize the Mayor to execute a professional services agreement with Alfred Benesch and Company to provide professional consulting services related to the 84th Street Trail, Giles to Harrison in an amount not to exceed \$10,095.12.

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

D. RESOLUTION – AUTHORIZE REPAIR – STERLING DUMP TRUCK

Councilmember Sell introduced and moved for the adoption of Resolution No. 23-003 entitled: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, AUTHORIZING TRUCK CENTER COMPANIES, OMAHA, NEBRASKA TO REPAIR THE 2008 STERLING DUMP TRUCK IN AN AMOUNT NOT TO EXCEED \$13,000.00.

WHEREAS, the City Council of the City of La Vista has determined that repair of the exhaust system on the 2008 Sterling dump truck is necessary; and

WHEREAS, the FY23/FY24 Street Operating Budget provides funding for the proposed repairs; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska authorize Truck Center Companies, Omaha, Nebraska to repair the 2008 Sterling dump truck in an amount not to exceed \$13,000.00.

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

COMMENTS FROM THE FLOOR

There were no comments from the floor.

COMMENTS FROM MAYOR AND COUNCIL

Councilmember Quick commented that she enjoyed the video of the employees building trees contest.

Councilmember Frederick commented on Santa's Workshop.

Mayor Kindig commented on the Legislature being back in session on January 4, 2023.

At 6:10 p.m. Councilmember Thomas made a motion to adjourn the meeting. Seconded by Councilmember Hale. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Quick, Sell, Hale and Wetuski. Nays: None. Abstain: None. Absent: None. Motion carried.

PASSED AND APPROVED THIS 17TH DAY OF JANUARY 2023.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, MMC
City Clerk

CITY OF LA VISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
For the Second Month Ending November 30, 2022
17% of the Fiscal Year 2023

A-3

Total All Funds

	Budget (12 month)	MTD Actual	YTD Actual	Over(under) Budget	% of Budget Used
OPERATING REVENUES					
General Fund	\$ 24,324,606	\$ 904,773	\$ 2,110,372	\$(22,214,234)	9%
Sewer Fund	4,908,972	471,943	877,383	(4,031,589)	18%
Debt Service Fund	18,862,129	315,622	647,507	(18,214,622)	3%
Capital Improvement Fund	352,305	2,225	4,222	(348,083)	1%
Lottery Fund	1,227,368	45,376	200,365	(1,027,004)	16%
Economic Development Program Fund	145,747	13,752	25,863	(119,884)	18%
Off Street Parking Fund	1,010	6,207	11,450	10,440	1134%
Redevelopment Fund	2,507,774	278,040	572,950	(1,934,825)	23%
Police Academy	214,640	124	162,810	(51,830)	76%
TIF 1A	389,569	—	—	(389,569)	—%
TIF 1B	491,954	—	—	(491,954)	—%
Sewer Reserve Fund	6,910	130	229	(6,681)	3%
Qualified Sinking Fund	2,740	392	752	(1,988)	27%
TIF 1C	48,302	—	—	(48,302)	—%
TIF 1D	21,672	—	—	(21,672)	—%
Total Operating Revenues	53,505,699	2,038,585	4,613,901	(48,891,798)	9%

OPERATING EXPENDITURES

General Fund	23,417,380	1,461,044	2,917,168	(20,500,213)	12%
Sewer Fund	4,532,332	58,552	459,987	(4,072,345)	10%
Debt Service Fund	3,060,191	18,025	36,050	(3,024,141)	1%
Capital Improvement Fund	—	—	—	—	—%
Lottery Fund	834,174	56,671	108,124	(726,050)	13%
Economic Development Program Fund	1,149,636	—	1,101,154	(48,482)	96%
Off Street Parking Fund	1,986,079	3,742	20,858	(1,965,221)	1%
Redevelopment Fund	2,966,664	—	5,389	(2,961,275)	—%
Police Academy	202,265	16,432	30,853	(171,411)	15%
TIF 1A	389,569	—	—	(389,569)	—%
TIF 1B	491,954	—	—	(491,954)	—%
Sewer Reserve Fund	—	—	—	—	—%
Qualified Sinking Fund	—	—	—	—	—%
TIF 1C	48,302	—	—	(48,302)	—%
TIF 1D	21,672	—	—	(21,672)	—%
Total Operating Expenditures	39,100,216	1,614,467	4,679,583	(34,420,634)	12%

CITY OF LA VISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
For the Second Month Ending November 30, 2022
17% of the Fiscal Year 2023

Total All Funds

	Budget (12 month)	MTD Actual	YTD Actual	Over(under) Budget	% of Budget Used
OPERATING REVENUES NET OF EXPENDITURES					
General Fund	907,226	(556,271)	(806,796)	(1,714,022)	
Sewer Fund	376,640	413,391	417,396	40,756	
Debt Service Fund	15,801,938	297,597	611,457	(15,190,481)	
Capital Improvement Fund	352,305	2,225	4,222	(348,083)	
Lottery Fund	393,195	(11,295)	92,241	(300,954)	
Economic Development Program Fund	(1,003,889)	13,752	(1,075,291)	(71,402)	
Off Street Parking Fund	(1,985,069)	2,464	(9,408)	1,975,661	
Redevelopment Fund	(458,890)	278,040	567,561	1,026,450	
Police Academy	12,375	(16,308)	131,956	119,581	
TIF 1A	—	—	—	—	
TIF 1B	—	—	—	—	
Sewer Reserve Fund	6,910	130	229	(6,681)	
Qualified Sinking Fund	2,740	392	752	(1,988)	
TIF 1C	—	—	—	—	
TIF 1D	—	—	—	—	
Operating Revenues Net of Expenditures	14,405,482	424,118	(65,681)	(14,471,164)	

**OTHER FINANCING
SOURCES & USES**

TRANSFERS IN

General Fund	523,100	—	298,669	(224,431)	57%
Sewer Fund	700	—	—	(700)	—%
Debt Service Fund	300,000	—	300,000	—	100%
Capital Improvement Fund	6,850,000	—	—	(6,850,000)	—%
Lottery Fund	—	—	—	—	
Economic Development Program Fund	1,034,681	—	—	(1,034,681)	
Off Street Parking Fund	2,682,624	—	—	(2,682,624)	—%
Redevelopment Fund	—	—	—	—	
Police Academy	—	—	—	—	
TIF 1A	—	—	—	—	
TIF 1B	—	—	—	—	
Sewer Reserve Fund	220,633	—	220,633	—	
Qualified Sinking Fund	250,000	—	—	(250,000)	—%

CITY OF LA VISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
For the Second Month Ending November 30, 2022
17% of the Fiscal Year 2023

TIF 1C	—	—	—	—
TIF 1D	—	—	—	—
Total Transfers In	11,861,738	—	819,302	(11,042,436)

CITY OF LA VISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
For the Second Month Ending November 30, 2022
17% of the Fiscal Year 2023

Total All Funds

	Budget (12 month)	MTD Actual	YTD Actual	Over(under) Budget	% of Budget Used
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TRANSFERS OUT

General Fund	(2,330,536)	—	(300,000)	2,030,536	13%
Sewer Fund	(220,633)	—	(220,633)	—	—%
Debt Service Fund	(8,286,769)	—	—	8,286,769	—%
Capital Improvement Fund	—	—	—	—	—
Lottery Fund	(723,800)	—	—	723,800	—%
Economic Development Program Fund	—	—	—	—	—
Off Street Parking Fund	(300,000)	—	(298,669)	1,331	—
Redevelopment Fund	—	—	—	—	—
Police Academy	—	—	—	—	—
TIF 1A	—	—	—	—	—
TIF 1B	—	—	—	—	—
Sewer Reserve Fund	—	—	—	—	—
Qualified Sinking Fund	—	—	—	—	—
TIF 1C	—	—	—	—	—
TIF 1D	—	—	—	—	—
Total Transfers Out	(11,861,738)	—	(819,302)	11,042,436	7%

NET TRANSFERS

General Fund	(1,807,436)	—	(1,331)	1,806,105	—%
Sewer Fund	(219,933)	—	(220,633)	(700)	100%
Debt Service Fund	(7,986,769)	—	300,000	8,286,769	—
Capital Improvement Fund	6,850,000	—	—	(6,850,000)	—%
Lottery Fund	(723,800)	—	—	723,800	—%
Economic Development Program Fund	1,034,681	—	—	(1,034,681)	—
Off Street Parking Fund	2,382,624	—	(298,669)	(2,681,293)	—
Redevelopment Fund	—	—	—	—	—
Police Academy	—	—	—	—	—
TIF 1A	—	—	—	—	—
TIF 1B	—	—	—	—	—
Sewer Reserve Fund	220,633	—	220,633	—	100%
Qualified Sinking Fund	250,000	—	—	(250,000)	—%
TIF 1C	—	—	—	—	—
TIF 1D	—	—	—	—	—
Total Net Transfers	—	—	—	—	—

CITY OF LA VISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
For the Second Month Ending November 30, 2022
17% of the Fiscal Year 2023

	Total All Funds				
	Budget (12 month)	MTD Actual	YTD Actual	Over(under) Budget	% of Budget Used
OTHER REVENUE: BOND PROCEEDS					
Sewer Fund	—	—	—	—	—
Capital Improvement Fund	—	—	—	—	—
Economic Development	—	—	—	—	—
Program Fund	—	—	—	—	—
Off Street Parking Fund	—	—	—	—	—
Redevelopment Fund	—	—	—	—	—
Total Bond Proceeds	—	—	—	—	—
OTHER EXPENDITURES: CIP					
Sewer Fund	2,720,000	—	—	(2,720,000)	—%
Capital Improvement Fund	7,874,305	250,357	391,266	(7,483,039)	5%
Off Street Parking Fund	9,354,000	1,178,931	1,982,988	(7,371,012)	21%
Redevelopment Fund	17,786,142	664,174	1,535,384	(16,250,758)	9%
Total Capital Improvement	37,734,447	2,093,462	3,909,639	(33,824,808)	10%
OTHER EXPENDITURES: GRANTS					
Economic Development	5,500,000	634,848	939,237	(4,560,763)	17%
Program Fund	5,500,000	634,848	939,237	(4,560,763)	17%
Total Grants	5,500,000	634,848	939,237	(4,560,763)	17%
NET FUND ACTIVITY					
General Fund	(900,210)	(556,271)	(808,127)	92,083	
Sewer Fund	(2,563,293)	413,391	196,763	2,760,056	
Debt Service Fund	7,815,169	297,597	911,457	(6,903,712)	
Capital Improvement Fund	(672,000)	(248,132)	(387,044)	284,956	
Lottery Fund	(330,605)	(11,295)	92,241	422,846	
Economic Development	(5,469,208)	(621,096)	(2,014,528)	3,454,680	
Program Fund	(8,956,445)	(1,176,467)	(2,291,065)	6,665,380	
Off Street Parking Fund	(18,245,032)	(386,133)	(967,824)	17,277,208	
Police Academy	12,375	(16,308)	131,956	119,581	
TIF 1A	—	—	—	—	
TIF 1B	—	—	—	—	
Sewer Reserve Fund	227,543	130	220,862	(6,681)	
Qualified Sinking Fund	252,740	392	752	(251,988)	
TIF 1C	—	—	—	—	

CITY OF LA VISTA, NEBRASKA
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AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
For the Second Month Ending November 30, 2022
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TIF 1D	—	—	—	—
Net Activity	(28,828,965)	(2,304,192)	(4,914,557)	23,914,408

CITY OF LA VISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
For the Second Month Ending November 30, 2022
17% of the Fiscal Year 2023

Total All Funds

	Ending Fund Balance As of		
	9/30/2023	11/30/2022	Variance
FUND BALANCE			
General Fund	16,336,806	15,528,680	(808,126)
Sewer Fund	3,625,600	3,822,363	196,763
Debt Service Fund	3,790,723	4,702,180	911,457
Capital Improvement Fund	3,042,852	2,655,808	(387,044)
Lottery Fund	4,671,760	4,764,001	92,241
Economic Development Program Fund	4,990,125	2,975,597	(2,014,528)
Off Street Parking Fund	8,943,408	6,652,343	(2,291,065)
Redevelopment Fund	22,678,982	21,711,158	(967,824)
Police Academy	133,688	265,644	131,956
TIF 1A	—	—	—
TIF 1B	—	—	—
Sewer Reserve Fund	1,967,531	2,188,392	220,861
Qualified Sinking Fund	529,057	529,809	752
TIF 1C	—	—	—
TIF 1D	\$ —	\$ —	\$ —
Net Fund Balance	\$ 70,710,532	\$ —	\$ 65,795,976
			\$ (4,914,556)

CITY OF LA VISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
For the Second Month Ending November 30, 2022
17% of the Fiscal Year 2023

General Fund

	Budget (12 month)	MTD Actual	YTD Actual	Over(under) Budget	% of Budget Used
REVENUES					
Property taxes	\$ 11,152,784	\$ 61,532	\$ 93,207	\$(11,059,577)	1%
Sales and use taxes	4,917,452	529,508	1,097,697	(3,819,755)	22%
Motor vehicle taxes	516,364	38,286	81,150	(435,214)	16%
Payments in Lieu of taxes	202,989	—	—	(202,989)	—%
State revenue	2,103,008	—	196,094	(1,906,914)	9%
Occupation and franchise taxes	4,032,382	200,426	418,186	(3,614,196)	10%
Licenses and permits	524,122	19,023	83,261	(440,861)	16%
Interest income	26,300	7,705	14,668	(11,632)	56%
Recreation Revenue	190,450	28,904	38,204	(152,246)	20%
Grant Income	245,910	7,220	18,991	(226,919)	8%
Other	312,128	12,171	68,914	(243,214)	22%
Garage fees	100,717	—	—	(100,717)	—%
Total Revenues	24,324,606	904,773	2,110,372	(22,214,234)	9%
EXPENDITURES					
Administrative Services	611,240	51,194	99,598	(511,642)	16%
Mayor and Council	234,488	12,693	22,057	(212,431)	9%
Boards & Commissions	7,154	624	942	(6,212)	13%
Building Maintenance	793,780	36,281	74,616	(719,163)	9%
Administration	745,600	48,659	111,947	(633,653)	15%
Police and Animal Control	6,460,467	467,265	948,672	(5,511,795)	15%
Fire	2,821,318	225,428	448,944	(2,372,375)	16%
Community Development	769,345	52,980	102,642	(666,703)	13%
Public Works	4,712,703	316,980	607,071	(4,105,633)	13%
Recreation	1,023,745	60,038	109,746	(913,999)	11%
Library	1,125,468	83,025	174,132	(951,337)	15%
Information Technology	549,126	18,145	41,070	(508,056)	7%
Human Resources	1,108,281	31,468	63,616	(1,044,664)	6%
Public Transportation	128,328	7,166	13,430	(114,898)	10%
Finance	647,835	26,828	60,058	(587,777)	9%
Communication	309,992	22,270	58,324	(251,668)	19%
Capital outlay	1,368,510	—	(19,697)	(1,388,207)	(1)%
Total Expenditures	23,417,380	1,461,044	2,917,168	(20,500,213)	12%
REVENUES NET OF EXPENDITURES	907,226	(556,271)	(806,796)	(1,714,022)	

CITY OF LA VISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
For the Second Month Ending November 30, 2022
17% of the Fiscal Year 2023

General Fund

	Budget (12 month)	MTD Actual	YTD Actual	Over(under) Budget	% of Budget Used
OTHER FINANCING SOURCES (USES)					
Operating transfers in (Lottery)	523,100	—	298,669	(224,431)	57%
Operating transfers out (DSF, OSP, CIP)	(2,330,536)	—	(300,000)	2,030,536	13%
Total other Financing Sources (Uses)	(1,807,436)	—	(1,331)	1,806,105	—%
NET FUND ACTIVITY	\$ (900,210)	\$ (556,271)	\$ (808,127)	\$ 92,083	

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

For the Second Month Ending November 30, 2022

17% of the Fiscal Year 2023

Sewer Fund

	Budget (12 month)	MTD Actual	YTD Actual	Over(under) Budget	% of Budget Used
REVENUES					
User fees	\$ 4,780,971	\$ 467,337	\$ 867,843	\$ (3,913,128)	18%
Service charge and hook-up fees	125,110	2,642	6,146	(118,964)	5%
Miscellaneous	21	1	3	(18)	13%
Total Revenues	4,906,102	469,980	873,992	(4,032,111)	18%
EXPENDITURES					
Personnel Services	678,116	54,104	101,433	(576,683)	15%
Commodities	36,064	154	5,894	(30,170)	16%
Contract Services	3,427,689	2,395	349,332	(3,078,357)	10%
Maintenance	71,466	699	2,128	(69,338)	3%
Other	15,593	—	—	(15,593)	—%
Storm Water	59,926	1,200	1,200	(58,726)	2%
Capital Outlay	243,478	—	—	(243,478)	—%
Debt service					
Principal	—	—	—	—	—%
Interest	—	—	—	—	—%
Total Expenditures	4,532,332	58,552	459,987	(4,072,345)	10%
OPERATING INCOME (LOSS)	373,770	411,428	414,005	40,235	
NON-OPERATING REVENUE					
Interest income	2,870	1,963	3,391	521	118%
INCOME (LOSS) BEFORE TRANSFERS	2,870	1,963	3,391	521	118%
OTHER FINANCING SOURCES (USES)					
Operating transfers in	700	—	—	(700)	—%
Operating transfers out	(220,633)	—	(220,633)	—	100%
Bond proceeds	—	—	—	—	—%
Capital Improvement	(2,720,000)	—	—	2,720,000	—%
Total other Financing Sources (Uses)	(2,939,933)	—	(220,633)	2,719,300	8%
NET INCOME (LOSS)	\$ (2,563,293)	\$ 413,391	\$ 196,763	\$ 2,760,056	

CITY OF LA VISTA, NEBRASKA
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AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
For the Second Month Ending November 30, 2022
17% of the Fiscal Year 2023

Debt Service Fund

	Budget (12 month)	MTD Actual	YTD Actual	Over(under) Budget	% of Budget Used
REVENUES					
Property Taxes	\$ 898,223	\$ 6,281	\$ 9,513	\$ (888,710)	1%
Sales and use taxes	2,430,603	264,754	548,849	(1,881,755)	23%
Motor vehicle taxes	3,636	—	302	(3,334)	8%
Payments in Lieu of taxes	20,298	—	—	(20,298)	—%
Other (Assessments/Fire Reimbursement)	504,338	42,028	84,056	(420,282)	17%
Interest income	5,030	2,560	4,787	(243)	95%
Bond Proceeds	15,000,000	—	—	(15,000,000)	—%
Total Revenues	18,862,129	315,622	647,507	(18,214,622)	3%
EXPENDITURES					
Administration	69,507	—	—	(69,507)	—%
Fire Contract Bond	218,051	18,025	36,050	(182,001)	17%
Debt service					
Principal	2,100,000	—	—	(2,100,000)	—%
Interest	672,633	—	—	(672,633)	—%
Total Expenditures	3,060,191	18,025	36,050	(3,024,141)	1%
REVENUES NET OF EXPENDITURES	15,801,938	297,597	611,457	(15,190,481)	
OTHER FINANCING SOURCES (USES)					
Operating transfers in (GF Hwy Alloc)	300,000	—	300,000	—	100%
Operating transfers out (CIP, OSP)	(8,286,769)	—	—	8,286,769	—%
Total other Financing Sources (Uses)	(7,986,769)	—	300,000	8,286,769	
NET FUND ACTIVITY	\$ 7,815,169	\$ 297,597	\$ 911,457	\$ (6,903,712)	

CITY OF LA VISTA, NEBRASKA
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AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
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17% of the Fiscal Year 2023

