

LA VISTA CITY COUNCIL MEETING AGENDA

January 7, 2020

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**
- **Service Award: Travis Prosser – 15 Years**
- **Appointments**
 - Planning Commission – Reappoint Kathleen Alexander, Gayle Malmquist – 3 year term
 - Library Advisory Board – Reappoint Kim Schmit-Pokorny – 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 17, 2019 City Council Meeting**
3. **Occupation Tax Report**
4. **Request for Payment – Berry Dunn McNeil & Parker, LLC – Professional Services – Strategic Technology Plan – \$2,800.00**
5. **Request for Payment – DLR Group – Professional Services – City Centre Parking Facility CA – \$1,349.28**
6. **Request for Payment – Olsson – Professional Services – City Centre Phase 1 Public Infrastructure – \$42,545.50**
7. **Request for Payment – Thompson, Dreessen & Dorner, Inc. – Professional Services – Miscellaneous Civil Engineering Services – \$2,618.50**
8. **Approval of Claims**

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

B. **Presentation – 2019 National Community Survey**

C. **Resolution – Authorize Amendment No. 3 to Professional Services Agreement – 84th Street Redevelopment Area – Offstreet Parking District No. 2, Structure No. 1**

D. **Resolution – Authorize Renewal – Computer Software Subscription**

E. **Resolution – Authorize Purchase – Computer Software**

F. **Resolution – Authorize Purchase – Computer Equipment – State Contract Award**

G. **Resolution – Authorize Agreement – Storm Water Public Education & Outreach Consultant Services**

H. **Discussion – Recreation Dept. – Staff Planning/Position Descriptions**

- **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.



CITY OF LA VISTA

CERTIFICATE OF APPRECIATION

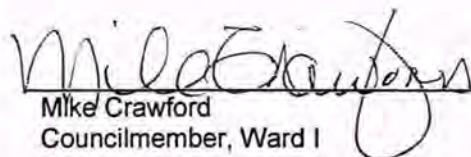
A CERTIFICATE OF APPRECIATION PRESENTED TO **TRAVIS PROSSER** OF **LA VISTA PUBLIC WORKS**, FOR 15 YEARS OF FAITHFUL AND EFFICIENT SERVICE TO THE CITY OF LA VISTA.

WHEREAS, **Travis Prosser** has served the City of La Vista since December 27, 2004; and

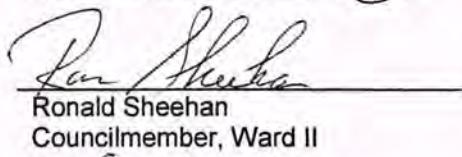
WHEREAS, **Travis Prosser's** input and contributions to the City of La Vista have contributed to the success of the City;

NOW, THEREFORE BE IT RESOLVED that this Certificate of Appreciation is hereby presented to **Travis Prosser** on behalf of the City of La Vista for 15 years of service to the City.

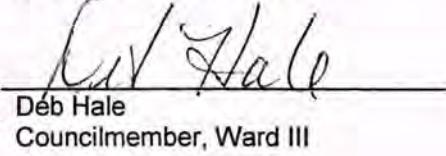
DATED THIS 7TH DAY OF JANUARY 2020.



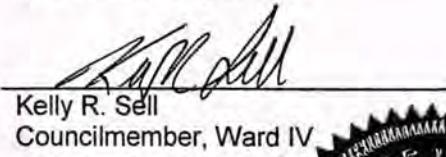
Mike Crawford
Councilmember, Ward I



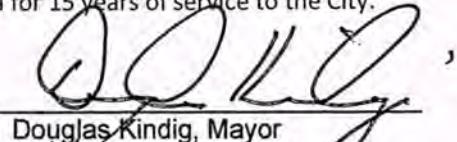
Ronald Sheehan
Councilmember, Ward II



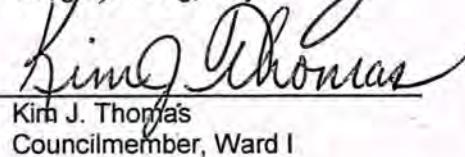
Deb Hale
Councilmember, Ward III



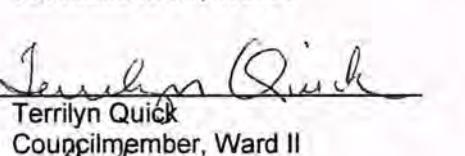
Kelly R. Sell
Councilmember, Ward IV



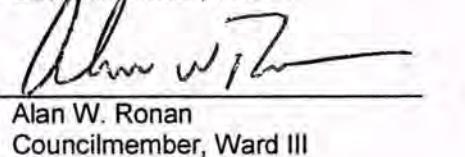
Douglas Kindig, Mayor



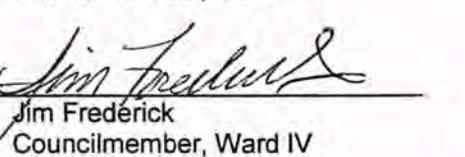
Kim J. Thomas
Councilmember, Ward I



Terrilyn Quick
Councilmember, Ward II



Alan W. Ronan
Councilmember, Ward III



Jim Frederick
Councilmember, Ward IV

ATTEST:



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



MINUTE RECORD

A-2

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

LA VISTA CITY COUNCIL MEETING DECEMBER 17, 2019

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 December 17, 2019. Present were Councilmembers: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, and Hale. Also in attendance were City Attorney McKeon, Assistant City Administrator Ramirez, City Clerk Buethe, Police Chief Lausten, Director of Administrative Services Pokorny, Library Director Barcal, Recreation Director Stopak, Finance Director Miserez, Director of Public Works Soucie, City Engineer Dowse, Human Resources Director Trail, and Community Development Director Fountain.

A notice of the meeting was given in advance thereof by publication in the Times on December 4, 2019. Notice was simultaneously given to the Mayor and all members of the City Council and a copy of the acknowledgment of the receipt of notice attached to the minutes. Availability of the agenda was communicated to the Mayor and City Council in the advance notice of the meeting. All proceedings shown were taken while the convened meeting was open to the attendance of the public. Further, all subjects included in said proceedings were contained in the agenda for said meeting which is kept continuously current and available for public inspection at City Hall during normal business hours.

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

SERVICE AWARD: MITCH BEAUMONT – 10 YEARS

Mayor Kindig presented Mitch Beaumont with a service award for 10 years of service to the City.

PROCLAMATIONS

Mayor Kindig presented Mary Pechar, Gina Urbanski, and Jenny Ochsner of ReRuns R Fun with a proclamation recognizing their outstanding contributions to the City.

Mayor Kindig presented Rod Buethe, Stefanie Christensen, Kathy Timm, and Jackie Ruberti of the Werner Blue Brigade for their outstanding contributions to the City.

APPOINTMENTS

Mayor Kindig stated, with the approval of the City Council, he would like to re-appoint Jeff Kupfer and Pat Lodes to the Parks and Recreation Advisory Board for 2-year terms.

Councilmember Thomas made a motion to approve the re-appointments. Seconded by Councilmember Frederick. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, and Hale. Nays: None. Abstain: None. Absent: Sell. Motion carried.

CONSENT AGENDA

- 1. APPROVAL OF THE AGENDA AS PRESENTED**
- 2. APPROVAL OF THE MINUTES OF THE DECEMBER 3, 2019 CITY COUNCIL MEETING**
- 3. MONTHLY FINANCIAL REPORT – OCTOBER 2019**
- 4. REQUEST FOR PAYMENT – COMMERCIAL SEEDING CONTRACTORS – CONSTRUCTION SERVICES – 84TH STREET REDEVELOPMENT – \$2,662.50**
- 5. REQUEST FOR PAYMENT – HDR ENGINEERING INC. – PROFESSIONAL SERVICES – PROJECT MANAGEMENT FOR PUBLIC IMPROVEMENTS AND OTHER WORKS – \$1,049.58**
- 6. REQUEST FOR PAYMENT – RDG PLANNING & DESIGN – PROFESSIONAL SERVICES – PLACEMAKING & LA SERVICES – \$7,115.72**
- 7. REQUEST FOR PAYMENT – WATER'S EDGE AQUATIC DESIGN, LLC – PROFESSIONAL SERVICES – CONCEPT PLANNING – \$21,540.00**
- 8. REQUEST FOR PAYMENT – WELLINGTON – PROFESSIONAL SERVICES – 60TH ANNIVERSARY CELEBRATION – \$9,000.00**
- 9. APPROVAL OF CLAIMS**

ALL FLAGS ETC INC, services	199.01
AMAZON CAPITAL, supplies	2,245.17

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ARBOR DAY FOUNDATION, services	15.00
BIBLIOTHECA LLC, media	1,006.97
BISHOP BUSINESS EQUIPMENT, services	1,551.10
BKD LLP, services	2,835.00
BOOT BARN, apparel	123.24
BRITE IDEAS DECORATING, services	395.00
BROWNELLS INC, services	181.62
CARL JARL LOCKSMITHS, services	83.75
CENTER POINT, INC, books	408.66
CENTURY LINK, phones	586.85
CENTURY LINK BUSN SVCS, phones	168.05
CINTAS CORP, services	172.78
CITY OF OMAHA, services	479,522.93
CITY OF PAPILLION PARKS, services	450.00
COMMERCIAL SEEDING CONTRACTORS, services	4,471.00
CONTINENTAL RESEARCH CORP, services	2,284.63
CORNHUSKER INTL TRUCKS INC, maint.	222.81
COX COMMUNICATIONS, services	277.40
CREATIVE PRODUCT SOURCE INC, supplies	117.35
CULLIGAN OF OMAHA, services	16.50
DATASHIELD CORP, services	60.00
HALE, D., travel	129.53
DELL MARKETING, services	850.07
DIAMOND VOGEL PAINTS, bld&grnds	259.83
DLR GROUP, services	5,290.18
DOUGLAS COUNTY SHERIFF, services	237.50
DULTMEIER SALES LLC, services	128.25
DXP ENTERPRISES, maint.	60.46
EBSCO INFORMATION, services	1,613.00
FASTENAL CO, supplies	13.38
FBG SERVICE CORP, bld&grnds	5,965.00
FEDEX, services	13.66
FELSBURG HOLT & ULLEVIG INC, services	1,050.00
FERGUSON ENTERPRISES, bld&grnds	124.25
FERRELLGAS, services	386.87
FIRST NATIONAL BANK FREMONT, bonds	315,343.75
FIRST NATIONAL BANK OF OMAHA, services	34.20
FIRST WIRELESS INC, maint.	940.00
FOCUS PRINTING, services	300.00
GALE, books	360.60
GENUINE PARTS CO, maint.	2,338.40
GLOCK, INC, services	130.00
GREATAMERICA FINANCIAL, services	1,127.00
GREYHOUSE PUBLISHING, books	262.00
HARTS AUTO SUPPLY, maint.	578.00
HEARTLAND TIRES, maint.	437.90
HERRICK, ANGELA DAWN, services	40.00
HOBBY LOBBY, supplies	258.53
HONEYMAN RENT-ALL, services	468.70
HUMANITIES NEBRASKA, services	50.00
INGRAM LIBRARY, books	1,483.94
J RETZ LANDSCAPE, services	4,733.51
KANOPI, INC, media	38.00
KINDIG, D., services	98.02
KRIHA FLUID POWER, maint.	459.47
LV COMM FOUNDATION, payroll	150.00
LABRIE, DONALD P, services	150.00
LARSON, CRYSTAL, supplies	448.00
LERNER PUBLISHING, books	1,221.29
LIBRARY IDEAS LLC, books	3,855.70

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MARK A KLINKER, services	400.00
MENARDS-RALSTON, bld&grnds	638.66
METRO COMM COLLEGE, services	14,000.82
MICHAEL D SCHAWANG, services	1,050.00
MIDWEST SERVICE & SALES, bld&grnds	1,610.40
MIDWEST TAPE, services	419.01
MONKSON INC, services	200.00
MONTANEZ, F., travel	295.00
MOTOROLA SOLUTIONS, services	400.02
MR. PICNIC, services	875.00
NADGWICK, S., travel	97.00
NE DEPT OF TRANSPORTATION, services	69,471.67
NE IOWA INDL FASTENERS, maint.	13.55
NE LIBRARY COMMISSION, services	1,714.30
NE TURFGRASS ASSOC, services	2,250.00
NORTON, J., travel	17.57
NOVA FITNESS EQUIPMENT, services	222.00
OCLC INC, services	161.21
OFFICE DEPOT INC, supplies	679.34
OLSSON, INC, services	3,576.00
OPPD, services	48,469.67
OMAHA WINNELSON, services	955.43
OMAHA WORLD-HERALD, services	246.93
OMNI ENGINEERING, services	332.28
ONE CALL CONCEPTS, services	264.09
O'REILLY AUTO, maint.	1,500.02
PAPILLION SANITATION, services	2,819.48
PARK YOUR PAWZ INC, services	160.00
PAY-LESS OFFICE, supplies	190.10
PLAINS EQUIPMENT GROUP, maint.	4,182.71
PROFESSIONAL GROUNDS MGMT, services	500.00
QUICK, T., travel	117.09
RAINBOW GLASS, maint.	40.00
RDG PLANNING & DESIGN, services	339.71
READING EQUIPMENT, services	946.00
READY MIXED CONCRETE, maint.	2,326.95
REF'S SPORTS BAR & GRILL, services	1,444.01
SARPY COUNTY COURTHOUSE, services	8,415.36
SARPY COUNTY ECONOMIC DEV. CORP, services	8,500.00
SIRCHIE ACQUISITION CO, services	75.01
SOUTHERN UNIFORM & EQUIPMENT, apparel	116.99
SUBURBAN NEWSPAPERS, services	580.35
SUSPENSION SHOP INC, maint.	998.33
SWAIN CONSTRUCTION INC, services	148,321.63
THEATRICAL MEDIA, servcies	694.00
THOMPSON DREESSEN & DORNER, INC, services	1,078.70
THORPE'S BODY SHOP, maint.	3,813.08
TOSHIBA FINANCIAL, services	276.00
TRANS UNION RISK, services	50.00
TRUCK CENTER COMPANIES, maint.	276.51
TY'S OUTDOOR POWER, maint.	1,964.43
U.S. CELLULAR, phones	2,417.03
UNITE PRIVATE NETWORKS, services	4,400.00
UNITED PARCEL, services	9.62
VIERREGGER ELECTRIC CO, services	11,326.80
WESTLAKE HARDWARE, bld&gnrds	1,024.53

Councilmember Frederick 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,

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Thomas, Crawford, Quick, and Hale. Nays: None. Abstain: None. Absent: Sell. Motion carried.

REPORTS FROM CITY ADMINISTRATOR AND DEPARTMENT HEADS

Director of Public Works Soucie reported that the State's relinquishment of 84th Street will be effective January 1, 2020.

PRESENTATION – LA VISTA BRANDPRINT

City Administrator Gunn gave an introduction, and Community Relations Coordinator Beaumont gave an overview of the process. Ed Barlow gave a presentation revealing the new brand and how the brand will work for the City.

B. RESOLUTION – AUTHORIZE INSTALLATION OF STOP SIGN – 118TH STREET AND PEEL CIRCLE

Councilmember Crawford introduced and moved for the adoption of Resolution No. 19-162 entitled: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, AUTHORIZING THE INSTALLATION OF ONE (1) STOP SIGN ON PEEL CIRCLE AT ITS INTERSECTION WITH 118TH STREET.

WHEREAS, the Mayor and City Council of the City of La Vista have determined that installing one (1) stop sign on Peel Circle at its intersection with 118th Street is necessary; and

WHEREAS, the FY 19/20 Biennial Budget provides funding for sign purchases; and

WHEREAS, the City Engineer has recommended this stop sign based on the guidelines in the MUTCD; and

WHEREAS, Section 70.072 of the La Vista Municipal Code requires City Council approval prior to the placement of any regulatory traffic sign, signal or mechanical devices;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, hereby authorize the installation of one (1) stop sign on Peel Circle at its intersection with 118th Street.

