

## LA VISTA CITY COUNCIL MEETING AGENDA

January 5, 2016

7:00 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
- Service Awards – Rita Ramirez – 25 years
- Proclamation – National Mentoring Month
- Appointments - Park & Recreation Advisory Board – Re-appoint Pat Lodes – 2 year term

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

**A. CONSENT AGENDA**

1. Approval of the Agenda as Presented
2. Approval of the Minutes of the December 15, 2015 City Council Meeting
3. Pay Request – Felsburg Holt & Ullevig – Professional Services – Hell Creek Channel Improvements Phase II - \$4,874.25
4. Pay Request – Thompson Dreessen & Dorner, Inc. – Professional Services – Big Papio Creek Siphon Repair - \$4,728.25
5. Pay Request – Thompson Dreessen & Dorner, Inc. – Professional Services – Thompson Creek - \$6,662.19
6. Pay Request – Olsson Associates – Professional Services – La Vista Parking District Access Improvements - \$11,801.09
7. Approval of Claims.

- Reports from City Administrator and Department Heads
- Resolution – Council Policy Statement – Employee Performance Management
- Resolution – Approve Purchase – Marked Police Cars
- Resolution – Approve Purchase – Rustproofing Liner in Sewer Jet Truck
- Resolution – Approve Purchase – Tri Flex Mower
- 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 five minutes. We ask for your cooperation in order to provide for an organized meeting.



CITY OF LA VISTA

**CERTIFICATE OF APPRECIATION**

A CERTIFICATE OF APPRECIATION PRESENTED TO RITA RAMIREZ OF THE LA VISTA ADMINISTRATION DEPARTMENT, FOR 25 YEARS OF FAITHFUL AND EFFICIENT SERVICE TO THE CITY OF LA VISTA.

WHEREAS, Rita Ramirez, has served the City of La Vista since December 17, 1990 and

WHEREAS, Rita Ramirez input and contributions to the City of La Vista have contributed to the success of the City.

NOW, THEREFORE BE IT RESOLVED that this Certificate of Appreciation is hereby presented to Rita Ramirez on behalf of the City of La Vista for 25 years of service to the City.

DATED THIS 5TH DAY OF JANUARY, 2016.

A handwritten signature of Mike Crawford.

Mike Crawford  
Councilmember, Ward I

A handwritten signature of Ronald Sheehan.

Ronald Sheehan  
Councilmember, Ward II

A handwritten signature of Deb Hale.

Deb Hale  
Councilmember, Ward III

A handwritten signature of Kelly R. Sell.

Kelly R. Sell  
Councilmember, Ward IV

A handwritten signature of Douglas Kindig, Mayor.

Douglas Kindig, Mayor

A handwritten signature of Kim J. Thomas.

Kim J. Thomas  
Councilmember, Ward I

A handwritten signature of Terrilyn Quick.

Terrilyn Quick  
Councilmember, Ward II

A handwritten signature of Alan W. Ronan.

Alan W. Ronan  
Councilmember, Ward III

A handwritten signature of Jim Frederick.

Jim Frederick  
Councilmember, Ward IV

ATTEST:

A handwritten signature of Pamela A. Buethe.

Pamela A. Buethe, CMC  
City Clerk





**PROCLAMATION  
MENTORING MONTH**

WHEREAS, the goals of National Mentoring Month are to raise awareness of mentoring, recruit individuals to mentor, and encourage organizations to engage and integrate quality mentoring into their efforts;

WHEREAS, a mentor is a caring person who is consistently present and who devotes time to a young person to help that young person discover personal strength and achieve their potential through a structured and trusting relationship;

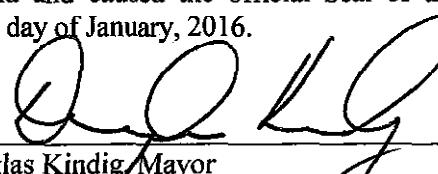
WHEREAS, quality mentoring encourages positive choices, promotes self-esteem, supports academic achievement and introduces young people to new ideas. Mentoring programs have also shown to be effective in combating school violence and discipline problems, substance abuse, incarceration and truancy. Research shows that youth who participate in a mentoring relationship finish high school and continue on to college and are more likely to graduate, and

WHEREAS, La Vista City leaders are calling upon the public to observe this month to recognize the men and women who serve as staff and volunteer at quality mentoring programs, and the young people who find inner strength and reach their full potential.

NOW, THEREFORE, I, Douglas Kindig, Mayor of the City of La Vista, do hereby proclaim January, 2016, as **MENTORING MONTH** in the City of La Vista, Nebraska.

IN WITNESS WHEREOF, I have set my hand and caused the official Seal of the City of La Vista to be affixed this 5th day of January, 2016.



  
Douglas Kindig, Mayor

ATTEST:

  
Pamela A. Bueche, CMC  
City Clerk

# MINUTE RECORD

A-2

No. 729 -- REDELO & COMPANY, INC. OMAHA E1310556LD

## LA VISTA CITY COUNCIL MEETING December 15, 2015

A meeting of the City Council of the City of La Vista, Nebraska was convened in open and public session at 7:00 p.m. on December 15, 2015. Present were Councilmembers: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale and Sell. Also in attendance were City Attorney McKeon, City Administrator Gunn, Assistant City Administrator Ramirez, City Clerk Buethe, Police Chief Lausten, Director of Administrative Services Pokorny, Director of Public Works Soucie, Recreation Director Stopak, Community Development Director Birch, Finance Director Miserez, Library Director Barcal, Human Resources Manager Garrod, and Assistant Public Works Director/City Engineer Kottmann.

A notice of the meeting was given in advance thereof by publication in the Times on December 2, 2015. 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.

### SERVICE AWARD – RANDY SEFFRON – 5 YEARS

Mayor Kindig presented a service award to Randy Seffron for 5 years of service to the City of La Vista.

### PROCLAMATION – VOLUNTEER RECOGNITION

Mayor Kindig read a proclamation recognizing the IBEW Local 22 for their outstanding volunteer efforts installing holiday lights at the City's facilities.

### APPOINTMENTS

Library Advisory Board - Re-appoint Kim Schmit-Pokorny and Valerie Russell – 2 year term; Park & Recreation Advisory Board – Re-appoint Jeff Kupfer and Greg Johnson – 2 year term

Mayor Kindig stated, with the approval of the City Council, he would like to re-appoint Kim Schmit-Pokorny – Library Advisory Board – 2 year term; Valerie Russell – Library Advisory Board – 2 year term; Jeff Kupfer – Park & Recreation Advisory Board – 2 year term; and Greg Johnson – Park & Recreation Advisory Board – 2 year term. Councilmember Sell motioned the approval, seconded by Councilmember Frederick. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

### A. CONSENT AGENDA

1. APPROVAL OF THE AGENDA AS PRESENTED
2. APPROVAL OF THE MINUTES OF THE DECEMBER 1, 2015 CITY COUNCIL MEETING
3. APPROVAL OF THE MINUTES OF THE NOVEMBER 12, 2015 LIBRARY ADVISORY BOARD MEETING
4. APPROVAL OF THE MINUTES OF THE NOVEMBER 19, 2015 PLANNING COMMISSION MEETING
5. PAY REQUEST – BERRYDUNN – PROFESSIONAL SERVICES – FINANCIAL INFORMATION SOFTWARE SYSTEM SELECTION PROJECT - \$3,954.00
6. PAY REQUEST – THEATRICAL MEDIA SERVICES, INC. – PROFESSIONAL SERVICES – PORTABLE SOUND SYSTEM - \$13,776.00
7. PAY REQUEST – UPSTREAM WEEDS – PROFESSIONAL SERVICES – STORMWATER MANAGEMENT - \$1,500.00
8. PAY REQUEST – ANDERSON EXCAVATING CO. - CONSTRUCTION SERVICES – THOMPSON CREEK CHANNEL REHABILITATION GROUP B – CHANNEL RECONSTRUCTION - \$245,890.02
9. APPROVAL OF CLAIMS