Capital Improvement Program Fund

	Budget (12 month)	MTD Actual	YTD Actual	Over(under) Budget	% of Budget Used
REVENUES					
Interest income	\$ 22,305	\$ 2,225	\$ 4,222	\$ (18,083)	19%
Grant income	330,000	—	—	(330,000)	—%
Special assessment	—	—	—	—	—%
Other income	—	—	—	—	—%
Total Revenues	352,305	2,225	4,222	(348,083)	1%
EXPENDITURES					
Administration	—	—	—	—	—%
Other	—	—	—	—	—%
Total Expenditures	—	—	—	—	—%
REVENUES NET OF EXPENDITURES	352,305	2,225	4,222	(348,083)	
OTHER FINANCING SOURCES (USES)					
Operating transfers in (GF, DSF, LF)	6,850,000	—	—	(6,850,000)	—%
Operating transfers out (DSF)	—	—	—	—	—%
Bond proceeds	—	—	—	—	—%
Capital outlay	(7,874,305)	(250,357)	(391,266)	7,483,039	5%
Total other Financing Sources (Uses)	(1,024,305)	(250,357)	(391,266)	633,039	38%
NET FUND ACTIVITY	\$ (672,000)	\$ (248,132)	\$ (387,044)	\$ 284,956	

CITY OF LA VISTA, NEBRASKA
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For the Second Month Ending November 30, 2022
17% of the Fiscal Year 2023

Lottery Fund

	Budget (12 month)	MTD Actual	YTD Actual	Over(under) Budget	% of Budget Used
REVENUES					
Lottery Rev/Community Betterment	\$ 900,000	\$ 32,288	\$ 150,551	\$ (749,449)	17%
Lottery Tax Form 51	313,043	12,915	49,535	(263,509)	16%
Interest income	14,325	172	279	(14,046)	2%
Miscellaneous / Other	—	—	—	—	—%
Total Revenues	1,227,368	45,376	200,365	(1,027,004)	16%
EXPENDITURES					
Professional Services	109,580	19,800	19,800	(89,780)	18%
Salute to Summer	—	—	—	—	—%
Community Events	361,550	24,157	38,392	(323,159)	11%
Events - Marketing	50,000	299	398	(49,602)	1%
Recreation Events	—	—	—	—	—%
Concert & Movie Nights	—	—	—	—	—%
State Taxes	313,043	12,415	49,535	(263,509)	16%
Total Expenditures	834,174	56,671	108,124	(726,050)	13%
REVENUES NET OF EXPENDITURES	393,195	(11,295)	92,241	(300,954)	
OTHER FINANCING SOURCES (USES)					
Operating transfers in	—	—	—	—	—
Operating transfers out (GF, SF, DSF, CIP)	(723,800)	—	—	723,800	—%
Total other Financing Sources (Uses)	(723,800)	—	—	723,800	—%
NET FUND ACTIVITY	\$ (330,605)	\$ (11,295)	\$ 92,241	\$ 422,846	

CITY OF LA VISTA, NEBRASKA
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AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
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17% of the Fiscal Year 2023

Economic Development Program Fund

	Budget (12 month)	MTD Actual	YTD Actual	Over(under) Budget	% of Budget Used
REVENUES					
Other Income (Grant Payments)	\$ 145,747	\$ 12,100	\$ 22,641	\$ (123,107)	16%
Interest income	—	1,653	3,222	3,222	—%
Total Revenues	145,747	13,752	25,863	(119,884)	18%
EXPENDITURES					
Professional Services	—	—	—	—	—%
Financial / Legal Fees	500	—	400	(100)	80%
Debt service: (Warrants)					
Principal	1,050,000	—	1,050,000	—	100%
Interest	99,136	—	50,754	(48,382)	51%
Total Expenditures	1,149,636	—	1,101,154	(48,482)	96%
REVENUES NET OF EXPENDITURES	(1,003,889)	13,752	(1,075,291)	(71,402)	
OTHER FINANCING SOURCES (USES)					
Operating transfers in (GF, DSF)	1,034,681	—	—	(1,034,681)	—%
Operating transfers out	—	—	—	—	—%
Bond proceeds	—	—	—	—	—%
Community Development - Grant	(5,500,000)	(634,848)	(939,237)	4,560,763	17%
Total other Financing Sources (Uses)	(4,465,319)	(634,848)	(939,237)	3,526,082	21%
NET FUND ACTIVITY	\$ (5,469,208)	\$ (621,096)	\$ (2,014,528)	\$ 3,454,680	

CITY OF LA VISTA, NEBRASKA
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Off Street Parking Fund

	Budget (12 month)	MTD Actual	YTD Actual	Over(under) Budget	% of Budget Used
REVENUES					
Garage fees	\$ —	\$ 596	\$ 1,642	\$ 1,642	—%
Interest income	1,010	5,611	9,808	8,798	971%
Total Revenues	1,010	6,207	11,450	10,440	1134%
EXPENDITURES					
General & Administrative	1,480	—	—	(1,480)	—%
Professional Services	170,465	3,654	20,771	(149,695)	12%
Maintenance	16,155	88	88	(16,067)	1%
Commodities	11,210	—	—	(11,210)	—%
Debt service:					
Principal	1,210,000	—	—	(1,210,000)	—%
Interest	576,769	—	—	(576,769)	—%
Total Expenditures	1,986,079	3,742	20,858	(1,965,221)	1%
REVENUES NET OF EXPENDITURES	(1,985,069)	2,464	(9,408)	1,975,661	
OTHER FINANCING SOURCES (USES)					
Operating transfers in (GF, DSF, RDF)	2,682,624	—	—	(2,682,624)	—%
Operating transfers out	(300,000)	—	(298,669)	1,331	100%
Bond proceeds	—	—	—	—	—%
Capital Improvement	(9,354,000)	(1,178,931)	(1,982,988)	7,371,012	21%
Total other Financing Sources (Uses)	(6,971,376)	(1,178,931)	(2,281,657)	4,689,719	33%
NET FUND ACTIVITY	\$ (8,956,445)	\$ (1,176,467)	\$ (2,291,065)	\$ 6,665,380	

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AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
For the Second Month Ending November 30, 2022
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Redevelopment Fund

	Budget (12 month)	MTD Actual	YTD Actual	Over(under) Budget	% of Budget Used
REVENUES					
Sales and use taxes	\$ 2,430,603	\$ 264,754	\$ 548,849	(1,881,755)	23%
Occupation and franchise taxes	57,586	38	45	(57,541)	—%
Interest income	19,585	13,249	24,056	4,471	123%
Total Revenues	2,507,774	278,040	572,950	(1,934,825)	23%
EXPENDITURES					
Professional Services	285,000	—	5,389	(279,611)	2%
Financial / Legal Fees	1,750	—	—	(1,750)	—%
Debt service: (Warrants)				—	—%
Principal	1,350,000	—	—	(1,350,000)	—%
Interest	1,329,914	—	—	(1,329,914)	—%
Total Expenditures	2,966,664	—	5,389	(2,961,275)	—%
REVENUES NET OF EXPENDITURES	(458,890)	278,040	567,561	1,026,450	
OTHER FINANCING SOURCES (USES)					
Operating transfers in	—	—	—	—	—%
Operating transfers out (OSP)	—	—	—	—	—%
Bond proceeds	—	—	—	—	—%
Capital Improvement	(17,786,142)	(664,174)	(1,535,384)	16,250,758	9%
Total other Financing Sources (Uses)	(17,786,142)	(664,174)	(1,535,384)	16,250,758	
NET FUND ACTIVITY	\$(18,245,032)	\$ (386,133)	\$ (967,824)	\$ 17,277,208	

CITY OF LA VISTA, NEBRASKA
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AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
For the Second Month Ending November 30, 2022
17% of the Fiscal Year 2023

Police Academy Fund

	Budget (12 month)	MTD Actual	YTD Actual	Over(under) Budget	% of budget Used
REVENUES					
Academy income	\$ 214,500	\$ —	\$ 162,626	\$ (51,874)	76%
Interest income	140	124	184	44	131%
Other income	—	—	—	—	—%
Total Revenues	214,640	124	162,810	(51,830)	76%
EXPENDITURES					
Personnel Services	184,165	15,912	29,670	(154,494)	16%
Commodities	2,150	—	643	(1,507)	30%
Contract Services	10,450	360	380	(10,070)	4%
Other Charges	5,500	160	160	(5,340)	3%
Total Expenditures	202,265	16,432	30,853	(171,411)	15%
REVENUES NET OF EXPENDITURES	12,375	(16,308)	131,956	119,581	
OTHER FINANCING SOURCES (USES)					
Operating transfers in (GF)	—	—	—	—	—%
Operating transfers out	—	—	—	—	—%
Total other Financing Sources (Uses)	—	—	—	—	
NET FUND ACTIVITY	\$ 12,375	\$ (16,308)	\$ 131,956	\$ 119,581	

CITY OF LA VISTA, NEBRASKA
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AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
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17% of the Fiscal Year 2023

TIF 1A Fund

	Budget (12 month)	MTD Actual	YTD Actual	Over(under) Budget	% of Budget Used
REVENUES					
Property Tax	\$ 389,569	\$ —	\$ —	(389,569)	—%
Total Revenues	389,569	—	—	(389,569)	—%
EXPENDITURES					
TIF Distributed Funds	385,673	—	—	(385,673)	—%
Contract Services	3,896	—	—	(3,896)	—%
Total Expenditures	389,569	—	—	(389,569)	—%
REVENUES NET OF EXPENDITURES	—	—	—	—	—
OTHER FINANCING SOURCES (USES)					
Operating transfers in	—	—	—	—	—%
Operating transfers out	—	—	—	—	—%
Total other Financing Sources (Uses)	—	—	—	—	—
NET FUND ACTIVITY	\$ —	\$ —	\$ —	\$ —	—

CITY OF LA VISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
For the Second Month Ending November 30, 2022
17% of the Fiscal Year 2023

TIF 1B Fund

	Budget (12 month)	MTD Actual	YTD Actual	Over(under) Budget	% of Budget Used
REVENUES					
Property Tax	\$ 491,954	\$ —	\$ —	(491,954)	—%
Total Revenues	491,954	—	—	(491,954)	—%
EXPENDITURES					
TIF Distributed Funds	487,034	—	—	(487,034)	—%
Contract Services	4,920	—	—	(4,920)	—%
Total Expenditures	491,954	—	—	(491,954)	—%
REVENUES NET OF EXPENDITURES	—	—	—	—	—
OTHER FINANCING SOURCES (USES)					
Operating transfers in	—	—	—	—	—%
Operating transfers out	—	—	—	—	—%
Total other Financing Sources (Uses)	—	—	—	—	—
NET FUND ACTIVITY	\$ —	\$ —	\$ —	\$ —	—

CITY OF LA VISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
For the Second Month Ending November 30, 2022
17% of the Fiscal Year 2023

Sewer Reserve Fund

	Budget (12 month)	MTD Actual	YTD Actual	Over(under) Budget	% of Budget Used
REVENUES					
Interest income	\$ 6,910	\$ 130	\$ 229	(6,681)	3%
Total Revenues	6,910	130	229	(6,681)	3%
EXPENDITURES					
Other	—	—	—	—	—%
Total Expenditures	—	—	—	—	—%
REVENUES NET OF EXPENDITURES					
	6,910	130	229	(6,681)	
OTHER FINANCING SOURCES (USES)					
Operating transfers in	220,633	—	220,633	—	100%
Operating transfers out	—	—	—	—	—%
Total other Financing Sources (Uses)	220,633	—	220,633	—	
NET FUND ACTIVITY	\$ 227,543	\$ 130	\$ 220,862	\$ (6,681)	

CITY OF LA VISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
For the Second Month Ending November 30, 2022
17% of the Fiscal Year 2023

Qualified Sinking Fund

	Budget (12 month)	MTD Actual	YTD Actual	Over(under) Budget	% of Budget Used
REVENUES					
Interest income	\$ 2,740	\$ 392	\$ 752	(1,988)	27%
Total Revenues	2,740	392	752	(1,988)	27%
EXPENDITURES					
Other	—	—	—	—	—%
Total Expenditures	—	—	—	—	—%
REVENUES NET OF EXPENDITURES					
	2,740	392	752	(1,988)	
OTHER FINANCING SOURCES (USES)					
Operating transfers in	250,000	—	—	(250,000)	—%
Operating transfers out	—	—	—	—	—%
Total other Financing Sources (Uses)	250,000	—	—	(250,000)	
NET FUND ACTIVITY	\$ 252,740	\$ 392	\$ 752	\$ (251,988)	

CITY OF LA VISTA, NEBRASKA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES
For the Second Month Ending November 30, 2022
17% of the Fiscal Year 2023

TIF 1C Fund

	Budget (12 month)	MTD Actual	YTD Actual	Over(under) Budget	% of Budget Used
REVENUES					
Property Tax	\$ 48,302	\$ —	\$ —	(48,302)	—%
Total Revenues	48,302	—	—	(48,302)	—%
EXPENDITURES					
TIF Distributed Funds	47,819	—	—	(47,819)	—%
Contract Services	483	—	—	(483)	—%
Total Expenditures	48,302	—	—	(48,302)	—%
REVENUES NET OF EXPENDITURES	—	—	—	—	—
OTHER FINANCING SOURCES (USES)					
Operating transfers in	—	—	—	—	—%
Operating transfers out	—	—	—	—	—%
Total other Financing Sources (Uses)	—	—	—	—	—
NET FUND ACTIVITY	\$ —	\$ —	\$ —	\$ —	—

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

For the Second Month Ending November 30, 2022

17% of the Fiscal Year 2023

TIF 1D Fund

	Budget (12 month)	MTD Actual	YTD Actual	Over(under) Budget	% of Budget Used
REVENUES					
Property Tax	\$ 21,672	\$ —	\$ —	(21,672)	—%
Total Revenues	21,672	—	—	(21,672)	—%
EXPENDITURES					
TIF Distributed Funds	21,455	—	—	(21,455)	—%
Contract Services	217	—	—	(217)	—%
Total Expenditures	21,672	—	—	(21,672)	—%
REVENUES NET OF EXPENDITURES					
	—	—	—	—	—
OTHER FINANCING SOURCES (USES)					
Operating transfers in	—	—	—	—	—%
Operating transfers out	—	—	—	—	—%
Total other Financing Sources (Uses)	—	—	—	—	—
NET FUND ACTIVITY	\$ —	\$ —	\$ —	\$ —	—



808 Conagra Drive
Suite 400
Omaha, NE 68102

Phone: 402-978-7948

Date	Invoice #
12/1/2022	2338

Bill To
City of La Vista Mayor Doug Kindig 8116 Park View Blvd. La Vista, NE 68128

Due Date	Terms
12/31/2022	Net 30

Quantity	Description	Amount
1	<p>2022 Annual Investment - Visionary Level</p> <p>We appreciate your involvement and impact in the growth of Sarpy County.</p> <p>Please continue to support this growth through your annual investment in Grow Sarpy.</p> <p>If you have any questions, please call 402-978-7948.</p>	8,500.00

Thank you for your continued support!	Total	\$8,500.00
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01.14.0505.000



Reference Invoice Number with Payment

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

HDR Invoice No. 1200488662
 Invoice Date 05-JAN-2023
 Invoice Amount Due \$1,114.85
 Payment Terms 30 NET

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

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

RRamirez@cityoflavista.org

Project Management for Services for Public Improvements and Other Works.

Purchase Order : 20-008348

Professional Services
 From: 27-NOV-2022 To: 31-DEC-2022

Professional Services Summarization	Hours	Billing Rate	Amount
Project Controller	0.50		63.47
Project Manager	4.00		1,043.88
	4.50		\$1,107.35
Total Professional Services			\$1,107.35

Expense Summarization	Quantity	Billing Rate	Amount
Mileage Personal	12		7.50
			\$7.50
Total Expenses			\$7.50

Amount Due This Invoice (USD)	\$1,114.85
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Fee Amount	\$670,695.00
Fee Invoiced to Date	\$536,701.40
Fee Remaining	\$133,993.60

R. Ramirez
 1-5-23
 16,53,0303.000

Invoice

HDR Invoice No. 1200488662
Invoice Date 05-JAN-2023

Professional Services and Expense Detail			
Project Number:	10053040	Project Description:	LaVista-Project Mgmt Svcs
Task Number:	1.0	Task Description:	Project Management
Professional Services			
Project Controller	Sayler, Jonathan James	0.50	126.93
Project Manager	Koenig, Christopher J	4.00	260.97
		4.50	\$1,107.35
		Total Professional Services	\$1,107.35
Expense			
Mileage Personal	Koenig, Christopher J	12.00	0.625
		Total Expense	\$7.50
		Total Task	\$1,114.85

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: CITY OF LA VISTA NE
8116 PARK VIEW BLVD
LA VISTA, NE 68128

FROM J.E. Dunn Construction Company
CONTRACTOR: 1001 Locust St
Kansas City, MO 64106

PROJECT: Central Park Pavilion and Site Improvements

8116 PARK VIEW BLVD
LA VISTA, NE 68128

ARCHITECT: Bruce Niedermeyer
RDG Planning & Design
1302 Howard Street
Omaha, NE 68102

APPLICATION NO.: 7
PERIOD TO: 12-31-2022
PROJECT NOS.: 21046300
INVOICE NO.: 21046300007

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

CONTRACT DATE: 05-10-2022

CONTRACT FOR: Central Park Pavilion and Site Improvements

APPLICATION AND CERTIFICATE FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.

1. ORIGINAL CONTRACT SUM	\$ 15,955,803
2. Net change by change orders	\$ 0
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$ 15,955,803
4. TOTAL COMPLETED & STORED TO DATE	\$ 6,268,824

(Column G on G703)

5. RETAINAGE:

(Total retainage Column I of G703)	\$ 532,116
6. TOTAL EARNED LESS RETAINAGE	\$ 5,736,708

(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate)	\$ 4,612,114
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8. CURRENT PAYMENT DUE	\$ 1,124,594
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9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 10,219,095
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CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Order approved in previous months by Owner		0	0
APPROVED THIS MONTH			
Number	Date Approved		
Current Total:	0	0	0
Net Change by Change Orders	0		

AIA DOCUMENT G702 - APPLICATION AND CERTIFICATE FOR PAYMENT THE AMERICAN
INSTITUTE OF ARCHITECTS 1735 NEW YORK AVENUE NW WASHINGTON DC 20006

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for payment were issued and payments received from the Owner, and that current payment shown herein is now due.

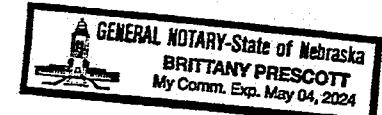
WARNING: DO NOT CHANGE ESTABLISHED PAYMENT INSTRUCTIONS FOR PAYMENTS TO J.E. DUNN CONSTRUCTION COMPANY. J.E. Dunn Construction Company does not change its bank routing or account numbers. Do not accept or rely upon emails or correspondence requesting changes to J.E. Dunn Construction Company's established payment instructions. Any change to J.E. Dunn Construction Company's payment instructions can only be made by a fully executed Change Order to the Agreement between Owner and J.E. Dunn Construction Company.