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

C. RESOLUTION – PROFESSIONAL SERVICES AGREEMENT – PAVEMENT ASSESSMENT

Councilmember Thomas introduced and moved for the adoption of Resolution No. 19-163 entitled: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH LAMP RYNEARSON FOR THE COLLECTION OF PAVEMENT ASSESSMENT DATA AND STREET RELATED ASSET DATA IN AN AMOUNT NOT TO EXCEED \$69,065.95.

WHEREAS, the City Council of the City of La Vista has determined that the collection of pavement assessment data and street related asset data are necessary; and

WHEREAS, the FY 19/20 Biennial Budget includes funding for these services; and

WHEREAS, the agreement has a not-to-exceed cost of \$69,065.95 for the scope of services;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, authorize the execution of a professional services agreement with Lamp Rynearson for the collection of pavement assessment data and street related asset data in an amount not to exceed \$69,065.95, an initial draft of which is presented at this meeting, subject to any

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

additions, subtractions, or modifications the City Administrator or the City Administrator's designee determines necessary or advisable.

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

D. RESOLUTION – AUTHORIZE REQUEST FOR PROPOSALS – COMMUNITY EVENT GUIDE – PRINTING AND MAILING SERVICES

Councilmember Frederick introduced and moved for the adoption of Resolution No.19-164 entitled: RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE REQUEST FOR PROPOSALS FOR PRINTING AND MAILING SERVICES FOR THE COMMUNITY EVENT GUIDE.

WHEREAS, the Mayor and Council have determined that printing and mailing services are necessary; and

WHEREAS, the FY 19/20 Biennial Budget provides funding for the proposed services; and

WHEREAS, proposals will be due January 9, 2020 with the approval of selected firm by the City Council on January 21, 2020, 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 printing and mailing services for the Community Event Guide.

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

E. RESOLUTION – UPDATE CAPITAL OUTLAY LIST

Councilmember Hale introduced and moved for the adoption of Resolution No.19-165 entitled: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE REQUEST FOR PROPOSALS FOR CONSULTING ENGINEERING SERVICES FOR THE DESIGN AND CONSTRUCTION PHASE OF 96TH STREET AND 108TH STREET PAVEMENT REHABILITATION.

WHEREAS, the Mayor and Council have determined that consulting engineering services are necessary; and

WHEREAS, the FY 19/20 Biennial Budget provides funding for the proposed services; and

WHEREAS, proposals will be due January 10, 2020 with the approval of selected firm by the City Council on February 4, 2020, 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 consulting engineering services for the design and construction phase of 96th Street and 108th Street Pavement Rehabilitation.

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

F. RESOLUTION – UPDATE CAPITAL OUTLAY LIST

Councilmember Thomas introduced and moved for the adoption of Resolution No.19-166 entitled: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, AUTHORIZING THE PURCHASE OF TWO (2) 2020 FORD F550 PICKUP TRUCKS WITH PLOWS AND SANDERS FROM ANDERSON FORD, LINCOLN, NEBRASKA IN AN AMOUNT NOT TO EXCEED \$170,290.00.

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WHEREAS, the City Council of the City of La Vista has determined that the purchase of two (2) 2020 Ford F550 pickup trucks with plows and sanders is necessary; and

WHEREAS, the FY 19/20 Biennial Budget provides funding for this purchase; 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 the City of La Vista, Nebraska authorize the purchase of two (2) 2020 Ford F550 pickup trucks with plows and sanders from Anderson Ford, Lincoln, Nebraska in an amount not to exceed \$170,290.00.

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

G. POSITION DESCRIPTION UPDATE

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

H. ORDINANCE – AMEND COMPENSATION ORDINANCE

Councilmember Frederick introduced Ordinance No. 1378 entitled: AN ORDINANCE TO FIX THE COMPENSATION OF OFFICERS AND EMPLOYEES OF THE CITY OF LA VISTA; TO PROVIDE FOR THE REPEAL OF ALL PRIOR ORDINANCES IN CONFLICT HEREWITHE; ORDERING THE PUBLICATION OF THE ORDINANCE IN PAMPHLET FORM; AND TO PROVIDE THE EFFECTIVE DATE HEREOF.

Councilmember Sheehan moved that the statutory rule requiring reading on three different days be suspended. Councilmember Thomas seconded the motion to suspend the rules and roll call vote on the motion. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, and Hale. Nays: None. Abstain: None. Absent: Sell. Motion carried. 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 Sheehan moved for final passage of the ordinance which motion was seconded by Councilmember Frederick. The Mayor then stated the question, "Shall Ordinance No. 1378 be passed and adopted?" Upon roll call vote the following Councilmembers voted aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, and Hale. Nays: None. Abstain: None. Absent: Sell. The passage and adoption of said ordinance having been concurred on by a majority of all members of the Council, the Mayor declared the ordinance adopted and the Mayor, in the presence of the Council, signed and approved the ordinance and the City Clerk attested the passage/approval of the same and affixed her signature thereto.

COMMENTS FROM THE FLOOR

There were no comments from the floor.

COMMENTS FROM MAYOR AND COUNCIL

Councilmember Frederick thanked the staff and community members that worked on the branding process. He also thanked ReRuns for providing a location for the Coat Drive.

Mayor Kindig reported that G Stanley Hall will hold the DARE Graduation at 2:00 p.m. on Thursday, December 19, 2019.

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At 7:05 p.m. Councilmember Crawford made a motion to adjourn the meeting. Seconded by Councilmember Thomas. Councilmembers voting aye: Frederick, Ronan, Sheehan, Thomas, Crawford, Quick, and Hale. Nays: None. Abstain: None. Absent: Sell. Motion carried.

PASSED AND APPROVED THIS 7TH DAY OF JANUARY 2020.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JANUARY 7, 2020 AGENDA

Subject:	Type:	Submitted By:
ANNUAL OCCUPATION TAX REPORT	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	CINDY MISEREZ FINANCE DIRECTOR

SYNOPSIS

A report has been prepared in accordance to Nebraska State Statute 18-1208 requiring an annual report on the City's collection of occupation taxes.

FISCAL IMPACT

N/A

RECOMMENDATION

N/A

BACKGROUND

On September 1, 2019, LB 445 took effect requiring municipalities that impose occupation taxes to provide an annual report on the collection and use of the occupation taxes within 90 days of the end of a fiscal year. The Annual Occupation Tax Report included with this resolution satisfies the state law requirements.

City of La Vista
Annual Occupaton Tax Report
For Fiscal Year Ending September 30, 2019

Occupation Tax	Amount	Fund	Purpose	Termination
Liquor and Tobacco	\$ 31,703	General	66% to General Fund Operating Expenses & 34% distributed to Papillion-La Vista Public Schools	None
Entertainment	\$ 1,740	General	General Fund Operating Expenses	None
Utility Occupation Tax	\$ 827,144	General	General Fund Operating Expenses	None
Hotel Occupation Tax	\$ 1,012,787	General	General Fund Operating Expenses	None
Professional Services	\$ 31,060	General	General Fund Operating Expenses	None
Business Occupation Tax	\$ 49,333	General	General Fund Operating Expenses	None
Total	<u>\$ 1,953,767</u>			

*In accordance with NE State Statute 18-1208, as amended in LB445, and effective September 1, 2019



Berry Dunn McNeil & Parker, LLC
PO Box 1100 Portland, ME 04104-1100

I N V O I C E

12/20/2019
Client #: 110382.42
Invoice #: 386482

City of La Vista
Kevin Pokorny
8116 Park View Boulevard
La Vista, NE 68128

\$ _____
AMOUNT REMITTED

City of La Vista **BerryDunn** **12/20/2019**
Invoice #: 386482

Professional services rendered by our Government Consulting Group related to the project to assist the City of La Vista with consulting services to develop a Strategic Technology Plan.

Phase 2: Analysis (95% Complete) \$2,800.00

Current Amount Due \$ 2,800.00

OK to pay
Kevin
12/26/2019
08.81.0303.054

For your convenience, payments can be made at our website with VISA, MASTERCARD or AMEX. For information on ACH Payments, please send an email to AR@berrydunn.com.

A late charge of 1.5% per month (18% per annum) is added to the balance after 30 days

(207)775-2387
www.berrydunn.com

Consent Agenda 1/7/20
(Kev)

Invoice

 DLR Group

 listen.DESIGN.deliver
 6457 Frances Street, Suite 200
 Omaha, NE 68106
 402-393-4100 Fax 402-393-8747

Pat Dowse
 Director Public Works
 City of La Vista
 Email Inv: pdowse@cityoflavista.org
 9900 Portal Road
 La Vista, NE 68128

December 10, 2019

Project No: 10-17105-01
 Invoice No: 0170678

Project 10-17105-01 La Vista City Centre Parking Fac CA

Billing Period: November 1, 2019 to November 30, 2019

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Construction Services	34,000.00	100.00	34,000.00	34,000.00	0.00
Additional Services	13,458.00	100.00	13,458.00	12,112.20	1,345.80
Total Fee	47,458.00		47,458.00	46,112.20	1,345.80
Total Fee					1,345.80

Reimbursable Expenses

Travel Expenses-Mileage	3.48
Total Reimbursables	3.48

Interest

1.00 % of 686.82 (balance over 60 days)

Total this Invoice

✓ -6.87 SEE EMAIL
\$1,356.15
\$1,349.28 PMD

Outstanding Invoices

Number	Date	Balance
0167920	10/9/2019	686.82
0168625	11/11/2019	4,603.36
Total		5,290.18

OK TO PA-1
 PMD 12/17/19
 PO # 20-008344

Billings to Date

	Current	Prior	Total
Fee	1,345.80	46,112.20	47,458.00
Consultant	0.00	34,000.00	34,000.00
Expense	3.48	3,187.33	3,190.81
Interest	✓ -6.87 ✓	0.00	✓ -6.87 ✓
Totals	1,356.15	83,299.53	84,655.68
			84,648.81
			1,349.28 PMD

We appreciate your confidence in us and thank you in advance for your payment.

Being environmentally friendly, we encourage payments via Wire Transfer.

Routing number: 121000248 Account Number: 4945435436

Matthew Gulsvig, AIA, LEED AP

Payment due and interest charged per contract terms. Remit to address at the top of this invoice.

Consent Agenda 1/7/20 (re)

Pat Dowse

From: Gulsvig, Matthew <mgulsvig@DLRGROUP.com>
Sent: Tuesday, December 17, 2019 9:06 AM
To: Pat Dowse
Cc: Schafer, Linda
Subject: 10-17105-01 La Vista City Centre Parking Facilities CA | Invoice 0170678

Pat,

Please remove the interest of \$6.87 from Invoice 0170678.

Let me know if you have any questions.

Matthew Gulsvig, AIA, LEED AP

Architect | Senior Associate

mgulsvig@dlrgroup.com

DLR Group

Architecture Engineering Planning Interiors

o: 402-393-4100 | d: 402-972-4066 | m: 651-343-3498
6457 Frances Street, Suite 200 Omaha, NE 68106-2278

Find us at: dlrgroup.com | [Instagram](#) | [LinkedIn](#)

Invoice

601 P St Suite 200
 PO Box 84608
 Lincoln, NE 68501-4608
 Tel 402.474.6311, Fax 402.474.5063

olsson

December 16, 2019
 Invoice No: 346312

Pat Dowse
 City Engineer
 City of La Vista NE
 8116 Park View Blvd
 La Vista, NE 68128-2198

Invoice Total **\$42,545.50**

Olsson Project # B16-0546 La Vista NE City Centre Phase 1 Public Infrastructure

Professional services rendered September 8, 2019 through November 30, 2019 for work completed in accordance with agreement dated October 7, 2016 and Amendment #1 dated July 7, 2017, Amendment #2 dated July 21, 2017, Amendment #3 dated November 21, 2017, Amendment #4 dated May 17, 2018, and Amendment #5 dated October 24, 2018.

NTP: 12.06.16
 City of La Vista Project No. CD-17-008

 Phase 300 Project Management (Including Amendments 2, 3, 5 & 7)

Labor

	Hours	Rate	Amount
Associate Engineer Niewohner, Philip	9.75	106.00	1,033.50
Team/Technical Leader Egelhoff, Anthony	7.25	185.00	1,341.25
Administrative Chambers, Veronica	1.00	73.00	73.00
Totals	18.00		2,447.75
Total Labor			2,447.75
		Total this Phase	\$2,447.75

 Phase 400 Construction Services (Including Amendments 3, 5 & 7)

Labor

	Hours	Rate	Amount
Project Manager Markham, Matthew	23.50	115.00	2,702.50

INVOICE PAYMENT IS REQUESTED WITHIN 30 DAYS

Consent Agenda 11/12/20 

Project	B16-0546	La Vista NE City Centre Phase 1 Public	Invoice	346312
Assistant Engineer				
Turek, Zachary		15.00	90.00	1,350.00
Team/Technical Leader				
Egelhoff, Anthony		1.75	185.00	323.75
Administrative				
Zablocki, Stacy		2.00	73.00	146.00
	Totals	42.25		4,522.25
	Total Labor			4,522.25
			Total this Phase	\$4,522.25
<hr/>				
Phase	402	SWPPP Inspections (Including Amendment 5 & 7)		
Fee				
Number of Mo Insp Fees		3.00		
Fee Each		800.00		
Subtotal		2,400.00		
		Subtotal		2,400.00
			Total this Phase	\$2,400.00
<hr/>				
Phase	900	Expenses (Including Amendment 5 & 7)		
<hr/>				
Reimbursable Expenses				
Personal Vehicle Mileage			30.00	
Total Reimbursables			30.00	30.00
			Total this Phase	\$30.00
<hr/>				
Phase	915	Amendment 1 Pavement Rehabilitation Expenses		
<hr/>				
Reimbursable Expenses				
Personal Vehicle Mileage			444.00	
Total Reimbursables			444.00	444.00
			Total this Phase	\$444.00
<hr/>				
Phase	925	Amendment #1 Access Improvements Expenses		
<hr/>				
Reimbursable Expenses				
Personal Vehicle Mileage			81.00	
Total Reimbursables			81.00	81.00
Unit Billing				
Field Vehicle 1140		515.0 Miles @ 0.75		386.25

INVOICE PAYMENT IS REQUESTED WITHIN 30 DAYS

Project	B16-0546	La Vista NE City Centre Phase 1 Public	Invoice	346312
Field Vehicle 1195		20.0 Miles @ 0.75	15.00	
	Total Units		401.25	401.25
		Total this Phase		\$482.25
Phase	930	Amendment #4 84th Street Pavement & Sewers		
Labor				
		Hours	Rate	Amount
Project Manager		82.25	115.00	9,458.75
Team/Technical Leader		2.25	185.00	416.25
	Totals	84.50		9,875.00
	Total Labor			9,875.00
Unit Billing				
Field Vehicle 1314		20.0 Miles @ 0.75	15.00	
Field Vehicle 1144		25.0 Miles @ 0.75	18.75	
Field Vehicle 1248		20.0 Miles @ 0.75	15.00	
Field Vehicle 1016		45.0 Miles @ 0.75	33.75	
Compressive Strength - Concrete				
4 Tests @ \$15/Test			60.00	
4 Tests @ \$15/Test			60.00	
4 Tests @ \$15/Test			60.00	
4 Tests @ \$15/Test			60.00	
5 Tests @ \$15/Test			75.00	
	Total Units		397.50	397.50
		Total this Phase		\$10,272.50
Phase	940	Amendment #6 Pavement Rehabilitation Construction Services		
Labor				
		Hours	Rate	Amount
Technician		24.00	60.00	1,440.00
Project Manager		65.75	115.00	7,561.25
Team/Technical Leader		4.75	185.00	878.75
Construction Services Senior Technician		96.50	90.00	8,685.00
Administrative		5.75	73.00	419.75
Team Leader		1.00	112.00	112.00
	Totals	197.75		19,096.75
	Total Labor			19,096.75
Consultants				
Thiele Geotech Inc				
9/25/2019	Thiele Geotech Inc	68143	1,100.00	
	Total Consultants		1,100.00	1,100.00

INVOICE PAYMENT IS REQUESTED WITHIN 30 DAYS

Project	B16-0546	La Vista NE City Centre Phase 1 Public	Invoice	346312
---------	----------	--	---------	--------

Unit Billing

Field Vehicle 1248	20.0 Miles @ 0.75	15.00
Asphalt Extraction/Gradation		
5 Tests @ \$250/Test		1,250.00
Compressive Strength - Concrete		
5 Tests @ \$17/Test		85.00
Theoretical M.S.G.		
5 Tests @ \$80/Test		400.00
	Total Units	1,750.00
		1,750.00
	Total this Phase	\$21,946.75

Billing Limits

	Current	Prior	To-Date
Total Billings	42,545.50	1,091,759.17	1,134,304.67
Limit			1,168,326.50
Balance Remaining			34,021.83
AMOUNT DUE THIS INVOICE			\$42,545.50

Email Invoices to: pdowse@cityoflavista.org

Authorized By: Anthony Egelhoff

OK to Pay
PMO 12/27/19
PO# 20-008346



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

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
PAT DOWSE
9900 PORTAL ROAD
LA VISTA, NE 68128

Invoice number 135042
Date 12/19/2019
Project 0171-400 CITY OF LA VISTA -
MISCELLANEOUS SERVICES 2012-
CURRENT, CIVIL

Professional Services from September 2, 2019 through December 08, 2019

Description	Current Billed
Civil Engineering Services	2,618.50
Site visit, communications and meetings to pursue approvals for Cimmaron Woods drainage improvements.	1,193.50
Review draft agreements and attend meeting with RDG for Civic Center Park interface preliminary design.	1,125.00
Communications about property acquisition at 120th and Old Giles.	75.00
Communications about erosion control maintenance for Civic Park and City Centre.	225.00
	Total 2,618.50

Invoice total **2,618.50**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
135042	12/19/2019	2,618.50	2,618.50				
	Total	2,618.50	2,618.50	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. Invoices not paid within 90 days of the invoice date will be subject to possible lien filings.