# MINUTE RECORD

December 15, 2015

No. 729 — REEDFIELD & COMPANY, INC. OMAHA F1310566LD

ALAMAR UNIFORMS, apparel	\$536.67
ARAMARK UNIFORM SERVICES INC, services	\$158.70
ASPHALT & CONCRETE MATERIALS, maint.	\$149.31
BAXTER CHRYSLER DODGE JEEP RAM, maint.	\$211.58
BISHOP BUSINESS EQUIPMENT, supplies	\$745.13
BKD LLP, services	\$2,160.00
BLACK HILLS ENERGY, utilities	\$433.46
CAPSTONE PRESS INC, books	\$1,563.14
CARDMEMBER SERVICE-ELAN, travel/services	\$10,064.11
CENTURY LINK BUSN SVCS, phones	\$109.61
CENTURY LINK, phones	\$155.08
CHRIS MADDEN, services	\$1,000.00
CITY OF PAPILLION, services	\$150,654.00
CSP 529, payroll	\$50.00
CUMMINS CENTRAL POWER LLC, supplies	\$175.82
DANIELSON/TECH SUPPLY INC, bld&grnds	\$177.85
DATA TECHNOLOGIES INC, services	\$11,844.71
EBSCO INFORMATION SERVICES, books	\$3,827.68
EFTPS, payroll	\$71,553.18
FELSBURG HOLT & ULLEVIG, services	\$1,574.50
FERGUSON ENTERPRISES INC, bld&grnds	\$33.51
GALE, books	\$163.43
GENERAL FIRE & SAFETY EQUIP CO, maint.	\$989.80
GENUINE PARTS CO OMAHA, maint.	\$1,380.51
GIBSON, JOHN, services	\$150.00
HIGH POINT MANUFACTURING LLC, services	\$1,671.38
HOME DEPOT, maint.	\$286.41
HONEYMAN RENT-ALL, services	\$659.93
HUSKER AUTO GROUP INC, services	\$34,756.00
ICMA, payroll	\$37,022.17
INDUSTRIAL SALES CO INC, bld&grnds	\$3.43
INGRAM LIBRARY SERVICES, books	\$2,551.70
JENNIFER GOSS, travel	\$19.95
JENNIFER HARBOUR, services	\$100.00
KINDIG, D., travel	\$60.00
KRIHA FLUID POWER CO INC, maint.	\$399.08
LEAGUE NE MUNICIPALITIES, services	\$200.00
LFOP DUES, payroll	\$1,300.00
LIBRARY IDEAS LLC, media	\$1,095.00
LITTLE FALLS MACHINE INC, maint.	\$470.54
MANAGEMENT EDUCATION GROUP, services	\$5,200.00
MARCO INC, services	\$353.67
MAX I WALKER UNIFORM, services	\$1,433.88
MENARDS-RALSTON, bld&grnds	\$183.06
METRO AREA TRANSIT, services	\$448.00
MIDWEST TAPE, media	\$144.21
MILLER PRESS, services	\$640.00
MNJ TECHNOLOGIES, services	\$521.00
MUD, utilities	\$1,621.29
NATIONAL RESEARCH CENTER INC, services	\$8,900.00
NATIONAL SEMINARS TRAINING, services	\$298.00
NE CHILD SUPPORT CENTER, payroll	\$966.08
NE STATE INCOME TAX, payroll	\$10,920.18
NEBRASKA LAW ENFORCEMENT, services	\$200.00
NEBRASKA SALT & GRAIN CO, malnt.	\$30,578.36
NUTS AND BOLTS INC, supplies	\$30.66
OFFICE DEPOT INC, supplies	\$741.38
OLSSON ASSOCIATES, services	\$6,791.12
OMNIGRAPHICS INC, books	\$81.85

# MINUTE RECORD

December 15, 2015

No. 729 — REEDFIELD & COMPANY, INC. OMAHA E1310556LD

OPPD, utilities	\$47,524.21
ORIENTAL TRADING CO, supplies	\$258.32
PAPILLION SANITATION, services	\$2,579.15
PAYFLEX SYSTEMS USA INC, payroll	\$250.00
PAYLESS OFFICE PRODUCTS INC, supplies	\$234.80
PETTY CASH, travel/supplies	\$342.26
PLAINS EQUIPMENT GROUP, maint.	\$5,247.88
POLICE INSURANCE, payroll	\$261.89
PROFESSIONAL GROUNDS MGMT, services	\$175.00
Q P ACE HARDWARE, bld&grnds	\$1,908.80
RECORDED BOOKS, LLC, media	\$606.71
RETRIEVEX, services	\$117.10
RON TURLEY ASSOCIATES INC, bld&grnds	\$1,375.00
RUNZA RESTAURANT, services	\$1,125.00
SHRM-SOCIETY FOR HUMAN, services	\$190.00
SIGN IT, services	\$275.00
SPRINT, phones	\$642.40
SUNSET LAW ENFORCEMENT LTD, services	\$972.50
THERMO KING CHRISTENSEN, maint.	\$132.13
THOMPSON DREESSEN & DORNER, services	\$4,287.00
TRACTOR SUPPLY, maint.	\$10.49
UNITE PRIVATE NETWORKS LLC, services	\$3,850.00
USBORNE BOOKS & MORE, books	\$384.18
VAN RU CREDIT CORP, payroll	\$11.72
VIERREGGER ELECTRIC CO, services	\$1,490.00
WHITE CAP CONSTR SUPPLY, maint.	\$197.26

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

## REPORTS FROM CITY ADMINISTRATOR AND DEPARTMENT HEADS

Police Chief Lausten updated Council on the 4 break-ins and possible suspects.

Director of Administrative Services Pokorny reported that demonstrations by vendors for the financial information software were done over the last two weeks.

## B. ZONING TEXT AMENDMENTS – WIRELESS COMMUNICATION TOWERS

### 1. PUBLIC HEARING

At 7:10 p.m. Mayor Kindig opened the public hearing and stated the floor was now open for discussion on the Zoning Text Amendments – Wireless Communication Towers.

At 7:11 p.m. Councilmember Hale made a motion to close the public hearing. Seconded by Councilmember Sell. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

### 2. ORDINANCE

Councilmember Hale introduced Ordinance No. 1266 entitled; AN ORDINANCE TO AMEND SECTION 7.11 OF ORDINANCE NO. 848 (ZONING ORDINANCE); TO REPEAL SECTION 7.11 OF ORDINANCE NO. 848 AS PREVIOUSLY ENACTED; TO PROVIDE FOR SEVERABILITY; AND TO PROVIDE FOR THE EFFECTIVE DATE HEREOF.

# MINUTE RECORD

December 15, 2015

No. 729 — REEDFIELD & COMPANY, INC. OMAHA E1310556LD

Councilmember Sell moved that the statutory rule requiring reading on three different days be suspended. Councilmember Crawford seconded the motion to suspend the rules and roll call vote on the motion. The following Councilmembers voted aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. The motion to suspend the rules was adopted and the statutory rule was declared suspended for consideration of said ordinance.

Said ordinance was then read by title and thereafter Councilmember Thomas moved for final passage of the ordinance which motion was seconded by Councilmember Sell. The Mayor then stated the question, "Shall Ordinance No. 1266 be passed and adopted?" Upon roll call vote the following Councilmember voted aye Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale, and Sell. Nays: None. Abstain: None. Absent: None. The passage and adoption of said ordinance having been concurred on by a majority of all members of the Council, the Mayor declared the ordinance adopted and the Mayor, in the presence of the Council, signed and approved the ordinance and the City Clerk attested the passage/approval of the same and affixed her signature thereto.

## **C. RESOLUTION – APPROVE INTERLOCAL AGREEMENT – SOUTHERN RIDGE WASTEWATER TREATMENT STUDY**

Councilmember Quick introduced and moved for the adoption of Resolution No. 15-143; A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA APPROVING AN INTERLOCAL COOPERATION AGREEMENT WITH SARPY COUNTY, CITY OF PAPILLION, CITY OF GRETNNA AND CITY OF SPRINGFIELD FOR THE CONTINUATION OF THE SOUTHERN RIDGE WASTEWATER TREATMENT STUDY.

WHEREAS, the provisions of Nebraska State Statutes Sections 13-801, et. seq., provide authority for the City of La Vista to join with other governmental agencies on a basis of mutual advantage and in a manner that will accord best with geographic, economic, population and other factors by signing an Interlocal Cooperation Agreement; and,

WHEREAS, FY 16 Sewer Fund Budget provides funding for La Vista's contribution of \$25,000; and

WHEREAS, the participants agree that this Interlocal Cooperation Agreement in no manner expands or restricts the authority otherwise granted to them by law; and

WHEREAS, such an agreement is in the best interests of the citizens of the City of La Vista.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of La Vista, Nebraska, hereby approve and authorize the execution of an Interlocal Cooperation Agreement with Sarpy County, City of Papillion, City of Gretna and City of Springfield for the continuation of the Southern Ridge Wastewater Treatment Study.