Contractor: *J.E. Dunn Construction Company*By: *Josh Jordan*

Date: 01/06/2023

State of: *Nebraska*County of: *Sarpy*

Subscribed and sworn to before

me this *6th* day of *January* 2023Notary Public: *Brett L. Ross*My Commission expires: *May 4, 2024*

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of Work is in accordance with the Contract Documents, and the Contractor is entitled to the payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$ 1,124,594.00

(Attach explanation if amount certified differs from the amount applied for. Initial figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: Bruce Niedermeyer

By: *Bruce Niedermeyer*

Date: 01/10/2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

*OK TO PAY
PMO 1/11/23
1671C917.CCC-PARH18001*

J.E. Dunn Construction Company

CONTINUATION SHEET AIA DOCUMENT G703

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing
Contractor's signed Certification is attached.
In tabulation below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

Page: 2

APPLICATION NUMBER: 7

APPLICATION DATE: 01-06-2023

INVOICE NO.:

PERIOD TO: 12-31-2022

21046300007

PROJECT NO: 21046300

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE			D E WORK COMPLETED (D+E)		F MATERIAL PRESENTLY STORED	G TOTAL COMPLETED AND STORED TO DATE	H BALANCE TO FINISH	I PER- CENT (G/C)
		ORIGINAL	CHANGE ORDERS	CURRENT	FROM PREVIOUS APPLICATION	THIS PERIOD				
01	PRECONSTRUCTION	14,300	0	14,300	14,300	0	0	14,300	100	0
		PRECONSTRUCTION Total:	14,300	0	14,300	14,300	0	0	14,300	100
02	GENERAL CONDITIONS	1,045,767	-184,700	861,067	278,713	57,103	0	335,816	39	525,251
		GENERAL CONDITIONS Total:	1,045,767	-184,700	861,067	278,713	57,103	0	335,816	39
03	PERMITS, BONDS, & INSURANCE	308,977	135,668	444,645	444,645	0	0	444,645	100	0
		PERMITS, BONDS, & INSURANCE Total:	308,977	135,668	444,645	444,645	0	0	444,645	100
04	DIRECT COSTS									
02330	Earthwork	337,026	9,862	346,888	271,482	5,707	0	277,189	80	69,699
02455	Pipe Piles	0	156,050	156,050	156,050	0	0	156,050	100	0
02500	Site Utilities	679,094	15,302	694,396	1,075	0	0	1,075	0	693,321
02790	Athletic Surfacing	96,311	-65,285	31,026	0	0	0	0	0	31,026
02810	Lawn Sprinklers	62,140	147,680	209,820	0	0	0	0	0	209,820
02815	Fountain Allowance	336,300	0	336,300	0	0	0	0	0	336,300
02833	Retaining Wall	339,000	0	339,000	0	0	0	0	0	339,000
02900	Landscaping	135,400	75,383	210,783	0	0	0	0	0	210,783
03330	CIP Concrete	4,002,844	137,908	4,140,752	2,259,279	511,564	0	2,770,843	67	1,369,909
04210	Masonry	859,200	49,900	909,100	513,577	34,801	0	548,378	60	360,722
05100	Structural Steel	616,500	27,919	644,419	534,887	105,232	0	640,119	99	4,300
05700	Railings	677,665	0	677,665	0	0	0	0	0	677,665
06199	Rough Carpentry	159,565	0	159,565	0	0	0	0	0	159,565
06299	Finish Carpentry	37,037	6,798	43,835	0	0	0	0	0	43,835
07100	Waterproofing	74,384	203,814	278,198	54,674	0	0	54,674	20	223,524
07410	Roofing	181,000	318,394	499,394	7,750	78,345	0	86,095	17	413,300
074104	Metal Wall Panels	215,148	0	215,148	0	0	0	0	0	215,148
07460	Siding	27,096	-27,096	0	0	0	0	0	0	0
07900	Joint Sealants	19,051	-19,051	0	0	0	0	0	0	0
08110	Doors & Hardware	115,922	-13,354	102,568	0	59,050	0	59,050	58	43,518
08330	Coiling Doors	25,718	-8,710	17,008	0	0	0	0	0	17,008
08400	Glazing	135,180	27,840	163,020	1,650	9,560	0	11,210	7	151,810
09250	Framing & Drywall	96,421	79,400	175,821	7,500	79,221	0	86,721	49	89,100
09300	Flooring	83,180	-56,869	26,311	0	0	0	0	0	26,311
09900	Painting	98,705	-50,305	48,400	0	0	0	0	0	48,400
10199	Specialties	27,636	61,585	89,221	0	0	0	0	0	89,221

J.E. Dunn Construction Company

CONTINUATION SHEET AIA DOCUMENT G703

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing
Contractor's signed Certification is attached.
In tabulation below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

Page: 3

APPLICATION NUMBER: 7

APPLICATION DATE: 01-06-2023

INVOICE NO.:

PERIOD TO: 12-31-2022

21046300007

PROJECT NO: 21046300

CONTINUATION SHEET	AIA DOCUMENT G703									
AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing										
Contractor's signed Certification is attached.										
In tabulation below, amounts are stated to the nearest dollar.										
Use Column I on Contracts where variable retainage for line items may apply.										

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE			D E WORK COMPLETED (D+E)		F MATERIAL PRESENTLY STORED	G TOTAL COMPLETED AND STORED TO DATE	H BALANCE TO FINISH	I RETAINAGE
		ORIGINAL	CHANGE ORDERS	CURRENT	FROM PREVIOUS APPLICATION	THIS PERIOD				
10800	Site Furnishings	447,280	-134,417	312,863	0	0	0	0	312,863	0
11600	Food Service Equipment	504,142	-89,449	414,693	0	0	0	0	414,693	0
12510	Boardwalk	390,947	-390,947	0	0	0	0	0	0	0
15400	Plumbing & HVAC	1,228,350	0	1,228,350	270,953	221,961	0	492,914	40	735,436 49,291
16000	Electrical	1,549,371	0	1,549,371	89,787	47,061	0	136,848	9	1,412,523 13,685
35000	Escalation Allowance	192,065	-192,065	0	0	0	0	0	0	0
	DIRECT COSTS Total:	13,749,678	270,287	14,019,965	4,168,664	1,152,501	0	5,321,165	38	8,698,800 532,116
05	CONTINGENCY									
	CONTINGENCY Total:	447,515	-221,255	226,260	0	0	0	0	226,260	0
06	FEE									
	FEE Total:	389,566	0	389,566	122,658	30,240	0	152,898	39	236,668 0
	Total:	15,955,803	0	15,955,803	5,028,980	1,239,844	0	6,268,824	39	9,686,979 532,116
	Project Total:	15,955,803	0	15,955,803	5,028,980	1,239,844	0	6,268,824	39	9,686,979 532,116

AIA DOCUMENT G703 - APPLICATION AND CERTIFICATE FOR PAYMENT

THE AMERICAN INSTITUTE OF ARCHITECTS 1735 NEW YORK AVENUE NW WASHINGTON DC 20006

Design Workshop, Inc.
Landscape Architecture
Planning
Urban Design
Strategic Services

January 9, 2023
Invoice No: 0073212

Current Invoice Total **\$4,058.74**

Cindy Miserez
City of La Vista
8116 Parkview Blvd.
La Vista, NE 68128

Project 006605.00 La Vista - 84th Street Bridge

Professional Services from December 1, 2022 to December 31, 2022

Task 001 1.1 Preliminary Design
Fee

	Fee	Percent Complete	Earned to Date	Previous Fee Billing	Current Fee Billing
Design Workshop	18,400.00	100.00	18,400.00	18,400.00	0.00
Consultant	1,500.00	0.00	0.00	0.00	0.00
Reimbursable Expenses	2,000.00	5.45	109.00	109.00	0.00

Total Fee **0.00**

Total this Task **0.00**

Task 002 1.2 Final Design
Fee

	Fee	Percent Complete	Earned to Date	Previous Fee Billing	Current Fee Billing
Design Workshop	27,600.00	23.2065	6,405.00	2,355.00	4,050.00
Consultant	3,000.00	0.00	0.00	0.00	0.00
Reimbursable Expenses	2,000.00	0.437	8.74	0.00	8.74

Total Fee **4,058.74**

Total this Task **\$4,058.74**

Task 003 2.0 Civil and Structural
Fee

	Fee	Percent Complete	Earned to Date	Previous Fee Billing	Current Fee Billing
Schemmer	152,270.00	32.7502	49,868.75	49,868.75	0.00
Reimbursable Expenses	2,000.00	0.00	0.00	0.00	0.00

Total Fee **0.00**

DESIGNWORKSHOP

Aspen • Austin • Chicago • Denver • Houston • Lake Tahoe • Los Angeles • Raleigh
1390 Lawrence Street, Suite 100, Denver, Colorado 80204 • 303.623.5186 • 303.623.2260 (fax)

Project	006605.00	La Vista - 84th Street Bridge	Invoice	0073212
			Total this Task	0.00
Total this Invoice				<u>\$4,058.74</u>

Outstanding Invoices

Number	Date	Balance	Total Now Due
0072804	12/5/2022	2,980.00	
Total		2,980.00	\$7,038.74

Please include invoice number on remittance to:

1390 Lawrence Street, Suite 100, Denver, CO 80204

DESIGNWORKSHOP

Aspen • Austin • Chicago • Denver • Houston • Lake Tahoe • Los Angeles • Raleigh
1390 Lawrence Street, Suite 100, Denver, Colorado 80204 • 303.623.5186 • 303.623.2260 (fax)

Check #	Check Date	Vendor Name	Amount	Voided
2317(E)	12/31/2022	ACCESS BANK	35.00	N
2318(E)	12/31/2022	ACTIVE NETWORK LLC	2.45	N
2319(E)	12/31/2022	AMERICAN HERITAGE LIFE INSURANCE CO	1,146.08	N
2320(E)	12/31/2022	DEARBORN NATIONAL LIFE INSURANCE CO	1,271.00	N
2321(E)	12/31/2022	DEARBORN NATIONAL LIFE INSURANCE CO	6,455.27	N
2322(E)	12/31/2022	LINCOLN NATIONAL LIFE INS CO	6,465.07	N
2323(E)	12/31/2022	MEDICA INSURANCE COMPANY	114,067.80	N
2324(E)	12/31/2022	METLIFE	1,094.15	N
2325(E)	12/31/2022	MID-AMERICAN BENEFITS INC	630.50	N
2326(E)	12/31/2022	MID-AMERICAN BENEFITS INC	6,920.53	N
2327(E)	12/31/2022	ROBERT HALF	2,088.13	N
138668	01/04/2023	ALFRED BENESCH & COMPANY	13,101.50	N
138669	01/04/2023	DESIGN WORKSHOP INC	2,980.00	N
138670	01/04/2023	DLR GROUP	15,554.22	N
138671	01/04/2023	OLSSON, INC.	6,367.25	N
138672	01/04/2023	SAMPSON CONSTRUCTION CO., INC	927,975.00	N
2316(A)	01/05/2023	CITY OF PAPILLION - MFO	240,674.00	N
2328(E)	01/17/2023	ACTIVE NETWORK LLC	10.54	N
2329(E)	01/17/2023	BLACK HILLS ENERGY	13,975.54	N
2330(E)	01/17/2023	CENTURY LINK/LUMEN	151.77	N
2331(E)	01/17/2023	ESSENTIAL SCREENS	238.00	N
2332(E)	01/17/2023	GREAT PLAINS COMMUNICATION	777.60	N
2333(E)	01/17/2023	PAYROLL MAXX	409,800.51	N
2334(E)	01/17/2023	ROBERT HALF	3,962.56	N
2335(A)	01/17/2023	CITY OF OMAHA	232,361.31	N
2336(A)	01/17/2023	SHI INTERNATIONAL CORP.	10,191.28	N
138673	01/17/2023	ACTION BATTERIES UNLTD INC	299.00	N
138674	01/17/2023	AMAZON CAPITAL SERVICES, INC.	946.59	N
138675	01/17/2023	AMERICAN LIBRARY ASSOCIATION	306.00	N
138676	01/17/2023	ARNOLD MOTOR SUPPLY	2,795.47	N
138677	01/17/2023	AWE ACQUISITION INC	8,655.00	N
138678	01/17/2023	BADGER BODY & TRUCK EQUIP CO INC	76.00	N
138679	01/17/2023	BARCAL, ROSE	224.00	N
138680	01/17/2023	BIBLIOTHECA LLC	28.55	N
138681	01/17/2023	BODY BASICS INC	414.00	N
138682	01/17/2023	CINTAS CORPORATION NO. 2	266.02	N
138683	01/17/2023	COMP CHOICE INC	604.98	N
138684	01/17/2023	CONVERGINT TECHNOLOGIES LLC	855.55	N
138685	01/17/2023	COX COMMUNICATIONS, INC.	467.15	N
138686	01/17/2023	CULLIGAN OF OMAHA	25.55	N
138687	01/17/2023	DATASHIELD CORPORATION	120.00	N
138688	01/17/2023	DEMCO INCORPORATED	273.17	N
138689	01/17/2023	DULTMEIER SALES LLC	311.00	N
138690	01/17/2023	FAC PRINT & PROMO COMPANY	369.82	N
138691	01/17/2023	FERGUSON ENTERPRISES INC #226	15.98	N
138692	01/17/2023	FORVIS, LLP	23,239.13	N
138693	01/17/2023	GALE	76.47	N

COUNCIL REVIEWED

Check #	Check Date	Vendor Name	Amount	Voided
138694	01/17/2023	GRAINGER	7.31	N
138695	01/17/2023	GREAT PLAINS UNIFORMS	547.17	N
138696	01/17/2023	HAMPTON INN-KEARNEY	499.80	N
138697	01/17/2023	HANEY SHOE STORE	150.00	N
138698	01/17/2023	HIGHWAY SIGNING INC	14,089.36	N
138699	01/17/2023	HILTI, INC	686.00	N
138700	01/17/2023	HOME DEPOT CREDIT SERVICES	191.39	N
138701	01/17/2023	INGRAM LIBRARY SERVICES	1,930.75	N
138702	01/17/2023	J RETZ LANDSCAPE, INC	125.00	N
138703	01/17/2023	JOHNSTONE SUPPLY CO	101.17	N
138704	01/17/2023	KANOPI, INC.	85.00	N
138705	01/17/2023	KIMBALL MIDWEST	87.00	N
138706	01/17/2023	LARSEN SUPPLY COMPANY	525.49	N
138707	01/17/2023	LERNER PUBLISHING GROUP	1,222.44	N
138708	01/17/2023	LOWE'S CREDIT SERVICES	588.46	N
138709	01/17/2023	MENARDS-RALSTON	718.25	N
138710	01/17/2023	METRO AREA TRANSIT	847.00	N
138711	01/17/2023	MIDWEST TAPE	356.90	N
138712	01/17/2023	NEBRASKA SECRETARY OF STATE	60.00	N
138713	01/17/2023	NEBRASKA TURFGRASS ASSOCIATION	90.00	N
138714	01/17/2023	NORM'S DOOR SERVICE	514.95	N
138715	01/17/2023	O'REILLY AUTO PARTS	1,984.49	N
138716	01/17/2023	OFFICE DEPOT INC	538.40	N
138717	01/17/2023	OMAHA TACTICAL LLC	400.00	N
138718	01/17/2023	OMAHA WINNELSON SUPPLY	146.52	N
138719	01/17/2023	OMNI ENGINEERING	1,132.25	N
138720	01/17/2023	ONE CALL CONCEPTS INC	119.44	N
138721	01/17/2023	PAPILLION SANITATION	2,777.76	N
138722	01/17/2023	PER MAR SECURITY SERVICES	751.64	N
138723	01/17/2023	RAINBOW GLASS & SUPPLY INC	338.50	N
138724	01/17/2023	REVOLUTION WRAPS LLC	3,349.20	N
138725	01/17/2023	RTG BUILDING SERVICES INC	6,665.00	N
138726	01/17/2023	SARPY COUNTY ELECTION COMMISSIONER	3,279.45	N
138727	01/17/2023	SARPY DOUGLAS LAW ENFORCE. ACADEMY	259.00	N
138728	01/17/2023	SESAC INC	553.00	N
138729	01/17/2023	SIGN IT	309.00	N
138730	01/17/2023	SOUTHEAST AREA CLERK'S ASSOCIATION	20.00	N
138731	01/17/2023	SOUTHERN UNIFORM AND TACTICAL, INC.	87.21	N
138732	01/17/2023	SUBURBAN NEWSPAPERS INC	1,058.37	N
138733	01/17/2023	SUNSET LAW ENFORCEMENT LLC	1,864.10	N
138734	01/17/2023	TORNADO WASH LLC	224.00	N
138735	01/17/2023	TRANE U.S. INC.	20.00	N
138736	01/17/2023	TRANS UNION RISK AND ALT. DATA SOL.	75.00	N
138737	01/17/2023	TRUCK CENTER COMPANIES	8.00	N
138738	01/17/2023	TURFWERKS	985.54	N
138739	01/17/2023	UNITE PRIVATE NETWORKS LLC	4,400.00	N
138740	01/17/2023	USI EDUCATION & GOVERNMENT SALES	269.41	N

COUNCIL REVIEWED

Check #	Check Date	Vendor Name	Amount	Voided
138741	01/17/2023	VAL VERDE ANIMAL HOSPITAL INC	108.60	N
138742	01/17/2023	VERIZON CONNECT NWF, INC.	1,037.80	N
138743	01/17/2023	VERIZON WIRELESS	18.02	N
138744	01/17/2023	VERIZON WIRELESS	365.63	N
138745	01/17/2023	VOIANCE LANGUAGE SERVICES, LLC	25.00	N
138746	01/17/2023	WALMART COMMUNITY BRC	1,229.40	N
138747	01/17/2023	WESTLAKE HARDWARE INC NE-022	15.16	N
138748	01/17/2023	WESTLAKE HARDWARE INC NE-022	1,971.77	N
138749	01/17/2023	WINTER EQUIPMENT COMPANY INC	1,089.10	N
138750	01/17/2023	WOODHOUSE FORD-BLAIR	484.90	N
138751	01/17/2023	WOODHOUSE SW OMAHA INC	109.95	N

105 CHECKS PRINTED

TOTAL CLAIM AMOUNT:

\$2,120,160.54

0

COUNCIL REVIEWED

Check #	Check Date	Vendor Name	Amount	Voided
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APPROVED BY COUNCIL MEMBERS ON: 01/17/2023

COUNCIL MEMBER

LA VISTA CITIZEN ADVISORY REVIEW COMMITTEE

To: Mayor and City Council

Dt: December 15, 2022

Fr: City Advisory Review Committee

Re: Economic Development Program Review

The Citizen Advisory Review committee is required to report to the Mayor and City Council at least once every six months regarding the Economic Development Program. The following is provided for the Committee's information and generally covers activity for FY22 (the period from October 1, 2021 to September 30, 2022) and FY23 to date, which began on October 1, 2022.

The Economic Development Program has received and approved four applications for assistance to date. The first application was from John Q. Hammons to construct a full service Embassy Suites Hotel and conference center facility. This project was closed out in 2018.

The second application was for a \$3 million grant to City Ventures to help with the construction of a state-of-the-art music venue in City Centre, located in the redevelopment area along 84th Street. This application was approved in February of 2020. In May of 2021 City Ventures submitted a supplement to their original application asking for an additional \$2.5 million for the music venue project in the form of a loan that will be paid back with interest. This supplement was also approved, resulting in a total of \$5.5 million in grants/loans for the project. To date approximately \$4.5 million has been paid to City Ventures. The project is under construction and set for completion in spring/summer of 2023.

In October of 2021 an application from the Omaha Multi-Sport Complex, Inc. for a \$3 million grant for the development, construction and operation of Phase 1 of a premier multisport complex comprised of twelve synthetic multisport playing fields and related amenities was approved. Construction on this project is currently underway, however none of the grant funds have been distributed.

