

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
APRIL 15, 2025 AGENDA**

| Subject: | Type: | Submitted By: |
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| STANDARD OPERATION POLICY – EMERGENCY RELATED CLOSING OF CITY OFFICES | ◆ RESOLUTION ORDINANCE RECEIVE/FILE | KEVIN POKORNY MANAGING DIRECTOR OF ADMINISTRATIVE SERVICES |

SYNOPSIS

A resolution has been prepared to approve an updated Standard Policy regarding Emergency Related Closing of City Offices (AKA: Weather Related Closing of City Offices).

FISCAL IMPACT

N/A.

RECOMMENDATION

Approval.

BACKGROUND

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

RESOLUTION NO. _____

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

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

WHEREAS, a Standard Operation Policy entitled Emergency Related Closing of City Offices has been reviewed and revisions recommended.

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

PASSED AND APPROVED THIS 15TH DAY OF APRIL 2025.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Rachel D. Carl, CMC
City Clerk

Weather Related Closing of City Offices

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

During times of inclement weather, the Director of Public Works or his/her designee shall determine that adequate resources are not available to keep open public access for routine service in addition to public street maintenance responsibilities and access for emergency vehicles to and from Police and Fire facilities.

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

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

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

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

Emergency Related Closing of City Offices

I. Purpose

During times of inclement weather or in case of an emergency declaration, it shall be the city's priority to ensure the safe and efficient movement of emergency vehicles and access to essential services such as hospitals, police and fire stations, and other businesses. The secondary priority of the City shall be to keep public access to routine (non-emergency) services at the City Hall, Community Center, Community Development, Police Department, Public Library, and Public Works facilities open during established business hours.

II. Policy

- A. Inclement weather means abnormal climate conditions – including flooding rains, heavy snowfall, or significant icy conditions.
 - 1. Severe inclement weather is inclement weather so severe that it results in the closure of designated city buildings.
- B. Emergency declaration means a closure due to an emergency (i.e. broken pipes, loss of electricity that is anticipated to last more than two (2) hours, or other emergency events) which might result in restrictions on public access for routine (non-emergency) services at City Hall, Community Center, Police Department, Public Library, and Public Works facilities. An emergency declaration that might result in restrictions on public access for routine (non-emergency) services at City Hall, Community Center, Community Development, Police Department, Public Library, and Public Works facilities will be at the direction of the City Administrator. The general parameters of this policy shall also apply to emergency declarations.
- C. During times of severe inclement weather, the Director of Public Works or his/her designee shall determine if there are adequate resources available to keep open public access for routine services in addition to public street maintenance responsibilities and access for emergency vehicles to and from Police and Fire stations.
- D. Upon such determination there are not adequate resources available to keep open public access for routine services, the opening and closing times for City Hall, Community Center, Community Development, Police Department, Public Library, and Public Works facilities shall be determined by the Director of Public Works or his/her designee. The Communication Manager (or in his/her absence the Director of Community Services) shall be notified of the closing. Any decision to close due to inclement weather or emergency will be announced using the City's Automated Notification System and communicated through social media, radio, and TV stations. Non-emergency staff shall report as outlined in "E", "F" and "G".

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- E. Library Closing - In cases when City Facilities are to remain open, the opening and closing times for the Public Library will be determined by the Library Director or his/her designee and shall consider any determination made by Metropolitan Community College. Library Director or their designee will determine if activities or programs will be canceled, based on/in line with department policy. If activities at the Library are canceled, the Library Director or their designee will notify the Communication Manager (or in his/her absence the Director of Community Services) of any decision to cancel activities or programs due to inclement weather or emergency. The cancellation of activities or programs will be announced using the City's Automated Notification System and communicated through social media, radio, and TV stations.
- F. Community Center Closing - In cases when City Facilities are to remain open, the opening and closing times for the Community Center and bussing services will be determined by the Recreation Director or their designee. This decision, including any activity or program cancellations, will be made in accordance with the department policy.. If activities in Recreation are canceled, the Recreation Director or their designee will notify the Communication Manager (or in his/her absence the Director of Community Services) of any decision to cancel activities or programs due to inclement weather or emergency. The cancellation of activities or programs will be announced using the City's Automated Notification System and communicated through social media, radio, and TV stations.
- G. The time of any delayed opening or early closing of the Community Center or Public Library will generally be at the decision of the Recreation Director or the Library Director or their designee, based on/in line with department policy, and shall notify the Communication Manager (or in his/her absence the Director of Community Services) of any closings which may not be consistent with that of other city facilities. In the event that the city delays opening until later or closes earlier than MCC, the library will close with other city facilities. The Library Director or his/her designee shall notify the Communications Manager (or in his/her absence the Director of Community Services) of any closing which may not be consistent with that of other city facilities.
- H. When it is announced before normal starting time that City offices will be closed due to inclement weather or emergency declaration, the non-emergency departments will also be closed. All full-time employees who were scheduled to work will be paid for such time off. Part-time employees will only be paid if normally scheduled to work that day and only for those hours which the employee would normally work. Employees on their regular day off during a closure period will not receive any additional pay or leave as a result of the closure.
- I. When the City announces a late start, all employees will be expected to make reasonable efforts to get to work at the announced start time. All full-time employees who were scheduled to

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work will be paid for such time off as affected by the late start. Part-time employees will only be paid if normally scheduled to work that day and only for those hours which the employee would normally work but was unable to due to the late start.

1. All employees should use their best judgment when trying to report to work. If an employee chooses not to report to work, the employee will contact their department supervisor and report their absence before the start of their workday. Employees may use accrued vacation, personal leave, or other accrued leave (sick leave may not be used) if they cannot make it to work.
- J. On days when weather conditions worsen as the day progresses, the City may decide to close early. In such cases, a decision and an announcement will be made to all employees. Employees will be expected to remain at work until the appointed closing time unless they receive permission from their supervisor to do otherwise. Employees receiving permission to leave early will use accrued vacation, personal leave, or other accrued leave (sick leave may not be used).
- K. Paid time off for weather-related closures shall not be counted as hours worked when computing weekly overtime, unless requesting paid time off benefits that are considered worked time.
- L. Generally, the time of any delayed opening and early closing will be consistent for City Hall, Community Development, Police Department, and Public Works facilities.