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

## **D. RESOLUTION – PURCHASE OF BALLISTIC HELMETS**

Councilmember Sell introduced and moved for the adoption of Resolution No. 15-144; A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA APPROVING THE PURCHASE OF 30 SAFARILAND BALLISTIC HELMETS FOR THE POLICE DEPARTMENT FROM ED ROEHR SAFETY PRODUCTS, ST. LOUIS, MO, IN AN AMOUNT NOT TO EXCEED \$11,615.00.

WHEREAS, the City Council of the City of La Vista has determined that the acquisition of ballistic helmets is a necessary officer-safety piece of equipment, and

WHEREAS, Ed Roehr Safety Products, St. Louis, MO, submitted the lowest quote on the helmets, and

# MINUTE RECORD

December 15, 2015

No. 729 — REEDIE & COMPANY, INC. OMAHA E1310556LD

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

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby authorize the purchase of 30 Safariland ballistic helmets for the police department from Ed Roehr Safety Products, St. Louis, MO, in an amount not to exceed \$11,615.00.

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

## **E. RESOLUTION – COUNCIL POLICY STATEMENT – EMPLOYEE PERFORMANCE MANAGEMENT**

Councilmember Crawford introduced and moved for the adoption of Resolution No.15-145; A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, APPROVING A COUNCIL POLICY STATEMENT. WHEREAS, the City Council has determined that it is necessary and desirable to create Council Policy Statements 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, changes to the City's employee Performance Management Program are being recommended; and

WHEREAS, a Council Policy Statement entitled "Employee Performance Management Policy" has been created and reviewed by Management Education Group, the consultant engaged to assist the City in revising the performance management program.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby approve a Council Policy Statement entitled "Employee Performance Management Program" and do further hereby direct the distribution of said Council Policy Statement to the appropriate City Departments.

Seconded by Councilmember Frederick. Discussion was held regarding timelines in the Statement regarding appeals. Mayor Kindig tabled this item requesting staff to come back to Council with the changes at a future meeting.

## **F. POSITION DESCRIPTION UPDATE**

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

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

## **COMMENTS FROM THE FLOOR**

There were no comments from the floor.

## **G. EXECUTIVE SESSION - STRATEGY SESSION - POTENTIAL REAL ESTATE ACQUISITION**

At 7:30 p.m. Councilmember Crawford made a motion to go into executive for protection of the public interest for a strategy session to discuss potential real estate acquisition. Seconded by Councilmember Hale. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale and Sell. Nays: None. Abstain: None. Absent: None. Motion carried. Mayor Kindig stated the executive session would be limited to the subject matter contained in the motion.

# MINUTE RECORD

December 15, 2015

No. 729 — REEDIE & COMPANY, INC. OMAHA E1310556LD

At 7:48 p.m. the Council came out of executive session. Councilmember Crawford made a motion to reconvene in open and public session. Seconded by Councilmember Hale. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

## COMMENTS FROM MAYOR AND COUNCIL

Councilmember Frederick thanked the Recreation Department staff for the great holiday event for Boys and Girls Clubs.

Councilmember Hale thanked Officer Brown on her work with the Cops and kids outing.

At 7:52 p.m. Councilmember Crawford made a motion to adjourn the meeting. Seconded by Councilmember Hale. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, Hale and Sell. Nays: None. Abstain: None. Absent: None. Motion carried.

PASSED AND APPROVED THIS 5TH DAY OF JANUARY, 2016

CITY OF LA VISTA

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

ATTEST:

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

**Invoice****A-3**

**FELSBURG  
HOLT &  
ULLEVIG**

connecting and enhancing communities

Mail Payments to:  
PO Box 911704  
Denver, CO 80291-1704  
303.721.1440 • 303.721.0832 fax

December 16, 2015  
Project No: 113112-02  
Invoice No: 15696

Mr. John Kottmann, PE  
City Engineer  
City of La Vista  
8116 Park View Blvd  
La Vista, NE 68128

Project 113112-02 Hell Creek Channel Improvements Phase II T02  
Supplemental Agreement No. 1  
CIP Project No. PWST-15-009

**Professional Services for the Period: October 31, 2015 to November 30, 2015****Professional Personnel**

	Hours	Rate	Amount
Engineer V Lampe, David	17.00	150.00	2,550.00
Engineer I Knapp, Laura	1.50	90.00	135.00
Env Scientist/Planner V Baumert, Anthony	11.50	150.00	1,725.00
Env Scientist/Planner II Unstad, Kody	4.50	100.00	450.00
Labor	34.50		4,860.00
<b>Total Labor</b>			<b>4,860.00</b>

**In-House Units**

Color Printing	1.0 Print @ 0.19	.19
B&W Printing	14.0 B&W Prints @ 0.12	1.68
Delivery / Postage / Shipping		12.38
<b>Total In-House</b>		<b>14.25</b>
	<b>TOTAL AMOUNT DUE</b>	<b>\$4,874.25</b>

**Billed-To-Date Summary**

	Current	Prior	Total
Labor	4,860.00	29,297.50	34,157.50
Subconsultant	0.00	14,952.26	14,952.26
In-House	14.25	75.98	90.23
<b>Totals</b>	<b>4,874.25</b>	<b>44,325.74</b>	<b>49,199.99</b>

O.K. to pay

JK

12/21/2015

05.71.0891.03

Consent Agenda 11/5/16.pdf



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

A-4  
INVOICE

Please remit to:  
TD2 Nebraska Office  
10836 Old Mill Road; Omaha, NE 68154  
Office: 402/330-8860 Fax: 402/330-5866

TD2 South Dakota Office  
5000 S. Minnesota Ave., Ste. 300; Sioux Falls, SD 57108  
Office: 605/951-0886

CITY OF LA VISTA  
JOHN KOTTMANN  
8116 PARKVIEW BOULEVARD  
LA VISTA, NE 68128

Invoice number 113010  
Date 12/15/2015  
Project 0171-413 BIG PAPIO CREEK SIPHON  
REPAIR

Professional Services from October 26, 2015 through November 29, 2015

PO #16-0094

Description	Current Billed
Topographic Survey	0.00
Additional Services - Topographic Survey	828.25
Engineering Services	3,900.00
	Total 4,728.25

Invoice total 4,728.25

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
113010	12/15/2015	4,728.25	4,728.25				
	Total	4,728.25	4,728.25	0.00	0.00	0.00	0.00

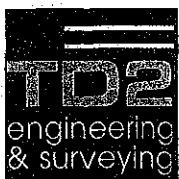
Terms Net 30 Days. A Finance Charge of 1 1/2% Per Month (18% per Annum) Will Be Charged on Past Due Accounts. Also Liable for all Legal and Collection Fees.

O.K. to pay  
JMK 12-21-2015  
02.42.0314

Concent Agenda 11/16/16

A-5

INVOICE



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

Please remit to:

TD2 Nebraska Office  
10836 Old Mill Road; Omaha, NE 68154  
Office: 402/330-8860 Fax: 402/330-5866

TD2 South Dakota Office  
5000 S. Minnesota Ave., Ste. 300; Sioux Falls, SD 57108  
Office: 605/951-0886

CITY OF LA VISTA  
JOHN KOTTMANN  
8116 PARKVIEW BOULEVARD  
LA VISTA, NE 68128

Invoice number 113009  
Date 12/15/2015  
Project 0171-408 THOMPSON CREEK PHASE 1

Professional Services from November 2, 2015 through November 29, 2015

P.O. #15-0092/16-0094

Description	Current Billed
Task A-Project Start-up	0.00
Task B-Design Development	0.00
Task C-Construction Documentation	0.00
Task D-Phase 2 Grant Acquisition	0.00
Task E-Pre-Construction Monitoring	0.00
<b>Construction Phase Services</b>	<b>6,662.19</b>
Contract Administration, Site Visits and Project Management	\$2,119.74
Erosion Control Monitoring and Reporting Services	314.25
Construction Observation and Materials Testing	3,600.90
Construction Staking	627.30
<b>Additional Services - OPPD</b>	<b>0.00</b>
	<b>Total 6,662.19</b>

Invoice total 6,662.19

## Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
113009	12/15/2015	6,662.19	6,662.19				
	Total	6,662.19	6,662.19	0.00	0.00	0.00	0.00

O.K. to pay

PMK 12-21-2015

Terms Net 30 Days. A Finance Charge of 1 1/2% Per Month (18% per Annum) Will Be Charged on Past Due Accounts. Also Liable for all Legal and Collection Fees.