1. The City's assessed valuation for FY22 was \$1,998,058,005, and the new assessed valuation for FY23 is \$2,220,556,943. This is an increase of 11.14%. From FY2018 through FY2021, the growth in the City's valuation has averaged approximately 5.6% annually. In FY22 we saw an unusually large increase in valuation which was attributed in part to an extreme increase in the personal property tax portion of the valuation. Upon investigation it was discovered that a large company in the City that qualifies for state incentives did not submit their request to the State. Consequently, we anticipated the reported valuation amount might not hold. Upon receiving the FY23 valuation, however, we have seen another large increase, which again is due in part to another higher than usual increase in the personal property tax. We will continue to watch this closely. With the last two years showing these large increases, the average growth over the last six years is now 7.9%.

FY2018 Valuation - \$1,496,821,908 (up 6.11%)
FY2019 Valuation - \$1,542,141,658 (up 3.02%)
FY2020 Valuation - \$1,651,417,826 (up 7.08%)
FY2021 Valuation - \$1,755,107,309 (up 6.27%)
FY2022 Valuation - \$1,998,058,005 (up 13.8%)
FY2023 Valuation - \$2,220,556,943 (up 11.14%)

2. Earned sales and use tax revenue has traditionally increased from year to year, however it was down slightly in FY19 and again in FY20 due to the pandemic. FY21 showed a rebound in sales and use tax revenue and FY22, sales tax numbers remained strong. A reminder that we look at what the City has "earned" in sales tax prior to any state incentive refunds being deducted in order to determine what businesses are actually generating. The City has built a sales and use tax reserve for potential future rebates.

FY2018 Sales and Use Tax - \$8,033,943 (actually received + \$2.4 million rebate to SON; earned total up 12.8% over FY17)

FY2019 Sales and Use Tax - \$9,509,936 (actually received + \$500,000 rebate to SON; earned total down 4.2% over FY18)

FY2020 Sales and Use Tax - \$8,220,233 (actually received + \$1.3 million rebate to SON); earned total down 5.1% over FY19) Pandemic Year

FY2021 Sales and Use Tax - \$10,062,860 (actually received + \$1.35 million in rebates to SON); earned total up 19.8% over FY20)

FY2022 Sales and Use Tax - \$10,705,035 (actually received + \$1.78 million in rebates to SON; earned total up 9.39% over FY21)

FY2023 Sales and Use Tax - \$2,195,395 (actually received October through November)

3. Building permit valuations are reported in calendar year, not fiscal year. The past several years have remained fairly consistent. 2020 was the highest year we have seen since 2007.

2017 - \$43,036,890

2018 - \$45,980,935

2019 - \$36,332,465

2020 - \$64,354,002

2021 - \$48,919,416

2022 - \$49,877,904 (Through October)

Total building permit valuations since 1997 are over \$1.38 billion

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JANUARY 17, 2023 AGENDA

Subject:	Type:	Submitted By:
AWARD BID – PAVEMENT REHABILITATION & RESURFACING	◆ RESOLUTION ORDINANCE RECEIVE/FILE	PAT DOWSE CITY ENGINEER

SYNOPSIS

A resolution has been prepared to award a contract to Spencer Management of Omaha, Nebraska for the 2023 Pavement Rehabilitation and Resurfacing project in amount not to exceed \$1,287,407.64.

FISCAL IMPACT

The FY22/FY23 Biennial Budget provides funding for the proposed project.

RECOMMENDATION

Approval.

BACKGROUND

On December 6, 2022, the City Council approved a resolution authorizing the advertisement for bids for the 2023 Pavement Rehabilitation and Resurfacing project to include – Terry Drive, Lillian Avenue, and South 78th Street. The plans and specifications were prepared by Alfred Benesch and Company (Benesch). Bids were opened on January 6, 2023, at 10:00 am in the City Council Chambers, to which two (2) bids were received. Both bids received were lower than the Engineer’s Estimate of \$1,410,000.00 and the calculated values are as follows:

Spencer Management - \$1,287,407.64
NL&L Concrete, Inc - \$1,372,262.02

Staff recommends the bid be awarded to Spencer Management of Omaha, Nebraska for the base bid of \$1,287,407.64, which is 8.7% lower than the Engineer’s Estimate. Work is anticipated to begin in Spring of 2023 with completion in Summer of 2023.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, AWARDING A CONTRACT TO SPENCER MANAGEMENT., OMAHA, NEBRASKA FOR THE 2023 PAVEMENT REHABILITATION AND RESURFACING PROJECT IN AN AMOUNT NOT TO EXCEED \$1,287,407.64.

WHEREAS, the City Council of the City of La Vista has determined that the 2023 Pavement Rehabilitation and Resurfacing Project is necessary; and

WHEREAS, the FY23/FY24 Biennial Budget provides funding for the proposed project; and

WHEREAS, bids were solicited, and two (2) bids were received; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, award the contract to Spencer Management., Omaha, Nebraska for the 2023 Pavement Rehabilitation and Resurfacing Project in an amount not to exceed \$1,287,407.64.

PASSED AND APPROVED THIS 17TH DAY OF JANUARY 2023.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, MMC
City Clerk

Bid Tabulation Summary

Friday, January 6, 2023

Project: M376(407), 2023 Pavement Rehabilitation AND Resurfacing.

Public Works Department

City of La Vista, Nebraska

Bid Tabulation Summary created by Alfred Benesch and Company/Thomas Andrew Parks, PE

Bid Item #	Item Description	Engineer's Opinion of Probable Costs				Bid 1 Submitted by NL&L Concrete, Inc.:			Bid 2 Submitted by Spencer Management LLC:		
		Quantity	UOM	Unit Cost	Total Cost	\$1,409,990.65		\$1,372,262.02		\$1,287,407.64	
0001	CURB INLET PROTECTION	EA	EA	\$ 100.00	1,200.000	125.000	1,500.000	\$ 300.00	50.000	600.000	(600.000)
0002	CLEARING AND GRUBBING PER INTERSECTION CORNER	EA	EA	\$ 210.00	8,610.000	200.000	8,200.000	\$ (410.00)	100.000	4,100.000	(4,510.000)
0003	TRIM TREE ROOT	HOUR	HOUR	\$ 65.00	390.000	175.000	1,050.000	\$ 660.00	50.000	300.000	(90.000)
0004	REMOVE AND RESET EXISTING RETAINING WALL	SF	SF	\$ 50.00	1,500.000	65.000	1,950.000	\$ 450.00	50.000	1,500.000	-
0005	REMOVE AND RELOCATE FENCE	LF	LF	\$ 50.00	600.000	65.000	780.000	\$ 180.00	45.000	540.000	(60.000)
0006	PERFORM 2" COLD-PLANING-ASPHALT	SY	SY	\$ 5.75	163,501.250	4.000	113,740.000	\$ (49,761.25)	3.920	111,465.200	(52,036.050)
0007	PERFORM 2" COLD PLANING-CONCRETE	SY	SY	\$ 10.10	4,040.000	5.000	2,000.000	\$ (2,040.00)	5.000	2,000.000	(2,040.000)
0008	REMOVE SIDEWALK	SF	SF	\$ 25.00	750.000	6.000	180.000	\$ (570.00)	2.500	75.000	(675.000)
0009	EXCAVATION HAUL-OFF	CY	CY	\$ 25.00	375.000	25.000	375.000	\$ -	16.000	240.000	(135.000)
0010	EMBANKMENT - BORROW	CY	CY	\$ 25.00	375.000	15.000	225.000	\$ (150.00)	21.000	315.000	(60.000)
0011	CONSTRUCT 4" AGGREGATE SUBBASE COURSE	SY	SY	\$ 60.00	4,500.000	15.000	1,125.000	\$ (3,375.00)	18.000	1,350.000	(3,150.000)
0012	CONSTRUCT ASPHALT SURFACE COURSE, TYPE SPR FINE (PG64-34)	TON	TON	\$ 118.50	309,137.946	135.000	352,182.460	\$ 43,044.51	132.190	344,851.857	35,713.911
0013	CONSTRUCT ASPHALTIC CONCRETE FOR PAVEMENT REPAIR, TYPE SPR (PG64-34)	TON	TON	\$ 210.00	9,450.000	220.000	9,900.000	\$ 450.00	218.380	9,827.100	377.100
0014	CONSTRUCT 8-INCH CONCRETE PAVEMENT (TYPE L65) REPAIR	SY	SY	\$ 87.50	221,200.000	82.000	207,296.000	\$ (13,904.00)	78.000	197,184.000	(24,016.000)
0015	CONSTRUCT 9-INCH CONCRETE PAVEMENT (TYPE L65) REPAIR	SY	SY	\$ 95.00	142,690.000	85.000	127,670.000	\$ (15,020.00)	82.000	123,164.000	(19,526.000)
0016	CONSTRUCT 11-INCH CONCRETE PAVEMENT (TYPE L65) REPAIR	SY	SY	\$ 110.00	33,000.000	115.000	34,500.000	\$ 1,500.00	94.000	28,200.000	(4,800.000)
0017	ADJUST UTILITY VALVE TO GRADE	EA	EA	\$ 825.00	11,550.000	700.000	9,800.000	\$ (1,750.00)	725.000	10,150.000	(1,400.000)
0018	ADJUST UTILITY MANHOLE TO GRADE	EA	EA	\$ 875.00	29,750.000	750.000	25,500.000	\$ (4,250.00)	800.000	27,200.000	(2,550.000)
0019	CONSTRUCT SIDEWALK CURB WALL	SF	SF	\$ 32.50	3,250.000	60.000	6,000.000	\$ 2,750.00	12.000	1,200.000	(2,050.000)
0020	CONSTRUCT 6-INCH IMPRINTED PCC SURFACING	SF	SF	\$ 17.50	5,162.500	9.000	2,655.000	\$ (2,507.50)	7.500	2,212.500	(2,950.000)
0021	CONSTRUCT PCC CURB RAMP	SF	SF	\$ 21.00	36,519.000	16.000	27,824.000	\$ (8,695.00)	14.750	25,650.250	(10,868.750)
0022	CONSTRUCT DETECTABLE WARNING PANEL	SF	SF	\$ 60.00	22,560.000	45.000	16,920.000	\$ (5,640.00)	30.000	11,280.000	(11,280.000)
0023	CONSTRUCT SEGMENTAL RETAINING WALL	SF	SF	\$ 45.00	9,000.000	55.000	11,000.000	\$ 2,000.00	40.000	8,000.000	(1,000.000)
0024	CONSTRUCT REINFORCED PCC RETAINING WALL	CY	CY	\$ 400.00	2,400.000	400.000	2,400.000	\$ -	2,000.000	12,000.000	9,600.000
0025	INSTALL SODDING	SY	SY	\$ 15.00	450.000	13.000	390.000	\$ (60.00)	12.000	360.000	(90.000)
0026	INSTALL ROLLED EROSION CONTROL, TYPE II WITH SEEDING - TYPE B	SY	SY	\$ 5.50	275.000	10.000	500.000	\$ 225.00	2.750	137.500	(137.500)
0027	INSTALL PERMANENT PREFORMED TAPE MARKING - TYPE 3, 5" WHITE	LF	LF	\$ 6.50	958.750	7.250	1,069.370	\$ 110.62	5.950	877.625	(81.125)
0028	INSTALL PERMANENT PREFORMED TAPE MARKING - TYPE 3, 12" WHITE	LF	LF	\$ 13.00	728.000	13.000	728.000	\$ -	12.850	719.600	(8.400)
0029	INSTALL PERMANENT PREFORMED TAPE MARKING - TYPE 3, 24" WHITE	LF	LF	\$ 22.50	3,780.000	14.000	2,352.000	\$ (1,428.00)	29.250	4,914.000	1,134.000
0030	INSTALL PERMANENT PREFORMED TAPE MARKING - TYPE 3, 5" YELLOW	LF	LF	\$ 7.00	1,680.000	7.250	1,740.000	\$ 60.00	5.950	1,428.000	(252.000)
0031	FURNISH FLASHING ARROW PANEL	DAY	DAY	\$ 160.00	1,280.000	170.000	1,360.000	\$ 80.00	55.000	440.000	(840.000)
0032	PROVIDE TEMPORARY TRAFFIC CONTROL - PER INTERSECTION CORNER	EA	EA	\$ 225.00	9,225.000	250.000	10,250.000	\$ 1,025.00	55.000	2,255.000	(6,970.000)
0033	REPAIR CURB AND GUTTER	LF	LF	\$ 37.50	44,250.000	40.000	47,200.000	\$ 2,950.00	32.000	37,760.000	(6,490.000)
0034	REPAIR DRIVEWAY	SY	SY	\$ 65.00	4,160.000	68.000	4,352.000	\$ 192.00	62.000	3,968.000	(192.000)
0035	REMOVE AND REPLACE PRECAST INLET TOP	EA	EA	\$ 4,000.00	36,000.000	2,800.000	25,200.000	\$ (10,800.00)	3,000.000	27,000.000	(9,000.000)
0036	REMOVE AND INSTALL NEW SPRINKLER SYSTEM HEAD	EA	EA	\$ 100.00	500.000	50.000	250.000	\$ (250.00)	53.000	265.000	(235.000)
0037	MOBILIZATION/DEMOBILIZATION	LS	LS	\$ 31,500.00	31,500.000	10,000.000	10,000.000	\$ (21,500.00)	38,000.000	38,000.000	6,500.000
0038	TOWING	EA	EA	\$ 150.00	750.000	175.000	875.000	\$ 125.00	300.000	1,500.000	750.000
0039	RECONSTRUCT INLET	EA	EA	\$ 4,750.00	28,500.000	4,700.000	28,200.000	\$ (300.00)	4,000.000	24,000.000	(4,500.000)
0040	PROVIDE TEMPORARY TRAFFIC CONTROL- PER SEGMENT	EA	EA	\$ 2,500.00	7,500.000	4,000.000	12,000.000	\$ 4,500.00	2,650.000	7,950.000	450.000
0041	RENTAL OF LOADER, FULLY OPERATED	HR	HR	\$ 125.00	1,875.000	15.000	225.000	\$ (1,650.00)	85.000	1,275.000	(600.000)
0042	RENTAL OF SKID LOADER, FULLY OPERATED	HR	HR	\$ 75.00	1,125.000	15.000	225.000	\$ (900.00)	85.000	1,275.000	150.000
0043	RENTAL OF DUMP TRUCK, FULLY OPERATED	HR	HR	\$ 125.00	1,875.000	15.000	225.000	\$ (1,650.00)	95.000	1,425.000	(450.000)
0044	REPAIR 4" CONCRETE SIDEWALK	SF	SF	\$ 8.50	23,936.000	7.500	21,120.000	\$ (2,816.00)	6.500	18,304.000	(5,632.000)
0045	REPAIR 6" CONCRETE SIDEWALK	SF	SF	\$ 9.50	202.667	9.000	192.000	\$ (10.67)	7.500	160.000	(42.667)
0046	CONSTRUCT CONCRETE BASE REPAIR (TYPE L65)	SY	SY	\$ 92.50	149,923.538	82.000	132,905.190	\$ (17,018.35)	78.000	126,422.010	(23,501.528)
0047	ONE-DAY CONCRETE COMPRESSIVE STRENGTH PAYMENT	SY	SY	\$ 30.00	15,000.000	155.000	77,500.000	\$ 62,500.00	87.000	43,500.000	

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JANUARY 17, 2023 AGENDA**

Subject:	Type:	Submitted By:
POSITION DESCRIPTIONS: NEW AND UPDATES	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	WENDY LOWERY HUMAN RESOURCES DIRECTOR

SYNOPSIS

New job descriptions have been prepared to facilitate staffing plans in the FY23 budget. In addition, updates are necessary for other positions as well.

FISCAL IMPACT

The FY23/FY24 Biennial Budget provides funding for these positions.

RECOMMENDATION

Approval.

BACKGROUND

The following new positions were approved in the FY23/FY24 Biennial Budget:

- Landscape Gardener - Parks - to maintain nursery stock, flowers, woody ornamentals and shrubs in the City parks, facilities and other specific areas.
- Associate Planner (Planner II) – There are different planning skill levels that can be achieved through experience and acquiring technical skills. This position is part of the employee development experience.
- Part time Administrative Assistant II (Library) will provide a variety of clerical functions which are currently performed by the Library Director and Assistant Library Director.
- Part time Recreation Attendant – Events - will assist the Community Events Coordinator in overseeing the planning, coordination and execution of community events and activities of the City.

The position descriptions for Recreation Director, Senior Planner (Planner III) and Assistant Planner (Planner I) positions are being updated to accommodate the new positions and changes which have evolved over time since the position was last updated.

POSITION DESCRIPTION CITY OF LA VISTA

Position Title: Public Works Landscape Gardener — Parks

Position Reports To: Park Foreman

Position Supervises:

Description

Under the direction of the Park Foreman performs a variety of skilled and semi-skilled work caring for nursery stock and flowers, woody ornamentals, shrubs, in the City parks, facilities and other specific areas.

Essential Functions (with or without reasonable accommodation)

1. Installs and maintains plants and landscape beds in City parks and recreational facilities.
2. Cares for nursery stock and flowers used for City parks and facility landscape beds
3. Plants, mows, trims, waters, applies fertilizer and chemicals to landscape beds as directed.
4. Plants, trims, waters, cuts, fertilizes and sprays trees and other ornamental plants as directed.
5. Assists in the installation and performs maintenance on sprinkler systems.
6. Assists in basic carpentry work, including painting City facilities and equipment.
7. Performs set-up and clean-up tasks associated with special community events.
8. Engages in snow removal using large and small equipment.
9. Operates heavy and light construction equipment as required.
10. Assists in the training of part-time and seasonal workers.
11. Assists when needed in the performance of street maintenance and repair, sign maintenance and repair, sewer system repair and maintenance.
12. Performs other duties as directed or as the situation dictates.

Essential Physical and Environmental Demands

Work is generally performed outdoors year round in varying weather and environmental conditions. Work sites may be dusty, noisy and on occasion, hazardous. Job duties require a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching and climbing, digging and scooping with a shovel, raking and shoveling snow. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to focus. Must be able to hear and understand voices at normal conversation levels. Incumbents must have the ability to transport themselves to and from work sites and lift 20 pounds frequently and repeatedly and lift up to 75 pounds occasionally and as needed. Incumbents must also possess the coordination and manual dexterity necessary to physically access and maneuver on rough terrain. Must be able to physically enter and exit a confined space such as sanitary manholes and utility vaults. Incumbent must also be able to work from a ladder at heights greater than four (4) feet and ability to work from a lift in excess of 20 feet.

Education, Training, License, Certification and Experience

1. Graduation from an accredited high school or GED.
2. Must possess a valid driver's license. Required to obtain and maintain a Class "AO" Commercial Driver's License and all CDL endorsements the City deems necessary within six (6) months of hire.
3. Must be able to obtain a State of Nebraska Chemical Applicators License within eighteen (18) months of hire.
4. Preferred but not required; minimum of two years of experience in Public Works, park maintenance, horticulture, or turf grass maintenance, working with woody plants, trees, shrubs and flowers, or a combination of education and experience.

Knowledge, Skills and Abilities

1. Basic knowledge of procedures utilized in park and building maintenance and repair.
2. Ability to work independently and effectively as part of a team and with the public.
3. Ability to accept and follow directions.
4. Ability to design flower beds.
5. Ability to set out plants and flowers according to specified designs and ornamental flower projects.
6. Ability to identify a wide variety of flowers, trees, and shrubs.
7. Ability to recognize and treat various diseases, insect and abiotic problems of flowers, trees, shrubs, and turf
8. Knowledge of propagating, planting, fertilizing, cultivating, pruning, and general care of plants, flowers, trees, and shrubs
9. Knowledge of methods, tools, materials, and practices used in landscape gardening.
10. Knowledge of the use of fungicides, herbicides, and insecticides and other disease management techniques used in landscape gardening.
11. Skill in the use of tools used in floriculture landscape gardening.
12. Basic computer skills.
13. Basic mathematical skills.
14. Basic mechanical skills, including the use of hand-held power tools.
15. Ability to work from a ladder at heights greater than four (4) feet.
16. Ability to safely operate heavy and light construction equipment.
17. Ability to communicate effectively, both orally and in writing.
18. Ability to establish and maintain effective working relationships with City officials, fellow employees, patrons and members of the public.
19. Ability to work varying schedules, including, evenings, weekends, and holidays.
20. Ability to maintain regular and dependable attendance on the job, including attendance and job performance for possibly prolonged periods of time when called out on short notice due to weather conditions, emergencies and similar situations of public necessity.

