

# MINUTE RECORD

NO. 729--REDFIELD & COMPANY, INC., OMAHA

## LA VISTA CITY COUNCIL MEETING November 1, 2011

A meeting of the City Council of the City of La Vista, Nebraska was convened in open and public session at 7:00 p.m. on November 1, 2011. Present were Councilmembers: Sell, Ronan, Sheehan, Quick, Carlisle, Crawford, Ellerbeck and Gowan. Also in attendance were City Administrator Gunn, Assistant City Administrator Ramirez, City Attorney McKeon, City Clerk Buehe, Library Director Barcal, Police Chief Lausten, Fire Captain Troy Little, Finance Director Lindberg, Community Development Director Birch, Assistant Public Works Director Kottmann, Building and Grounds Director Archibald and Recreation Director Stopak.

A notice of the meeting was given in advance thereof by publication in the Times on October 20, 2011. 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 and led the audience in the pledge of allegiance.

Mayor Kindig made an announcement regarding the agenda policy statement providing for an expanded opportunity for public comment on the agenda items.

### A. CONSENT AGENDA

#### 1. APPROVAL OF THE AGENDA AS PRESENTED

#### 2. APPROVAL OF CITY COUNCIL MINUTES FROM OCTOBER 18, 2011

#### 3. PAY REQUEST - CHAS. VRANA & SON CONSTRUCTION CO. - HARRISON STREET BRIDGE JOIN REPAIR - \$83,962.25

#### 4. PAY REQUEST - AQS ENVIRONMENTAL - INSPECTION SERVICES - THOMPSON CREEK - \$450.00

#### 5. PAY REQUEST - HANNA: KELLAN ASSOCIATES, P.C. - PROFESSIONAL SERVICES - 84<sup>TH</sup> STREET REDEVELOPMENT - \$6,000.00

#### 6. APPROVAL OF CLAIMS

A C NELSEN RV WORLD, maint.	52.80
AA WHEEL & TRUCK SUPPLY, maint.	81.79
ACTION BATTERIES UNLTD, maint.	18.95
ALAMAR, apparel	42.48
AMERICAN PLANNING, dues	460.00
ARAMARK, services	371.49
ASPHALT & CONCRETE MATERIALS, maint.	150.47
BADGER BODY, maint.	312.77
BAKER & TAYLOR, books	209.09
BERRY DUNN, services	15972.75
BETTER BUSINESS EQUIPMENT, rentals	53.19
BIG RIG TRUCK, maint.	475.00
BIRCH, A., training	81.60
BKD LLP, services	8450.00
BLACK HILLS ENERGY, utilities	19.53
BUETHE, P., petty cash	183.08
BUILDERADIUS, services	2000.00
BUILDERS SUPPLY, bld&grnds	95.90
CENTURY LINK BUSN SVCS, phone	25.20
CENTURY LINK, phone	1067.22
CITY OF OMAHA, services	72287.51
CLARK, W., services	18.00
COLOMBO/HELPS, supplies	198.21
COMP CHOICE, services	451.00
CONRECO, maint.	10.00
CORNHUSKER INTL TRUCKS, maint.	489.59
COX, services	212.24