SPLITS TO: 05.71.0871.03 (NET) \$3,064.61  
05.71.0855.03 (CITY) \$3,597.58

Consent Agenda 11/16/16

A-6

**Invoice**



601 P Street, Suite 200  
PO Box 64608  
Lincoln, NE 68501-4608  
Tel 402.474.6311, Fax 402.474.5160

December 17, 2015  
Invoice No: 243977

John Kottmann, City Engineer/Assistant  
Public Works Director  
City of La Vista NE  
8116 Park View Blvd  
La Vista, NE 68128-2198

OA Project No. C14-2258 La Vista Parking District Access Improvements

Professional services rendered from November 1, 2015 through December 5, 2015 for work completed in accordance with our Agreement executed on September 16, 2015.

Phase 100 Project Management

**Professional Personnel**

	Hours	Rate	Amount
Team Leader			
Underwood, Katie	10.25	43.27 ✓	443.52 ✓
Project Engineer			
Rolling, Christopher	5.75	36.78 ✓	211.49 ✓
Totals	16.00		655.01
<b>Total Labor</b>			<b>655.01</b>

**Additional Fees**

Overhead	176.96 % of 655.01	1,159.11 ✓
Profit	12.00 % of 1,814.12	217.69 ✓
<b>Total Additional Fees</b>		<b>1,376.80 ✓</b>

**Billing Limits** Current Prior To-Date

Total Billings	2,031.81 ✓	2,608.40	4,640.21
Limit			14,621.83
Balance Remaining			9,981.62

**Total this Phase** **\$2,031.81**

Phase 200 Survey

**Professional Personnel**

	Hours	Rate	Amount
Group Leader			
Rothanzl, Terrence	3.50	36.06 ✓	126.21
Associate Surveyor			
Peterson, Drew	11.50	21.50 ✓	247.25
Assistant Surveyor			
Laughlin, Timothy	4.00	22.00 ✓	88.00

Project	C14-2258	La Vista Parking District Access			Invoice	243977
Senior Technician						
Hastings, Douglas		14.00	22.10 ✓		309.40	
Technical Manager - Field						
Fossler, David		1.50	32.21 ✓		48.32	
Totals		34.50			819.18	
<b>Total Labor</b>						<b>819.18</b>
<b>Additional Fees</b>						
Overhead		176.76 % of 819.18			1,447.98	
Profit		12.00 % of 2,267.16			272.06	
<b>Total Additional Fees</b>					<b>1,720.04</b>	<b>1,720.04</b>
<b>Internal Unit Billing</b>						
Field Vehicle		102.0 Miles @ 0.75			76.50	
<b>Total Internal Units</b>					<b>76.50</b>	<b>76.50</b>
<b>Billing Limits</b>		Current ✓	Prior	To-Date		
Total Billings		2,615.72 ✓	111.78	2,727.50		
Limit				2,747.07		
Balance Remaining				19.57		
			<b>Total this Phase</b>			<b>\$2,615.72</b>
Phase	300	Conceptual Design				
<b>Professional Personnel</b>		Hours	Rate	Amount		
Assistant Engineer						
Heideman, Kellen		8.25	28.85 ✓	238.01		
Totals		8.25		238.01		
<b>Total Labor</b>						<b>238.01</b>
<b>Additional Fees</b>						
Overhead		176.96 % of 238.01		421.18		
Profit		12.00 % of 659.19		79.10		
<b>Total Additional Fees</b>				<b>500.28</b>	<b>500.28</b>	
<b>Billing Limits</b>		Current ✓	Prior	To-Date		
Total Billings		738.29 ✓	1,582.71	2,321.00		
Limit				3,991.92		
Balance Remaining				1,670.92		
			<b>Total this Phase</b>			<b>\$738.29</b>
Phase	400	Drainage Analysis				
<b>Billing Limits</b>		Current	Prior	To-Date		
Total Billings		0.00	0.00	0.00		
Limit				3,300.48		
Balance Remaining				3,300.48		
			<b>Total this Phase</b>			<b>0.00</b>
Phase	500	Geotechnical Exploration				

INVOICE PAYMENT IS REQUESTED WITHIN 30 DAYS

Project	C14-2258	La Vista Parking District Access			Invoice	243977
<b>Professional Personnel</b>						
		Hours	Rate	Amount		
Student Intern - Level 1						
Clouse, Aaron		.75	12.00	9.00		
<b>Totals</b>		.75		9.00		
	<b>Total Labor</b>					<b>9.00</b>
<b>Additional Fees</b>						
Overhead		176.96 % of 9.00		15.93		
Profit		12.00 % of 24.93		2.99		
	<b>Total Additional Fees</b>			<b>18.92</b>		<b>18.92</b>
<b>Billing Limits</b>						
		Current	Prior	To-Date		
Total Billings		27.92 ✓	0.00	27.92		
Limit				3,954.99		
Balance Remaining				3,927.07		
				<b>Total this Phase</b>		<b>\$27.92</b>
Phase	600	Prelim & Final Roadway Design				
<b>Professional Personnel</b>						
		Hours	Rate	Amount		
Team Leader						
Underwood, Katie		4.00	43.27 ✓	173.08		
Project Engineer						
Rolling, Christopher		4.75	36.78 ✓	174.71		
Assistant Engineer						
Heideman, Kellen		1.00	28.85 ✓	28.85		
Design Associate						
Bickford, Michael		62.50	26.92 ✓	1,682.50		
	<b>Totals</b>	72.25		2,059.14		
	<b>Total Labor</b>					<b>2,059.14</b>
<b>Additional Fees</b>						
Overhead		176.96 % of 2,059.14		3,643.85		
Profit		12.00 % of 5,702.99		684.36		
	<b>Total Additional Fees</b>			<b>4,328.21</b>		<b>4,328.21</b>
<b>Billing Limits</b>						
		Current	Prior	To-Date		
Total Billings		6,387.35 ✓	3,555.33	9,942.68		
Limit				36,651.88		
Balance Remaining				26,709.20		
				<b>Total this Phase</b>		<b>\$6,387.35</b>
Phase	700	Bid Package Documents				
<b>Billing Limits</b>						
		Current	Prior	To-Date		
Total Billings		0.00	0.00	0.00		
Limit				4,736.68		
Balance Remaining				4,736.68		

INVOICE PAYMENT IS REQUESTED WITHIN 30 DAYS

Project	C14-2258	La Vista Parking District Access	Invoice	243977
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**Total this Phase** **0.00**

Phase 900 Expenses

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	0.00	0.00
Limit			3,232.83
Balance Remaining			3,232.83

**Total this Phase** **0.00**

**AMOUNT DUE THIS INVOICE** **\$11,801.09**

Email invoice to: [jkottmann@cityoflavista.org](mailto:jkottmann@cityoflavista.org)