Contributions this Position Makes to the City

This position provides skilled care for nursery stock and flowers, woody ornamentals, shrubs, in the City parks, facilities and other public spaces. The Landscape Gardner is responsible for designing, installing and maintaining plants and landscape beds at city facilities to create a welcoming and aesthetically pleasing environment.

Note: A physical and drug screen will follow all conditional offers of employment.

Disclaimer

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

Signature

Date

POSITION DESCRIPTION CITY OF LA VISTA

Position Title: Associate Planner (Planner II)
Position Reports To: Deputy Community Development Director
Position Supervises: Community Development Intern

Description

Under the administrative direction of the Deputy Community Development Director, performs a wide variety of professional planning and zoning-related tasks.

Essential Functions (with or without reasonable accommodation)

1. Provide information on land use applications, ordinances, codes, design guidelines, plans and related regulatory information to architects, engineers, developers, contractors, owners and interested persons.
2. Review development and related land use permit applications and site plans; examine applications for compliance with established plans and ordinances, and applicable local, state and federal regulations; prepare reports and related data as required.
3. Organize and attend meetings of the Planning Commission and Board of Adjustment. Attend meetings of the City Council as required or directed.
4. Process applications to the Planning Commission and Board of Adjustment and serve as technical advisor to same.
5. Administer and interpret the zoning ordinance; write staff reports on rezoning and special use permit requests and proposals; conduct site reviews and evaluations of proposed projects; meet with developers; conduct research on zoning ordinance changes.
6. Administer sign code regulations; meet with business owners and sign company officials; review decisions with the building official for compliance; prepare variance and appeal cases to the Board of Adjustment.
7. Administer subdivision regulations; meet with developers to review requirements of subdivision regulations; review plats for conformance with regulations; organize and conduct subdivision review meetings.
8. Administer design guideline regulations; meet with developers to review requirements of design guideline regulations; review building and landscaping design plans for conformance with design guidelines; organize and conduct design guideline review meetings.
9. Responsible for the preparation of amendments to the city's comprehensive plan, zoning ordinance and subdivision regulations, using recognized principles and practices of urban planning.
10. Review commercial projects to ensure conformance with the principles of good planning and land use practices and for compliance with the city's development requirements and design guidelines.
11. As directed, conduct special studies periodically; coordinate study efforts with outside consultants; provide data, research and special reports upon request from other city departments, research demographic and economic conditions, land use and housing best practices.
12. Coordinate plan and document review by various City departments and external agencies.
13. Prepare written staff reports for Planning Commission, Board of Adjustment, and City Council.
14. Make presentations to Planning Commission, Board of Adjustment and City Council as directed.
15. Perform other duties and responsibilities as directed or as the situation dictates.

Essential Physical and Environmental Demands

The physical demands and work environment characteristics listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors and requires routine walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, noise and inclement weather conditions.

An incumbent must have the ability to lift various office supplies and related equipment weighing 25 pounds. Incumbent must have the ability to operate a motor vehicle and maneuver bodily over rough terrain. Work may occasionally be required in times of darkness. Vision abilities include close vision, distance vision, depth perception, and the ability to adjust focus. Hearing abilities must be correctable to level adequate to perform essential functions. The noise and odor levels may be moderate to intense depending on activity performed.

Education, Training, License, Certification and Experience

1. Graduation from an accredited four-year college or university with major course study in city planning, urban land use planning, or closely related field.
2. Two years professional planning experience, preferably in a municipal environment, with a demonstrated ability to manage projects.
3. Certification by the American Institute of Certified Planners (ACIP) is desirable.
4. Master's Degree and experience working in a rapid growth environment is desirable.
5. Must possess valid driver's license.
6. The City may accept any equivalent combination of education and experience.

Knowledge, Skills and Abilities

1. Considerable knowledge of urban planning principles and practices as they pertain to zoning and other regulations, development proposals, and comprehensive planning.
2. Knowledge of zoning laws and comprehensive plans, including their formation, process of adoption and enforcement.
3. Ability to read and interpret plans and applicable development regulations and ordinances.
4. Knowledge of Federal, State and Local regulations.
5. Knowledge of research methods and data evaluation.
6. Ability to utilize computers and various software applications (including knowledge of or experience with ArcGIS) in the performance of job duties.
7. Ability to review and make recommendations related to the city's development regulations.
8. Ability to enforce regulations with firmness, tact and impartiality.
9. Ability to utilize independent judgment in the performance of duties.
10. Ability to accurately perform mathematical calculations in the performance of job duties.
11. Ability to apply departmental policies and procedures in the performance of job duties.
12. Ability to accurately prepare and maintain various records, reports, correspondence and other departmental documents.
13. Ability to work independently and effectively, as part of a team and with the public.
14. Ability to relate to the general public in a courteous and tactful manner.
15. Ability to perform job duties efficiently while managing frequent interruptions.
16. Ability to plan and organize a personal work schedule, set priorities and meet deadlines.
17. Ability to operate common office equipment and telephones.
18. Ability to communicate effectively both orally and in writing.
19. Ability to protect confidential information.
20. Ability to work a varying schedule, including evenings and weekends.

21. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
22. Ability to maintain regular and dependable attendance on the job.

Contributions this Position Makes to the City

This position provides highly responsible assistance to the Community Development Director and Deputy Community Development Director and contributes to the success of the City by assisting with strategic initiatives dealing with community development, planning and design, zoning and land use.

Note: A physical exam and drug screen will follow all conditional offers of employment.

Disclaimer

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

(Signature)

(Date)

POSITION DESCRIPTION CITY OF LA VISTA

Position Title: Administrative Assistant II, Part-Time

Position Reports To: Library Director

Position Supervises: N/A

Description

Under the direction of the Library Director, the part-time Administrative Assistant II provides a wide variety of clerical functions for the Library Department i

Essential Functions (with or without reasonable accommodation)

1. Receipts and prepares deposit for all money received by the Library for membership fees, overdue fees, program fees, damaged or lost library materials charges, book sale, lamination and copy fees, etc.
2. Provide customer service to customers and Metropolitan Community College (MCC) constituents.
3. Retrieves and processes incoming and outgoing mail which includes daily trips to City Hall.
4. Provide clerical support for department, including creating, maintaining, and filing correspondence, reports, policies and other documents.
5. Prepares a wide variety of drafts and finished documents and correspondence including confidential materials from brief verbal instruction or written materials.
6. Reviews finished materials for completeness, accuracy, and proper formatting.
7. Prepares, compiles, reproduces, and distributes various documents and reports.
8. Process purchase orders and prepare invoices for billing.
9. Prepares and processes accounts payable information and requests checks.
10. Addresses inquiries from vendors and staff relating to payment of claims.
11. Conducts or assists with special projects as required.
12. Monitors and orders office supplies including furnishings.
13. Operate and maintain office equipment such as, printers, fax machines, telephones and copiers. Provide backup support in the scheduling of equipment repair when needed.
14. Perform other duties as directed or as the situation dictates.

Essential Physical and Environmental Demands

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

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversational levels.

Education, Training, License, Certification and Experience

1. Graduation from an accredited high school or GED.
2. Two (2) years of hands-on administrative support experience, basic knowledge of accounting procedures, and computer experience is preferred.
3. Must possess a valid driver's license.

Knowledge, Skills and Abilities

1. Knowledge of modern office procedures, methods and equipment, including personal computer.
2. Computer skills, including basic word processing, spreadsheet and database skills and ability to use MS Office products.
3. Good organizational skills and the ability to prioritize and handle multiple tasks.
4. Conflict resolution skills.
5. Good public relations and customer service skills.
6. Basic business letter writing, report preparation and record keeping skills.
7. Basic English usage, spelling, grammar and punctuation skills.
8. Basic alphabetization and filing skills.
9. Basic typing skills
10. Basic mathematical skills.
11. Ability to maintain confidentiality.
12. Ability to apply common sense understanding in carrying out written and oral instructions.
13. Ability to communicate effectively, both orally and in writing.
14. Ability to work independently, prioritize work, meet deadlines and make decisions on the basis of established policies and procedures.
15. Ability to operate office equipment such as personal computer, postage meter, telephone, photocopier and fax machine.
16. Ability to establish and maintain effective working relations with City officials, fellow employees and patrons.
17. Ability to maintain regular and dependable attendance on the job.
18. Ability to follow instructions.

Contributions this Position Makes to the City

This position provides assistance to the Library director and contributes to the success of the City by working closely with the Library Staff, customers, and the MCC constituents to maintain good partnership. The Administrative Assistant II is responsible for strategic initiatives regarding administrative service delivery as a whole.

Note: A drug screen will follow all conditional offers of employment.

Disclaimer

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

Signature

Date

Position Description City of La Vista

Position Title: Recreation Attendant - Events (Part-Time)
Position Reports To: Community Events Coordinator
Position Supervises: Part-Time Event & Recreation Staff, Volunteers

Description

Under the general direction of the Community Events Coordinator, the Recreation Attendant - Events assists in overseeing the planning, coordination, and execution of community events and activities to advance the City of La Vista's vision, goals and message.

Essential Functions (with or without reasonable accommodation)

1. Intricate involvement in all aspects of planning, organizing, coordinating, implementing, and supervising City events and activities
2. Assists in the development and implementation of new events, activities and programs.
3. Provides feedback and makes recommendations to enhance ongoing marketing plans and strategies to effectively promote events and activities of the City.
4. supervision for "front of house" management, event staff/volunteer coverage and supervision, alcohol management, set-up/tear down and conflict resolution.
5. Assist third party partners, vendors, and their staff during community events.
6. Assist or lead onsite coordination and logistics for select facility rentals.
7. Responsible for training and overseeing community and staff volunteers for select community events, recreation programs, and/or other activities.
8. Build relationships with community volunteers to retain and encourage future participation.
9. Responds to on-site inquiries and information requests. Address complaints or issues in a de-escalating manner and alert management on duty or other authority if further action is needed.
10. Recommends opportunities for partnerships with outside organizations.
11. Responsible for assisting the execution of event contracts and service agreements on the day of the event.
12. Gathers feedback and provides post-event evaluations to the Events Coordinator, of all activities, attendance, and successes. Recognize and report areas of improvement for all supervised events.
13. Engages with fellow team members across departments to help facilitate a thriving event program.
14. Generates enthusiasm for the La Vista community from all major stakeholders and the community at large.
15. Performs other duties as directed or as the situation dictates.

Knowledge, Skills and Abilities

1. Knowledge of special event planning, coordination, and management.
2. Strong organizational and customer service skills with exceptional attention to detail while managing multiple tasks and changing priorities.
3. Knowledge of principles and practices of effective volunteer supervision, including selection, training, evaluation, and retention.
4. Must have strong interpersonal skills, including the ability to synthesize ideas and obtain cooperation from others in order to transform ideas into action. Must be skilled at

- communicating orally and in writing with emphasis on the ability to present ideas clearly and concisely.
5. Must balance focus with flexibility, enthusiasm and patience.
 6. Must be willing to take ownership and initiative.
 7. Well-developed time management, organizational and follow-through skills.
 8. Must be able to work independently and as a member of a team.
 9. Strong leadership skills, confidence in decision making, and ability to delegate and provide clear direction to staff and volunteers during events.
 10. Establish and maintain positive working relationships and cooperate with City staff from all departments, volunteers, community groups, businesses, elected officials, executive leadership, and the general public.
 11. Ability to work effectively in fast-paced, stressful situations and seamlessly handle multiple tasks and responsibilities.
 12. Ability to prepare and maintain accurate events records and reports.
 13. Computer skills and ability to use Microsoft Office products.
 14. Basic mathematical skills as well as knowledge of budgeting and expenditure monitoring principles.
 15. Ability to work independently, prioritize work, meet deadlines, and make decisions on the basis of established policies and procedures.
 16. Ability to operate office equipment such as a photocopier, fax machine and postage meter.
 17. Ability to work a variety of shifts, length of shifts, days of the week, weekends and holidays as events and activities require.
 18. Ability to consistently maintain regular and dependable attendance on the job.

Essential Physical and Environmental Demands

This position is expected to serve as the “front of house” and/or “technical” coordinator and primary point of contact during select community events. Some tasks will require in office environment, performing related administrative duties.

1. Work is performed both indoors and outdoors throughout the year.
2. Employee is required to attend events that will take place outdoors in varying weather and environmental conditions. These event sites may be hot or cold, dusty, noisy and hazardous.
3. For work being performed in an office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment with a satisfactory level of productivity.
4. While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
5. Equipment operated includes audio/visual/lighting/staging/power distribution equipment, radio communications, and golf cart/light utility vehicles.
6. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
7. Must be able to hear and understand voices at normal conversation levels.
8. Incumbents must have the ability to transport themselves to and from locations and lift up to 45 pounds and occasionally lifts more than 60 pounds.
9. Regular attendance as scheduled, or as otherwise necessary to fulfill the requirements of the position.

Education, Training, License, Certification and Experience

1. Graduation preferred from (or working towards) an accredited university with an associate's or bachelor's degree in fields related to event management, hotel/restaurant management,

- hospitality, recreation administration, leisure studies, community programming, special events or other related fields.
2. One to three years of experience in events which includes coordinating logistics and on-site management for rental clients preferred.
 3. Experience supervising volunteers, events, parks and recreation staff.
 4. Experience or expertise in setting up, operating, and tearing down technical equipment (audio, lighting, visual, staging) in a variety of event settings.
 5. Any equivalent combination of education, training, and experience which demonstrates the knowledge, skills, and ability to perform the above described duties will be considered.
 6. Outreach, marketing, and communication design experience a plus.
 7. Programming experience a plus.
 8. Sales and rental experiences a plus.
 9. Must possess a valid driver's license.

Contributions this Position Makes to the City

Activities and events are a key component to the quality of life desired by our residents. They provide an authentic La Vista experience for the community and an opportunity for others to experience our community.

Note: A drug screening will follow all conditional offers of employment.

Disclaimer

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

Signature

Date

POSITION DESCRIPTION CITY OF LA VISTA

Position Title: Recreation Director

Position Reports To: Assistant City Administrator/Director of Community Services

Position Supervises: Assistant Recreation Director, Events Coordinator, Operations Manager, Youth and Adult Sports Manager, Senior Services Manager, Administrative Assistant II.

Description

Under the general supervision of the Assistant City Administrator/Director of Community Services, the Recreation Director provides leadership, direction, and administrative oversight to the Recreation Department for all personnel, facilities, and programs. Serves as a member of the City's management team and collaborates with Administration and other City departments on strategy and policy to ensure the City's mission, vision and values are incorporated into operational activities and services.

Essential Functions (with or without reasonable accommodation)

1. ~~Oversees the management of the day-to-day administration~~ Plans, directs, and manages the operations of the Department, including budget, capital projects, facility maintenance, personnel, programming, and customer service activities.
2. Directly or through managers, appoints, supervises, provides for training and performance evaluation and development, and ensures accountability of Department employees.
3. ~~Plans, coordinates, directs and supervises~~ Responsible for ensuring diversified and comprehensive year-round recreation, sports and leisure activities for all ages and abilities, including management of the community center, the senior center, the municipal swimming pool, a large outdoor pavilion/restroom/concession facility (The Link), and various fields, parks, and open spaces.
4. Facilitates and promotes ongoing research into new approaches, technologies, and trends, and recommends implementation of programs and equipment to help the Department achieve its objectives.
5. Receives and utilizes input from the community regarding the planning, programming, and evaluation of recreation needs for all age groups and incorporates into immediate and long-range plans.
6. Develops and implements the Department's policies, procedures, and fee schedules and regularly evaluates their adequacy.
7. Plans, directs and coordinates the ~~Recreation~~ Department operational plan.
8. Participates in organization-wide strategic planning. ~~Coordinates~~ Develops the Department's goals and ~~activities with those of other City departments to ensure a consistent approach~~ objectives in alignment with the City's overall plan.
9. Works closely with the Senior Services Manager to offer comprehensive services to address senior needs that include transportation, outreach, and recreation opportunities.
10. Works closely with the Events Coordinator to plan, develop, implement and assess special events that meet the expectations of the community and the strategic goals of the City.
11. Ensures that appropriate and adequate content is provided for the development of marketing and promotional materials for special events and Recreation programs.
12. Responds to citizen inquiries, complaints and information requests.
13. ~~Develops, prepares, and administers the Department budget, including preparing cost estimates and justifications and monitoring and controlling expenditures.~~
14. ~~Researches and recommends Capital Improvement projects; coordinates project development and scheduling with Public Works.~~
15. ~~13.~~ Serves as staff liaison to the Parks & Recreation Advisory Board; keeps Board informed of pertinent issues, ~~ensures the Board is engaged with the relevant city projects~~ and guides their efforts to provide the Council with well-informed recommendations.

- 16.14. Researches and manages opportunities for grants, donations, and other fund-raising opportunities to help support department programs and events of interest to the community.
- 17.15. ~~Participates in Responsible for~~ the development, implementation and updating of the Master Parks and Recreation Plan.
- 18.16. Participates in professional organizations, attends conferences, workshops, and seminars to stay abreast of new trends and innovations in the parks and recreation field.
- 19. ~~Oversees the purchase and inventory of equipment and supplies including the development of bid specifications.~~
- 20.17. Attends and participates in City Council meetings, work sessions and a variety of other meetings as needed or directed.
- 21.18. Performs other duties as directed or as the situation dictates.

Essential Physical and Environmental Demands

1. Work indoors, but occasionally outdoors during periods of hot, cold, windy and/or wet conditions.
2. Frequently sit, stand and/or walk/move about the facility.
3. Continually hear to communicate telephonically and face to face.
4. Continually speak to communicate telephonically and face to face.
5. Continually see to manage personnel, programs and facilities, operate office equipment, and complete paperwork.
6. Occasionally climb, balance, stoop, kneel crouch or crawl.
7. Frequently use manually dexterity to operate office equipment.
8. Drive a motor vehicle from one facility to another.
9. Lift up to 45 pounds occasionally.

Education, Training, License, Certification and Experience

1. Graduation from an accredited university with a bachelor's degree in recreation administration, leisure studies, public administration, or related field.
2. Seven (7) years progressively responsible experience in parks and recreation administration including three (3) years in a senior management position.
3. Minimum of five (5) years of staff supervision experience.
4. Certified Parks and Recreation Professional (CPRP) designation preferred or ability to obtain within 24 months.
5. Must possess valid driver's license.
6. The City may accept any combination of relevant education and experience which demonstrates the knowledge, skill and ability to perform the essential functions of the position.

Knowledge, Skills and Abilities

1. Knowledge and understanding of modern principles and methods for developing and implementing a wide variety of recreation, social, and leisure activities for children and adults.
2. Knowledge and understanding of principles of human resource management, supervision, training, motivating and performance evaluation.
3. Knowledge of principles of facility supervision, ~~facilitation~~ and maintenance.
4. Knowledge and understanding of municipal finance and budgeting.
5. Knowledge and understanding of sports rules and regulations as well as park and ball field maintenance.
6. Ability to plan, develop, direct, and evaluate comprehensive recreation programs and services for the community.
7. Ability to perform responsible and difficult work involving the use of independent judgment and personal initiative.
8. Ability to coordinate multiple concurrent projects, work well under pressure and meet deadlines with limited supervision.