OK TO PAY
PMD 12/27/19
119,0303.000

Consent Agenda 1/7/20
(K)

Check #	Check Date	Vendor Name	Amount	Voided
131323	12/18/2019	COMMERCIAL SEEDING CONTRACTOR	2,662.50	N
131324	12/18/2019	FITZGERALD SCHORR BARMETTLER	50,465.20	N
131325	12/18/2019	HDR ENGINEERING INC	1,049.58	N
131326	12/18/2019	RDG PLANNING & DESIGN	7,115.72	N
131327	12/18/2019	WATER'S EDGE AQUATIC DESIGN	21,540.00	N
131328	12/18/2019	WELLINGTON EXPERIENCE, INC.	9,000.00	N
131329	12/19/2019	VERIZON WIRELESS	254.83	N
131330	01/07/2020	ABM INDUSTRIES, INC	9,299.76	N
131331	01/07/2020	ACTION BATTERIES UNLTD INC	330.13	N
131332	01/07/2020	ALTEC INDUSTRIES INCORPORATED	549.12	N
131333	01/07/2020	AMAZON CAPITAL SERVICES, INC.	79.99	N
131334	01/07/2020	AMERICAN RECYCLING	29.40	N
131335	01/07/2020	AT&T MOBILITY LLC	93.82	N
131336	01/07/2020	AUTOSOUND AND MORE	615.00	N
131337	01/07/2020	BADGER BODY & TRUCK EQUIP CO INC	110.00	N
131338	01/07/2020	BAUER BUILT INC	215.50	N
131339	01/07/2020	BAXTER CHRYSLER DODGE JEEP-124TH	105.23	N
131340	01/07/2020	BLACK HILLS ENERGY	6,211.45	N
131342	01/07/2020	BOB'S RADIATOR REPAIR CO INC	175.00	N
131343	01/07/2020	BROWNELLS INC	42.33	N
131344	01/07/2020	CALENTINE, JEFFREY	13.29	N
131345	01/07/2020	CARL JARL LOCKSMITHS	1,243.60	N
131346	01/07/2020	CCH INCORPORATED	1,775.00	N
131347	01/07/2020	CELLEBRITE INC	3,700.00	N
131348	01/07/2020	CENTER POINT, INC.	364.32	N
131349	01/07/2020	CENTURION TECHNOLOGIES	162.50	N
131350	01/07/2020	CENTURY LINK	309.88	N
131351	01/07/2020	CENTURY LINK BUSN SVCS	127.71	N
131352	01/07/2020	CINTAS CORPORATION	688.15	N
131353	01/07/2020	CITY OF COUNCIL BLUFFS	128.40	N
131354	01/07/2020	CITY OF PAPILLION	6,283.03	N
131355	01/07/2020	CITY OF PAPILLION	188,687.00	N
131356	01/07/2020	COMP CHOICE INC	489.00	N
131357	01/07/2020	CONTINENTAL RESEARCH CORPORATI	403.26	N
131358	01/07/2020	CONVERGE ONE INC	3,705.57	N
131359	01/07/2020	CORNHUSKER STATE INDUSTRIES	202.03	N
131360	01/07/2020	COX COMMUNICATIONS, INC.	147.03	N
131361	01/07/2020	CULLIGAN OF OMAHA	8.50	N
131362	01/07/2020	D & K PRODUCTS	416.50	N
131363	01/07/2020	DIAMOND VOGEL PAINTS	239.00	N
131364	01/07/2020	DOUGLAS COUNTY SHERIFF'S OFC	162.50	N
131365	01/07/2020	DULTMEIER SALES LLC	310.33	N
131366	01/07/2020	EBIX, INC.	313.00	N
131367	01/07/2020	EDGEWEAR SCREEN PRINTING	2,431.50	N
131368	01/07/2020	FASTSIGNS	354.26	N
131369	01/07/2020	FEY, ADAM	279.50	N
131370	01/07/2020	FLEETPRIDE	14.24	N
131371	01/07/2020	FOCUS PRINTING	1,175.12	N
131372	01/07/2020	FOSTER, TERRY	35.50	N
131373	01/07/2020	GALE	77.22	N
131374	01/07/2020	GOVERNMENT FINANCE OFFICERS ASS	340.00	N
131375	01/07/2020	GRAYBAR ELECTRIC COMPANY INC	147.68	N
131376	01/07/2020	HEARTLAND TIRES AND TREADS	511.30	N
131377	01/07/2020	HOSE & HANDLING INCORPORATED	20.83	N
131378	01/07/2020	HUNDEN STRATEGIC PARTNERS	4,800.00	N
131379	01/07/2020	HY-VEE INC	43.70	N
131380	01/07/2020	INGRAM LIBRARY SERVICES	1,739.20	N
131381	01/07/2020	JOHNSTONE SUPPLY CO	53.58	N
131382	01/07/2020	KIMBALL MIDWEST	725.42	N
131383	01/07/2020	KRIHA FLUID POWER CO INC	1,173.15	N

User: mgustafson

DB: La Vista

Check #

Check #	Check Date	Vendor Name	Amount	Voided
131384	01/07/2020	LA VISTA COMMUNITY FOUNDATION	60.00	N
131385	01/07/2020	LARSEN SUPPLY COMPANY	84.92	N
131386	01/07/2020	LEXIS NEXIS MATTHEW BENDER	247.10	N
131387	01/07/2020	LIBRARY IDEAS LLC	699.10	N
131388	01/07/2020	LOGAN CONTRACTORS SUPPLY	242.87	N
131389	01/07/2020	LOU'S SPORTING GOODS	677.75	N
131390	01/07/2020	MALLOY ELECTRIC	471.28	N
131391	01/07/2020	MARCO INCORPORATED	150.12	N
131392	01/07/2020	MARK HYDRAULIC CO. INC.	2.08	N
131393	01/07/2020	MATHESON TRI-GAS INC	298.68	N
131394	01/07/2020	MENARDS-RALSTON	581.19	N
131395	01/07/2020	METROPOLITAN CHIEFS ASSOCIATION	75.00	N
131396	01/07/2020	METROPOLITAN COMMUNITY COLLEG	15,413.40	N
131397	01/07/2020	METROPOLITAN UTILITIES DISTRICT	2,606.67	N
131400	01/07/2020	MICRO PLUMBING	30.00	N
131401	01/07/2020	MID-STATES ORGANIZED CRIME INFO	200.00	N
131402	01/07/2020	MIDWEST TAPE	59.33	N
131403	01/07/2020	MILLARD METAL SERVICES INC	454.00	N
131404	01/07/2020	MSC INDUSTRIAL SUPPLY CO	910.80	N
131405	01/07/2020	NATIONAL RESEARCH CENTER INC	5,715.00	N
131406	01/07/2020	NEBRASKA ARBORISTS ASSOCIATION	560.00	N
131407	01/07/2020	NEBRASKALAND TIRE, INC.	458.57	N
131408	01/07/2020	NMC EXCHANGE LLC	1,011.79	N
131409	01/07/2020	NOBBIES INC	25.98	N
131410	01/07/2020	NORTH AMERICAN RESCUE LLC	1,072.98	N
131411	01/07/2020	O'KEEFE ELEVATOR COMPANY INC	1,227.84	N
131412	01/07/2020	OCLC INC	161.21	N
131413	01/07/2020	OFFICE DEPOT INC	1,757.78	N
131414	01/07/2020	OMAHA PUBLIC POWER DISTRICT	10,074.04	N
131416	01/07/2020	OMAHA WORLD-HERALD	1,383.20	N
131417	01/07/2020	OMNI ENGINEERING	261.90	N
131418	01/07/2020	OVERHEAD DOOR COMPANY OF OMA	118.00	N
131419	01/07/2020	PITNEY BOWES GLOBAL FIN SVCS	356.66	N
131420	01/07/2020	PLAINS EQUIPMENT GROUP	1,249.62	N
131421	01/07/2020	PLUTA, DON	164.50	N
131422	01/07/2020	PROTECH ELECTRIC SERVICES INC	2,571.11	N
131423	01/07/2020	RALSTON ADVERTISING	453.25	N
131424	01/07/2020	REACH SPORTS MARKETING GROUP, I	350.00	N
131425	01/07/2020	RED WING BUSINESS ADVANTAGE ACC	150.00	N
131426	01/07/2020	ROBERT T. HENNICH	429.00	N
131427	01/07/2020	ROCKMOUNT RESEARCH AND ALLOYS,	610.54	N
131428	01/07/2020	SAPP BROS, INC.	963.00	N
131429	01/07/2020	SARPY COUNTY COURTHOUSE	4,207.68	N
131430	01/07/2020	SARPY COUNTY FISCAL ADMINSTRN	22,815.15	N
131431	01/07/2020	SCARPA, DAN	123.50	N
131432	01/07/2020	SCHEMMER ASSOCIATES INC	2,110.00	N
131433	01/07/2020	SCHLEGEL, JEREMY	123.50	N
131434	01/07/2020	SUBSURFACE SOLUTIONS	3,007.00	N
131435	01/07/2020	SUBURBAN NEWSPAPERS INC	78.00	N
131436	01/07/2020	SUNSET LAW ENFORCEMENT LLC	1,618.20	N
131437	01/07/2020	SWAN ENGINEERING LLC	4.00	N
131438	01/07/2020	THE COUNCIL OF STATE GOVERNMENT	112.50	N
131439	01/07/2020	TRACTOR SUPPLY CREDIT PLAN	252.84	N
131440	01/07/2020	TRAIL, RANDY	66.90	N
131441	01/07/2020	TRUCK CENTER COMPANIES	30.54	N
131442	01/07/2020	UHE, ROBERT	123.50	N
131443	01/07/2020	UNITE PRIVATE NETWORKS LLC	4,400.00	N
131444	01/07/2020	VALUATION SERVICES	2,500.00	N
131445	01/07/2020	VERIZON CONNECT NWF, INC.	731.25	N
131446	01/07/2020	VIERREGGER ELECTRIC COMPANY	1,703.00	N

01/03/2020 02:23 PM

ACCOUNTS PAYABLE CHECK REGISTER

Page: 3/3

User: mgustafson

DB: La Vista

Check #

Check Date

Vendor Name

Amount

Voided

131447	01/07/2020	WHITE CAP CONSTR SUPPLY/HDS	199.17	N
131448	01/07/2020	WICK'S STERLING TRUCKS INC	101.03	N
131449	01/07/2020	WORLD BOOK INC	3,115.00	N
TOTAL:			435,559.38	

APPROVED BY COUNCIL MEMBERS ON: 01/07/2020

COUNCIL MEMBER

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JANUARY 7, 2020 AGENDA**

Subject:	Type:	Submitted By:
2019 NATIONAL COMMUNITY SURVEY	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	TOMMY PROUHET ASSISTANT TO THE CITY ADMINISTRATOR

SYNOPSIS

A presentation has been prepared with the results of the 2019 National Community Survey.

FISCAL IMPACT

N/A

RECOMMENDATION

N/A

BACKGROUND

On April 16, 2019, Council authorized the National Research Center to administer the National Community Survey.

The results of the survey are available at the following link: <http://www.cityoflavista.org/ncsresults>

CITY OF LA VISTA
MAYOR & CITY COUNCIL REPORT
JANUARY 7, 2020 AGENDA

Subject:	Type:	Submitted By:
AMENDMENT No. 3 TO PROFESSIONAL SERVICES AGREEMENT – 84 TH STREET REDEVELOPMENT AREA – PARKING DIST. NO. 2, STRUCTURE No. 1	◆ RESOLUTION ORDINANCE RECEIVE/FILE	PAT DOWSE CITY ENGINEER

SYNOPSIS

A resolution has been prepared authorizing the execution of Amendment No. 3 to the Professional Services Agreement with Olsson to provide additional construction phase engineering services for Parking Structure No. 1 in Offstreet Parking District No. 2. After the amendment, the total not-to-exceed fee will increase by \$9,190.00 to a total of \$62,225.00.

FISCAL IMPACT

The FY19/20 Biennial Budget includes funding for this project.

RECOMMENDATION

Approval

BACKGROUND

The 3rd Amendment to the June 19, 2018 agreement is to capture the actual scope of work regarding materials testing for the reinforced concrete and post-tension concrete scope items in Parking Structure No. 1.

The cost differential in the reinforced concrete scope items is related to actual number of test specimens cast and the average observation time for the concrete pours (78 actual specimens cast vs. 39 estimated; actual average observation time was 3 hours per pour vs. 2.5 hours estimated). The post-tensioned concrete scope items cost differentials show the number of deck pours and specimens cast were less than estimated (6 concrete pours with 25 sets of lab cured and field cured specimens, as opposed to 12 concrete pours with 34 sets of lab cured and field cured specimens), however, the Engineer requested air testing in addition to slump testing be taken for every concrete truck, therefore 3 technicians averaging 8 hours per pour were utilized as opposed to 2 technicians averaging 6 hours per pour as was originally estimated.

RESOLUTION NO.

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA APPROVING AMENDMENT NUMBER THREE TO THE PROFESSIONAL SERVICES AGREEMENT WITH OLSSON TO PROVIDE ADDITIONAL CONSTRUCTION PHASE ENGINEERING SERVICES RELATED TO OFFSTREET PARKING DISTRICT NO. 2, STRUCTURE NO. 1 IN AN ADDITIONAL AMOUNT NOT TO EXCEED \$9,190.00.

WHEREAS, the Mayor and City Council of the City of La Vista Nebraska have determined additional construction phase engineering services related to Offstreet Parking District No. 2, Structure No. 1 are necessary; and

WHEREAS, the City Council on behalf of the City of La Vista desires to approve amendment number three to the professional services agreement with Olsson to provide additional construction phase engineering services; and

WHEREAS, the not-to-exceed fee will increase by \$9,190.00 to a total of \$62,225.00; and

WHEREAS, The FY19/FY20 Biennial Budget provides funding for this project;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of the City of La Vista, Nebraska, do hereby approve amendment number three to the professional services agreement with Olsson to provide additional construction phase engineering services related to Offstreet Parking District No. 2, Structure 1 in an additional amount not to exceed \$9,190.00.