# MINUTE RECORD

November 1, 2011

No. 729--REDFIELD & COMPANY, INC., OMAHA

CPESC-CERTIFIED PROFESSIONAL, dues	100.00
CUMMINS CENTRAL POWER, services	657.82
D & B SALVAGE, bld&grnds	396.00
D & D COMMUNICATIONS, maint.	49.50
DIAMOND VOGEL PAINTS, maint.	312.20
DULTMEIER, maint.	7.79
EDGEWEAR SCREEN PRINTING, metals	107.25
FASTENAL, supplies	67.68
FIREGUARD, maint.	139.00
FOCUS PRINTING, printing	4435.22
GALE, books	401.52
GLOCK PROFESSIONAL, training	195.00
GREAT PLAINS ONE-CALL, services	296.79
GREAT PLAINS UNIFORMS, apparel	408.00
HANEY SHOE STORE, apparel	120.00
HEARTLAND AWARDS, services	15.00
HELGET GAS PRODUCTS, supplies	153.00
HONEYMAN RENT-ALL #2, printing	54.50
HOST COFFEE SERVICE, supplies	23.90
INDUSTRIAL SALES COMPANY, bld&grnds	94.04
INTERNATIONAL CODE COUNCIL, supplies	60.00
J Q OFFICE EQUIP., supplies	485.99
KAR SIM KENNEL, services	16.00
KARLSON, D., training	90.00
KISSEL/E & S, services	8989.64
KRIHA FLUID POWER, maint.	136.72
KUSSMAUL ELECTRONICS, maint.	251.58
LA VISTA CHAMBER OF COMMERCE, training	12.00
LANDS' END, apparel	268.60
LARSEN SUPPLY, supplies	132.50
LAUGHLIN, KATHLEEN A, TRUSTEE	648.00
LEAGUE ASSN OF RISK MGMT, services	430293.00
LIBRARY STORE, supplies	311.95
LOGAN CONTRACTORS SUPPLY, maint.	51.34
LOGO LOGIX, apparel	264.00
LUKASIEWICZ, B., supplies	150.00
MAPA, dues	90.00
MAPA, services	110362.00
MATHESON TRI-GAS, maint.	302.63
MCC, utilities	39740.84
MENARDS, supplies	109.00
MID AMERICA PAY PHONES, phone	50.00
MIDLANDS BUSINESS JOURNAL, dues	70.00
MIDLANDS LIGHTING, bld&grnds	366.92
MID-STATES UTILITY, supplies	913.50
MIDWEST RIGHT OF WAY, services	2348.00
MOORE, W., services	18.00
MUD, utilities	8413.71
NATIONAL SAFETY COUNCIL, dues	399.00
NE DEPT MOTOR VEHICLE, supplies	6.60
NE DEPT OF LABOR, ins&bnds	11518.98
NEBRASKA NATIONAL BANK, lease	1163.43
NEXTEL SPRINT, phone	322.87
NEXTEL SPRINT, phone	204.67
NUTS AND BOLTS, maint.	141.25
OFFICE DEPOT, supplies	821.68
OFFUTT YOUTH CENTER, soccer	825.00
OMB EXPRESS POLICE SUPPLY, apparel	50.64
OMNIGRAPHICS, books	81.85
OPPD, utilities	28570.77



# MINUTE RECORD

November 1, 2011

No. 729—RENFIELD & COMPANY, INC., OMAHA

PARAMOUNT LINEN & UNIFORM, services	644.32
PARTSMaster, supplies	169.59
PITNEY BOWES, supplies	204.00
PRINCIPAL LIFE-FLEX SPENDING	216.00
QUICK, T., travel	298.00
QUILL CORP., supplies	160.07
RAMIREZ, J., services	36.00
READY MIXED, bld&grnds	776.63
REPCO MARKETING, supplies	39.75
RETRIEVEX, services	100.20
RUSTY ECK FORD, maint.	54.25
SARPY COUNTY TREASURER, services	16307.04
SCHOLASTIC LIBRARY, books	152.10
SIRCHIE FINGER PRINT LABS, supplies	127.92
SMOOTHER CUT ENTERPRISES, services	1320.00
SOLBERG, C., travel	59.39
SOUTHEAST LIBRARY SYSTEM, training	80.00
SPRINT, phone	62.08
STERIL MANUFACTURING, maint.	75.00
SUBURBAN NEWSPAPERS, dues	231.50
SUN COUNTRY DISTRIBUTING, maint.	59.47
SURPLUS PROPERTY-DEPT CORR, equip.	1500.00
TED'S MOWER SALES & SERVICE, equip.	25.11
THOMAS E STEVENS, services	900.00
THOMPSON DREESSEN & DORNER, services	6334.30
THORNBURG, J., travel	233.00
UNIVERSITY OF VIRGINIA, training	6000.00
VERIZON WIRELESS, phone	445.53
VIERREGGER ELECTRIC, maint.	1468.60
WAL-MART, supplies	760.82
WATKINS CONCRETE BLOCK, bld&grnds	322.36

Councilmember Carlisle made a motion to approve the consent agenda. Seconded by Councilmember Gowan. Councilmember Crawford reviewed the claims for this period and reported that she found everything to be in order. Councilmembers voting aye: Sell, Ronan, Quick, Sheehan, Carlisle, Crawford, Ellerbeck and Gowan. Nays: None. Abstain from voting on approval of October 18 City Council Minutes: Quick. Absent: None. Motion carried.

## REPORTS FROM CITY ADMINISTRATOR AND DEPARTMENT HEADS

Police Chief Lausten reported that he is working with Humane Society and will have an item on an upcoming agenda in regards to dangerous dogs. Lausten also reported that the DUI checkpoint on Friday the 28<sup>th</sup> was successful, and that the Citizens Academy has been rescheduled to begin February 2, 2012. Lausten also reported that in a recent police call, three officers received minor injuries in an altercation and four suspects were arrested.

Assistant Public Works Director Kottmann reported that Public Works Director Soucie and Street Superintendent Goldman were attending the APWA Fall Conference in Kearney. Members of the Sewer Division were also attending a conference in Kearney. Kottmann reported that all the Thompson Creek houses have been taken down, they are currently down to concrete and curb work as well and seeding so grass will grow in the spring. The Public Works Department is also using one of the sheds they were able to salvage from this project.

Community Development Director Birch reported that Committee Members have been determined to work on Master Park Plan.