9. Ability to exercise good judgment, flexibility, creativity and sensitivity to changing situations and needs.
10. Ability to analyze problems; identify feasible solutions; project consequences of proposed actions and implement recommendations in supports of goals.
11. Ability to develop, analyze, interpret, and explain department policies and procedures.
12. Ability to participate in long-range and strategic planning.
13. Ability to prepare and supervise the preparation of clear, accurate, comprehensive recommendations and reports.
14. Ability to communicate clearly, concisely and effectively, both orally and in writing, including speaking publicly and delivering presentations.
15. Must possess the insight and skill to achieve program objectives through the efforts of staff and contributed efforts of volunteers.
16. Ability to establish and maintain effective working relations with staff, city officials, volunteers, community organizations, members of the public, patrons, and vendors.
17. Ability to work independently, as part of a team and with the public.
18. Ability to handle confidential information in a sensitive manner.
19. Ability to manage conflict and maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations.
20. Must have a working knowledge of the application of information technology to the work of the department, including the use of MS Office products.
21. Ability to work varying schedules, including evenings, weekends and holidays.
22. Ability to consistently maintain regular and dependable attendance on the job.

Contributions this Position Makes to the City

~~The Recreation Director provides essential assistance to the Assistant City Administrator/Community Services Director.~~ The Director provides leadership, guidance and support ~~for staff~~ in the development and execution of programs to fulfill department goals and objectives and enhance the quality of life for La Vista residents.

Note: A drug screen will follow all conditional offers of employment.

Disclaimer

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

Signature

Date

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Senior Planner ([Planner III](#))

POSITION REPORTS To: [Deputy](#) Community Development Director

POSITION SUPERVISES: Assistant Planner ([Planner I](#)) and/or Permit Technician

DESCRIPTION:

Under the administrative direction of the [Deputy](#) Community Development Director, performs a wide variety of professional planning and zoning-related tasks.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Assists in the development and implementation of goals, objectives, policies and priorities for the Division to assure the efficient and effective operation of the Planning Division.
2. Performs advanced professional work related to a variety of planning assignments.
3. Manages complex planning studies, and development applications and reviews consultant proposals.
4. Reviews complex comprehensive plan amendments, regulation amendments, rezonings, annexations, site plans, plats
5. Attends meetings with and works with regional organizations in program areas including transportation, natural/water resources planning, community development, hazard mitigation, and others.
6. Conducts advanced research and prepares statistical reports on land use, physical, social & economic issues.
7. Reviews redevelopment applications and prepares revitalization plans and amendments.
8. Coordinates the preparation of meeting materials and attends meetings of the Planning Commission and Board of Adjustment. Attends meetings of the City Council and the La Vista Community Development Agency as required or directed.
9. Coordinates the application review process for the Planning Commission and Board of Adjustment and serves as technical advisor to same.
10. Oversees the administration and interpretation of the zoning ordinance; writes staff reports on rezoning and conditional use permit requests and proposals; conducts site reviews and evaluations of proposed projects; meets with developers; conducts research on zoning ordinance changes.
11. Oversees the administration and interpretation of sign code regulations; meets with business owners and sign company officials; reviews decisions with the building official for compliance; prepares variance and appeal cases to the [Planning CommissionBoard of Adjustment](#).
12. Oversees the administration and interpretation of subdivision regulations; meets with developers to review requirements of subdivision regulations, and reviews plats for conformance with regulations; organizes and conducts subdivision review meetings.
13. Administers design guideline regulations; meets with developers to review requirements of design guideline regulations, and reviews building and landscaping design plans for conformance with design guidelines; organizes and conducts design guideline review meetings.
14. Reviews commercial projects to ensure conformity with the principles of good planning and land use practices and for compliance with the city's development requirements and design guidelines.
15. As directed, conducts special studies periodically; coordinates study efforts with outside consultants; provides data, research and special reports upon request from other city departments, and researches demographic and economic conditions, land use and housing [best practices](#).
16. ~~Manages complex planning studies development applications and reviews consultant proposals.~~

- 17.16. Provides work direction to less experienced planning department staff.
- 18.17. Oversees plan and document review by various City departments and external agencies.
- 19.18. Oversees the preparation of staff reports for Planning Commission, and Board of Adjustment, City Council, and La Vista Community Development Agency.
- 20.19. Makes presentations to Planning Commission, Board of Adjustment, City Council, and the La Vista Community Development Agency as directed.
- 21.20. Meets with representatives, professionals, citizens and organizations to encourage action or resolve problems related to the Division's activities and projects; and effectively provides training and direction consistent with the City's commitment to exceptional customer service.
- 22.21. Performs other duties and responsibilities as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical demands and work environment characteristics listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors and requires routine walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, noise and inclement weather conditions.

An incumbent must have the ability to lift various office supplies and related equipment weighing 25 pounds. Incumbent must have the ability to operate a motor vehicle and maneuver bodily over rough terrain. Work may occasionally be required in times of darkness. Vision abilities include close vision, distance vision, depth perception, and the ability to adjust focus. Hearing abilities must be correctable to level adequate to perform essential functions. The noise and odor levels may be moderate to intense depending on activity performed.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Graduation from an accredited college or university with a Bachelor's degree in planning, urban design, geography, architecture, public administration, or a related field. A Master's degree in planning is preferred.
2. A minimum of four(4) years of progressively responsible public planning experience.
3. Two (2) years of supervisory or management experience preferred.
4. Certification by the American Institute of Certified Planners (ACIP) is preferred.
5. Must possess valid driver's license.
6. The City may accept any equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. Considerable knowledge of urban planning principles and practices as they pertain to zoning and other regulations, development proposals, and comprehensive planning.
2. Knowledge of zoning laws and comprehensive plans, including their formation, process of adoption and enforcement.
3. Ability to read and interpret plans and applicable development regulations and ordinances.
4. Knowledge of Federal, State and Local regulations.
5. Knowledge of research methods and data evaluation.
6. Ability to utilize computers and various software applications in the performance of job duties.
7. Considerable experience with ArcView and the knowledge of the principles of Geographic Information Systems (GIS)
8. Ability to review and make recommendations related to the city's development regulations.
9. Ability to enforce regulations with firmness, tact and impartiality.
10. Ability to utilize independent judgment in the performance of duties.
11. Ability to accurately perform mathematical calculations in the performance of job duties.
12. Ability to apply departmental policies and procedures in the performance of job duties.

13. Ability to accurately prepare and maintain various records, reports, correspondence and other departmental documents.
14. Ability to work independently and effectively, as part of a team and with the public.
15. Ability to relate to the general public in a courteous and tactful manner.
16. Ability to perform job duties efficiently while managing frequent interruptions.
17. Ability to plan and organize a personal work schedule, set priorities and meet deadlines.
18. Ability to operate common office equipment and telephones.
19. Ability to communicate effectively both orally and in writing.
20. Ability to protect confidential information.
21. Ability to work a varying schedule, including evenings and weekends.
22. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
22. Ability to maintain regular and dependable attendance on the job.

Contributions this Position Makes to the City

This position provides highly responsible assistance to the Community Development Director and Deputy Community Development Director and contributes to the success of the City by working closely with the Community Development Team on complex and strategic initiatives dealing with planning, zoning, design, land use and other department operations.

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

Disclaimer

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

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

Signature

Date

POSITION DESCRIPTION CITY OF LA VISTA

Position Title: Assistant Planner ([Planner I](#))
Position Reports To: Deputy Community Development Director
Position Supervises: N/A

Description

Under the administrative direction of the [Senior Planner](#)[Deputy Community Development Director](#), performs a wide variety of professional planning and zoning-related tasks.

Essential Functions (with or without reasonable accommodation)

1. Provides information on land use applications, ordinances, codes, design guidelines, plans and related regulatory information to architects, engineers, developers, contractors, owners and interested persons.
2. Assists in the review of development and related land use permit applications and site plans; examines applications for compliance with established plans and ordinances, and applicable local, state and federal regulations; prepares reports and related data as required.
3. Organizes and attends meetings of the Planning Commission and Board of Adjustment. Attends meetings of the City Council as required or directed.
4. Assists in the processing of applications to the Planning Commission and Board of Adjustment.
5. Administers and interprets the zoning ordinance; writes staff reports on rezoning and conditional use permit requests and proposals; conducts site reviews and evaluations of proposed projects; meets with developers; conducts research on zoning ordinance changes.
6. Administers sign code regulations; meets with business owners and sign company officials; reviews decisions with the building official for compliance; prepares variance and appeal cases to the [Planning Commission](#)[Board of Adjustment](#).
7. Assists in the administration of the subdivision regulations; meets with developers to review requirements of subdivision regulations; reviews plats for conformance with regulations; organizes and conducts subdivision review meetings.
8. Assists in the preparation of amendments to the city's comprehensive plan, zoning ordinance and subdivision regulations, using recognized principles and practices of urban planning.
9. Assists in the review of commercial projects to ensure conformity with the principles of good planning and land use practices and for compliance with the city's development requirements.
10. As directed, conducts special studies periodically; coordinates study efforts with outside consultants; provides data, research and special reports upon request from other city departments, researches demographic and economic conditions, land use and housing [best practices](#).
11. Coordinates plan and document review by various City departments and external agencies.
12. Prepares written staff reports for Planning Commission and Board of Adjustment.
13. Makes presentations to Planning Commission, Board of Adjustment and City Council as directed.
14. Performs other duties and responsibilities as directed or as the situation dictates.

Essential Physical and Environmental Demands

The physical demands and work environment characteristics listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors and requires routine walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, noise and inclement weather conditions.

An incumbent must have the ability to lift various office supplies and related equipment weighing 25 pounds. Incumbent must have the ability to operate a motor vehicle and maneuver bodily over rough terrain. Work may occasionally be required in times of darkness. Vision abilities include close vision, distance vision, depth perception, and the ability to adjust focus. Hearing abilities must be correctable to level adequate to perform essential functions. The noise and odor levels may be moderate to intense depending on activity performed.

Education, Training, License, Certification and Experience

1. Graduation from an accredited four-year college or university with major course study in city planning, urban land use planning, public administration or closely related field.
2. Certification by the American Institute of Certified Planners (ACIP) is desirable.
3. Must possess valid driver's license.
4. The City may accept any equivalent combination of education and experience.

Knowledge, Skills and Abilities

1. Considerable knowledge of urban planning principles and practices as they pertain to zoning and other regulations, development proposals, and comprehensive planning.
2. Knowledge of zoning laws and comprehensive plans, including their formation, process of adoption and enforcement.
3. Ability to read and interpret plans and applicable development regulations and ordinances.
4. Knowledge of Federal, State and Local regulations.
5. Knowledge of research methods and data evaluation.
6. Ability to utilize computers and various software applications (including knowledge of or experience with ArcView) in the performance of job duties.
7. Ability to review and make recommendations related to the city's development regulations.
8. Ability to enforce regulations with firmness, tact and impartiality.
9. Ability to utilize independent judgment in the performance of duties.
10. Ability to accurately perform mathematical calculations in the performance of job duties.
11. Ability to apply departmental policies and procedures in the performance of job duties.
12. Ability to accurately prepare and maintain various records, reports, correspondence and other departmental documents.
13. Ability to work independently and effectively, as part of a team and with the public.
14. Ability to relate to the general public in a courteous and tactful manner.
15. Ability to perform job duties efficiently while managing frequent interruptions.
16. Ability to plan and organize a personal work schedule, set priorities and meet deadlines.
17. Ability to operate common office equipment and telephones.
18. Ability to communicate effectively both orally and in writing.
19. Ability to protect confidential information.
20. Ability to work a varying schedule, including evenings and weekends.
21. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
22. Ability to maintain regular and dependable attendance on the job.

Contributions this Position Makes to the City

This position provides highly responsible assistance to the [Senior Planner](#)[Community Development Director](#) and [Deputy Community Development Director](#) and contributes to the success of the City by assisting with strategic initiatives dealing with community development, planning and design, zoning and land use.

Note: A physical exam and drug screen will follow all conditional offers of employment

Disclaimer

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

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

Signature

Date

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JANUARY 17, 2023 AGENDA**

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

SYNOPSIS

An ordinance has been prepared to amend the compensation ordinance to reflect new and updated position titles.

FISCAL IMPACT

The FY23/FY24 Biennial Budget provides funding for these positions.

RECOMMENDATION

Approval.

BACKGROUND

On this agenda, the City Council reviewed new and updated position descriptions, some of which require addition to the compensation ordinance.

A redlined version of the compensation ordinance is attached for review.

ORDINANCE NO. 1463

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

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

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

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

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

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

Position	Pay Grade
Asst. City Administrator/Dir. Community Services	28
City Clerk	22
City Engineer	24
Community Development Director	25
Director of Administrative Services	28
Director of Public Works	28
Finance Director	25
Human Resources Director	25
Library Director	22
Police Chief/Director of Public Safety	28
Recreation Director	22

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

Position	Pay Grade
Accountant	19
Assistant to City Administrator	18
Assistant Recreation Director	19
<u>Associate Planner (Planner II)</u>	<u>19</u>
Building Superintendent	20
Chief Building Official	20
Communication Manager	20
Community Events Coordinator	18
Deputy City Clerk	16
Deputy Director Public Works	24
Deputy Community Development Director	21
Financial Analyst	18
Information Technology Manager	20
Librarian II – Inter-Library Loan/Public Services	16
Librarian III - Assistant Director/Youth Services	18
Park Superintendent	20
Police Captain	23
Police Records Manager/Office Manager	14
<u>Senior Planner (Planner III)</u>	<u>20</u>

Position (salaried exempt cont.)	Pay Grade
Police Training Director	20
Police Training Instructor	16
Senior Services Manager	18
Street Superintendent	20
Youth and Adult Sports Manager	17

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

Position	Pay Grade
Administrative Assistant I	5
Administrative Assistant II	8
Administrative Assistant III	10
Assistant Planner (<u>Planner I</u>)	17
Building Inspector II	16
Building Maintenance Worker I	9
Building Maintenance Worker II	11
Building Technician	13
Code Enforcement Officer	12
Communication Specialist	15
Engineer Assistant	18
Executive Assistant	13
Human Resources Generalist	15
Landscape Gardener	11
Librarian I	15
Librarian II – Computer/Reference Services	16
Maintenance Worker I	9
Maintenance Worker II	11
Mechanic	11
Park Foreman	14
Permit Technician	8
Police Sergeant	426
Police Officer	423
Police Data Entry Clerk	6
Sewer Foreman	14
Shop Foreman	15
Signal Technician	14
Street Foreman	14

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

Position	Pay Grade
Assistant Pool Manager	C
Circulation Clerk I	A
Circulation Clerk II	D
Clerical Assistant/Receptionist	D
Custodian	C
Evidence Technician	F
Intern/Special Projects	D
Lifeguard	A
Part-time & Seasonal PW All Divisions	C
Pool Manager	E
Recreation Attendant	A
<u>Recreation Attendant – Events</u>	<u>E</u>
Shop Assistant	C
Special Services Bus Driver	C
Temporary/PT Professional (PW)	H

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

Section 8. Pay for Performance. Employees not covered by a collective bargaining agreement or express employment contract shall be subject to the City's Pay for Performance (PFP) compensation system as outlined in Council Policy Statement. PFP salary ranges are set forth in Section 20 of this Ordinance. For Fiscal year 2023 the range for salary increases will be 0-7% in accordance with the adopted pay matrix.

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

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

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

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

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

Section 13. Special Provisions.

- A. Employees covered by the "Agreement Between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista, Nebraska, covering the period from October 1, 2018 through September 30, 2023," shall receive compensation and benefits and enjoy working conditions, as described, provided and limited by such Agreement. The terms of such Agreement shall supersede any provisions of this Ordinance inconsistent therewith and be deemed incorporated herein by this reference.
- B. Holiday Pay shall be compensated as set forth in the Agreement between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista for police officers and as set forth in the Personnel Manual for all other full-time employees.
- C. Subject to subsection 14.D. hereof, each full time hourly non-exempt employee of the City shall be entitled to receive overtime pay at the rate of one and one half times the employee's regular rate for each hour worked in excess of forty hours during a work week. If called out at any time other than during regular assigned work hours during the pay period, such employee shall be entitled to compensation at the rate of one and one half times the regular rate for each hour so worked, provided that in no case shall an employee receive less than two hours overtime pay for such call out work, and further provided there shall be no pyramiding of hours for purposes of computing overtime. For purposes of this subsection an employee's "regular rate" shall be the sum of his or her hourly rate specified in Section 6 of this Ordinance and any longevity pay due under this Ordinance.
- D. Police Department employees covered by the "Agreement Between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista, Nebraska," described in subsection 14.A hereof shall, as provided in such Agreement, be paid overtime at one and one half times the employee's hourly rate (including any longevity allowance) for each hour worked in excess of 80 hours during any 14 day

work period coinciding with the pay period established by Section 16 of this Ordinance.

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

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

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

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

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

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

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

Section 19. Vacation Entitlement.

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

Section 20. Wage Tables.

Full Time Wages

Grade		Minimum	Midpoint	Maximum	Grade		Minimum	Midpoint	Maximum
32	Hourly	72.75	87.32	101.89	16	Hourly	26.79	32.15	37.51
	Annual	151,329	181,629	211,930		Annual	55,715	66,868	78,022
31	Hourly	67.94	81.55	95.15	15	Hourly	25.37	30.46	35.54
	Annual	141,322	169,619	197,915		Annual	52,779	63,354	73,929
30	Hourly	63.48	76.20	88.91	14	Hourly	24.08	28.90	33.73
	Annual	132,044	158,487	184,930		Annual	50,079	60,118	70,157
29	Hourly	59.37	71.27	83.16	13	Hourly	22.89	27.48	32.06
	Annual	123,493	148,233	172,972		Annual	47,615	57,150	66,686
28	Hourly	55.54	66.66	77.78	12	Hourly	21.76	26.12	30.47
	Annual	115,522	138,654	161,787		Annual	45,257	54,322	63,386
27	Hourly	52.03	62.45	72.87	11	Hourly	20.73	24.88	29.03
	Annual	108,215	129,890	151,565		Annual	43,115	51,750	60,386
26	Hourly	48.75	58.52	68.28	10	Hourly	19.78	23.75	27.71
	Annual	101,401	121,715	142,029		Annual	41,143	49,393	57,643
25	Hourly	45.70	54.85	64.01	9	Hourly	18.89	22.68	26.46
	Annual	95,058	114,097	133,136		Annual	39,300	47,165	55,029
24	Hourly	42.92	51.51	60.10	8	Hourly	18.08	21.70	25.32
	Annual	89,272	107,143	125,015		Annual	37,607	45,140	52,672
23	Hourly	40.29	48.36	56.44	7	Hourly	17.33	20.80	24.26
	Annual	83,808	100,597	117,386		Annual	36,043	43,254	50,465
22	Hourly	37.89	45.48	53.07	6	Hourly	16.62	19.95	23.28
	Annual	78,815	94,597	110,379		Annual	34,564	41,497	48,429
21	Hourly	35.68	42.82	49.97	5	Hourly	15.98	19.18	22.38
	Annual	74,208	89,068	103,929		Annual	33,236	39,889	46,543
20	Hourly	33.62	40.35	47.09	4	Hourly	15.35	18.43	21.50
	Annual	69,922	83,936	97,950		Annual	31,929	38,325	44,722
19	Hourly	31.70	38.05	44.40	3	Hourly	14.81	17.78	20.75
	Annual	65,936	79,147	92,358		Annual	30,814	36,986	43,157
18	Hourly	29.95	35.94	41.94	2	Hourly	14.30	17.16	20.03
	Annual	62,293	74,765	87,236		Annual	29,743	35,700	41,657
17	Hourly	28.30	33.97	39.63					
	Annual	58,865	70,650	82,436					

**Part-Time, Seasonal and Temporary
Employee Wages**

Grade		Minimum	Midpoint	Maximum
A	Hourly	11.36	13.62	15.89
	Annual	11,814	14,165	16,526
B	Hourly	13.03	15.64	18.25
	Annual	13,554	16,264	18,975
C	Hourly	14.10	16.89	19.68
	Annual	14,668	17,566	20,464
D	Hourly	14.18	17.00	19.82
	Annual	14,743	17,679	20,614
E	Hourly	16.17	19.42	22.66
	Annual	16,822	20,197	23,572
F	Hourly	16.92	20.33	23.75
	Annual	17,593	21,145	24,697
G	Hourly	18.61	22.34	26.06
	Annual	19,350	23,229	27,107
H	Hourly	24.02	29.06	34.09
	Annual	24,986	30,219	35,453

Fraternal Order of Police

Table 400						
FOP Collective Bargaining						
Hourly Non-Exempt						
Rate	A	B	C	D	E	F
426 Pay Grade						
Hourly				\$ 44.10	\$ 45.93	\$ 48.85
Monthly				\$ 7,644	\$ 7,961	\$ 8,467
Annually				\$ 91,728	\$ 95,534	\$ 101,608
423 Pay Grade						
Hourly	\$ 28.91	\$ 30.86	\$ 33.93	\$ 35.90	\$ 39.19	\$ 41.22
Monthly	\$ 5,011	\$ 5,349	\$ 5,881	\$ 6,223	\$ 6,793	\$ 7,145
Annually	\$ 60,133	\$ 64,189	\$ 70,574	\$ 74,672	\$ 81,515	\$ 85,738

Section 21. Repeal of Ordinance No. ~~1457-1463~~ Ordinance No.~~1457-1463~~ originally passed and approved on the 6th day of September 2022 is hereby repealed.