Authorized By: Christopher Rolling

O.K. to pay

JK 12-18-2015

05.71.0899.02

Consent Agenda 1/5/16 p/s

APCHCKRP  
10.30.14

Thu Dec 31, 2015 11:35 AM

\*\*\*\*  
City of Lavista  
ACCOUNTS PAYABLE CHECK REGISTER

OPER: AKH

PAGE 1

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BANK NO	BANK NAME	CHECK NO	DATE	VENDOR NO	VENDOR NAME	CHECK AMOUNT	CLEARED	VOIDED	MANUAL
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1	BK NE CKG MAIN (600-873)								
119806	12/16/2015	1270	PREMIER-MIDWEST BEVERAGE CO		212.80				**MANUAL**
119807	12/16/2015	1194	QUALITY BRANDS OF OMAHA		173.15				**MANUAL**
119808	12/16/2015	3965	BEAUMONT, MITCH		118.00				**MANUAL**
119809	12/16/2015	4867	VAN RU CREDIT CORPORATION		26.15				**MANUAL**
119810	12/16/2015	4592	BERRY DUNN		3,954.00				**MANUAL**
119811	12/16/2015	277	THEATRICAL MEDIA SERVICES INC		13,776.00				**MANUAL**
119812	12/16/2015	147	CHRIS MADDEN		1,500.00				**MANUAL**
119813	12/16/2015	2705	ANDERSON EXCAVATING COMPANY		245,890.02				**MANUAL**
119814	12/17/2015	1840	NE DEPT OF MOTOR VEHICLE-94789		13.20				**MANUAL**
119815	12/30/2015	4867	VAN RU CREDIT CORPORATION		23.45				**MANUAL**
119816	1/05/2016	804	3E-ELECTRICAL ENGINEERING		204.97				
119817	1/05/2016	3983	ABE'S PORTABLES INC		141.66				
119818	1/05/2016	3780	ADAMSON INDUSTRIES CORP		1,244.45				
119819	1/05/2016	571	ALAMAR UNIFORMS		.00	**CLEARED**	**VOIDED**		
119820	1/05/2016	571	ALAMAR UNIFORMS		817.12				
119821	1/05/2016	366	AMERICAN UNDERGROUND SUPL INC		32.83				
119822	1/05/2016	188	ASPHALT & CONCRETE MATERIALS		114.00				
119823	1/05/2016	2634	ATLAS AWNING CO INC		300.00				
119824	1/05/2016	3509	AUTO GLASS TINT		280.00				
119825	1/05/2016	849	BARONE SECURITY SYSTEMS		120.00				
119826	1/05/2016	3058	BAXTER CHRYSLER DODGE JEEP RAM		420.57				
119827	1/05/2016	4037	BAXTER FORD 144TH & I-80		123.18				
119828	1/05/2016	929	BEACON BUILDING SERVICES		5,812.00				
119829	1/05/2016	3965	BEAUMONT, MITCH		474.00				
119830	1/05/2016	4781	BISHOP BUSINESS EQUIPMENT		1,015.63				
119831	1/05/2016	249	BKD LLP		815.00				
119832	1/05/2016	196	BLACK HILLS ENERGY		23.14				
119833	1/05/2016	1242	BRENTWOOD AUTO WASH		45.00				
119834	1/05/2016	3579	JAMIE BROWN		274.50				
119835	1/05/2016	2285	CENTER POINT PUBLISHING		427.20				
119836	1/05/2016	219	CENTURY LINK		.00	**CLEARED**	**VOIDED**		
119837	1/05/2016	219	CENTURY LINK		720.79				
119838	1/05/2016	2540	CENTURY LINK BUSN SVCS		10.15				
119839	1/05/2016	3126	COCA-COLA BOTTLING COMPANY		319.58				
119840	1/05/2016	4615	CONSOLIDATED MANAGEMENT		76.00				
119841	1/05/2016	2158	COX COMMUNICATIONS		303.00				
119842	1/05/2016	4126	CREW NETWORK		285.00				
119843	1/05/2016	707	CULLIGAN OF OMAHA		46.90				
119844	1/05/2016	111	DEMCO INCORPORATED		254.28				
119845	1/05/2016	4076	DIGITAL ALLY INCORPORATED		735.00				
119846	1/05/2016	2149	DOUGLAS COUNTY SHERIFF'S OFC		1,462.50				
119847	1/05/2016	364	DULTMEIER SALES & SERVICE		98.25				
119848	1/05/2016	159	DXP ENTERPRISES INC		90.00				
119849	1/05/2016	3084	EBSCO INFORMATION SERVICES		3,195.00				
119850	1/05/2016	3642	ECHO GROUP INCORPORATED		121.36				
119851	1/05/2016	561	EMBLEM ENTERPRISES INC		354.00				
119852	1/05/2016	4663	EN POINTE TECHNOLOGIES SALES		240.36				
119853	1/05/2016	358	ENVIRONMENTAL PROTECTION		450.00				
119854	1/05/2016	3835	EXCEL PHYSICAL THERAPY		100.00				
119855	1/05/2016	4859	SPARTAN NASH LLC		341.94				
119856	1/05/2016	3159	FASTENAL COMPANY		41.13				

BANK NO CHECK NO	BANK NAME DATE	VENDOR NO VENDOR NAME	CHECK AMOUNT	CLEARED	VOIDED	MANUAL
119857	1/05/2016	1201 FERRELLGAS	12.00			
119858	1/05/2016	142 FITZGERALD SCHORR BARMETTLER	.00	**CLEARED**	**VOIDED**	
119859	1/05/2016	142 FITZGERALD SCHORR BARMETTLER	16,363.89			
119860	1/05/2016	3415 FOCUS PRINTING	.00	**CLEARED**	**VOIDED**	
119861	1/05/2016	3415 FOCUS PRINTING	.00	**CLEARED**	**VOIDED**	
119862	1/05/2016	3415 FOCUS PRINTING	7,433.55			
119863	1/05/2016	1344 GALE	168.68			
119864	1/05/2016	3656 GENERAL FIRE & SAFETY EQUIP CO	194.70			
119865	1/05/2016	285 GRAYBAR ELECTRIC COMPANY INC	599.28			
119866	1/05/2016	387 HARM'S CONCRETE INC	353.00			
119867	1/05/2016	2407 HEIMES CORPORATION	1,099.92			
119868	1/05/2016	362 HIGH POINT MANUFACTURING LLC	4,233.89			
119869	1/05/2016	797 HOBBY LOBBY STORES INC	71.20			
119870	1/05/2016	630 HOCKENBERGS	40.85			
119871	1/05/2016	892 HONEYMAN RENT-ALL #1	250.70			
119872	1/05/2016	3146 HORNUNG'S GOLF PRODUCTS INC	78.45			
119873	1/05/2016	2323 INGRAM LIBRARY SERVICES	1,445.58			
119874	1/05/2016	835 IVERSON, DENNIS	150.00			
119875	1/05/2016	1896 J Q OFFICE EQUIPMENT INC	129.45			
119876	1/05/2016	2653 JONES AUTOMOTIVE INC	47.50			
119877	1/05/2016	351 KEVIN JONES	500.00			
119878	1/05/2016	169 KELLY'S CARPET OMAHA	21.82			
119879	1/05/2016	1054 MARK A KLINKER	200.00			
119880	1/05/2016	2057 LA VISTA COMMUNITY FOUNDATION	90.00			
119881	1/05/2016	4425 LANDPORT SYSTEMS INC	125.00			
119882	1/05/2016	3198 LEAGUE OF NEBR MUNICIPALITIES	408.00			
119883	1/05/2016	2380 LEXIS NEXIS MATTHEW BENDER	198.10			
119884	1/05/2016	4784 LIBRARY IDEAS LLC	9.50			
119885	1/05/2016	3138 LIBRARY STORE INC	138.62			
119886	1/05/2016	4560 LOWE'S CREDIT SERVICES	21.72			
119887	1/05/2016	346 MAX I WALKER UNIFORM RENTAL	.00	**CLEARED**	**VOIDED**	
119888	1/05/2016	346 MAX I WALKER UNIFORM RENTAL	985.86			
119889	1/05/2016	193 CATHERINE DEMES MAYDEW	2,665.00			
119890	1/05/2016	4943 MENARDS-RALSTON	701.20			
119891	1/05/2016	153 METRO AREA TRANSIT	874.00			
119892	1/05/2016	872 METROPOLITAN COMMUNITY COLLEGE	24,328.99			
119893	1/05/2016	553 METROPOLITAN UTILITIES DIST.	910.49			
119894	1/05/2016	184 MID CON SYSTEMS INCORPORATED	479.00			
119895	1/05/2016	2299 MIDWEST TAPE	1,623.66	**CLEARED**	**VOIDED**	
119896	1/05/2016	4085 MNJ TECHNOLOGIES	67.00			
119897	1/05/2016	2382 MONARCH OIL INC	140.00			
119898	1/05/2016	4703 NEBRASKA ENVIRONMENTAL PRODS	509.00			
119899	1/05/2016	3350 NEBRASKA IOWA SUPPLY	.00	**CLEARED**	**VOIDED**	
119900	1/05/2016	3350 NEBRASKA IOWA SUPPLY	2,430.09			
119901	1/05/2016	370 NEBRASKA LAW ENFORCEMENT	200.00			
119902	1/05/2016	179 NUTS AND BOLTS INCORPORATED	1.82			
119903	1/05/2016	1831 O'REILLY AUTOMOTIVE STORES INC	429.23			
119904	1/05/2016	1808 OCLC INC	123.61			
119905	1/05/2016	1014 OFFICE DEPOT INC	.00	**CLEARED**	**VOIDED**	
119906	1/05/2016	1014 OFFICE DEPOT INC	.00	**CLEARED**	**VOIDED**	
119907	1/05/2016	1014 OFFICE DEPOT INC	.00	**CLEARED**	**VOIDED**	
119908	1/05/2016	1014 OFFICE DEPOT INC	.00	**CLEARED**	**VOIDED**	
119909	1/05/2016	1014 OFFICE DEPOT INC	.00	**CLEARED**	**VOIDED**	