Library Director Barcal reported that Lindsey Tomsu, Teen Coordinator, has been appointed as the Publications Editor for the Practitioners Journal for the NE Library Association. Barcal also reported that 140 people attended Halloween fun day at the Library.

# MINUTE RECORD

November 1, 2011

No. 729--REDFIELD & COMPANY, INC., OMAHA

## **B. RESOLUTION – INTERLOCAL COOPERATION AGREEMENT – 911 SERVICES**

Councilmember Sell introduced and moved for the adoption of Resolution No. 11-120; A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE EXECUTION OF THE SARPY COUNTY COMMUNICATIONS SYSTEMS INTERLOCAL AGREEMENT.

WHEREAS, on April 19, 1994 the City of La Vista and other municipalities in Sarpy county entered into a 15-year interlocal agreement with Sarpy County to provide 911 services; and

WHEREAS, in accordance with language in the current agreement, parties have continued under the terms of the 1994 Agreement as a contract for operational cost sharing until a new agreement could be negotiated.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of La Vista, Nebraska, that the Sarpy County Communications Systems Interlocal Agreement is hereby approved effective July 1, 2011 pursuant to paragraph 10 thereof and the Mayor and City Clerk are hereby authorized to execute said agreement on behalf of the City of La Vista.

Seconded by Councilmember Carlisle. Councilmembers voting aye: Sell, Ronan, Quick, Sheehan, Carlisle, Crawford, Ellerbeck and Gowan. Nays: None. Abstain: None. Absent: None. Motion carried.

## **C. CLASS C LIQUOR LICENSE APPLICATION – HUTONG FUSION SUSHI GRILL LLC DBA HUTONG FUSION SUSHI GRILL – 7202 GILES ROAD #1**

### **1. PUBLIC HEARING**

At 07:11 p.m. Mayor Kindig opened the public hearing and stated the floor was now open for discussion on the Class C Liquor License Application – Hutong Fusion Sushi Grill LLC dba Hutong Fusion Sushi Grill at 7202 Giles Road #1.

At 07:12 p.m. Councilmember Ellerbeck made a motion to close the public hearing. Seconded by Councilmember Carlisle. Councilmembers voting aye: Sell, Ronan, Quick, Sheehan, Carlisle, Crawford, Ellerbeck and Gowan. Nays: None. Abstain: None. Absent: None. Motion carried.

### **2. RESOLUTION**

Councilmember Ellerbeck introduced and moved for the adoption of Resolution No. 11-121; A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA RECOMMENDING TO THE NEBRASKA LIQUOR CONTROL COMMISSION, APPROVAL OF THE CLASS C LIQUOR LICENSE APPLICATION FOR HUTONG FUSION SUSHI GRILL LLC DBA HUTONG FUSION SUSHI GRILL, 7202 GILES ROAD #1, LA VISTA, SARPY COUNTY, NEBRASKA.

WHEREAS, Hutong Fusion Sushi Grill LLC dba Hutong Fusion Sushi Grill, 7202 Giles Road #1, La Vista, Sarpy County, Nebraska, has applied to the Nebraska Liquor Control Commission for a Class C Liquor License, and

WHEREAS, the Nebraska Liquor Control Commission has notified the City of said application, and

WHEREAS, the City has adopted local licensing standards to be considered in making recommendations to the Nebraska Liquor Control Commission, and

WHEREAS, said licensing standards have been considered by the City Council in making its decision.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, hereby recommend to the Nebraska Liquor Control Commission approval of the Class C Liquor License application submitted by Hutong Fusion Sushi Grill LLC dba Hutong Fusion Sushi Grill, 7202 Giles Road #1, La Vista, Sarpy County, Nebraska.

Seconded by Councilmember Sell. Councilmembers voting aye: Sell, Ronan, Quick, Sheehan, Carlisle, Crawford, Ellerbeck and Gowan. Nays: None. Abstain: None. Absent: None. Motion carried.



# MINUTE RECORD

November 1, 2011

No. 729—REDFIELD & COMPANY, INC., OMAHA

## **D. DISCUSSION – CONSENT AGENDA**

City Clerk Buethe presented the Council with information regarding additional agenda items that could be placed on the Consent Agenda that would provide an opportunity to increase the efficiency of City Council meetings.

The consensus of the Council was to move forward with changing the agenda format to include additional Consent Agenda items.

## **E. DISCUSSION – REDISTRICTING – ESTABLISHMENT OF NEW WARD BOUNDARIES**

City Clerk Buethe presented the Council with information for discussion regarding redistricting and the creation of new City Council ward boundaries. The growth of the City and the results of the 2010 U.S. Census show that a change must be made to the boundaries of the City Council wards to ensure that the range of deviation between ward populations does not exceed 10%. The redistricting must be completed by November 30, 2011. City Planner Chris Solberg presented several maps which showed where we see ward boundaries moving to by 2020 and some scenarios from MAPA of possible changes to the current ward boundaries now along with a scenario put together by city staff. Council members discussed the various options and the consensus of council was to place the staff scenario on the November 15, 2011 Council Agenda for approval.