PASSED AND APPROVED THIS 7TH DAY OF JANUARY, 2020.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk



LETTER AGREEMENT AMENDMENT #3

December 17, 2019

This AMENDMENT ("Amendment") shall amend and become a part of the Letter Agreement for Professional Services dated April 30th, 2018 between the City of La Vista ("Client") and Olsson, Inc. ("Olsson") providing for professional services for the following Project (the "Agreement"):

PROJECT DESCRIPTION AND LOCATION

Project is located at: La Vista City Centre – Lot 17 Public Parking Garage

SCOPE OF SERVICES

Client and Olsson hereby agree that Olsson's Scope of Services under the Agreement is amended by adding the services specifically described below for the additional compensation set forth below:

ORIGINAL PROPOSED SCOPE OF WORK:

Reinforced Concrete – Olsson will perform field testing including slump, air entrainment, and temperature will be performed on samples of concrete obtained from these structures. Cylinders will be cast from the concrete used in the construction of the structure for compressive strength testing at the rate of one test per 100 CY or less placed. Olsson has estimated the following:

- 39 – Sets of 4 (4"x8") Compressive Strength Specimens for the reinforced structures
 - Footings and Column Pads – 13 Placement Events (13 Sets)
 - Cast-in-place Walls – 12 Placement Events (12 Sets)
 - Structural Stoops – 3 Placement Events (3 Sets)
 - Slab-on-grade – 6 Placement Events (11 Sets)
- Part time observation of concrete placement (estimates 2.5 hours onsite per pour)

Post-tensioned Concrete – Olsson will perform field testing including slump, air entrainment and temperature, will be performed on samples of concrete obtained from these structures. Cylinders will also be cast from the concrete used in the construction of the structure for compressive strength testing. Olsson has estimated the following based on the schedule provided:

- 12 Concrete pours to complete post-tension slab decks
 - Estimated at 6 hours each pour (full-time observation for 2 technicians)
 - Specifications call for slump test on every truck and full-time observation
- 34 – Sets of 6 (4"x8") Lab Cured Specimens to measure for tensioning requirements
- 34 – Sets of 2 Field Cured Compressive Strength Specimens
- 12 specimen pickups for the field cure cylinders

Reinforced Concrete				
85	hrs Technician @	\$60.00	/hr	\$ 5,100.00
234	Compression Test - Concrete @	\$15.00	/each	\$ 3,510.00
34	trips (mileage) @	\$5.00	/trip	\$ 170.00

Post-Tension Concrete				
144	hrs Technician- Concrete Placement @	\$60.00	/hr	\$ 8,640.00
272	Compression Test - Lab Cured@	\$15.00	/each	\$ 4,080.00
68	Compression Test - Field Cured@	\$15.00	/each	\$ 1,020.00
36	trips (mileage) @	\$5.00	/trip	\$ 180.00
12	trips- field cure pick up @	\$5.00	/trip	\$ 60.00

Total: \$ 22,760.00

ACTUAL SCOPE OF WORK:

Reinforced Concrete – Olsson will perform field testing including slump, air entrainment, and temperature will be performed on samples of concrete obtained from these structures. Cylinders will be cast from the concrete used in the construction of the structure for compressive strength testing at the rate of one test per 100 CY or less placed. Olsson has estimated the following:

- 78* – Sets of 6* (4"x8") Compressive Strength Specimens for the reinforced structures
 - Footings and Column Pads – 16* Placement Event (16* Sets)
 - Columns – 24* Placement Events (24* Sets)
 - Cast-in-place Walls – 12* Placement Events (16* Sets)
 - Structural Stoops – 3 Placement Events (3 Sets)
 - Slab-on-grade – 14* Placement Events (19* Sets)
- Part time observation of concrete placement (3* hours onsite per pour)

Post-tensioned Concrete – Olsson will perform field testing including slump, air entrainment and temperature, will be performed on samples of concrete obtained from these structures. Cylinders will also be cast from the concrete used in the construction of the structure for compressive strength testing. Olsson has estimated the following based on the schedule provided:

- 6* Concrete pours to complete post-tension slab decks
 - Estimated at 8* hours each pour (full-time observation for 3* technicians)
 - Specifications call for slump test on every truck and full-time observation
- 25* – Sets of 6 (4"x8") Lab Cured Specimens to measure for tensioning requirements
- 25* – Sets of 3* Field Cured Compressive Strength Specimens
- 12 specimen pickups for the field cure cylinders

** denotes change from original scope*

Reinforced Concrete

207 hrs Technician @	\$60.00 /hr	\$ 12,420.00
468 Compression Test - Concrete @	\$15.00 /each	\$ 7,020.00
69 trips @	\$5.00 /trip	\$ 345.00

Post-Tension Concrete

144 hrs Technician- Concrete Placement @	\$60.00 /hr	\$ 8,640.00
150 Compression Test - Lab Cured@	\$15.00 /each	\$ 2,250.00
75 Compression Test - Field Cured@	\$15.00 /each	\$ 1,125.00
18 trips (mileage) @	\$5.00 /trip	\$ 90.00
12 trips- field cure pick up @	\$5.00 /trip	\$ 60.00

Total: \$ 31,950.00

SCHEDULE OF FEES

Scope of Work		Original Contract	Amendment #1	Amendment #2	Amendment #3	New Contract Amount
Task I	Special Inspections and Materials Testing	\$45,411.00	\$730.00	\$6,894.00	\$9,190.00	\$62,225.00

SPECIAL INSPECTIONS AND MATERIALS TESTING – FEE BREAKDOWN

Work performed fee for reinforced concrete and post-tensioned concrete services subtracted by the original scope of work fee:

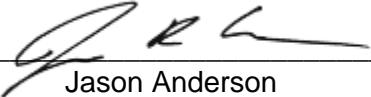
\$31,950.00 - \$22,760.00 = \$9,190.00

TERMS AND CONDITIONS OF SERVICE

All provisions of the original Agreement not specifically amended herein shall remain unchanged.

If this Contract Amendment satisfactorily sets forth your understanding of our agreement, please sign in the space provided below. Retain a copy for your files and return an executed original to Olsson. This proposal will be open for acceptance for a period of 30 days from the date set forth above, unless changed by us in writing.,

OLSSON, INC.

By  Jason Anderson

By  Edward Schnackenberg, P.E.

By signing below, you acknowledge that you have full authority to bind Client to the terms of this Amendment. If you accept this Amendment, please sign:

City of La Vista

By _____
Signature

Printed Name _____

Title _____

Dated: _____

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JANUARY 7, 2020 AGENDA

Subject:	Type:	Submitted By:
RENEWAL – COMPUTER SOFTWARE SUBSCRIPTION	◆ RESOLUTION ORDINANCE RECEIVE/FILE	KEVIN L. POKORNY DIRECTOR OF ADMINISTRATIVE SERVICES

SYNOPSIS

A resolution has been prepared approving the purchase updates, renewal of Zscaler for website security and filtering software an amount not to exceed \$9,000.00.

FISCAL IMPACT

The FY20 IT budget has funding for the proposed purchases.

RECOMMENDATION

Approval.

BACKGROUND

Renewal purchase of Zscaler Website Security and Web Filter offers SSL inspection and will provide content filtering, full web protection, blocking ransomware, malware and malicious domains for users on and off the network.

Quotes available for viewing in the office of the City Clerk.

RESOLUTION NO.

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, AUTHORIZING THE RENEWAL OF A WEBSITE SECURITY AND FILTERING SOFTWARE SUBSCRIPTION FOR CITYWIDE SERVICES FROM SHI IN AN AMOUNT NOT TO EXCEED \$9,000.00.

WHEREAS, the City Council of the City of La Vista has determined that the renewal of a website security and filtering software subscription for citywide services is necessary; and

WHEREAS, the FY19/20 Biennial Budget provides funding for the proposed Information Technology purchases; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby authorize the purchase of a website security and filtering software subscription for citywide services from SHI in an amount not to exceed \$9,000.00.

PASSED AND APPROVED THIS 7TH DAY OF JANUARY, 2020.

CITY OF LA VISTA

ATTEST:

Douglas Kindig, Mayor

Pamela A. Buethe, CMC
City Clerk

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JANUARY 7, 2020 AGENDA

Subject:	Type:	Submitted By:
PURCHASE – COMPUTER SOFTWARE	◆ RESOLUTION ORDINANCE RECEIVE/FILE	KEVIN POKORNY DIRECTOR OF ADMINISTRATIVE SERVICES

SYNOPSIS

A resolution has been prepared approving the purchase of a MS Exchange Online Subscription for Citywide services in the amount not to exceed \$15,500.00

FISCAL IMPACT

The FY20 computer budget provides funding for the renewal of MS Office 365 licenses.

RECOMMENDATION

Approval.

BACKGROUND

The City migrated to Office 365 in 2019. Office 365 is now our email exchange online and our MS Office products. This is the renewal for those licenses.

There were some major benefits of moving this direction. The Exchange environment will always be up to date. EOL servers are designed with full redundancy, disaster recovery protection and a 99.9% uptime guarantee. The service provides:

- 50 GB mailbox per user
- Outlook and Web based access
- Collaboration features including shared calendars, groups, the global address list, external contacts, tasks, conference rooms, and delegation capabilities
- Premier anti-malware and anti-spam protection

Quotes available for viewing in the office of the City Clerk.

RESOLUTION NO.

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, AUTHORIZING THE PURCHASE OF A MS EXCHANGE ONLINE SUBSCRIPTION FOR CITYWIDE SERVICES FROM SHI IN AN AMOUNT NOT TO EXCEED \$15,500.00.

WHEREAS, the City Council of the City of La Vista has determined that the purchase of a MS Exchange online subscription for citywide services is necessary; and

WHEREAS, the FY19/20 Biennial Budget provides funding for the proposed Information Technology purchases; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby authorize the purchase of a MS Exchange Online Subscription for citywide services from SHI in an amount not to exceed \$15,500.00.

PASSED AND APPROVED THIS 7TH DAY OF JANUARY, 2020.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JANUARY 7, 2020 AGENDA

Subject:	Type:	Submitted By:
PURCHASE – COMPUTER EQUIPMENT	◆ RESOLUTION ORDINANCE RECEIVE/FILE	KEVIN POKORNY DIRECTOR OF ADMINISTRATIVE SERVICES

SYNOPSIS

A resolution has been prepared approving the following technology related purchases for various City departments:

- Twenty-three (23) Dell computers and ten (10) battery backups on the State Contract bid in an amount not to exceed \$33,130.00

FISCAL IMPACT

The FY20 computer budget provides funding for the proposed Information Technology purchases.

RECOMMENDATION

Approval.

BACKGROUND

The IT Committee annually reviews the City's computer inventory. Decision to replace computers is based on functionality, warranty replacement, and growth. In functionality, the committee is reviewing the usage of a computer versus the need for a new computer. There are times when moving outgoing computers to a low usage computer location is more practical than purchasing a new computer. Secondly, the committee looks at the warranty on a computer. As the computer's warranty expires, those computers are placed on a scheduled replacement. Finally, as there are additional computer needs for various positions, the decision is made by the committee whether to add additional computers to the city's inventory.

Based on those factors, departments receiving computer are: City Hall (1); Public Works (4); Police (5); Building Facilities (2); Library (10) and Community Development (1).

Quotes available for viewing in the office of the City Clerk.

RESOLUTION NO.

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, AUTHORIZING THE PURCHASE OF TWENTY-THREE (23) COMPUTERS AND TEN (10) BATTERY BACKUPS THROUGH THE STATE CONTRACT BID FROM DELL IN AN AMOUNT NOT TO EXCEED \$33,130.00.

WHEREAS, the City Council of the City of La Vista has determined that the purchase of twenty-three (23) computers for various City departments is necessary; and

WHEREAS, the FY19/20 Biennial Budget provides funding for the proposed Information Technology purchases; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby authorize the purchase of twenty-three (23) computers and ten (10) battery backups through the State Contract bid from Dell in an amount not to exceed \$33,130.00.

PASSED AND APPROVED THIS 7TH DAY OF JANUARY, 2020.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JANUARY 7, 2020 AGENDA

Subject:	Type:	Submitted By:
AGREEMENT – PUBLIC EDUCATION & OUTREACH SERVICES	◆ RESOLUTION ORDINANCE RECEIVE/FILE	JEFF CALENTINE DEPUTY DIRECTOR OF PUBLIC WORKS

SYNOPSIS

A resolution has been prepared to authorize an agreement with Civic Nebraska for public education and outreach services associated with NPDES permit requirements for public storm water discharges in an amount not to exceed \$3,000.

FISCAL IMPACT

The FY 19/20 Biennial Budget provides funding for the proposed services.

RECOMMENDATION

Approval.

BACKGROUND

Public education and outreach efforts are required in relation to the NPDES permit requirements for MS4 public storm water discharges. A joint agreement has been in place with the City of Papillion since 2016 to provide such services. Civic Nebraska, housed at UNO, is a Nebraska non-profit organization with a primary purpose of providing public outreach. Their access to UNO students will allow this effort to continue in an affordable manner since the funding for these efforts have been greatly reduced. Public participation in various public events and presentations to school groups has been positive. These services are helpful in continuing to comply with NPDES permit requirements.

In order to maximize the outreach efforts with a limited amount of funding, the City is partnering with the City of Papillion in this agreement. The agreement provides for each City to be responsible for 50 percent of the consultant services. The total cost is \$6,000.

RESOLUTION NO.

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE PARTNERSHIP WITH THE CITY OF PAPILLION, NEBRASKA IN THE EXECUTION OF A CONSULTING SERVICES AGREEMENT WITH CIVIC NEBRASKA FOR PUBLIC EDUCATION AND OUTREACH REGARDING THE NPDES MS4 PERMIT FOR PUBLIC STORM SEWER DISCHARGES IN AN AMOUNT NOT TO EXCEED \$3,000.00

WHEREAS, the Mayor and City Council have determined that public education and outreach regarding the NPDES permit for public storm sewer discharges is necessary; and

WHEREAS, it is desirable to partner with the City of Papillion to maximize outreach efforts; and

WHEREAS, the consulting services agreement has a not-to-exceed cost of \$6,000 with each City responsible for 50 percent of the consulting services; and

WHEREAS, the FY19/20 Biennial Budget includes funding for the proposed project and related costs;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and City Council of La Vista, Nebraska, that a consulting services agreement, in a form satisfactory to the City Administrator and City Attorney, be authorized with Civic Nebraska for public education and outreach in an amount not to exceed \$3,000.00.

PASSED AND APPROVED THIS 7TH DAY OF JANUARY 2020.

CITY OF LA VISTA

ATTEST:

Douglas Kindig, Mayor

Pamela A. Buethe, CMC
City Clerk

AGREEMENT FOR CONSULTANT SERVICES
PAPILLION-LA VISTA STORM WATER MANAGEMENT
2020 PAPILLION-LA VISTA STORMWATER OUTREACH & PUBLIC
EDUCATION

This Agreement for consultant services is entered into as of January 7, 2020 by and between Civic Nebraska (hereinafter called CN), and the City of La Vista, Nebraska (hereinafter called LA VISTA) and the City of Papillion, Nebraska (hereinafter called PAPILLION). It is understood by the parties to this agreement that the consultant services described herein will be performed by CN, under the auspices of "Papillion-La Vista Stormwater Outreach" (PLVSO).

Section 1: CONSULTANT DUTIES - Consultant shall provide the following services: in order to address the public education and outreach obligations of LA VISTA and PAPILLION under their respective MS4 storm water discharge permits, LA VISTA and PAPILLION are partnering to engage the services of CN to include the following:

Outreach Event Participations and Hosting

1. Host informational tables at 4 events related to storm water management including Nebraska Science Fest, World-O-Water, La Vista Public Works Day, and a School STEM Environmental Outing (to be determined).
2. Host a table at 13 weekly Farmers Markets in Papillion or La Vista that includes storm water management information.
3. Coordinate and implement school participation in STEM Environmental projects.

Engagement Initiatives and Programs

1. Participate in Rain Barrel and Crowd Hydrology projects.
2. Pursue additional funding with emphasis on school-age projects relating to storm water management.

Procedures

1. Train CN staff to host information tables.
2. Provide at least two table hosts at each event to engage the community
3. Distribute handouts, brochures, and literature provided by PAPILLION and LA VISTA,
4. Display PLVSO banners at events for project identification purposes.
5. Obtain items for incentives/give-aways at events to promote citizen engagement to the extent that funding and opportunities are available.
6. Provide table(s), chairs and canopy as required for table hosts at events.