APCHCKRP  
10.30.14

Thu Dec 31, 2015 11:35 AM

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City of Lavista  
ACCOUNTS PAYABLE CHECK REGISTER\*\*\*\*  
OPER: AKH

PAGE 3

BANK NO CHECK NO	BANK NAME DATE	VENDOR NO VENDOR NAME	CHECK AMOUNT	CLEARED	VOIDED	MANUAL
119910	1/05/2016	1014 OFFICE DEPOT INC	749.61			
119911	1/05/2016	195 OMAHA PUBLIC POWER DISTRICT	2,002.68			
119912	1/05/2016	46 OMAHA WORLD-HERALD	277.57			
119913	1/05/2016	167 OMNI	83.16			
119914	1/05/2016	109 OMNIGRAPHICS INC	327.40			
119915	1/05/2016	4815 ONE CALL CONCEPTS INC	169.95			
119916	1/05/2016	377 P C RECYCLING	361.25			
119917	1/05/2016	3039 PAPILLION SANITATION	650.64			
119918	1/05/2016	256 PARK YOUR PAWZ INC	220.00			
119919	1/05/2016	1713 QUALITY AUTO REPAIR & TOWING	65.00			
119920	1/05/2016	802 QUILL CORPORATION	291.78			
119921	1/05/2016	58 RAINBOW GLASS & SUPPLY	39.95			
119922	1/05/2016	4653 RDG PLANNING & DESIGN	79.89			
119923	1/05/2016	3155 REDSHAW PAINT SUPPLY INC	16.65			
119924	1/05/2016	2930 REPUBLIC NATIONAL DISTR CO LLC	112.46			
119925	1/05/2016	3774 RETRIEVEX	117.10			
119926	1/05/2016	4801 RICK NELSON PHOTOGRAPHY	295.00			
119927	1/05/2016	604 ROURKE PUBLISHING COMPANY	201.50			
119928	1/05/2016	292 SAM'S CLUB	986.36			
119929	1/05/2016	2240 SARPY COUNTY COURTHOUSE	4,100.37			
119930	1/05/2016	168 SARPY COUNTY LANDFILL	4.93			
119931	1/05/2016	150 SARPY COUNTY TREASURER	43,325.50			
119932	1/05/2016	1034 SCHENMER ASSOCIATES INC	877.50			
119933	1/05/2016	738 SIGN IT	288.00			
119934	1/05/2016	533 SOUCIE, JOSEPH H JR	238.44			
119935	1/05/2016	3838 SPRINT	119.97			
119936	1/05/2016	332 SUSPENSION SHOP INCORPORATED	1,403.14			
119937	1/05/2016	3471 TASER INTERNATIONAL INC	3,802.70			
119938	1/05/2016	264 TED'S MOWER SALES & SERVICE	46.83			
119939	1/05/2016	378 THOMAS, TANYA	55.00			
119940	1/05/2016	2455 UNITED RENT-ALL	578.75			
119941	1/05/2016	2720 USI EDUCATION/GOV'T SALES	2,619.99			
119942	1/05/2016	809 VERIZON WIRELESS	180.12			
119943	1/05/2016	809 VERIZON WIRELESS	91.54			
119944	1/05/2016	3413 VERNON COMPANY	391.00			
119945	1/05/2016	1174 WAL-MART COMMUNITY BRC	.00	**CLEARED**	**VOIDED**	
119946	1/05/2016	1174 WAL-MART COMMUNITY BRC	.00	**CLEARED**	**VOIDED**	
119947	1/05/2016	1174 WAL-MART COMMUNITY BRC	1,283.08			
119948	1/05/2016	3150 WHITE CAP CONSTR SUPPLY/HDS	223.92			
119949	1/05/2016	968 WICK'S STERLING TRUCKS INC	808.03			
119950	1/05/2016	1475 WOODHAVEN COUNSELING ASSOC'S	680.00			
119951	1/05/2016	2299 MIDWEST TAPE	294.14			

2426101  
Thru 2474001 Payroll Checks

1260649	12/18/2015	5017 EFTPS (Payroll Taxes)	88,633.83	**E-PAY**
1260650	12/18/2015	5018 NE STATE INCOME TAX	13,067.98	**E-PAY**
1260651	12/18/2015	5019 ICMA PAYROLL (Pension)	40,926.45	**E-PAY**
1260652	12/18/2015	5020 NE CHILD SUPPORT CENTER	966.08	**E-PAY**
1260653	12/18/2015	5023 LFOP DUES	1,300.00	**E-PAY**
1260654	12/18/2015	5024 POLICE INSURANCE	261.89	**E-PAY**
1260655	12/18/2015	5025 529 CSP. (College Savings Plan)	50.00	**E-PAY**

APCHCKRP  
10.30.14

Thu Dec 31, 2015 11:35 AM

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City of LaVista  
ACCOUNTS PAYABLE CHECK REGISTER

OPER: AKH

PAGE 4

## BANK NO BANK NAME

CHECK NO

DATE VENDOR NO VENDOR NAME

CHECK AMOUNT

CLEARED

VOIDED

MANUAL

1260659	12/31/2015	5017 EFTPS	(Payroll Taxes)	68,400.44	**E-PAY**
1260660	12/31/2015	5018 NE STATE INCOME TAX		10,434.57	**E-PAY**
1260661	12/31/2015	5019 ICMA PAYROLL	(Pension)	35,180.24	**E-PAY**
1260662	12/31/2015	5020 NE CHILD SUPPORT CENTER		281.08	**E-PAY**
1260663	12/31/2015	5024 POLICE INSURANCE		261.89	**E-PAY**
1260664	12/31/2015	5025 529 CSP	(College Savings Plan)	50.00	**E-PAY**
1260665	12/16/2015	5029 PITNEY BOWES-EFT POSTAGE		1,027.00	**E-PAY**
1260666	12/21/2015	5027 NE DEPT OF REVENUE-SALES TAX		1,701.44	**E-PAY**

BANK TOTAL 687,851.74

OUTSTANDING 687,851.74

CLEARED 1,623.66

VOIDED 1,623.66

## FUND

TOTAL

OUTSTANDING

CLEARED

VOIDED

01	GENERAL FUND	381,286.46	381,286.46	.00	1,623.66
02	SEWER FUND	28,672.88	28,672.88	.00	.00
05	CONSTRUCTION	252,871.11	252,871.11	.00	.00
08	LOTTERY FUND	18,856.44	18,856.44	.00	.00
09	GOLF COURSE FUND	5,959.88	5,959.88	.00	.00
15	OFF-STREET PARKING	204.97	204.97	.00	.00

REPORT TOTAL 687,851.74

OUTSTANDING 687,851.74

CLEARED 1,623.66

VOIDED 1,623.66

+ Gross Payroll 12/18/15 443,031.27

+ Gross Payroll 12/31/15 376,577.54

- Payroll ACH Payments 259,814.45

GRAND TOTAL \$1,247,646.10

APPROVED BY COUNCIL MEMBERS 01/05/16

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**JANUARY 5, 2016 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
COUNCIL POLICY STATEMENT EMPLOYEE PERFORMANCE MANAGEMENT	◆ RESOLUTION ORDINANCE RECEIVE/FILE	RITA RAMIREZ ASSISTANT CITY ADMINISTRATOR/ DIRECTOR OF COMMUNITY SERVICES

**SYNOPSIS**

A resolution has been prepared to approve a Council Policy Statement regarding the Employee Performance Management Program.

**FISCAL IMPACT**

N/A

**RECOMMENDATION**

Approval

**BACKGROUND**

As you know, over the last several months a team of employees has been working with a consultant from the Management Education Group on a project to update the City's employee performance management program. Following meetings with employee groups, City leadership, and the project team, the consultant made a number of recommendations, which the City Administrator has discussed with the Mayor and Council. The project team has been working on creating the necessary documents and outlining the logistics that will be needed to implement changes to the performance management program.