## **F. SPECIAL ASSESSMENTS**

### **1. PUBLIC HEARING**

At 07:42 p.m. Mayor Kindig opened the public hearing and stated the floor was now open for discussion on special assessments.

At 07:43 p.m. Councilmember Ellerbeck made a motion to close the public hearing. Seconded by Councilmember Gowan. Councilmembers voting aye: Sell, Ronan, Quick, Sheehan, Carlisle, Crawford, Ellerbeck and Gowan. Nays: None. Abstain: None. Absent: None. Motion carried.

### **2. RESOLUTION**

Councilmember Ellerbeck introduced and moved for the adoption of Resolution No. 11-122; A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE LA VISTA CITY CLERK TO FILE WITH THE SARPY COUNTY TREASURER A SPECIAL ASSESSMENT FOR PROPERTY IMPROVEMENTS AT LOCATIONS AND IN AMOUNTS CITED HEREIN.

WHEREAS, the property owners of  
12830 Emiline Street, Lot 498, Millard Highlands South Replat, \$317.44;  
were notified to clean up their property as they were in violation of the City  
Municipal Code, Section 133.01 and 50.03, or the City would do so and bill them  
accordingly, and

WHEREAS, the property owners of said addresses chose not to clean the property, thus  
necessitating the City to do the clean up, and

WHEREAS, the City sent the property owners bills for said clean up which have not been paid,  
and

WHEREAS, the City may file a Special Assessment for Improvements against property for  
which a City bill for services has not been paid.

NOW THEREFORE BE IT RESOLVED, that the La Vista City Clerk is hereby authorized to file  
with the Sarpy County Treasurer Special Assessments for Improvements in the amounts and  
against the properties specified above, all located within Sarpy County, La Vista, Nebraska.

Seconded by Councilmember Carlisle. Councilmembers voting aye: Sell, Ronan, Quick,  
Sheehan, Carlisle, Crawford, Ellerbeck and Gowan. Nays: None. Abstain: None. Absent:  
None. Motion carried.

# MINUTE RECORD

November 1, 2011

No. 729—REDFIELD & COMPANY, INC., OMAHA

## G. RESOLUTION

Councilmember Ellerbeck introduced and moved for the adoption of Resolution No. 11-123; A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE PURCHASE OF ONE (1) MONROE NJW-8 MID MOUNT WING PLOW FROM HAWKEYE TRUCK EQUIPMENT, DES MOINES IA, IN AN AMOUNT NOT TO EXCEED \$6,260.00.

WHEREAS, the City Council of the City of La Vista has determined that the purchase of mid mount wing plow is necessary; and

WHEREAS, the purchase has been included in the FY 2011/12 General Fund Budget; 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, by the Mayor and City Council of La Vista, Nebraska authorizing the purchase of one (1) Monroe NJW-8 mid mount wing plow from Hawkeye Truck Equipment, Des Moines IA, in an amount not to exceed \$6,260.00.

Seconded by Councilmember Carlisle. Councilmembers voting aye: Sell, Ronan, Quick, Sheehan, Carlisle, Crawford, Ellerbeck and Gowan. Nays: None. Abstain: None. Absent: None. Motion carried.

## COMMENTS FROM THE FLOOR

There were no comments from the floor.

## COMMENTS FROM MAYOR AND COUNCIL

Councilmember Sell updated the Council on the Civic Park Master Plan Stakeholder Meeting.

Councilmember Crawford updated the Council on the Emergency Management Team Committee. He stated he has attended two meetings and they are planning a mock disaster for next year. There is training regarding disasters that is required of elected officials.

The Mayor thanked The Recreation Department and The Halloween Safe Night Committee for a great job putting on Halloween Safe Night.

At 07:51 p.m. Councilmember Sell made a motion to adjourn the meeting. Seconded by Councilmember Carlisle. Councilmembers voting aye: Sell, Ronan, Quick, Sheehan, Carlisle, Crawford, Ellerbeck and Gowan. Nays: None. Abstain: None. Absent: None. Motion carried.