Documentation and Reporting

1. Create reports including data on community participation at all events such as number of citizens engaged, number of brochures distributed, number of give aways (as applicable) and hours and dates of events,
2. Prepare a final report of all efforts completed under this agreement. This report shall be due by February 28, 2021. PAPILLION and LA VISTA will use information from this report to assist them in preparing their annual storm water management reports to the Nebraska Department of Environmental Quality as required under their respective MS4 permits.

Section II: PAPILLION & LA VISTA Duties - PAPILLION and LA VISTA shall provide the following:

- A. Provide publicity via PAPILLION and LA VISTA web sites and other media outlets.
- B. Provide access to creeks and streams for tours and engagement activities.
- C. Print and provide storm water management brochures and other literature as needed.
- D. Provide project banners for display at events.
- E. Provide sample rain barrels and other storm water management devices for display at events.

Section III: Property Rights and Information Disclosure

Confidential Information-CN shall freely disclose to PAPILLION and LA VISTA all information, data and results obtained from work performed under this Agreement. PAPILLION and LA VISTA are free to use such information for their own internal purposes or to disclose such information to third parties. Provided, however, if the work performed pursuant to this Agreement requires disclosure of information which any party hereto considers as proprietary and confidential, the parties agree that separate confidentiality agreements may be executed with the individual participants in the project.

Rights in Data-Progress reports may be prepared at various times detailing the results of the project to date. These reports will become the property of PAPILLION and/or LA VISTA and will not be distributed by CN without written approval.

Section IV: Independent Contractor Statement

CN and anyone that CN hires for assistance are not and shall not be considered employees of PAPILLION or LA VISTA. CN shall be and remain an independent contractor and nothing contained in the Agreement shall be construed inconsistent with that status. Notwithstanding such status, any employee shall be removed from any job site by CN at any time on request of PAPILLION Or LA VISTA for incompetence, neglect of duty, or misconduct. PAPILLION and LA VISTA shall have no other control over the employment, compensation or discharge of CN's employees or agents.

Section V: Insurance

CN shall purchase and maintain insurance as will protect CN from claims set forth below which may arise out of, or result from, CN's execution of the services in this Agreement, whether such execution be by CN or by anyone directly or indirectly employed by CN.

1. Claims under workman's compensation, disability benefit and other similar employee benefit acts.
2. Claims for damages because of bodily injury, occupational sickness or disease, or death of CN's employees.

3. Claims for damages because of bodily injury sickness or disease, or death of any person other than CN's employees.
4. Claims for damages insured by usual personal injury liability coverage which are sustained by any person as a result of an offense directly or indirectly related to the employment of such person by CN.
5. Claims for damages because of injury to, or destruction of, tangible property including loss of use resulting therefrom.
6. Claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle.

Personal property insurance shall be the responsibility of the owner of the property regardless of the location of the loss.

Section VI: Indemnification

CN agrees to indemnify, defend, and hold harmless PAPILLION and LA VISTA or their officers, agents, and employees from any and all claims, demands, actions, damages, liability, and expense in connection with loss of life, personal injury, and/or damage to property which may be asserted, claimed, or recovered against or from PAPILLION and/or LA VISTA or their officers, agents, and employees by reason of any act, omission, or representation of CN or its subcontractors, agents, or employees. In turn, PAPILLION and LA VISTA agree to indemnify, defend, and hold harmless CN or its officers, agents, and employees from any and all claims, demands, actions, damages, liability, and expense in connection with loss of life, personal injury, and/or damage to property which may be asserted, claimed, or recovered against or from PAPILLION and LA VISTA or their officers, agents, or employees by reason of any act, omission, or representation of PAPILLION and LA VISTA or their officers, agents, and employees. This clause shall survive the expiration or termination of this Agreement.

Section VII: Term of Agreement and Termination

This Agreement commences March 1, 2020 and ends March 1, 2021, unless extended by mutual agreement of all parties. PAPILLION and LA VISTA reserve the right to terminate this agreement early without penalty, damages, or cause. Services up to the point of termination will be compensated accordingly to the terms outlined below but under no circumstances shall any outstanding services not rendered be paid.

Section VIII: Payment for Services

In consideration of the foregoing, PAPILLION and LA VISTA will reimburse CN for all direct costs incurred in the performance of this Agreement, which shall not exceed a total cost of \$6,000. PAPILLION will be responsible for \$3,000 of the total cost and LA VISTA will be responsible for \$3,000 of the total cost.

CN will provide monthly invoices to PAPILLION and LA VISTA for actual costs incurred within the limits of the above-stated total cost. Payment shall be made to CN within thirty (30) days of receipt of invoices. CN shall bill PAPILLION and LA VISTA at the same time and in equal amounts for the services set forth in this Agreement. Invoices shall include a narrative and itemization of the costs of the services, materials, and wages covered by the invoices. Invoices shall be sent to:

City of La Vista, Nebraska Attn: Jeff Calentine, Public Works Director 9900 Portal Rd La Vista, NE 68128 may be emailed to: icalentine@cityoflavista.org

City of Papillion, Nebraska Attn: Alex Evans, Deputy City Engineer 9909 Portal Rd Papillion, NE 68046 may be emailed to: aevans@papillion.org

Checks shall be made payable to Civic Nebraska and mailed to:

Mr. Kent Day Director of Civic Engagement Programs Civic Nebraska 6400 University Dr. N., CEC at UNO #117 Omaha, NE 68182-0870

Section IX: Notices

All notices to be given to any party under this Agreement shall be sent to the parties listed in Section VIII above.

Section X: Assignment

This agreement is non-assignable and non-transferrable. Any attempt by any party to assign its obligations hereunder shall be void.

Section XI: Amendment

This Agreement constitutes the entire understanding between CN and PAPILLION and LA VISTA with respect to the subject matter hereof and may not be amended except by a written agreement signed by all three parties.

Section XII: Governing Law and Forum

This Agreement shall be governed by the laws of the State of Nebraska. Any legal actions brought by any of the Parties hereunder shall be in the District Court of Sarpy County Nebraska.

We, the undersigned, hereby warrant that we are properly authorized officers of the organization to be bound by this Agreement, and that we do hereby accept the terms and conditions provided herein.

CIVIC NEBRASKA

Printed Name Kent Day

Signature Kent Day

Title Director of Youth Civic Leadership

Date 12/3/19

CITY OF PAPILLION

By _____

Mayor

Attest _____

City Clerk

Date _____

CITY OF LA VISTA

By _____
MAYOR

Attest: _____

CITY CLERK

DATE _____

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JANUARY 7, 2020 AGENDA

Subject:	Type:	Submitted By:
RECREATION DEPT. STAFF PLANNING/ POSITION DESCRIPTIONS	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	SCOTT STOPAK RECREATION DIRECTOR

SYNOPSIS

A discussion item has been placed on the agenda to review Recreation Department staff planning recommendations and updated position descriptions.

FISCAL IMPACT

N/A – No additional positions or salary adjustments are being proposed.

RECOMMENDATION

Discussion only.

BACKGROUND

As a follow up to recommendations received in the recently completed Novak Assessment and results of the Community Interest & Opinion survey, the Recreation Department has been working to review and assess current functions and needs of the department, as well as those related future programming and services. The result is a recommendation to retitle some positions and update the department organization chart and position descriptions.

Specifically, one of the Novak recommendations was the need to reclassify and more clearly define the roles and responsibilities of the (3) “Program Coordinator” positions. Following review and evaluation, it is recommended that these positions be structured and retitled as:

- Operations Manager
- Youth & Adult Sports Manager
- Senior Services Manager

Additional recommendations in the Novak assessment included reallocating supervisory and operational responsibilities between the Recreation Director and the Assistant Recreation Director and retitling the part-time “Recreation Supervisor” to “Recreation Attendants.” These adjustments have been included in the position description updates.

For your reference, this agenda item includes the following:

- Exhibit A — Current Recreation Department Organization Chart
- Exhibit B — Recommended Position Functions
- Exhibit C — Recommended Department Organization Chart
- Exhibit D — Recommended Position Description Updates

Exhibit A

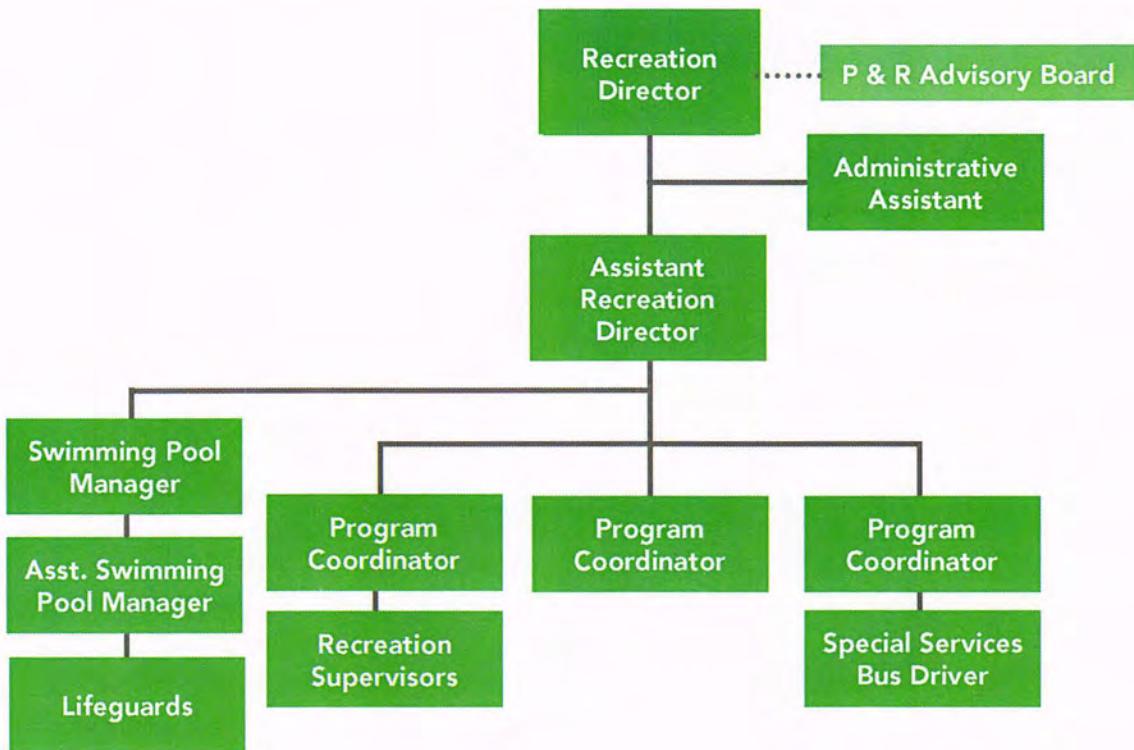


Exhibit B

Recreation Department – Recommended Position Functions

Director

- Strategic direction
- City Council work
- Policies
- Supervision
- Parks and Recreation Board
- Capital projects
- Budget preparation
- Department plan

Assistant Director

- Supervision of Recreation Attendants
- Performance Measures/Evaluating effectiveness of programs
- Budget preparation
- Partnerships/Programming
- Cost recovery

Operations Coordinator

(identified as Community Center Supervisor in the Novak study)

- Supervision of Aquatics
- Facility Management
- ActiveNet and other software
- Marketing assistance

Youth and Adult Sports Coordinator

- Youth sports programs
- Adult sports programs
- Field rental and scheduling
- Level of service agreement with Public Works

Senior Services Coordinator

- Meals
- Outings
- Activities/Programs
- Partnerships
- Public Transportation

Administrative Assistant

- Clerical functions: receipt money, routes mail, prepares correspondence, processes payroll, purchase orders prepares invoices for billing
- Prepares monthly reports for various functions of the department
- Customer service
- Facility rentals

Recreation Attendant

- Customer service
- Program registrations
- Facility rentals
- Special event assistance
- Sports coordination

Exhibit C

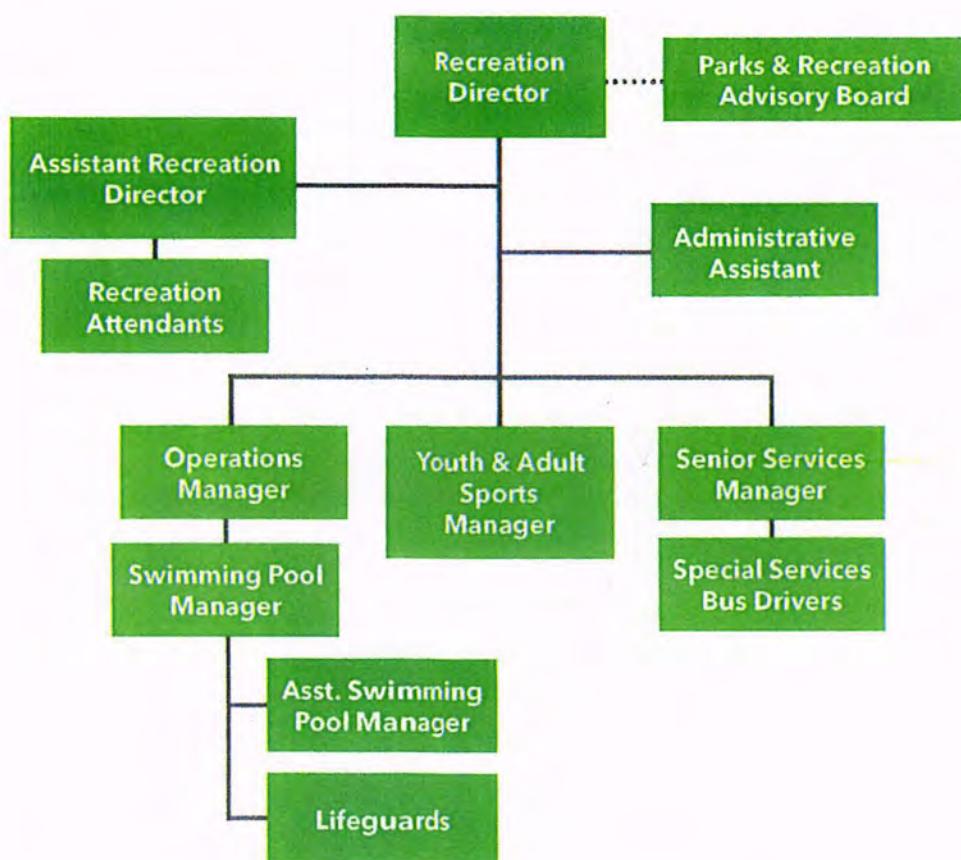


Exhibit D

Recommended Position Description Updates

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, Operations Manager, Youth and Adult Sports Manager, Senior Services Manager, Administrative Assistant II.

Description

Under the supervision of the Assistant City Administrator/Director of Community Services, the Recreation Director provides oversight for all personnel, facilities and programs within the Recreation Department. The duties of this position are carried out with wide latitude, judgement, and discretion.

Essential Functions (with or without reasonable accommodation)

1. Oversee the daily operation of municipal recreation programs and facilities.
2. Supervise all full-time Recreation Department staff.
3. Evaluate the effectiveness of recreation areas, facilities, and services.
4. Develop immediate and long-range plans to meet the recreational needs of all age groups based on feedback from the community.
5. Hire, schedule, supervise and evaluate full time Recreation staff.
6. Respond to citizen inquires, complaints and information requests.
7. Oversee preparation of the annual budget and direct the expenditure of departmental funds.
8. Act as a liaison and staff representative to the Parks & Recreation Advisory Board.
9. Research grants and programs of interest to the community in the area of recreation development.
10. Develop, implement and update as necessary, the Master Parks and Recreation Plan.
11. Develop and implement the department operational plan.
12. Develop and implement policies and procedures for the Recreation Department.
13. Oversee the purchase and inventory of equipment and supplies including the development of bid specifications.
14. Serve as a member of the City's management team. Attend and participate in City Council meetings, work sessions and a variety of other meetings as needed or directed.
15. Solicit donations and corporate sponsorships.
16. Oversee the maintenance of accurate records and evaluation summaries for all programs and personnel.
17. Coordinate capital improvement project development and scheduling with Public Works.
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 recreational facility to another.
8. Lift up to 45 pounds occasionally.