The City currently has a Council Policy Statement regarding Pay for Performance. It was recommended that this policy be split into two components—one policy that outlines the purpose and objectives of the City's performance management program and another policy that addresses the compensation component. A proposed performance management policy is attached for your consideration. Major changes to the City's current program include the establishment of a rating scale that is defined by descriptors rather than numbers, changing the employee self-evaluation to a narrative format, requiring quarterly performance conversations with all employees, and establishing a common rating date for all employees as well as a common salary increase date. Staff is still working on the Council Policy Statement regarding compensation and will bring that forth at a later date.

The proposed policy was presented to Council at the meeting on December 15, 2015. Following discussion, some changes were recommended to the Evaluation Appeal Process portion of the policy. The suggested changes were incorporated and the policy is being presented again tonight for consideration.

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

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA,  
NEBRASKA, APPROVING A COUNCIL POLICY STATEMENT.

WHEREAS, the City Council has determined that it is necessary and desirable to create Council Policy Statements 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, changes to the City's employee Performance Management Program are being recommended; and

WHEREAS, a Council Policy Statement entitled "Employee Performance Management Policy" has been created and reviewed by Management Education Group, the consultant engaged to assist the City in revising the performance management program.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby approve a Council Policy Statement entitled "Employee Performance Management Program" and do further hereby direct the distribution of said Council Policy Statement to the appropriate City Departments.

PASSED AND APPROVED THIS 5TH DAY OF JANUARY, 2016.

CITY OF LA VISTA

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Douglas Kindig, Mayor

ATTEST:

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Pamela A. Buethe, CMC  
City Clerk

**CITY OF LA VISTA  
COUNCIL POLICY STATEMENT**

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**Employee Performance Management Policy**

Issued:  
Resolution No.

**Purpose**

The City's Performance Management Program is designed to foster a dialogue between managers and employees throughout the year in support of the City of La Vista's objectives and goals.

**Objectives**

The primary objectives of the performance management process are to:

1. Ensure employees perform work that accomplishes the business needs of the City of La Vista.
2. Ensure the employee is clearly aware of the performance measures and results expected for the job; including goals as prescribed.
3. Confirm employees receive ongoing feedback about how effectively they are performing relative to expectations.
4. Continually monitor employee's progress and communicate any ongoing issues to assist the employee in aligning performance with the expected outcomes for the job.
5. Acknowledge and address employee performance that does not meet expectations.
6. Assign salary increases that are consistent with the employee's performance.

**Applicability**

The Performance Management program shall apply to all employment positions in the City with the following exclusions:

- a. Any temporary employment position such as seasonal positions.
- b. Any employment position covered by an express employment contract, except to the extent otherwise provided in the contract.

## **Provisions**

### **1. Annual Performance Management Process**

The City Administrator or his/her designated representative shall be responsible for administering the Performance Management Program according to the following process:

	<b>Annual Performance Cycle April 1 through March 31</b>
Expectation-Setting (By April 30)	<p>By April 30 of each year, the supervisor and the employee will meet to discuss goals (if applicable) and expectations for the upcoming evaluation period. (This discussion can also take place as part of the annual evaluation which occurs in March.)</p> <p>Employees should understand the application of the City's core values to their job, the additional job-related competencies and performance goals (if applicable) as the components they will be evaluated on.</p> <p>Discussion should be documented on the Assessment Meetings Form. Goals should be documented on the Performance Evaluation Form, which will be launched on April 1<sup>st</sup> of each year.</p>
1 <sup>st</sup> Quarter Assessment (April-June)	<p>By June 30 the supervisor and employee will meet to discuss the employee's overall performance progress.</p> <p>Discussion should be documented on the Assessment Meetings Form.</p>
2 <sup>nd</sup> Quarter Assessment (July-September)	<p>By September 30 the supervisor and employee will meet to discuss the employee's overall performance progress.</p> <p>Discussion should be documented on the Assessment Meetings Form.</p>
3 <sup>rd</sup> Quarter Assessment (October-December)	<p>By December 31 the supervisor and employee will meet to discuss the employee's overall performance progress.</p> <p>Discussion should be documented on the Assessment Meetings Form.</p>
4 <sup>th</sup> Quarter - Annual Evaluation	<p>By February 1 employee completes the Performance Summary Form and submits it to the supervisor.</p> <p>By March 31 the supervisor completes the annual performance evaluation and meets with each employee.</p>

Prior to the completion of the annual performance evaluation, employees will be required to complete a Performance Summary, which shall be considered by the supervisor. This opportunity is meant to provide for open communication between the employee and the supervisor on measurements of performance.

Direct supervisors are responsible for completing employee performance evaluations. The performance evaluation shall be reviewed and approved by additional department/division supervisors, if appropriate, as well as the Department Head before presenting to the employee. After the evaluation is presented to the employee a Personnel Action Form (PAF) shall be completed and sent to Human Resources.

## **2. *Performance Evaluation Appeal Process***

The City believes that managers and supervisors are in the best position to evaluate an employee's work performance and work behavior. For this reason, Human Resources will not attempt to substitute its judgment for the supervisor's unless an employee can demonstrate that the evaluation was arbitrary, capricious, illegally discriminatory or not factual based on solid data. The appeal process can still be helpful, however because it involves a neutral third party who can help to facilitate a better understanding or resolve a dispute between an employee and a supervisor.

An employee who is dissatisfied with his or her performance evaluation should request a follow-up meeting with his/her supervisor within 10 days of receiving the evaluation to discuss the evaluation candidly, express any disagreements the employee may have with the review and provide additional information/documentation to support his/her case.

If the employee still disagrees with his/her evaluation after follow-up discussion with the supervisor, the employee may submit a formal, written appeal to the Department Head within 105 working days of the follow-up meeting with the supervisor. If the supervisor is the Department Head, the written appeal should be submitted to the Department Head's immediate supervisor. The appeal must include (1) a written memo stating the employee's intent to appeal and listing the specific parts of the evaluation with which the employee disagrees, explaining the nature and extent of the disagreement; (2) a copy of the performance evaluation with the employee's comments; and (3) any relevant supporting documentation.

The Department Head will review and respond in writing to the employee within 105 working days of receiving the appeal.

If the employee continues to disagree with their performance evaluation, he/she may then appeal to Human Resources within 105 working days. The

appeal must include all of the information submitted on appeal to the Department Head and the Department Head's written response.

Human Resources' response to appeals of an employee performance evaluation may include some or all of the following actions:

- a. Review the evaluation, appeal, and supporting documentation.
- b. Contact the employee and/or the supervisor to obtain clarification or additional information.
- c. Contact the Department Head to obtain clarification or additional information.
- d. Collect additional information from other relevant sources.
- e. Make a decision and inform the employee in writing with a copy to the supervisor and the Department Head. If applicable, take any necessary action to implement the decision.

Human Resources shall present a final recommendation to the City Administrator for approval within 20 days of receiving the appeal. The City Administrator shall make a determination within 10 days of receiving the recommendation. This decision shall be final.

The time limits stated in the appeal process are directory and every reasonable effort shall be made to comply with them, but they shall not be considered or interpreted to be jurisdictional. The failure of any of the parties to meet any of such deadlines and timelines shall not eliminate the parties' responsibility to comply with the intent of the process. However, if an employee who is dissatisfied with his/her performance evaluation has not taken the initial step to request a follow up meeting with their supervisor prior to the next quarterly performance assessment, the evaluation will stand as presented.

### 3. **Performance Ratings**

The City's performance evaluation system is based on the following rating scale:

**Exceptional** – Consistently demonstrates the highest level of performance of a quality and/or quantity that provides superior results and makes additional contributions and suggestions. This rating is reserved for employees who continue to stand out in every area or for those who have consistently gone above and beyond standard expectations on their goals, competencies and the City's organizational values to achieve the highest level of results.

Note: Receipt of the "Exceptional" level of overall performance rating is rare and should be reserved for only those employees that routinely out perform all others, or where circumstances during the evaluation period allowed an

employee to truly distinguish him/herself. Employees receiving this rating would typically be a small percentage of the total workforce.

**Excels-** Frequently demonstrates high levels of performance in terms of quality and/or quantity and makes contributions that are above and beyond what is expected. It is appropriate for employees who have achieved and frequently exceeded expectations on their goals, competencies and the City's organizational values. This rating is an indication that performance expectations have been exceeded on a frequent basis.

**Successful** – Is successful in meeting job expectations, performing all duties in a manner that meets performance standards established for the job. Makes ongoing contributions and is dependable.