PASSED AND APPROVED THIS 15TH DAY OF NOVEMBER, 2011

CITY OF LA VISTA

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

ATTEST:

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



**CITY OF LAVISTA, NEBRASKA**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE-ALL GOVERNMENTAL FUND TYPES**  
For the one month ended October 31, 2011  
8% of the Fiscal Year

	General Fund					Debt Service Fund				Capital Fund			
	Budget (12 month)	MTD Actual	YTD Actual	Over(under) Budget	% of budget Used	Budget	MTD Actual	YTD Actual	Over(under) Budget	Budget	MTD Actual	YTD Actual	Over(under) Budget
<b>REVENUES</b>													
Property Taxes	\$ 5,611,688	\$ 46,006	\$ 46,006	\$ (5,565,683)	1%	\$ 530,769	\$ 2,247	\$ 2,247	\$ (528,522)	\$ -	\$ -	\$ -	\$ -
Sales and use taxes	1,994,100	237,160	237,160	(1,756,940)	12%	997,050	118,580	118,580	(878,470)	-	-	-	-
Payments in Lieu of taxes	90,000	-	0	(90,000)	0%	-	-	-	-	-	-	-	-
State revenue	1,053,167	116,235	116,235	(936,932)	11%	-	-	-	-	-	-	-	-
Occupation and franchise taxes	650,000	138,660	138,660	(511,340)	21%	-	-	-	-	-	-	-	-
Hotel Occupation Tax	651,583	70,934	70,934	(580,648)	11%	-	-	-	-	-	-	-	-
Licenses and permits	489,250	45,762	45,762	(443,488)	9%	-	-	-	-	-	-	-	-
Interest income	10,000	734	734	(9,266)	7%	15,000	703	703	(14,297)	-	-	-	-
Recreation fees	124,000	3,682	3,682	(120,318)	3%	-	-	-	-	-	-	-	-
Special Services	16,500	2,140	2,140	(14,360)	13%	-	-	-	-	-	-	-	-
Grant Income	332,780	32,024	32,024	(300,756)	10%	-	-	-	-	937,072	126,705	126,705	(810,367)
Other	1,315,722	16,380	16,380	(1,299,342)	1%	2,186,290	558	558	(2,185,732)	129,927	38,253	38,253	(91,674)
<b>Total Revenues</b>	<b>12,338,790</b>	<b>709,718</b>	<b>709,718</b>	<b>(11,629,072)</b>	<b>6%</b>	<b>3,729,109</b>	<b>122,088</b>	<b>122,088</b>	<b>(3,607,021)</b>	<b>1,066,999</b>	<b>164,957</b>	<b>164,957</b>	<b>(902,042)</b>
<b>EXPENDITURES</b>													
Current:													
Mayor and Council	190,509	14,570	14,570	(175,939)	8%	-	-	-	-	-	-	-	-
Boards & Commissions	12,350	328	328	(12,022)	3%	-	-	-	-	-	-	-	-
Public Buildings & Grounds	535,178	16,788	16,788	(518,390)	3%	-	-	-	-	-	-	-	-
Administration	749,871	45,909	45,909	(703,962)	6%	65,000	29	29	(64,971)	-	-	-	-
Police and Animal Control	3,925,544	269,983	269,983	(3,655,561)	7%	-	-	-	-	-	-	-	-
Fire	623,203	31,539	31,539	(591,664)	5%	-	-	-	-	-	-	-	-
Community Development	647,801	42,559	42,559	(605,243)	7%	-	-	-	-	-	-	-	-
Public Works	3,152,646	169,139	169,139	(2,983,507)	5%	-	-	-	-	-	-	-	-
Recreation	637,488	38,087	38,087	(599,401)	6%	-	-	-	-	-	-	-	-
Library	647,103	32,062	32,062	(615,041)	5%	-	-	-	-	-	-	-	-
Human Resources	469,302	12,069	12,069	(457,233)	3%	-	-	-	-	-	-	-	-
Special Services & Tri-City Bus	77,411	3,498	3,498	(73,913)	5%	-	-	-	-	-	-	-	-
Capital outlay	191,000	-	0	(191,000)	0%	-	-	-	-	3,512,838	164,958	164,958	(3,347,880)
Debt service: (Warrants)													
Principal	-	-	-	-	-	2,285,000	580,000	580,000	(1,705,000)	-	-	-	-
Interest	-	-	-	-	-	1,079,260	151,819	151,819	(927,441)	-	-	-	-
<b>Total Expenditures</b>	<b>11,859,406</b>	<b>676,532</b>	<b>676,532</b>	<b>(11,182,874)</b>	<b>6%</b>	<b>3,429,260</b>	<b>731,849</b>	<b>731,849</b>	<b>(2,697,411)</b>	<b>3,512,838</b>	<b>164,958</b>	<b>164,958</b>	<b>(3,347,880)</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>479,384</b>	<b>33,186</b>	<b>33,186</b>	<b>446,198</b>	<b>7%</b>	<b>299,849</b>	<b>(609,761)</b>	<b>(609,761)</b>	<b>909,610</b>	<b>(2,445,839)</b>	<b>(0)</b>	<b>(0)</b>	<b>(2,445,839)</b>
<b>OTHER FINANCING SOURCES (USES)</b>													
Operating transfers in (out)	(1,186,000)	-	-	1,186,000	-	(191,524)	-	-	191,524	1,293,868	-	-	(1,293,868)
Bond/registered warrant proceeds	-	-	-	-	-	-	-	-	-	1,151,971	-	-	(1,151,971)
<b>Total other Financing Sources (Uses)</b>	<b>(1,186,000)</b>	<b>-</b>	<b>-</b>	<b>1,186,000</b>	<b>-</b>	<b>(191,524)</b>	<b>-</b>	<b>-</b>	<b>191,524</b>	<b>2,445,839</b>	<b>-</b>	<b>-</b>	<b>(2,445,839)</b>
<b>EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<b>\$ (706,616)</b>	<b>\$ 33,186</b>	<b>\$ 33,186</b>	<b>\$ (739,802)</b>	<b>-</b>	<b>\$ 108,325</b>	<b>\$ (609,761)</b>	<b>\$ (609,761)</b>	<b>\$ 718,086</b>	<b>\$ -</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	<b>\$ 0</b>
<b>FUND BALANCE, beginning of the year **</b>			<b>4,125,085</b>					<b>6,149,670</b>				<b>371,268</b>	
<b>FUND BALANCES, END OF PERIOD</b>			<b>\$ 4,158,271</b>					<b>\$ 5,539,909</b>				<b>\$ 371,268</b>	