Education, Training, License, Certification and Experience

1. Must possess valid driver's license.
2. Graduation from an accredited university with a bachelor's degree in recreation administration, leisure studies, public administration or related field.
3. Seven (7) years experience in recreation field; or any equivalent combination of post-bachelor's degree and experience, with post-bachelor's degree full-time education substituting on a year for year basis for the required experience.
4. Seven (7) years supervisory experience.
5. The City may accept any equivalent combination of education and experience, with additional education substituting on a year for year basis for required experience.

Knowledge, Skills and Abilities

1. Extensive knowledge and understanding of recreation principles, concepts and techniques.
2. Knowledge and understanding of recreational program development and implementation
3. Knowledge and understanding of municipal finance and budgeting.
4. Ability to supervise, manage, lead and coordinate activities of a growing, complex and evolving organization and the ability to plan, structure and supervise the work of a large number of subordinates performing varied operations.
5. Knowledge of the principles of organization, administration and personnel management.
6. Ability to prepare and supervise the preparation of clear, accurate, comprehensive recommendations and reports. Effective writing skills and oral skills sufficient to speak to public and deliver presentations.
7. Must possess the insights and skills to achieve program objectives through the efforts of staff and contributed efforts of volunteers.
8. Must possess the ability to plan, execute and evaluate programs on a continuing basis.
9. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
10. Ability to work independently, as part of a team and with the public.
11. Ability to handle confidential information in a sensitive manner.
12. Conflict management skills.
13. Knowledge and understanding of park and ball field maintenance.
14. Knowledge and understanding of sports rules and regulations.
15. Computer skills and ability to use MS Office products.
16. Basic mathematical skills.
17. Ability to operate office equipment such as a photocopier, fax machine, and postage meter.
18. Ability to provide own transportation.

19. Ability to work varying schedules, including evenings, weekends and holidays.
20. 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.

Disclaimer

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

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

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: Recreation Personnel/Assistant Recreation Director,
Events Coordinator/Operations Manager, Youth and Adult Sports Coordinator/Manager, Senior Services Coordinator/Manager, Administrative Assistant II, and all other Recreation Personnel

Description:

This highly professional, responsible and administrativeUnder the supervision of the Assistant City Administrator/Director of Community Services, the Recreation Director position provides direction and oversight for all personnel, facilities and programs functions and activities withinrelated to the Recreation Department. The duties of this position are carried out with wide latitude, judgement, and discretion.

Under the direction general supervision of the Assistant City Administrator/Director of Community Services, is responsible for the overall planning, directing and supervision of municipal recreational activities at the Community Center, municipal playgrounds, parks, recreational areas, swimming pool and golf course.is responsible for the overall planning, directing and supervision of municipal recreational activities at the Community Center, Parks, Swimming Pool, municipal playgrounds, and all municipal recreational areas.The duties of this position are carried out with wide latitude, judgement, and discretion.

Essential Functions: (with or without reasonable accommodation)

1. Oversees the daily operation of municipal recreation programs and facilities.
2. Supervises both full-time and part-time staff all full-time Recreation Department staff.
3. Evaluate the effectiveness of recreation areas, facilities, and services.
- 3.4. Studies local conditions and develops immediate and long-range plans and goals to meet the recreational needs of all age groups based on feedback from the community.
- 4.5. Responsible for hiring, training, scheduling, supervising and evaluating full time Recreation staff/employees, and coordinating volunteer activities.
- 5.6. Responds to citizen inquiries, complaints and information requests.
6. Prepares Assists Oversee preparation of Prepares recreation personnel with preparation of the annual budget and directs the expenditure of departmental funds.
7. Assists in inspecting recreational areas, facilities and equipment to determine safety, adequacy and maintenance needs.
- 8.7. Responsible for the development of marketing information designed to attract and enhance participation, including yearly program/facility brochure.
- 9.8. Acts as a liaison and staff representative to the Parks & Recreation Advisory Board.

- ~~10.9. Researches grants and programs of interest to the community in the area of recreation development.~~
- ~~10. DResponsible for the development, and implementation and update as necessary, thef Master Parks and Recreation Plan.~~
- ~~11. Also produces an annual program and D_Responsble for the development and implementation thef a department operationaldepartment facility development plan.~~
- ~~11.12. Develops and implements policies and procedures for the Recreation Department.~~
- ~~12.13. Oversees the purchase and inventoryinventory and purchase of equipment and supplies including the development of bid specifications.~~
- ~~13.14. Attends Department Head and City Council meetings and reports as needed. Serves as a member of the City's management team. Attends and participates in City Council meetings, work sessions and a variety of other meetings as needed or directed.~~
- ~~14.15. Solicits donations and corporate sponsorships.~~
- ~~15.16. Oversee the maintenance of aResponsible for maintaining accurate records and evaluation summaries for all programs and personnel.~~
- ~~16.17. Coordinates capital improvement project development and scheduling with Public Works-Director.~~
- ~~17.18. Performs other duties as directed or as the situation dictates.~~

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

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 recreational facility to another.~~
- ~~8. Lift up to 45 pounds occasionally.~~

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

- Work is performed both indoors and outdoors year round.
- Periodically and during inclement weather, recreation and construction sites may be dusty, noisy and hazardous.
- 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.
- 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.
- 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 conversation levels.
- Incumbents must have the ability to transport themselves to and from recreation sites and lift up to 45 pounds.

Education, Training, License, Certification and Experience

1. Must possess valid driver's license.
2. Graduation from an accredited university with a bachelor's degree in recreation administration, leisure studies, ~~natural resources administration~~, public administration or related field.
3. Seven (7) ~~years~~ years experience in recreation field; or any equivalent combination of post-bachelor's ~~degree and degree full-time education and~~ experience, with post-bachelor's degree full-time education substituting on a year for year basis for the required experience.
4. ~~Five~~ Seven (57) ~~years~~ years supervisory experience.
- 4.5. ~~The City may accept any equivalent combination of education and experience, with additional education substituting on a year for year basis for required experience.~~

Knowledge, Skills and Abilities

1. Extensive knowledge and understanding of recreation principles, concepts and techniques.
2. Knowledge and understanding of recreational program development and implementation
3. Knowledge and understanding ~~of municipal~~ of municipal finance and budgeting.
4. Ability to supervise, manage, lead and coordinate activities of a growing, complex and evolving organization and the ability to plan, structure and supervise the work of a large number of subordinates performing varied operations.
5. Knowledge of the principles of organization, administration and personnel management.
6. Ability to prepare and supervise the preparation of clear, accurate, comprehensive recommendations and reports. Effective writing skills and oral skills sufficient to speak to public and deliver presentations.
7. Must possess the insights and skills to achieve program objectives through the efforts of staff and contributed efforts of volunteers.
8. Must possess the ability to plan, execute and evaluate programs on a continuing basis.

9. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
10. Ability to work independently, as part of a team and with the public.
- 11.
12. Ability to handle confidential information in a sensitive manner.
13. Conflict management skills.
14. Knowledge and understanding of park and ball field maintenance.
15. Knowledge and understanding of sports rules and regulations.
16. Computer skills and ability to use MS Office products.
17. Basic mathematical skills.
18. Ability to operate office equipment such as a photocopier, fax machine, and postage meter.
19. Ability to provide own transportation.
20. Ability to work varying schedules, ~~including evenings~~including evenings, weekends and holidays.
21. Ability to consistently maintain regular and dependable attendance on the job.

Contributions this Position Makes to the City:

~~Theis Recreation Director position provides critical assistance essential assistance to the Assistant City Administrator/Community Services Director. and contributes to the success of the City by working closely with the Executive Team on complex and strategic recreation initiatives. The Director provides Recreation Director leadership, guidance and support for staffs in t-the effortshe development and execution of to programs to fulfill department goals and objectives and enhance the quality of life for e Enhance quality of life for La Vista residentscitizens of all ages. Provide leadership, guidance and support to Recreation staff, whom as part of the overall Recreation team provide comprehensive recreation opportunities to all participants. ts.~~

Disclaimer:

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

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

~~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

Recreation Director

Position Description

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POSITION DESCRIPTION CITY OF LA VISTA

Position Title: Assistant Recreation Director
Position Reports To: Recreation Director
Position Supervises: Recreation Attendants and general supervision of all Recreation Personnel.

Description

Under the direction of the Recreation Director, the Assistant Recreation Director provides direction, oversite for all functions and activities related to youth and adult programming and recreation events. This position serves as the acting department director in his/her absence or represents the Director as assigned. These duties are carried out with wide latitude, judgement, and discretion.

Essential Functions (with or without reasonable accommodation)

1. Hire, train, schedule, supervise and evaluate all Recreation Attendants and coordinate volunteers.
2. Assist with the preparation of the department budget.
3. Plan events, assist with facility improvements and determine equipment needs to ensure effective utilization of resources.
4. Respond to citizen inquiries, complaints and information requests.
5. Assist with preparation of the annual budget and direct expenditure of departmental funds.
6. Assist with the solicitation of donations and corporate sponsorships.
7. Develop, and implement performance measures.
8. Assist with the development, implementation and evaluation of programs to ensure that goals and objectives are met.
9. Assist with the development of marketing materials designed to attract and enhance participation including the quarterly newsletter insert and the Community Event Guide.
10. Responsible for the transportation of equipment and supplies between locations.
11. Prepare reports, evaluations and general correspondence.
12. Responsible for the compilation and maintenance of records.
13. Develop and implement the department operational plan.
14. Assist with the purchase and inventory of equipment and supplies. When necessary, develop bids specifications.
15. Direct the activities of the Recreation Department in absence of Recreation Director.
16. Attend and participate in City Council meetings, work sessions and a variety of other meetings as needed or directed.
17. Perform 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 recreational facility to another.
8. Lift up to 45 pounds occasionally.

Education, Training, License, Certification and Experience

1. Must possess valid driver's license.
2. Graduation from an accredited university with a bachelor's degree in recreation administration, leisure studies, or related field.
3. Five (5) years of experience in recreation field.
4. Five (5) years of experience in supervising employees and coordinating activities of volunteers.
5. The City may accept any equivalent combination of education and experience, with additional education substituting on a year for year basis for required experience.

Knowledge, Skills and Abilities

1. Knowledge and understanding of recreation principles, concepts and techniques.
2. Knowledge of the principles of organization, administration and personnel management.
3. Knowledge and understanding of recreational program development and implementation.
4. Possess the insight and skill that are necessary to achieve program objectives through the efforts of staff and volunteers.
5. Ability to plan, execute and evaluate programs on a continuing basis.
6. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
7. Ability to work independently, as part of a team and with the public.
8. Ability to communicate effectively in both oral and written form.
9. Ability to prepare and maintain accurate records and reports.
10. Ability to handle confidential information in a sensitive manner.
11. Conflict management skills.
12. Knowledge and understanding of park and ball field maintenance.
13. Knowledge and understanding of sports rules and regulations.
14. Computer skills and ability to use MS Office products.
15. Basic math and money-changing skills.
16. Ability to operate office equipment such as a photocopier, fax machine, telephone and postage meter.
17. Ability to provide own transportation.
18. Ability to work varying schedules, including evenings, weekends and holidays.
19. Ability to consistently maintain regular and dependable attendance on the job.

Contributions this Position Makes to the City

The Assistant Recreation Director provides essential assistance to the Recreation Director. The Assistant 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.

Disclaimer

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

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

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

Signature

Date

POSITION DESCRIPTION CITY OF LA VISTA

Position Title: Assistant Recreation Director
Position Reports To: Recreation Director
Position Supervises: Program Coordinator, Part-Time Staff and Coordinates
Volunteers, Recreation Supervisors, Special Services Transportation Drivers and general
supervision of all Recreation Personnel, Recreation Attendants and general supervision
of all
Recreation Personnel.

Description

This highly professional, responsible and administrative position provides Under the direction of the Recreation Director, the Assistant Recreation Director provides direction, oversite and oversight for all functions and activities related to youth and adult programming, sports, senior services, special services transportation program, and recreation events. This position serves as the acting department director in his/her absence or represents the Director as assigned. These duties Under the general supervision of the Recreation Director, the duties of this position are carried out with wide latitude, judgement, and discretion. Under the direction of the Recreation Director assists in planning, directing and supervising municipal recreational activities with primary responsibility for special events, sports leagues and tournaments.

Essential Functions: (with or without reasonable accommodation)

1. Supervises Program Coordinator, part-time staff, Recreation Supervisors and Special Services Transportation Drivers and coordinates activities of volunteers and provides general supervision of all Recreation Personnel.
Provides coordination and daily oversight over the special services transportation program.
 1. HireAssists in hiring, training, scheduling, supervising and evaluating employees, Recreation Attendants and coordinate volunteers and coordinating volunteer activities.
 2. Assist with the preparation of the department budget.
 3. Responsible for planning events, assisting with facility improvements and determining equipment needs to ensure effective utilization of resources.
 4. Responds to citizen inquiries, complaints and information requests.
 5. Assists within preparation of the annual budget and directs expenditure of departmental funds.
 6. Assists within the solicitation of donations and corporate sponsorships.
 7. Assists in the daily operation of municipal recreation programs, facility scheduling and monitoring of facility usage.
 7. Develop, and implement performance measures.
 8. Responsible for issuing equipment to coaches and participants, and ensures proper return of same.
 9. Assists within the development, implementation and evaluation of programs to ensure that goals and objectives are being met.

- 10.9. Assists within the development of marketing materials designed to attract and enhance participation including the quarterly newsletter insert and the Community Event Guide annual program/facilities brochure.
11. Monitors and evaluates programs to insure ensure that goals and objectives are being met.
12. Responsible for transporting Responsible for the transportation of equipment and supplies between locations.
13. Assists in participant registration.
14. Assists in facility scheduling and monitoring facility use.
15. Prepares reports, evaluations and general correspondence.
12. Responsible for the Responsible for the compilation and maintenance of records.
16. Develop and implement the department operational plan.
17. Assist with Oversees the inventory and purchase/purchase and inventory of equipment and supplies. When necessary, including development of bid specifications, develop bids specifications.
18. Direct the activities of the Recreation Department in absence of Recreation Director, directs departmental operations.
- 15.
19. Attends department head and and participates in City Council meetings, work sessions and a variety of other meetings as needed or directed, and reports as needed.
20. Acts as a liaison and staff to the Parks & Recreation Advisory Board.
21. Performs other Performs other duties as directed as directed or as the situation dictates.

17.

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 recreational facility to another.
8. Lift up to 45 pounds occasionally.

The physical and environmental demands listed here are representative of those that must be met and tolerated by an employee to successfully perform the essential functions of the job:

- Work is performed both indoors and outdoors year round.
- Periodically and during inclement weather, recreation and construction sites may be dusty, noisy and hazardous.
- 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.

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

- 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.
- 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 conversation levels.
- Incumbents must have the ability to transport themselves to and from recreation sites and lift up to 45 pounds.

Education, Training, License, Certification and Experience

1. Must possess valid driver's license.
2. Graduation from an accredited university with a bachelor's degree in recreation administration, leisure studies, ~~natural resources administration, public administration~~ or related field.
3. Five (5) years of experience in recreation field ~~, or any equivalent combination of post-bachelor's degree full-time education and experience with post-bachelor's degree full-time education substituting on a year for year basis for the required experience.~~
4. Three-Five (53) years of experience in supervising employees and coordinating activities of volunteers.
- 4.5. The City may accept any equivalent combination of education and experience, with additional education substituting on a year for year basis for required experience.

Knowledge, Skills and Abilities

1. Knowledge and understanding of recreation principles, concepts and techniques.
2. Knowledge of the principles of organization, administration and personnel management.
3. Knowledge and understanding of recreational program development and implementation.
4. PMust possess the insights and skill that are In necessary to achieve program objectives through the efforts of staff and contributed efforts of volunteers.
5. Must possess the Ability to plan, execute and evaluate programs on a continuing basis.
6. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
7. Ability to work independently, as part of a team and with the public.
8. Ability to communicate effectively in both oral and written form, both orally and in writing.
9. Ability to prepare and maintain accurate records and reports.
10. Ability to handle confidential information in a sensitive manner.
11. Conflict management skills.
12. Knowledge and understanding of park and ball field maintenance.