**Needs Improvement** – Performance is clearly below the minimum standards of the position. Immediate improvement is required.

Note: Any employee who receives a performance evaluation with an overall rating of "Needs Improvement" will be placed on a Performance Improvement Plan (PIP) for a minimum of 90 days. A PIP is a document that may include, but is not limited to, levels of performance that must be achieved to obtain a "Successful" rating, current performance deficiencies, support that may be provided by the department or City, actions the employee must take to address the performance deficiencies, and a timeline for completion of the actions. If the employee's performance does not improve, the employee will be subject to termination.

These ratings are applied to each of the competencies, as well as to an overall summary rating.

#### 4. ***Performance Competencies***

*All employees, regardless of level in the organization, will receive a rating and objective feedback on the City's three organizational values:*

**a. Accountability**

Accept responsibility for job performance, decisions, actions, behavior, and the resources entrusted to you.

**b. Integrity**

Keep your word, honor your commitments, practice loyalty and doing what is right.

**c. Public Service**

Provide high quality service through communications, teamwork, and professionalism. Practice courtesy and respect at all times.

In addition to the organizational values described above, additional job-specific competencies may be rated.

5. ***Performance Goals***

All employees at the manager level and above will be assigned SMART goals (specific, measurable, attainable, realistic, time-oriented), during the Expectation Setting meeting. Goals will factor into the employee's overall rating and should be clearly linked to a goal in the City's strategic plan. Establishment of goals for supervisors and individual contributors will be an option that will be decided at the department level.

6. ***Introductory Period***

Employees in their introductory period will receive feedback on a quarterly basis. In order to get new hires into the annual assessment schedule, the evaluation period for employees hired during the months of January through March will begin on April 1<sup>st</sup> (their first evaluation period will vary from 13-15 months depending on their start date). For employees hired in April through December the evaluation period will begin with their employment and the first evaluation will take place the following April (the first evaluation period will vary from 4-12 months depending on their start date). All new employees, regardless of start date and due to the variance in the initial evaluation period, will receive a pay increase on the October 1<sup>st</sup> that falls during their introductory period at a rate established by Council during the budget process.

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
JANUARY 5, 2016 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
PURCHASE OF MARKED POLICE CARS	◆ RESOLUTION ORDINANCE RECEIVE/FILE	BOB LAUSTEN POLICE CHIEF

**SYNOPSIS**

A resolution has been prepared authorizing the purchase of two (2) 2016 Ford Interceptor Police Utility Vehicles from Anderson Auto Group, Lincoln NE and the up-fitting and police equipment installation at 911 Custom, Overland Park, KS for an amount not to exceed \$80,000.

**FISCAL IMPACT**

The FY 16 General Fund budget provides funding for the proposed purchase.

**RECOMMENDATION**

Approval

**BACKGROUND**

This purchase is being made off of the Nebraska State Contract. Expected delivery of the vehicles will be 120-150 days (May 2016).

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

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE PURCHASE OF TWO (2) 2016 FORD INTERCEPTOR POLICE UTILITY VEHICLES FROM ANDERSON AUTO GROUP, LINCOLN, NEBRASKA AND THE UP-FITTING OF POLICE EQUIPMENT AT 911 CUSTOM, OVERLAND PARK, KS IN AN AMOUNT NOT TO EXCEED \$80,000.

WHEREAS, the City Council of the City of La Vista has determined that the purchase of two new marked police vehicles is necessary, and

WHEREAS, the FY 16 General Fund budget includes funds for the purchase of said vehicles, and

WHEREAS, the State of Nebraska did receive bids for 2016 Ford vehicles, and

WHEREAS, Anderson Auto Group, Lincoln, Nebraska, was awarded the state bid for Nebraska for the 2016 Ford Interceptor Police Utility vehicles and will extend that price to the City of La Vista, and

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

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby authorize the purchase of two (2) 2016 Ford Interceptor Police Utility vehicles from Anderson Auto Group, Lincoln, Nebraska and the up-fitting of police equipment at 911 Custom, Overland Park, KS in an amount not to exceed \$80,000.

PASSED AND APPROVED THIS 5TH DAY OF JANUARY, 2016.

CITY OF LA VISTA

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Douglas Kindig, Mayor

ATTEST:

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Pamela A. Buethe, CMC  
City Clerk

ITEM D

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
JANUARY 5, 2016 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
PURCHASE - RUSTPROOFING LINER - SEWER JET TRUCK	◆ RESOLUTION ORDINANCE RECEIVE/FILE	JOHN KOTTMANN CITY ENGINEER/ASSISTANT PUBLIC WORKS DIRECTOR

**SYNOPSIS**

A resolution has been prepared authorizing the purchase and installation of a rustproofing liner in the Sewer Jet Truck from Nebraska Environmental Products, Lincoln Nebraska in an amount not to exceed \$5,114.80.

**FISCAL IMPACT**

The FY 16 Sewer Fund Operating Budget provides funding for the proposed purchase.

**RECOMMENDATION**

Approval

**BACKGROUND**

The rustproofing is needed to extend the life of the vehicle. Small amounts of rust have started to appear and this is an opportune time to treat and protect the vehicle from deterioration as much as possible.

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

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE PURCHASE AND INSTALLATION OF A RUSTPROOFING LINER IN THE SEWER JET TRUCK FROM NEBRASKA ENVIRONMENTAL PRODUCTS, LINCOLN, NEBRASKA IN AN AMOUNT NOT TO EXCEED \$5,114.80.

WHEREAS, the City Council of the City of La Vista has determined that the purchase and installation of a rustproofing liner in the Sewer Jet Truck #3320 is necessary; and

WHEREAS, the FY 16 Sewer Operating Budget provides funding for this purchase; and

WHEREAS, the rustproofing is necessary to protect the vehicle from deterioration; and

WHEREAS, Subsection (C) (9) of Section 31.23 of the La Vista Municipal code requires that the City Administrator secure council approval prior to authorizing any purchases over \$5,000.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska hereby authorize the purchase and installation of a rustproofing liner in the sewer jet truck from Nebraska Environmental Products, Lincoln, Nebraska in an amount not to exceed \$5,114.80.

PASSED AND APPROVED THIS 5TH DAY OF JANUARY, 2016.

**CITY OF LA VISTA**

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**Douglas Kindig, Mayor**

ATTEST:

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**Pamela A. Buethe, CMC**  
City Clerk

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**JANUARY 5, 2016 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
PURCHASE OF TRI FLEX MOWER	◆ RESOLUTION ORDINANCE RECEIVE/FILE	JEFF CALENTINE GOLF COURSE SUPERINTENDENT ASSISTANT TO CITY ADMINISTRATOR

**SYNOPSIS**

A resolution has been prepared authorizing the purchase of a previously owned 2011 Toro Tri Flex Mower from TurfWerks, Omaha, Nebraska, for an amount not to exceed \$21,500.00.

**FISCAL IMPACT**

The FY 16 Golf Fund Budget provides funding for the proposed purchase.

**RECOMMENDATION**

Approval

**BACKGROUND**

This mower is necessary for the continued maintenance and upkeep of the golf course. Due to the uncertainty of the length of time the golf course will remain operational, it was determined that the purchase of a previously owned mower would be the most logical and economical. The mower could be modified for use in other areas of the City if the golf course were to close. These mowers also have very good resale value and it could be sold.

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

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE PURCHASE OF A PREVIOUSLY OWNED 2011 TORO TRI FLEX MOWER FROM TURFWERKS, OMAHA, NEBRASKA IN AN AMOUNT NOT TO EXCEED \$21,500.00.

WHEREAS, the City Council of the City of La Vista has determined that the purchase of a Tri Flex Mower is necessary; and

WHEREAS, the FY 16 Golf Fund Budget provides funding for this purchase; and

WHEREAS, the Tri Flex Mower is necessary for the continued maintenance and upkeep of the golf course; and

WHEREAS, Subsection (C) (9) of Section 31.23 of the La Vista Municipal code requires that the City Administrator secure council approval prior to authorizing any purchases over \$5,000.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska hereby authorize the purchase of a previously owned 2011 Toro Tri Flex Mower from TurfWerks, Omaha, Nebraska in an amount not to exceed \$21,500.00.

PASSED AND APPROVED THIS 5TH DAY OF JANUARY, 2016.

**CITY OF LA VISTA**

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**Douglas Kindig, Mayor**

ATTEST:

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**Pamela A. Buethe, CMC**  
**City Clerk**