\*\*Preliminary due to accruals and audit adjustments

**CITY OF LAVISTA**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE-PROPRIETARY FUNDS**

**BUDGET AND ACTUAL**

For the one month ended October 31, 2011  
8% of the Fiscal Year

	Sewer Fund					Golf Course Fund				
	<u>Budget</u>	<u>MTD Actual</u>	<u>YTD Actual</u>	<u>Over (Under) Budget</u>	<u>% of Budget Used</u>	<u>Budget</u>	<u>MTD Actual</u>	<u>YTD Actual</u>	<u>Over (Under) Budget</u>	<u>% of Budget Used</u>
<b>REVENUES</b>										
User fees	\$ 2,159,774	\$ 194,823	\$ 194,823	\$ (1,964,951)	9%	\$ 172,060	\$ 11,835	\$ 11,835	\$ (160,225)	7%
Service charge and hook-up fees	125,000	23,494	23,494	(101,506)	19%	-	-	-	-	-
Merchandise sales	-	-	-	-	-	34,500	2,023	2,023	(32,477)	6%
Grant	26,154	-	-	(26,154)	n/a	-	-	-	-	-
Miscellaneous	200	19	19	(181)	9%	300	27	27	-	9%
<b>Total Revenues</b>	<u>2,311,128</u>	<u>218,336</u>	<u>218,336</u>	<u>(2,092,792)</u>	<u>9%</u>	<u>206,860</u>	<u>13,885</u>	<u>13,885</u>	<u>(192,702)</u>	<u>7%</u>
<b>EXPENDITURES</b>										
General Administrative	451,684	31,739	31,739	(419,945)	7%	-	-	-	-	-
Cost of merchandise sold	-	-	-	-	-	31,330	1,200	1,200	(30,130)	4%
Maintenance	1,702,646	35,374	35,374	(1,667,272)	2%	221,883	12,955	12,955	(208,928)	6%
Production and distribution	-	-	-	-	-	148,564	7,896	7,896	(140,668)	5%
Capital Outlay	217,500	-	-	(217,500)	0%	-	-	-	-	0%
Debt Service:										
Principal	-	-	-	-	-	115,000	-	-	(115,000)	0%
Interest	-	-	-	-	-	16,458	-	-	(16,458)	0%
<b>Total Expenditures</b>	<u>2,371,830</u>	<u>67,113</u>	<u>67,113</u>	<u>(2,304,717)</u>	<u>3%</u>	<u>533,235</u>	<u>22,051</u>	<u>22,051</u>	<u>(511,184)</u>	<u>4%</u>
<b>OPERATING INCOME (LOSS)</b>	(60,702)	151,223	151,223	(211,925)	-	(326,375)	(8,166)	(8,166)	318,482	-
<b>NON-OPERATING REVENUE (EXPENSE)</b>										
Interest income	5,000	282	282	(4,718)	6%	25	8	8	(17)	32%
	<u>5,000</u>	<u>282</u>	<u>282</u>	<u>(4,718)</u>	<u>6%</u>	<u>25</u>	<u>8</u>	<u>8</u>	<u>(17)</u>	<u>32%</u>
<b>INCOME (LOSS) BEFORE OPERATING TRANSFERS</b>	(55,702)	151,505	151,505	(207,207)	-	(326,350)	(8,158)	(8,158)	318,192	-
<b>OTHER FINANCING SOURCES (USES)</b>										
Operating transfers in (out)	-	-	-	-	-	310,000	-	-	(310,000)	0%
<b>NET INCOME (LOSS)</b>	<u>\$ (55,702)</u>	<u>\$ 151,505</u>	<u>\$ 151,505</u>	<u>\$ (207,207)</u>	<u>-</u>	<u>\$ (16,350)</u>	<u>\$ (8,158)</u>	<u>\$ (8,158)</u>	<u>\$ (8,192)</u>	<u>-</u>
<b>NET ASSETS, Beginning of the year **</b>			<u>5,327,750</u>					<u>259,697</u>		
<b>NET ASSETS, End of the year</b>			<u>\$ 5,479,255</u>					<u>\$ 251,539</u>		