13. Knowledge and understanding of sports rules and regulations.
14. Computer skills and ability to use MS Office products.
15. Basic mathematical skills and money-changing skills.
16. Ability to operate office equipment such as a photocopier, fax machine, telephone and postage meter.
17. Ability to provide own transportation.
18. Ability to work varying schedules, including evenings, weekends and holidays.
19. Ability to consistently maintain regular and dependable attendance on the job.

Contributions tThis Position Makes tTo tThe City

The Assistant Recreation Director provides essential assistance to the Recreation Director. The Assistant 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. : This position provides critical assistance to the Recreation Director and contributes to the success of the City by working closely with Recreation Department Staff on complex and strategic recreation initiatives. The Assistant Recreation Director assists with the efforts to enhance quality of life for La Vista citizens of all ages. Provide leadership, guidance and support to Recreation Staff, whom as part of the overall Recreation team provide comprehensive recreation opportunities to all participants.

Disclaimer:

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

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: Youth and Adult Sports Manager
Position Reports To: Recreation Director
Position Supervises:

Description

Under the direction of the Recreation Director, the Youth and Adult Sports Manager is responsible for planning, directing and supervising all youth and adult sport leagues, tournaments and field rentals. Also assists with department special events.

Essential Functions (with or without reasonable accommodation)

1. Organize leagues and develop schedules for all sports programs.
2. Assist in planning events, facility improvements and determining equipment needs to ensure effective utilization of resources.
3. Coordinates the activities of volunteers.
4. Respond to citizen inquiries, complaints and information requests.
5. Assist public and provide telephone backup support.
6. Responsible for participant registration.
7. Assist in the daily operation of municipal recreation programs, facility scheduling and monitoring facility usage. Responsible for issuing equipment to coaches and participants and ensures proper return of same.
8. Responsible for the transportation of equipment and supplies between locations.
9. Assist in the development and implementation of programs.
10. Assist in the development of marketing materials designed to attract and enhance participation, including the quarterly newsletter and the Community Event Guide.
11. Monitor and evaluate programs to ensure goals and objectives are being met.
12. Prepare reports, evaluations and general correspondence.
13. Responsible for the compilation and maintenance of records.
14. Coordinate field usage and maintenance requests with Parks Department according to the Level of Service Agreement.
15. Assist with special events as required or necessary.
16. Performs additional 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 recreational facility to another.

9. Lift up to 45 pounds occasionally.

Education, Training, License, Certification and Experience

1. Must possess valid driver's license.
2. Graduation from an accredited university with a bachelor's degree in recreation administration, leisure studies, or related field.
3. Three (3) years experience in recreation or related field.
4. Three (3) years experience in supervising and coordinating activities of volunteers.

Knowledge, Skills and Abilities

1. Knowledge and understanding of recreation principles, concepts and techniques.
2. Possess the insight and skill to achieve program objectives through the efforts of staff and volunteers.
3. Possess the ability to plan, execute and evaluate programs on a continuing basis.
4. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to prepare and maintain accurate records and reports.
7. Conflict management skills.
8. Knowledge and understanding of park and ball field maintenance.
9. Knowledge and understanding of sports rules and regulations.
10. Computer skills and ability to use MS Office products.
11. Basic mathematical and money-changing skills.
12. Ability to operate office equipment such as a photocopier, fax machine and postage meter.
13. Ability to provide own transportation.
14. Ability to work varying schedules, including evenings, weekends and holidays.
15. Ability to consistently maintain regular and dependable attendance on the job.

Contributions this Position Makes to the City

This position plays a critical role in the Recreation Department. It contributes to the success of the City by overseeing the youth and adult sports programs and assisting with special events, both of which enhance the lives of the residents of the City. The Youth and Adult Sports Coordinator is responsible for supporting the initiatives that contribute to the fulfillment of Recreation Department goals and objectives.

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:

Coordinator/Manager

Position Reports To:

Position Supervises:

Program Coordinator/Youth and Adult Sports

Assistant Recreation Director/Recreation Director

Part-Time Staff and Coordinates Volunteer Activities

Description

Under the direction of the Assistant Recreation Director, the Youth and Adult Sports Manager is responsible for planning, directing and supervising all youth and adult sport leagues and tournaments and field rentals. Position also provides supervision to part-time staff at Community Center during evenings and scheduled weekends. Also assists with departmental special events.

Essential Functions: (with or without reasonable accommodation)

1. Responsible for organizing leagues and developing schedules for all sports programs.
2. Assists in planning events, facility improvements and determining equipment needs to ensure effective utilization of resources.
3. Supervises part-time staff and Coordinates the activities of volunteers.
4. Responds to citizen inquiries, complaints and information requests.
5. Assists public at window and provides telephone backup support.
6. Responsible for participant registration.
7. Assists in the daily operation of municipal recreation programs, facility scheduling and monitoring facility usage. Responsible for issuing equipment to coaches and participants and ensures proper return of same.
8. Responsible for the transportation of transporting equipment and supplies between locations.
9. Assists in the development and implementation of programs.
10. Assists in the development of marketing materials designed to attract and enhance participation, including the annual quarterly program/facility brochure, newsletter and the Community Event Guide.
11. Monitors and evaluates programs to insure ensure goals and objectives are being met.
12. Assists in the solicitation of donations and corporate sponsorships.
13. Prepares reports, evaluations and general correspondence.
13. Responsible for the compilation and maintenance of records.
14. Coordinates field usage and maintenance requests with Parks Department according to the Level of Service Agreement.
14. Assist with special events as required or necessary.
15. Performs additional 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 recreational facility to another.
9. Lift up to 45 pounds occasionally.

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

- ~~Work is performed both indoors and outdoors year round.~~
- ~~Periodically and during inclement weather, recreation and construction sites may be dusty, noisy and hazardous.~~
- ~~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.~~
- ~~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.~~

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

- ~~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 conversation levels.~~
- ~~Incumbents must have the ability to transport themselves to and from recreation sites and lift up to 45 pounds.~~

Education, Training, License, Certification and Experience

1. Must possess valid driver's license.
2. Graduation from an accredited university with a bachelor's degree in recreation administration, leisure studies, ~~natural resources administration, public administration~~ or related field.
- 2.3. Three (3) years experience in recreation or related field.
- 3.4. Two-Three (23) years experience ~~Experience in supervising employees and supervising and coordinating~~ activities of volunteers.

Knowledge, Skills and Abilities

1. Knowledge and understanding of recreation principles, concepts and techniques.

2. **PMust** possess the insights and skills to achieve program objectives through the efforts of staff and ~~contributed efforts of~~ volunteers.
3. **PMust** possess the ability to plan, execute and evaluate programs on a continuing basis.
4. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to prepare and maintain accurate records and reports.
7. Conflict management skills.
- 7.
8. Knowledge and understanding of park and ball field maintenance.
9. Knowledge and understanding of sports rules and regulations.
10. Computer skills and ability to use MS Office products.
11. Basic mathematical and money-changing skills.
12. Ability to operate office equipment such as a photocopier, fax machine and postage meter.
13. Ability to provide own transportation.
14. Ability to work varying schedules, including evenings, weekends and holidays.
15. Ability to consistently maintain regular and dependable attendance on the job.

Contributions tThis Position Makes tTo tThe City:

This position provides highly responsible assistance to the Recreation Department and contributes to the success of the City by planning, directing and supervising all youth and adult sport leagues, tournaments and field rentals. This position plays a critical role in the Recreation Department. It contributes to the success of the City by overseeing the youth and adult sports programs and assisting with special events, both of which enhance the lives of the residents of the City. The Youth and Adult Sports Coordinator is responsible for supporting the initiatives that contribute to the fulfillment of Recreation Department goals and objectives.

Disclaimer:

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

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.

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

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

| **Program Coordinator**Youth and Adult Sports Coordinator

| Position Description

| Page 4, 8/9/200710/18/2016

Signature

Date

POSITION DESCRIPTION CITY OF LA VISTA

Position Title: Operations Manager
Position Reports To: Recreation Director
Position Supervises: Aquatics Personnel

Description

Under the direction of the Recreation Director, this full-time position is responsible for overseeing the daily operations of the Community Center, managing the aquatics facility, programs and staff, and assisting with special events within the department. This position oversees the IT functions and provides assistance with department marketing efforts.

Essential Functions(with or without reasonable accommodation)

1. Manage Community Center and park rentals, and oversee building readiness for use.
2. Manage, create and implement programs within ActiveNet.
3. Maintain, oversee and create content for the Recreation Department's web pages.
4. Oversee and create content for the Reach Video Display system.
5. Respond to citizen inquiries, complaints and information requests.
6. Assist the public and provide telephone backup support for Recreation Attendants.
7. Back up and provide support for the Community Relations Coordinator in the development of and content for the City website and various social media platforms.
8. Develop marketing materials designed to attract and enhance participation in department programming, including the quarterly newsletter and the Community Events Guide.
9. Manage the aquatics facility and hire, supervise, train and lead the aquatics staff.
10. Prepare reports, evaluations and general correspondence.
11. Compile and maintain records.
12. Perform additional duties as directed or as the situation dictates.
13. Drive a motor vehicle to and from recreation sites.

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 supervise the facilities, scorekeepers, time keepers and officials, operate office equipment, fill out paperwork, set up athletic equipment, perform room set-ups and drive a motor vehicle.
6. Frequently use manually dexterity to operate office equipment, conduct room setups, and operate/set up athletic equipment.
7. Lift up to 45 pounds occasionally.

Education, Training, License, Certification and Experience

1. Must possess valid driver's license.
2. Graduation from an accredited university with a bachelor's degree in recreation administration, leisure studies, or related field.
3. Three (3) years experience in recreation or related field.
4. Must obtain and maintain a pool operator license.
5. First Aid and CPR certification.

Knowledge, Skills and Abilities

1. Knowledge and understanding of recreation principles, concepts and techniques.
2. Possess the necessary insights and skills to achieve program objectives through the efforts of staff and volunteers.
3. Ability to plan, execute and evaluate programs on a continuing basis.
4. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to prepare and maintain accurate records and reports.
7. Conflict management skills.
8. Knowledge and understanding of park and ball field maintenance.
9. Knowledge and understanding of sports rules and regulations.
10. Knowledge and understanding of the regulations required to operate a municipal swimming pool.
11. Computer skills and ability to use MS Office products.
12. Basic math and money-changing skills.
13. Ability to operate office equipment such as a photocopier, fax machine, postage meter and telephone.
14. Ability to provide own transportation.
15. Ability to work varying schedules, including evenings, weekends and holidays.
16. Ability to consistently maintain regular and dependable attendance on the job.

Contributions this Position Makes to The City

This position plays a critical role in the Recreation Department. It contributes to the success of the City by overseeing the daily operation of the Community Center, the aquatics center and aquatics staff, ensuring the readiness of the facilities and personnel to meet the needs of department programs. The Operations Manager is responsible for supporting the initiatives that contribute to the fulfillment of Recreation Department goals and objectives.

Disclaimer

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

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

Signature

Date

POSITION DESCRIPTION

CITY OF LA VISTA

Position Title: Events CoordinatorOperations Manager
Position Reports To: Recreation Director
Position Supervises: Aquatics Personnel

Description

Under the direction of the Recreation Director, this full-time position is responsible for planning, directing and supervising recreation events, recreational activities, and programs overseeing the daily operations of the Community Center, and managing Supervision of aAquatics facility, programs and staff, and. Also, assisting s with departmental special events within the department. This position oversees the IT functions and provides assistance with department marketing efforts.

Essential Functions: (with or without reasonable accommodation)

1. ManageResponsible for leading and directing current and new recreation events, recreational activities, and recreation programs Community Center and park rentals, rentals, parks and oversee the oversight of building readiness for use, maintenance.
- 2.1. Responsible for the development and implementation of new events and programs.
- 3.2. Responsible for the oversight and management of create and implement programs the ActiveNet system as well the creation and implementation of programs within ActiveNet.
4. Responsible for maintenanceMaintain, and overseeeight of and create content for the Recreation Department's website pages, as well as general oversight of all City website pages.
- 3.
- 5.4. Responsible for monitoringoversee and create content for the Reach Video Display system.
6. Responsible for coordinating volunteer activities.
7. Responsible for facility scheduling of the Community Center and park shelters as well as oversight of other facility scheduling.
- 8.5. Respond to citizen inquiries, complaints and information requests.
- 9.6. Assists the public and provides telephone backup support for Recreation Attendants.
10. Assists in the daily operation of municipal recreation programs, facility scheduling and monitoring facility usage.
- 11.7. Responsible for being the back-up and provide support for the Community Relations Coordinator in the development of and content for the City website and various social media platforms, as well as provide support on a daily basis.
12. Responsible for transporting equipment and supplies between locations.
8. Responsible for the development of marketing materials designed to attract and enhance participation in department programming, including the quarterly newsletter and the Community Events Guidequarterly program/facility brochure.
- 13.9. Manage the aquatics facility and hire, supervise, train and lead the aquatics staff.

- ~~14. Monitors and evaluates programs to ensure goals and objectives are being met.~~
- ~~15. Prepares reports, evaluations and general correspondence.~~
- ~~16. Responsible for the compilation and maintenance of records.~~
- ~~12. Performs additional duties as directed or as the situation dictates.~~
- ~~13. Drive a motor vehicle to and from recreation sites.~~
- ~~17. _____~~

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 supervise the facilities, scorekeepers, time keepers and officials, operate office equipment, fill out paperwork, set up athletic equipment, perform room set-ups and drive a motor vehicle.
6. Frequently use manually dexterity to operate office equipment, conduct room setups, and operate/set up athletic equipment.
7. Lift up to 45 pounds occasionally.

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

- ~~• Work is performed both indoors and outdoors year round.~~
- ~~• Periodically and during inclement weather, recreation and construction sites may be dusty, noisy and hazardous.~~
- ~~• 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.~~
- ~~• 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.~~

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

- ~~• 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 conversation levels.~~
- ~~• Incumbents must have the ability to transport themselves to and from recreation sites and lift up to 45 pounds.~~

Education, Training, License, Certification and Experience

1. Must possess valid driver's license.

2. Graduation from an accredited university with a bachelor's degree in recreation administration, leisure studies, ~~natural resources administration, public administration~~ or related field.
3. Three (3) years experience in recreation or related field.
4. Must obtain and maintain a pool operator license.
3. First Aid and CPR certification.
- 4.5. Two (2) years experience in coordinating activities of volunteers.

Knowledge, Skills and Abilities

1. Knowledge and understanding of recreation principles, concepts and techniques.
2. PMust possess the necessary insights and skills to achieve program objectives through the efforts of staff and contributed efforts of volunteers.
3. Must possess the aAbility to plan, execute and evaluate programs on a continuing basis.
4. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to prepare and maintain accurate records and reports.
7. Conflict management skills.
8. Knowledge and understanding of park and ball field maintenance.
9. Knowledge and understanding of sports rules and regulations.
- 9.10. Knowledge and understanding of the regulations required to operate a municipal swimming pool.
- 10.11. Computer skills and ability to use MS Office products.
- 11.12. Basic mathematical and money-changing skills.
- 12.13. Ability to operate office equipment such as a photocopier, fax machine, and postage meter and telephone.
- 13.14. Ability to provide own transportation.
- 14.15. Ability to work varying schedules, including evenings, weekends and holidays.
- 15.16. Ability to consistently maintain regular and dependable attendance on the job.