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

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

PASSED AND APPROVED THIS 1ST 17TH DAY OF NOVEMBER-JANUARY 20222023.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, MMC
City Clerk

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JANUARY 17, 2023 AGENDA

Subject:	Type:	Submitted By:
AUTHORIZE REQUEST FOR PROPOSALS – MUNICIPAL CAMPUS PLAN	◆ RESOLUTION ORDINANCE RECEIVE/FILE	RACHEL CARL ASSISTANT TO THE CITY ADMINISTRATOR

SYNOPSIS

A resolution has been prepared to authorize the advertisement of a Request for Proposals (RFP) for master planning and conceptual design services associated with the City's municipal campus.

FISCAL IMPACT

The FY23/FY24 Biennial Budget includes funding for this project.

RECOMMENDATION

Approval

BACKGROUND

There has been a need for additional and improved space at both City Hall and the Community Center for many years. These facilities were built in 1993, and since that time, multiple staff members and programs have been added and usage has changed. The systems in these facilities are also aging and need to be addressed.

In 2007, the City commissioned a Master Facilities Plan which was completed in 2009. It concluded that expansion was needed to accommodate current and future space needs. Since that time, incremental improvements have been made, such as relocating Community Development, technology improvements and regular reshuffling of office users. Options to house staff effectively and have been exhausted and a comprehensive solution is necessary.

In addition, in a 2018 Community Interest & Opinion Survey, residents expressed interest in recreation facilities that included indoor running/walking track, fitness, increased program offerings, and space for seniors.

The following schedule is recommended:

RFP Issued	January 17, 2023
Deadline for questions, clarifications	February 10, 10:00 A.M.
Proposals must be submitted by	February 23, 10:00 A.M.
Target Oral Interviews	Week of March 20
Final Selection & Begin Contract/Scope Development	April 4, 2023
Council Awards Contract	May 16, 2023

RESOLUTION NO. ____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING A REQUEST FOR PROPOSALS FOR MASTER PLANNING & CONCEPTUAL DESIGN SERVICES

WHEREAS, the Mayor and Council have determined that master planning and conceptual design services associated with the City's municipal campus are necessary; and

WHEREAS, the FY23/FY24 Biennial Budget provides funding for the proposed services; and

WHEREAS, proposals will be due February 23, 2023 with the approval of a selected firm by the City Council on May 16, 2023, subject to the discretion of the City;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council hereby authorize the request for proposals for master planning and conceptual design services associated with the City's municipal campus.

PASSED AND APPROVED THIS 17TH DAY OF JANUARY 2023.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, MMC
City Clerk

City of La Vista, Nebraska



Request for Proposals

**Master Planning & Conceptual Design Services —
La Vista Municipal Campus**

ISSUE DATE:

January 17, 2023

SUBMISSIONS DUE:

February 23, 2023 at 10:00 A.M.

***Late Proposals Will Be Rejected**

REPLY TO:

Pamela A. Buethe, City Clerk
8116 Park View Blvd.
La Vista, NE 68128
pbuethe@cityoflavista.org
402.331.4343

REQUEST FOR PROPOSALS

Master Planning & Conceptual Design Services — La Vista Municipal Campus

CITY OF LA VISTA, NEBRASKA

RFP Issued: January 17, 2023

Proposals Due: February 23, 2023 at 10:00 a.m. CST
La Vista City Hall
8116 Park View Blvd.
La Vista, NE 68128-2198

Award of Contract: May 16, 2023 (*tentative*)

The City of La Vista is seeking a qualified firm to submit proposals for master planning and conceptual design services associated with the City's municipal campus.

Sealed proposals will be received until 10:00 a.m. CST on February 23, 2023, at La Vista City Hall, 8116 Park View Boulevard, La Vista, Nebraska 68128-2198. Proposals received after this time will not be accepted. This Request for Proposals (RFP) is issued by the City of La Vista. All correspondence, questions and additional information regarding this RFP must be presented in writing to Pam Buethe, City Clerk, at pbuethe@cityoflavista.org. Proposals must be enclosed in a sealed envelope or package, clearly marked "Master Planning & Conceptual Design Services — La Vista Municipal Campus" and delivered to:

Pamela A. Buethe, City Clerk
La Vista City Hall
8116 Park View Blvd.
La Vista, NE 68128-2198

The City of La Vista reserves the right to reject any and all proposals and to waive informalities or irregularities in any proposal, and at any time to negotiate with the various Proposers when such is deemed by the City to be in its best interest. The right is also reserved to accept or reject any part of a proposal.

As required by State law, the Proposer shall not discriminate against any employee or applicant for employment, to be employed in the performance of the work described herein, with respect to their hire, tenure, terms, conditions, or privileges of employment, based on their race color, religion, sex, disability, or national origin.

Statement of Intent & Project Overview

The City of La Vista, Nebraska ("City") invites competitive proposals from experienced and qualified Architectural, Planning, and Design firms for services related to the development of a master plan, conceptual design, and related cost estimate documents to help guide future public improvements within La Vista's Municipal Campus (LMC). Located at 8116 Park View Blvd., the LMC is currently home to the City Hall, Community Center, and Papillion/La Vista Fire Station #4.

The approximately 9.2 acre Campus site is currently developed with an adjoined City Hall/Community Center building and Fire Station building that also houses the Community Development Department and a 2300 SF general meeting/training room (The Annex). Within the Community Center is located the Recreation Department and "Senior Center." Exterior features include a Blue Star memorial courtyard and the City's Christmas Tree, both of which are the center of current annual traditions.

The goals of this project include:

- Improving adjacencies and increasing the overall space and flexibility of City Hall and the Recreation Department offices, in accordance with modern work habits and office technology. *The proposed improvements will be expected to accommodate the City's workforce for the next 20 years, as projected by the Space Needs Update (Exhibit B) completed in July of 2019.*
- The City currently provides senior programs at the Community Center and is looking to expand service delivery capabilities through new amenities offered within a Community Center concept similar in nature to that of a Senior Center but appealing to a wider range of the 55+ community.
- Development of a plan that creates multi-generational spaces within the Community Center with flexibility that supports life-long activities for all members of the community from youth to adult.
- Identification of an on-site location for a Reflection Plaza, intended to be a space for the community to gather to honor and remember loved ones (veterans, community members) and reflect.
- Creation of synergies between this Plan and Vision 84 related improvements including Central Park and City Centre.
- A phased implementation plan that incorporates a rational method for project development.

Background

The City of La Vista

Incorporated in 1960, the City of La Vista is a rapidly growing municipality in the Omaha, metropolitan area. As the youngest city in the State of Nebraska, La Vista has experienced significant growth over the past two decades supporting a population of approximately 17,000 residents and being home to several market leading businesses. In 2019, the City's daytime population was estimated at 18,061. The total population is expected to increase by 20% over the next decade. Two of the top three busiest intersections in Sarpy County (72nd & Harrison and 84th & Harrison) are in La Vista along with 84th & Giles, which is in the top 10.

A. **Connected City Hall/Community Center**

Designed and built in the early 1990's, the connected City Hall and Community Center building is generally in good physical condition, however, it was not designed to accommodate the level of growth the City has experienced. From 1990 to the present, La Vista's population has grown from 9,850 to approximately 17,000. During this same period, the City's workforce grew from about

45 to 139 full-time/69 part-time employees.

In 2007, the City commissioned a Master Facilities Plan (MFP) (Exhibit A) which was completed in 2009. It concluded that expansion was needed to accommodate current and future space needs. Since that time, incremental improvements have been made, including: relocating the Community Development Department from City Hall to the former Police Station building, technology improvements and continual reshuffling of office users. Options to house staff effectively have been exhausted, and a comprehensive facility solution is necessary.

B. City Hall

In a space of approximately 11,000 SF, City Hall initially accommodated a staff of six. That number grew to 9.25 in 2008 and is now 16. Short-term needs have been primarily addressed without following the MFP for expansion, and staff has found ways to make things work so that they can do what the citizens need them to do. Examples include things such as overlapping duties, converting storage spaces into offices, and holding meetings off-site. Despite managing over the years, there is a pressing need to address our challenges with work environment, space allocation, work adjacencies, and long-term sustainability.

In 2018, Leo Daly was reengaged to update the City Hall space needs portion of the MFP, which is attached as Exhibit B.

C. Community Center

The Recreation Department is housed in the Community Center (28,044 SF) which includes a gymnasium, stage, game room, exercise/weightlifting room, (2) racquetball courts, a commercial kitchen, and several meeting/activity rooms. In addition to the administrative office space being too small, the design of the facility is inefficient in terms of adjacencies, circulation, and security.

In the Fall of 2018, ETC Institute administered a community interest and opinion survey for the City of La Vista. In terms of facilities, the survey findings revealed that 45% of the respondents indicated a need for an indoor running/walking track, and 41% identified a fitness room as a need. Regarding programming needs and priorities, the four programs with the highest percentage of households that had needs were adult fitness and wellness classes (41%), special events (45%), cooking classes (25%), and walking clubs (23%). Over 78% of the respondents indicated support for the City exploring the need for dedicated spaces that would provide programming, classes, recreation and fitness opportunities for seniors.

D. Municipal Campus Vicinity

The City of La Vista is currently working to implement a redevelopment plan (Vision 84) to create a central city core, with a memorable and distinct identity, a vibrant mix of land uses, a sense of community, and a high quality of life. The previous golf course was merged into Central Park which is currently being transformed into a regional park. The park connects to the new City Centre development and Astro music venue to the south and with the existing municipal campus to the north. The municipal campus is not only visible from 84th Street, it is integral to a vibrant downtown. Creating clear and accessible linkages, between the Municipal Campus, City Centre, Central Park and other areas within the 84th Street corridor is essential to its ultimate success. (***Attachment C – Vision 84***)

The prior plans and updates provide baseline information and may be used by the selected consultant as a

starting point for their analysis.

Scope of Work

The selected firm will be able to provide professional planning and design services to assist in the development of a master plan, conceptual design documents (including preliminary cost estimate/budget, scope, and schedule documents) and related community outreach plan to support future redevelopment of the campus site which will incorporate the following components:

- Adequate space for efficient, effective, and modern City Hall and Recreation Department administrative offices, and City Council chambers.
- Meeting and activity space that is a welcoming crossroads for all ages, preferences, and abilities
- Opportunities to develop open space as a Reflection Plaza and other public space with emphasis to support special events.
- Creative solutions to connect with Central Park and 84th Street Corridor to create a distinct and memorable civic space that will be instrumental in enhancing the quality of life.
- Parking and traffic flow.

The successful proposer will develop a project schedule and complete the following work product:

- **Work Product 1: Existing Conditions Analysis & SWOT Memo**

Analysis of existing site conditions and existing reports & plans (e.g. Comprehensive Plan, Vision 84, Streetscape Plan, Civic Center Park Master Plan, Master Facilities Plan (2009), MFP Update (2018), etc.); conducts other research as necessary (ex. key stakeholder interviews); and develops a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis (e.g. examination of issues/opportunities related to site control, due diligence, constraints, environmental issues, easements & encumbrances, etc.).

- **Work Product 2: Program Development**

Building off the SWOT analysis and in partnership with the Project Steering Committee, develops a space program determining the amount of space needed and the relationships required among the spaces. Additional factors to be considered include site analysis, aesthetic considerations, quality of building, circulation, workplace trends, technology, exterior envelope, outdoor space needs, and budget demands.

- **Work Product 3: Community Engagement Plan Development**

Prior to the commencement of Master Plan development, it is necessary to work with the Project Steering Committee to create a Community Engagement Plan. The firm will be responsible for developing content for and facilitating a variety of community meetings, presenting at City Hall meetings and public hearings, developing web and e-announcement content, and managing other related community outreach processes. At a minimum, the plan should include at least two (2) community meetings, one (1) online community survey, one (1) City Council Work Session, and one (1) City Council meeting. Scope and budget should assume that firm develops agenda and related materials for each item, sufficiently staffs each meeting, and provides a professional post-meeting synopsis for each community meeting and survey.

- **Work Product #4: Conceptual Design Development**

Develop conceptual design documents for the project, including project renderings, conceptual site

plan, and preliminary project budget and schedule. Site plan will include massing, sizing, and programmatic elements for the proposed design.

- **Work Product #5: Master Plan Development (Drafts & Final)**

Using the findings from the SWOT analysis, space program, and feedback gathered through the community outreach process, firm develops a phased master plan for the campus site that incorporates Work Product items 1-4 above. In the proposed schedule, this should allow for a minimum of two (2) rounds of review and feedback.

- **Work Product (Ongoing): General Project Management**

The selected firm will be responsible for ensuring that the project is effectively, managed, such that the project is completed on time and on budget. At a minimum, the City will expect successful provision of the following project management services:

- Identification of critical path tasks and key benchmarks;
- Direction of best practices for execution of each critical path task;
- Development of strategy for ensuring tasks are timely completed;
- Ensure project is delivered on-time and on budget;
- Effectively and proactively communicate with City staff should issues arise, should modifications need to be made to the project scope, budget or schedule, and at key decision points.

Instructions to Proposers:

1. Examination of Proposal Documents

The submission of a proposal shall be deemed a representation and certification by the Proposer that they:

- a. Have carefully read and fully understand the information that was provided by the City to serve as the basis for submission of this proposal.
- b. Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- c. Represent that all information contained in the proposal is true and correct.
- d. Did not, in any way, collude, conspire to agree, directly or indirectly, with any person, firm, corporation or other Proposer in regard to the amount, terms or conditions of this proposal.
- e. Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer, and Proposer hereby grants the City permission to make these inquiries, and to provide any and all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submission on grounds that Proposer was not fully informed of any fact or condition.

2. Questions

Any questions by the Proposer regarding the RFP or the project must be put in writing and received by the City not later than 10:00 A.M. on **February 10, 2023**.

All correspondence should be addressed to:

Pamela A. Buethe, City Clerk
La Vista City Hall
8116 Park View Blvd.
La Vista, NE 68128
(402) 331.4343 (phone)
(402) 331.4375 (fax)
pbuethe@cityoflavista.org

The City shall not be responsible for, nor be bound by, any oral instructions, interpretations or explanations issued by the City or its representatives.

Responses from the City to questions by any Proposer will be communicated in writing to all recipients of this RFP. Questions received after the date and time stated above will not be accepted and will be returned to senders without response.

3. Addenda

Any addenda issued by the City shall be in writing, shall become a part of this RFP, and shall be acknowledged and responded to by Proposer.

4. Submission of Proposals

All proposals shall be submitted to:

Pamela A. Buethe, City Clerk
La Vista City Hall
8116 Park View Blvd.
La Vista, NE 68128
(402) 331.4343 (phone)
(402) 331.4375 (fax)
pbuethe@cityoflavista.org

Please note that faxes or electronic submissions, or any media other than hard copies are not acceptable.

Proposals must be delivered no later than **10:00 A.M. on Thursday, February 23, 2023**. All proposals received after that time will be returned to the Proposer unopened.

The Proposer shall submit one (1) unbound single-sided copy on standard weight paper (no heavy weight paper or tabbed dividers), ten (10) printed bound copies, and one (1) flash drive containing a PDF file of your proposal to the City.

Proposals must be enclosed in a sealed envelope or package, addressed as noted above, bearing the Proposer's name and address clearly marked, **"Master Planning & Conceptual Design Services — La Vista Municipal Campus"**

5. **Proposal Content & Order**

Please limit the response to twenty-five (25) pages. The submittal must include items below in the following order:

Section #1	Content
1	<u>Cover Letter</u> - Letter of interest, to include an understanding of the scope of services and firm's approach to delivering services related to the scope.
2	<u>Executive Summary</u> - Provide a brief summary of the Firm's understanding of the services requested, a summary of the Consultants related qualifications, and the Consultant's proposed approach to the services contemplated.
3	<u>Experience</u> - Provide a summary of 3 – 5 similar or relevant projects that the applicant has executed within the last ten years. Electronic links to full copies of similar or relevant plans are encouraged.
4	<u>Project Team & Qualifications</u> - Indicate location of principal office that will be responsible for implementation of the contract and provide an organization chart indicating the staff members which might have responsibilities related to the project tasks. Indicate on the chart the names of the project manager and key personnel, their titles, and their responsibilities for both prime and sub consultants. Include a resume of each key staff member identified.
5	<u>Cost Proposal & Billing Rate Sheet</u> - Provide a total estimated cost proposal along with an itemized billing rate schedule that identifies hourly rates for each proposed staff member and expenses. Include any cost-plus charges on sub-consultant work.
6	<u>Timeline</u> - Provide an estimated timeline for implementation of the Scope of Work required.
7	<u>References</u> - Provide a list of references for which firm has performed similar work. List should include client name, address, phone number and a brief description of the services provided.
8	<u>Proprietary Information Statement</u> - Provide a statement indicating that no materials included in the submitted RFP are proprietary. All submitted materials shall become the property of the City of La Vista.
9	<u>Liability Insurance</u> - Provide a statement that all required insurances will be in force at time of contract execution. The firm will be required to have professional liability insurance, worker's compensation insurance, professional liability insurance and vehicle coverage insurance at a minimum of one million per occurrence for each policy. Insurances must be primary and non-contributory, naming the City of La Vista as an additional insured and waiving subrogation rights.
10	<u>Additional Information</u> - Provide any additional information which firm would like to have considered.

Failure to provide all required submittals in completed form and/or a clearly marked original with original signatures may result in a proposal being found non-responsive and given no consideration. Proposals must be neat, complete, and fully address all information specified.