\*\*Preliminary due to accruals and audit adjustments





PO Box 1100, 100 Middle Street, Portland, ME 04104-1100

# I N V O I C E

10/31/2011  
Client #: 110382.00  
Invoice #: 328233

City of La Vista  
Sheila Lindberg  
8116 Park View Boulevard  
La Vista, NE 68128

\$                       
AMOUNT REMITTED

City of La Vista

BerryDunn  
Invoice #: 328233

10/31/2011

Professional services rendered by our Government Consulting Group related to the project to assist the City of La Vista with consulting services for development of an Information Technology Strategic Plan.

<b>Deliverable D2:</b> Current Environment Report (100% Complete)	\$804.40
<b>Deliverable D5:</b> Prioritized List of Projects and Initiatives (100% Complete)	\$544.05
<b>Deliverable D6:</b> IT Strategic Plan (50% Complete)	\$5,812.50

Current Amount Due \$ 7,160.95

05.71.0844.01  
AL  
Consent Agenda  
11-15-11

A late charge of 1.5% per month (18% per annum) is added to the balance after 30 days.  
For your convenience, we accept VISA and MASTERCARD.

(207)775-2387  
[www.berrydunn.com](http://www.berrydunn.com)

# MIDWEST

Right of Way Services, Inc.

November 1, 2011

Ms. Pam Buethe, City Clerk  
City of LaVista  
8116 Parkview Blvd.  
LaVista, Nebraska 68128

**Invoice No.: 3025**

Midwest Right of Way Services #273

**Right of Way Services in connection with  
Thompson Creek/LaVista FEMA Buyout**

For the period of October 1, 2011 through October 31, 2011

Total Contract	\$ 129,800.00
Total Billed through September 30, 2011	\$ 63,486.00

Project Manager	5.00 hours at	\$80 per hour	\$ 400.00
Acquisition Agent	63.00 hours at	\$68 per hour	\$ 4,284.00
Relocation Agent	hours at	\$68 per hour	\$ -

**Total Amount Due for this Invoice**

**\$ 4,684.00**

Total Remaining on Contract (after this invoice)

\$ 61,630.00

**Total Amount for Past Due Invoices**

\$ -

**Total Amount Currently Due**

**\$ 4,684.00**

For questions regarding this invoice, please call Jack Borgmeyer at 955-2900.