Contributions t~~This Position Makes t~~To The City

~~This position provides plays a critical role in highly responsible assistance to the Recreation Department. It and contributes to the success of the City by overseeing the daily operations of the Community Center, the aquatics center and aquatics staff, ensuring the readiness of the facilities and personnel to meet the needs of department programs. The Operations Manager is responsible for supporting the initiatives that contribute to the fulfillment of Recreation Department goals and objectives.~~
~~and supervision of aquatics~~

Disclaimer

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~~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.~~

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

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

Signature

Date

POSITION DESCRIPTION

CITY OF LA VISTA

POSITION TITLE: Senior Services Manager

POSITION REPORTS To: Recreation Director

POSITION SUPERVISES: Part Time Bus Drivers and Volunteers

DESCRIPTION:

Under the direction of the Recreation Director, the Senior Services Coordinator is responsible for planning, organizing, coordinating and implementing a variety of services to enhance the quality of life and the well-being of senior citizens.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Plan, direct, coordinate and implement a wide range of activities tailored to meet the specific needs and interests of senior citizens.
2. Designs programs that address the social, physical and emotional needs of the senior population, including but not limited to cultural arts, physical activities, educational activities and special interest leisure and fitness activities.
3. Assess participants' needs, monitor and evaluate current program offerings to ensure goals and objectives are being met, and make recommendations for new programs, events and services.
4. Assist in the preparation of the budget for senior services and monitor expenditures.
5. Maintain accurate records and evaluation summaries for all senior programs and events.
6. Prepare periodic statistical reports for management review.
7. Develop, coordinate and supervise a volunteer support staff.
8. Coordinate and manage the daily meal program for seniors.
9. Coordinate and manage the Special Services Bus Transportation Program.
10. Coordinate and manage the Public Transportation Program
11. Assist in the development of marketing materials designed to attract and enhance participation in senior programs and activities.
12. Stay abreast of new trends and innovations in the field of senior services.
13. Responds to citizen inquiries, complaints and information requests.
14. Assist the public and provide backup support to other Recreation staff.
15. Performs other duties as directed or as the situation dictates.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge and understanding of principles and practices of senior program planning, development, implementation, administration and evaluation.
2. Knowledge of principles and practices of effective employee and volunteer supervision, including selection, training, evaluation and discipline.
3. Knowledge of basic budgeting and expenditure monitoring principles.
4. Knowledge of principles and methods of needs assessment and program evaluation.
5. Knowledge of gerontology and appropriate programs and recreational activities for seniors.
6. Ability to establish and maintain effective working relationships with senior adults.
7. Ability to achieve program objectives.
8. Ability to drive a 14-passenger vehicle.
9. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
10. Ability to communicate effectively, both orally and in writing.
11. Ability to prepare and maintain accurate records and reports.
12. Conflict management skills.
13. Computer skills and ability to use MS Office products.

14. Basic mathematical and money-changing skills.
15. Ability to operate office equipment such as a photocopier, fax machine and postage meter.
16. Ability to provide own transportation.
17. Ability to work varying schedules, including evenings, weekends and holidays.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

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

- Work is performed both indoors and outdoors, year round and sometimes in inclement weather.
- 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.
- While performing the duties of this job, the employee is frequently 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.
- 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 conversation levels.
- Incumbents must have the ability to transport themselves to and from recreation sites and occasionally lift up to 45 pounds.
- Regular attendance as scheduled, or as otherwise necessary to fulfill the requirements of the position.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Graduation from an accredited university with a bachelor's degree in recreation administration, therapeutic recreation, gerontology, human services or related field.
2. Three (3) years professional experience in the planning, development, and/or administration of recreation programs and services for seniors.
3. Two (2) years supervisory experience
4. Must possess valid driver's license.
5. Must have or be able to obtain First Aid and CPR certification within 6 months of employment.

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

Contributions this Position Makes to the City

This position provides vital assistance to the Recreation Director and contributes to the success of the City by working on strategic initiatives and administrative service delivery of programs for the City's senior population.

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
Position Reports To: Recreation Director
Position Supervises:

Description

Under the direction of the Recreation Director, the Administrative Assistant provides a wide variety of clerical functions for the Recreation Department including the Special Services Transportation Program and Municipal aquatic facility.

Essential Functions (with or without reasonable accommodation)

1. Provide backup for answering phones and attending the front desk.
2. Responsible for receipt of all money.
3. Open and process incoming mail.
4. Assist in greeting visitors by phone and in person; answering citizen inquiries and directing them appropriately.
5. Provide backup support in the scheduling of recreation facilities.
6. Provide backup support for the oversight and management of the ActiveNet system and City Recreation Department's website pages.
7. Provide clerical support for department, including creating, maintaining and filing correspondence, reports and other documents.
8. Maintain and prepare monthly reports for Recreation Department, Special Services Transportation Program, and the municipal aquatics facility.
9. Maintain accurate records.
10. Process purchase orders and prepare all invoices for billing.
11. Calculate and maintain employee time sheets for the department.
12. Conduct or assists with special projects as required.
13. Order and maintain office supplies.
14. Operate and maintain office equipment such as, printers, fax machines, telephones and copiers. Schedule equipment repair when needed.
15. Prepare reports, evaluations and general correspondence.
16. Compile and maintain of records.
17. Perform other duties as directed or as the situation dictates.

Essential Physical and Environmental Demands

1. Work in an indoor office setting, but occasionally work outdoors in hot cold other inclement weather.
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 operate office equipment and complete paperwork.
6. Frequently use manually dexterity to operate office equipment.
7. Lift up to 45 pounds occasionally.

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

Education, Training, License, Certification and Experience

1. Graduation from an accredited high school or GED.
2. 5+ years of hands-on administrative support experience and basic knowledge of accounting procedures.

Knowledge, Skills and Abilities

1. Knowledge of standard office policies and procedures.
2. Proficiency in word-processing, spreadsheets and databases, preferably MS Office, Word, Excel and Access.
3. Excellent communication skills, both written and verbal.
4. Basic alphabetization and filing skills.
5. Ability to type 45 words per minute.
6. Math and money changing skills.
7. Ability to follow written and verbal instructions.
8. Ability to read and write proficiently.
9. Ability to work independently without direct supervision.
10. Ability to prioritize projects and strong problem solving skills.
11. Good research skills and attention to detail.
12. Knowledge of operating and maintaining standard office equipment
13. Ability to establish and maintain effective working relations with City officials, fellow employees, patrons and members of the public.
14. Capable of handling sensitive and/or confidential information.
15. Ability to maintain regular and dependable attendance on the job.

Contributions this Position Makes to the City

This position provides essential assistance and support to the Recreation Director and department staff. This support ensures that strategic initiatives are successful and that Recreation goals and objectives are met for the betterment of the department, our patrons and the community.

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: Secretary/Receptionist RecreationAdministrative Assistant II
Position Reports To: Assistant Recreation Director
Position Supervises:

Description:

Under the direction of the Recreation Director, serves as receptionist and performs a wide variety of clerical functions. Under the direction of the Assistant Recreation Director, the serves as Administrative Assistant and provides a wide variety of clerical functions for the Recreation Department including the including the Golf Course, Special Services Bus Transportation Program, and the City Municipal aquatic facility, Pool.

Essential Functions: (with or without reasonable accommodation)

1. Answers, backs up, anProvide backup for answering phones and attending the front deskdAnswers and provides backup phone and front desk, directs telephone calls.
2. Responsible for receipts of all money.
3. Opens and processes incoming mail.
4. Assists in greeting visitors by phone and in person; answering citizen inquiries via telephone or in person and directing them appropriately.
4. Schedules recreation facilities.
5. Provides backup support in the scheduling of recreation facilities.
- 5.6. Provides backup support for the oversight and management of the ActiveNet system and City Recreation Department's website pages.
7. Provides clerical support for department, including creating, maintaining, typing and maintaining and filing correspondence, reports and other documents.
Maintains and prepares monthly report and invoice for State of Nebraska for the Special Services Bus Transportation Program.
8. Maintains and prepares monthly reports for City Council for Recreation Department, La Vista Falls Golf Course, La Vista/Ralston Special Services Bus Transportation Program, and the La Vista City the Municipal aquatics facility, Pool.
- 6.9. MResponsible for maintaining accurate records.
- 7.10. Processes purchase orders and prepares all invoices for billing.
- 8.11. Calculates and maintains departmental employee time cards sheets for the department.
12. Conducts or assists with special projects as required.
13. Orders and maintains office supplies.
14. Operate and maintain office equipment such as, printers, fax machines, telephones and copiers. Schedule eMakes arrangements for equipment repair when needed.
9. Prepares reports, evaluations and general correspondence.
- 15.
16. Responsible for the Compile and maintain compilation and maintenance of records.
- 10.17. Performs other duties as directed or as the situation dictates.

Essential Physical and Environmental Demands

1. Work in an indoor office setting, but occasionally work outdoors in hot cold other inclement

weather.

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 operate office equipment and complete paperwork.
6. Frequently use manually dexterity to operate office equipment.
7. Lift up to 45 pounds occasionally.

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

~~The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of this position:~~

- ~~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 at various times asked to stand and 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 as-corrected vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.~~

Education, Training, License, Certification and Experience

1. Graduation from an accredited high school or GED.
53+ years of hands-on administrative support experience and basic knowledge of accounting procedures..
2. Secretarial/receptionist experience.
- 2.

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

Knowledge, Skills and Abilities

1. Knowledge of standard office policies and procedures.
2. Basic knowledge of Proficiency in word in word-processing, spreadsheets and databases, preferably MS Office, Word, Excel and Access.
3. Excellent communication skills, both in Telephone and customer service skills, written and verbal.
4. Basic alphabetization and filing skills.
5. Ability to type 45 words per minute.
6. Basic in Math, ematical and money changing skills.
7. Ability to follow written and verbal instructions.
8. Ability to read and write proficiently.
9. Ability to work independently without direct supervision.
10. Ability to prioritize projects and strong problem solving skills.
- 9.11. Good research skills and attention to detail.
12. Knowledge of operating and maintaining standard office equipment
10. Ability to operate office equipment such as personal computer, postage meter, photocopier and fax machine.
13. Ability to establish and maintain effective working relations with City officials, fellow employees, patrons and members of the public.
- 11.14. Capable of handling sensitive and/or confidential information.
- 12.15. Ability to maintain regular and dependable attendance on the job.

Contributions tThis Position Makes tTo tThe City:

This position provides essential assistance/highly responsible assistance and support to the Recreation Director and and-department staff. This support ensures that contributes to the success of the City by working closely with Recreation Department Staff on complex and strategic initiatives are successful and that Recreation goals and objectives are met for the betterment of the department, our patrons and the community.
dealing with the Departments Administrative Services. The Administrative Assistant II is responsible for strategic initiatives in regards to administrative service delivery as a whole.

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
Position Reports To: Assistant Recreation Director
Position Supervises:

Description

Under the direction of the Assistant Recreation Director, this part-time position assists in the operation of the Community Center and in the delivery of recreational programs and opportunities to the community.

Essential Functions (with or without reasonable accommodation)

1. Open, close and supervise the facility during business hours.
2. Set up recreational and athletic equipment.
3. Supervise scorekeepers and timers and verify the work of athletic officials.
4. Assist in coordinating the activities of volunteers.
5. Respond to citizen inquiries, complaints and information requests.
6. Assist the public, answer questions, provide direction, and direct phone calls.
7. Assist in scheduling facility usage, issuing equipment and registering program participants.
8. Interact in a positive, customer-oriented manner with patrons.
9. Complete and file information as needed, including accident/incident forms.
10. Serve as a liaison between Recreation Department Management and parents/participants in recreation programs.
11. Perform additional duties as assigned.

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 supervise the facilities, scorekeepers, time keepers and officials, operate office equipment, fill out paperwork, set up athletic equipment and perform room set-ups.
6. Frequently use manually dexterity to operate office equipment, conduct room setups, and operate/set up athletic equipment.
7. Lift up to 45 pounds occasionally.

Education, Training, License, Certification and Experience

1. First aid and CPR certification.
2. Must possess a valid driver's license.

Knowledge, Skills and Abilities

1. Ability to operate office equipment such as a photocopier, fax machine and telephone.
2. Basic knowledge of recreational and athletic programs and equipment.
3. Ability to work with crowds, organize groups and deal with youth.
4. Ability to calmly handle difficult situations that may arise with unhappy or dissatisfied parents.
5. Ability to operate scoreboard and time keeping equipment.
6. Ability to read and write proficiently.
7. Basic math and money-changing skills.
8. Basic computer skills.
9. Basic supervisory skills.
10. Ability to communicate effectively.
11. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
12. Ability to work varying schedules, including nights and weekends.
13. Ability to consistently maintain regular and dependable attendance.

Contributions this Position Makes to the City

This position is the face of the City of La Vista to patrons who use the Community Center and facilitates positive interactions with the community. It provides support and assistance in the operation of the Community Center and the successful delivery of recreation programs to the public. The Recreation Attendant is responsible for supporting the initiatives that contribute to the fulfillment of Recreation Department goals and objectives.

Disclaimer

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

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

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

Signature

Date

POSITION DESCRIPTION CITY OF LA VISTA

Position Title: Recreation SupervisorAttendant
Position Reports To: Recreation Director or Assistant Recreation Director
Position Supervises:

Description

Under the direction of the Recreation Director or Assistant Recreation Director, this part-time position assists in the operation of the Community Center and in the delivery of recreational programs and opportunities to the community.

Essential Functions: (with or without reasonable accommodation)

1. Responsible for opening, closing and supervising the facility during business hours.
2. Responsible for setting up recreational and athletic equipment.
3. Responsible for supervising scorekeepers and timers and verifying the work of athletic officials.
4. Assists in coordinating the activities of community service workers and volunteers.
5. As determined by the Recreation Director, may be responsible for transporting participants of the City's senior program on special outings using the City van.
6. Responds to citizen inquiries, complaints and information requests.
7. Assists the public, at window and answer questions, provide direction, and directs phone calls.
8. Assists in scheduling facility usage, issuing equipment, and registering program participants, and compiling program evaluations.
9. Responsible for updating first aid kits and coaches notebooks.
10. Assists in compiling and maintaining program mailing lists.
11. Interact in a positive, customer-oriented manner with patrons.
12. Completes and files information as needed, including accident/incident forms.
13. Prepares reports, evaluations and general correspondence.
14. Serves as a liaison between Recreation Department Management and to parents/ and participants in recreation programs.
15. Assists in compiling and maintaining program mailing lists.
16. Performs additional duties as assigned.

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 supervise the facilities, scorekeepers, time keepers and officials, operate office equipment, fill out paperwork, set up athletic equipment and perform room set-ups.
6. Frequently use manually dexterity to operate office equipment, conduct room setups, and operate/set up athletic equipment.
7. Lift up to 45 pounds occasionally. The physical and environmental demands listed here are representative of those that must be met and tolerated by an employee to successfully perform the essential functions of the job.

- Work is performed both indoors and outdoors year round.
- Periodically and during inclement weather, recreation and construction sites may be dusty, noisy and hazardous.
- 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.
- 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. Some duties include frequently moving tables and chairs, sweeping, mopping and cleaning.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Incumbents must have the ability to lift up to 45 pounds.

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

Education, Training, License, Certification and Experience

1. First aid and CPR certification. Basic first aid knowledge.
2. No previous education or experience necessary.
3. Must possess a valid driver's license.
- 2.

Knowledge, Skills and Abilities

1. Ability to operate office equipment such as a photocopier, and fax machine and telephone, and risograph and postage meter.
2. Basic knowledge of recreational and athletic programs and equipment.
3. Ability to work with large crowds, organize groups and deal with youth.
4. Ability to calmly handle difficult situations that may arise with unhappy or dissatisfied parents. Basic conflict resolution skills
5. Ability to operate scoreboard and time keeping equipment.
6. Ability to read and write proficiently.
7. Basic mathematical and money-changing skills.
8. Basic computer skills.
9. Basic supervisory skills.
10. Ability to communicate effectively.

11. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
12. Ability to work varying schedules, including nights and weekends.
13. Ability to consistently maintain regular and dependable attendance.

Contributions tThis Position Makes tTo tThe City:

This position is the face of the City of La Vista to patrons who use the Community Center and facilitates positive interactions with the community. It This position provides general support and assistance to the operationin the operation of -ef-the Community Center and the successful delivery of recreation programs to the public. The Recreation Attendant is responsible for supporting the initiatives that contribute to the successful fulfillment of Recreation Department goals and objectives.operation of the Community Center as a whole.

Disclaimer :

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

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

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

Signature

Date