Rights of the City of La Vista

This RFP does not commit the City to enter into a contract nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

The City reserves the right to:

- Make the selection based on its sole discretion;
- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Postpone opening proposals for its own convenience;
- Remedy errors in the Request for Proposals process;
- Approve or disapprove the use of particular subconsultants;
- Negotiate with any, all, or none of the Proposers;
- Accept other than the lowest offer;
- Waive informalities and irregularities in the Proposals; and/or
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the City.

An agreement shall not be binding or valid with the City unless and until it is approved by the City Council and executed by authorized representatives of the City and of the Proposer.

RFP Timeline

The following table identifies the estimated dates/time frame for receipt, evaluation, and award of this work. Please note the following key dates when preparing your response to this RFP.

RFP Issued	January 17, 2023
Deadline for questions, clarifications	February 10, 10:00 A.M.
Proposals must be submitted by	February 23, 10:00 A.M.
Target Oral Interviews	Week of March 20
Final Selection & Begin Contract/Scope Development	April 4, 2023
Council Awards Contract	May 16, 2023

The City reserves the right to add, remove or combine steps in the timeline, and/or compress or extend the timeline as the City, in its sole discretion, sees fit.

Evaluation of Proposals

All proposals will be reviewed for compliance with specifications including documented capability to perform the prescribed work in a satisfactory manner. Proposals, which appear to be compliant, will be evaluated in accordance with the following:

Evaluation Criteria

- Key Personnel
- Project Experience
- Work Plan & Proposed Scope of Work
- Cost Proposal
- Proposed Timeline
- References
- Quality of Submittal

Terms & Conditions

The City reserves the unilateral right to amend this RFP in writing at any time. The City also reserves the right to cancel or reissue the RFP at its sole discretion. Additionally, the City may seek clarification or additional information from Proposers. Proposers shall verify if any addendum for this project has been issued by the City and shall respond to the final written RFP and any exhibits, attachments and amendments. It is the Proposer's responsibility to ensure that all requirements of contract addendum are included in their submittal. This RFP does not commit the City of La Vista to sign an agreement, award a contract, or to pay any costs incurred in the preparation of a response to this RFP. All documents, conversations, correspondence, etc. with the City are subject to the laws and regulations that govern the City. All Proposals submitted in response to this RFP become the property of the City and public records, and as such may be subject to public review.

The City reserves the right to reject any or all proposals and the right to waive minor irregularities in any proposals. Waiver of one irregularity does not constitute waiver of any other irregularities.

Because this proposal is negotiable, all pricing data will remain confidential until after award is made, and there will be no public opening and reading of proposals.

Deliverables Required of Successful Contractor

The successful Proposer(s) shall negotiate and enter into a Professional Services Agreement with the City of La Vista and submit the following items:

- 1) City of La Vista business license; to be maintained throughout length of contract.
- 2) Copy of Certificate(s) of Insurance and endorsements in compliance with the City's requirements, including naming the City of La Vista as an additional insured.
- 3) Completed IRS W-9 tax form.
- 4) Sample contract.

Communications Regarding RFP

After release of this RFP, all Proposer communications concerning this procurement must be solely directed to Pam Buethe. Unauthorized contact regarding the RFP with other employees, representatives, and/or officials of the City may result in disqualification.

All communications must be submitted in writing to Pam Buethe via email at pbuethe@cityoflavista.org.

Any oral communications will not be binding to the City or considered official.

Questions submitted will receive response in writing. Only written responses to written communications will be considered binding and official by the City. At its sole discretion, the City reserves the right to determine appropriate and adequate responses to written questions, comments, and requests for clarification.

Any data or factual information provided by the City shall be deemed as informational purposes only.

Appendices

- Exhibit A — Master Facilities Plan (2009)
- Exhibit B — City Hall Space Program (2019 Update)
- Exhibit C — Vision 84

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JANUARY 17, 2023 AGENDA

Subject:	Type:	Submitted By:
PURCHASE – POLICE K-9	◆ RESOLUTION ORDINANCE RECEIVE/FILE	BOB LAUSTEN POLICE CHIEF

SYNOPSIS

A resolution has been prepared authorizing the purchase of a police service dog (K-9) from Southern Coast K9, Inc., New Smyrna Beach, FL, in an amount not to exceed \$15,500.

FISCAL IMPACT

The police department has restricted K-9 Donation funds and forfeiture funds available for the purchase.

RECOMMENDATION

Approval.

BACKGROUND

The Police Department has a need to replace a police K-9. The department began using police service dogs in 1998 with the arrival of “Cosmo”. This purchase will replace K-9 Vinny, who left service along with officer Mike Loyd in 2022.

The demand for police service dogs remains high due to the low availability of dogs. Staff vetted several vendors, and along with the Omaha and Council Bluffs Police Departments, decided to purchase a K-9 from Southern Coast.

The selected K-9 dog will be given a health screening from the police department’s certified veterinarian prior to payment.

We are participating in a K-9 training camp locally with several metro area agencies. There is no cost for the training.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA APPROVING THE PURCHASE OF A POLICE K-9 FROM SOUTHERN COAST K9, INC., NEW SMYRNA BEACH, FL IN AN AMOUNT NOT TO EXCEED \$15,500.

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby authorize the purchase of a police K-9 from Southern Coast K9, Inc., New Smyrna Beach, FL, in an amount not to exceed \$15,500.

PASSED AND APPROVED THIS 17TH DAY OF JANUARY 2023.

CITY OF LA VISTA

ATTEST:

Kim Thomas, Acting Mayor

Pamela A. Buethe, MMC
City Clerk



Making Your World Safer™

Proposal

Name / Address
La Vista Police Department 7701 S. 96th Street La Vista, NE 68128

Date	Proposal #
1/4/2023	P2023-001

Qty	Description	Rate	Total
1	Pre-trained Dual Purpose K9	15,500.00	15,500.00

TERMS AND CONDITIONS OF SALE

- 1. GENERAL** - By signing this proposal, Buyer acknowledges and agrees to be bound by the Terms and Conditions of Sale ("Terms and Conditions") with respect to the purchase of the canine identified on the proposal. The agreement may be modified only by a written amendment signed by both Buyer and Seller.
- 2. CANINE HEALTH WARRANTY** - Canines are accompanied with a health certificate, hip x-rays and a one year guarantee on workability and skeletal health. If canine is returned within the warranty period for any valid warranty reason, the canine must be returned in the same condition as received. Upon approval by Seller, canine replacement or account credit will be issued. Refunds will not be given.
- 3. TRANSFER OF LEGAL OWNERSHIP** - Legal ownership of the canine shall transfer from Seller to Buyer upon Buyer or authorized representative taking possession of canine.
- 4. IMDEMNIFICATION AND LIMITATION OF LIABILITY** - Buyer understands that by taking possession and/or ownership of the canine, Buyer assumes sole responsibility for such canine and releases and fully discharges Seller of any liability that may be incurred, except with regard to the above CANINE HEALTH WARRANTY.
- 5. PAYMENT TERMS** - Net 30 Days from the date of the invoice. All payments are to be made to Southern Coast K9, 690 Meta Lane, New Smyrna Beach, FL 32168.

ACCEPTANCE OF BUYER:

By (Signature): _____

Name/Title (Please Print or Type): _____

Date: _____

Subtotal	\$15,500.00
Sales Tax (0.0%)	\$0.00
Total	\$15,500.00

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JANUARY 17, 2023 AGENDA

Subject:	Type:	Submitted By:
AMENDMENT No. 1 TO ECONOMIC DEVELOPMENT PROGRAM AWARD PROMISSORY NOTE FOR THE ASTRO THEATER	◆ RESOLUTION ORDINANCE RECEIVE/FILE	RITA RAMIREZ ASST. CITY ADMINISTRATOR/ COMMUNITY SERVICES DIRECTOR

SYNOPSIS

An amendment to the previously executed promissory note regarding the Economic Development Program award to City Ventures for the Astro Theater has been requested. This amendment adjusts the formula by which the interest on the loan portion of the award is calculated. This change is necessary to maintain consistency between the terms of the developer's construction loan with American National Bank and the EDP loan.

FISCAL IMPACT

N/A.

RECOMMENDATION

Approval.

BACKGROUND

On September 3, 2021 an Economic Development Program (EDP) Agreement was executed by the City of La Vista, City Centre Music Venue, LLC and Astro Theater, LLC, authorizing an EDP award of up to \$5,500,000 to be used in conjunction with other funding sources for constructing and equipping the Astro Theater project.

In conjunction with this agreement a Promissory Note was submitted to the City outlining how the funds were to be awarded - a \$3 million grant and a \$2.5 million loan, as well as the terms regarding repayment of the loan.

Section 2 of the Note provided that the repayable portion of the EDP award would bear interest and that interest and principal would be paid in the manner described, which included a "Specified Interest Rate" in part based on the Prime Rate published in the Wall Street Journal.

City Centre Music Venue, LLC and Astro Theater, LLC desire to amend the note to change the basis for calculating the "Specified Interest Rate" from the Prime Rate to the secured overnight financing rate (SOFR) published by the Board of Governors of the Federal Reserve System and Three-Year Treasury Rate.

RESOLUTION NO. ____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE EXECUTION OF AMENDMENT NO. 1 TO THE ECONOMIC DEVELOPMENT PROGRAM (EDP) AWARD PROMISSORY NOTE FOR THE ASTRO THEATER.

WHEREAS, the Mayor and City Council of the City of La Vista Nebraska have previously executed a promissory note regarding the EDP award to City Centre Music Venue, LLC and Astro Theater, LLC; and

WHEREAS, Section 2 of the Note provided that the repayable portion of the EDP award would bear interest and outlined how that interest would be calculated; and

WHEREAS, City Centre Music Venue, LLC and Astro Theater, LLC desire to amend the note to change the basis by which the interest is calculated; and

WHEREAS, this change is necessary to maintain consistency between the terms of the developer's construction loan with American National Bank and the EDP loan.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and City Council of La Vista, Nebraska, that the execution of Amendment No. 1 to the Economic Development Program (EDP) award promissory note for the Astro Theater is hereby authorized.

PASSED AND APPROVED THIS 17TH DAY OF JANUARY 2023.

CITY OF LA VISTA

Douglas D. Kindig, Mayor

ATTEST:

Pamela A. Buethe, MMC
City Clerk

PROMISSORY NOTE - ECONOMIC DEVELOPMENT PROGRAM AWARD
AMENDMENT NO. 1

\$5,500,000.00

1. The undersigned maker(s), ASTRO THEATER, LLC and CITY CENTRE MUSIC VENUE, LLC, each a Nebraska limited liability company whose address is 222 S. 15th Street #1404S, Omaha, Nebraska 68102, ("Obligor(s)") executed (on August 30, 2021 and September 3, 2021, respectively) and delivered to the CITY OF LA VISTA, a Municipal Corporation in the State of Nebraska, ("City") a PROMISSORY NOTE - ECONOMIC DEVELOPMENT PROGRAM AWARD ("Note"), each promising to pay to the order of the City, at 8116 Park View Boulevard, La Vista, Nebraska 68128-2198, or at such other place as City may from time to time designate, the principal sum of FIVE MILLION, FIVE HUNDRED THOUSAND Dollars (\$5,500,000.00) ("Award") or so much thereof as is advanced and unpaid during the term of this Note under the terms of the agreement ("Award Agreement") between the City and Obligor(s) under the City of La Vista Economic Development Program ("EDP") made on or about an even date herewith, subject to conditions set forth in the Note that among other things provided for a Forgivable Portion of the Award in an amount up to THREE MILLION DOLLARS (\$3,000,000.00), as determined in accordance with the Award Agreement, to be forgiven and discharged upon completion and commencement of operations of the Project without breach in accordance with the Award Agreement, and a Repayable Portion of the Award in an amount up to TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000.00) as determined in accordance with the Award Agreement to be paid to City, with interest from the date hereof on the unpaid principal balance and all sums due under this Note, on or before August 31, 2029 (the "Due Date") as provided in Section 2 of such Note.

2. Section 2 of the Note provided that the Repayable Portion of the Award shall bear interest, and interest and principal shall be paid, in the manner described in Exhibit "2" of the Note, including a "Specified Interest Rate" in part based on the Prime Rate published in the Wall Street Journal ("Prime Rate").

3. Obligor(s) desires to amend the Note including Exhibit "2" and the basis for calculating the "Specified Interest Rate" from the Prime Rate to the secured overnight financing rate ("SOFR") published by the Board of Governors of the Federal Reserve System and Three-Year Treasury Rate, consistent with changes to the Applicable Rate in a corresponding amendment to the September 3, 2021 Construction Loan Agreement between City Centre Music Venue, LLC and American National Bank to construct and equip the Astro Theater event center in La Vista City Centre, and related Side Letter specifying conditions to convert the Construction Loan to a Term Loan ("ANB Interest Modifications").

4. Obligor(s) hereby amends the Note as follows, effective as of the Amendment Effective Date (defined in section "6" below): Exhibit "2" of the Note shall be deleted and replaced in its entirety by Exhibit "2" presented with and incorporated into this Amendment by reference. Before the Amendment Effective Date, Exhibit "2" of the Note originally executed by Obligor(s) on August 30, 2021 and September 3, 2021 shall apply.

5. This Amendment shall be conditional on Obligor(s) executing the ANB Interest Modifications, and providing the City of La Vista Director of Administrative Services written notice that the ANB Interest Modifications have been executed, before February 1, 2023 or such other date as the Director of Administrative Services may agree in writing ("ANB Interest Modifications Date").

6. This Amendment shall be effective ("Amendment Effective Date") as of January 1, 2023, provided the requirements of immediately preceding section 5 are satisfied.

7. Obligor(s) represents and warrants to City that no default has occurred under the Note, Agreement, or any conditions of the Award.

8. This Amendment shall be subject to written consent of the City pursuant to Section 17 of the Note, in form and content satisfactory to the Mayor or City Administrator.

9. Except as modified by this Amendment, all representations, warranties, terms and conditions of the Note, Agreement, or any other documents, instruments, or requirements connected with the Note, Agreement, Award or EDP, are ratified, affirmed and shall remain in full force and effect.

10. This Amendment may be executed in multiple counterparts, each and all of which shall constitute an original and one and the same instrument.

OBLIGOR(S):

CITY CENTRE MUSIC VENUE, LLC, a Nebraska limited liability company

By: La Vista City Centre LLC, a Nebraska limited liability company, Manager

By: _____
Christopher L. Erickson, Manager

DATE: _____

ASTRO THEATER, LLC, a Nebraska limited liability company

By: _____
Jim Johnson, Manager

DATE: _____

CITY CONSENT

The undersigned, on behalf of the City, approves the PROMISSORY NOTE - ECONOMIC DEVELOPMENT PROGRAM AWARD AMENDMENT NO. 1 of City Centre Music Venue, LLC and Astro Theater, LLC, which AMENDMENT NO. 1 shall be incorporated into this CITY CONSENT by this reference.

CITY:

CITY OF LA VISTA, a Nebraska municipal corporation, City

By: _____
Douglas Kindig, Its Mayor

DATE: _____

ATTEST:

By: _____
Pamela A. Buethe, City Clerk, MMC

INTEREST AND PAYMENT SCHEDULE
(as amended by AMENDMENT NO. 1)

The Repayable Portion of the Award advanced and outstanding from time to time shall bear interest (computed on the basis of a 360-day year and actual days elapsed) at the Specified Interest Rate.

Effective on and after the Amendment Effective Date (as defined in Amendment No. 1 to the Note), the "Specified Interest Rate" shall mean:

- a. During the period from the Amendment Effective Date to September 1, 2023, a variable rate of interest per annum equal to the Term SOFR plus 5.00%, as adjusted on each SOFR Adjustment Date.

For purposes of this subsection "a," the following definitions apply:

- i. "SOFR Adjustment Date" means the first day of each calendar month.
- ii. "New York Banking Day" means any date (other than a Saturday or Sunday) on which commercial banks are open for business in New York, New York.
- iii. "SOFR" means the secured overnight financing rate which is published by the Board of Governors of the Federal Reserve System and available at www.newyorkfed.org.
- iv. "Term SOFR" means the one-month forward-looking term rate based on SOFR quoted by City from the Term SOFR Administrator's Website (or other commercially available source providing such quotations as may be selected by City from time to time), which shall be that one-month Term SOFR rate in effect two New York Banking Days prior to the SOFR Adjustment Date, adjusted for any reserve requirement and any subsequent costs arising from a change in government regulation, and reset monthly on each SOFR Adjustment Date; provided that if the Term SOFR rate is not published on such New York Banking Day due to a holiday or other circumstance that City deems in its sole discretion to be temporary, the applicable Term SOFR rate shall be the Term SOFR rate last published prior to such New York Banking Day. If City has determined in its sole discretion that (i) the administrator of Term SOFR, or any relevant agency or authority for such administrator of Term SOFR (or any substitute index which replaces Term SOFR (Term SOFR or such replacement, the "Benchmark")), has announced that such Benchmark will no longer be provided, (ii) any relevant agency or authority has announced that such Benchmark is no longer representative, or (iii) any similar circumstance exists such that such Benchmark has become permanently unavailable or ceased to exist, City will (x) replace such Benchmark with a replacement rate or (y) if any such circumstance applies to fewer than all tenors of such Benchmark used for determining an interest period hereunder, discontinue the availability of the affected interest periods. In connection with the selection and implementation of any such replacement rate, City may make any technical, administrative or operational changes that City decides may be appropriate to reflect the adoption and implementation of such replacement rate. City does not warrant or accept any responsibility for the administration or submission of, or any other matter related to, Term SOFR or with respect to any alternative or successor rate thereto, or replacement rate thereof, including without limitation whether any such alternative, successor or replacement rate will have the same value as, or be economically equivalent to, Term SOFR

- v. "Term SOFR Administrator's Website" means the website or any successor source for Term SOFR identified by CME Group Benchmark Administration Ltd. (or a successor administrator of Term SOFR).
- b. From and after September 1, 2023 ("Rate Reset Date") until the Due Date, the fixed per annum rate equal to the Three-Year Treasury Rate on September 1, 2023, as adjusted on the Three-Year Treasury Rate Adjustment Date, plus 4.25%.

For purposes of this subsection "b," the following definitions apply:

- i. "Three-Year Treasury Rate" means the most recent rate per annum applicable to U.S. Treasury constant maturities 3-year as posted in the Federal Reserve Statistical Release H.15 (daily rates) at: www.federalreserve.gov/Releases/H15/Update/ (or if not posted on such website, as reported by any service selected by City).
- ii. "Three-Year Treasury Rate Adjustment Date" means March 1, 2027.

Before the Amendment Effective Date, "Specified Interest Rate" shall have the meaning set forth in Exhibit "2" of the Note as originally executed by Obligor(s) on August 30, 2021 and September 3, 2021.

Obligor(s) shall pay to the City interest only on the first day of each month, beginning October 1, 2021, on amounts advanced and outstanding from time to time on the Repayable Portion of the Award from the date of this Note to the earlier of (i) 12 months after the date of a certificate of occupancy for the project financed by this Note, or (ii) March 1, 2027 (such date being the "Amortization Commencement Date").

Commencing on the Amortization Commencement Date and continuing on the first day of each calendar month thereafter, aggregate level monthly installments of principal and interest shall be paid based on a 24 year amortization and 288 monthly payments of principal and interest. Notwithstanding the foregoing, a final installment representing the entire unpaid principal balance of the Repayable Portion of the Award, and all accrued and unpaid interest thereon and all fees and charges in connection therewith, shall be due and payable on the Due Date (August 31, 2029). On the Amortization Commencement Date and Rate Reset Date, an amortization schedule shall be prepared by the City and provided to Obligor(s).