*Consent  
Agenda*

*OK to Pay  
05.71.0645.09  
P. Buethe  
11/3/11*



BANK NO	BANK NAME	CHECK NO	DATE	VENDOR NO	VENDOR NAME	CHECK AMOUNT	CLEARED	VOIDED	MANUAL
-----									
1 Bank of Nebraska (600-873)									
46165					Payroll Check				
46166					Gap in Checks				
Thru	105535								
105536	11/02/2011			944	NE DEPT OF REVENUE-LOTT/51	87,491.00			**MANUAL**
105537	11/02/2011			4616	PAPIO-MO RIVER NRD STORM WATER	13,224.00			**MANUAL**
105538	11/02/2011			2186	SID 195 - MAYFAIR	13,626.00			**MANUAL**
105539	11/02/2011			4041	CHAS. VRANA & SON CONSTR CO	83,962.25			**MANUAL**
105540	11/02/2011			4497	AQS ENVIRONMENTAL	450.00			**MANUAL**
105541	11/02/2011			1016	HANNA:KEELAN ASSOCIATES, P.C.	6,000.00			**MANUAL**
105542	11/02/2011			929	BEACON BUILDING SERVICES	6,712.00			**MANUAL**
105543	11/02/2011			2888	HOME DEPOT CREDIT SERVICES	427.00			**MANUAL**
105544	11/09/2011			3702	LAUGHLIN, KATHLEEN A, TRUSTEE	474.00			**MANUAL**
105545	11/09/2011			4397	EASYWAY INTERNATIONAL LLC	96,733.00			**MANUAL**
105546	11/15/2011			2892	AA WHEEL & TRUCK SUPPLY INC	43.56			
105547	11/15/2011			4625	AACE-AMER ASSN CODE ENFORCMENT	75.00			
105548	11/15/2011			3983	ABE'S PORTABLES INC	85.00			
105549	11/15/2011			762	ACTION BATTERIES UNLTD INC	301.96			
105550	11/15/2011			4009	ACW MANUFACTURING INC	116.00			
105551	11/15/2011			765	ADT SECURITY SERVICES	274.63			
105552	11/15/2011			4061	AED ZONE	425.00			
105553	11/15/2011			571	ALAMAR UNIFORMS	213.47			
105554	11/15/2011			3344	APPLIED INFORMATION MGMT INST	3,239.00			
105555	11/15/2011			536	ARAMARK UNIFORM SERVICES INC	340.47			
105556	11/15/2011			1678	ASPEN EQUIPMENT COMPANY	376.63			
105557	11/15/2011			55	BADGER BODY	535.93			
105558	11/15/2011			201	BAKER & TAYLOR BOOKS	2,194.50			
105559	11/15/2011			2554	BARCAL, ROSE	180.06			
105560	11/15/2011			1839	BCDM-BERINGER CIACCIO DENNELL	1,487.00			
105561	11/15/2011			1784	BENNINGTON EQUIPMENT INC	308.77			
105562	11/15/2011			1597	BERNAN	36.00			
105563	11/15/2011			196	BLACK HILLS ENERGY	2,482.65			
105564	11/15/2011			3524	BOLTE, JAN	54.72			
105565	11/15/2011			2209	BOUND TREE MEDICAL LLC	952.49			
105566	11/15/2011			4454	BRAKE, AUSTIN	100.00			
105567	11/15/2011			1143	BRAND, STEVEN	46.00			
105568	11/15/2011			1242	BRENTWOOD AUTO WASH	84.00			
105569	11/15/2011			830	BROWN TRAFFIC PRODUCTS INC	60.00			
105570	11/15/2011			3760	BUETHE, PAM	55.50			
105571	11/15/2011			76	BUILDERS SUPPLY CO INC	460.77			
105572	11/15/2011			2625	CARDMEMBER SERVICE-ELAN	.00	**CLEARED**	**VOIDED**	
105573	11/15/2011			2625	CARDMEMBER SERVICE-ELAN	.00	**CLEARED**	**VOIDED**	
105574	11/15/2011			2625	CARDMEMBER SERVICE-ELAN	.00	**CLEARED**	**VOIDED**	
105575	11/15/2011			2625	CARDMEMBER SERVICE-ELAN	.00	**CLEARED**	**VOIDED**	
105576	11/15/2011			2625	CARDMEMBER SERVICE-ELAN	11,026.56			
105577	11/15/2011			2285	CENTER POINT PUBLISHING	212.70			
105578	11/15/2011			219	CENTURY LINK	139.85			
105579	11/15/2011			152	CITY OF OMAHA	78,264.90			

BANK NO	BANK NAME						
CHECK NO	DATE	VENDOR NO	VENDOR NAME	CHECK AMOUNT	CLEARED	VOIDED	MANUAL
105580	11/15/2011	83	CJ'S HOME CENTER	.00	**CLEARED**	**VOIDED**	
105581	11/15/2011	83	CJ'S HOME CENTER	.00	**CLEARED**	**VOIDED**	
105582	11/15/2011	83	CJ'S HOME CENTER	.00	**CLEARED**	**VOIDED**	
105583	11/15/2011	83	CJ'S HOME CENTER	.00	**CLEARED**	**VOIDED**	
105584	11/15/2011	83	CJ'S HOME CENTER	1,521.06			
105585	11/15/2011	468	CONTROL MASTERS INCORPORATED	72.50			
105586	11/15/2011	4621	CONTROL SERVICES	267.50			
105587	11/15/2011	836	CORNHUSKER INTL TRUCKS INC	586.93			
105588	11/15/2011	2158	COX COMMUNICATIONS	.00	**CLEARED**	**VOIDED**	
105589	11/15/2011	2158	COX COMMUNICATIONS	251.50			
105590	11/15/2011	4629	CREPS, DENNIS	125.00			
105591	11/15/2011	3136	D & D COMMUNICATIONS	167.00			
105592	11/15/2011	846	DATA TECHNOLOGIES INC	10,133.28			
105593	11/15/2011	4117	DATASPAN INC	607.30			
105594	11/15/2011	2374	DAYSRING PRINTING	825.00			
105595	11/15/2011	2149	DOUGLAS COUNTY SHERIFF'S OFC	437.50			
105596	11/15/2011	364	DULTMEIER SALES & SERVICE	465.36			
105597	11/15/2011	159	DXP ENTERPRISES INC	352.15			
105598	11/15/2011	2983	EAGLE ENGRAVING	32.00			
105599	11/15/2011	632	EASTERN LIBRARY SYSTEM	5.00			
105600	11/15/2011	3084	EBS CO SUBSCRIPTION SERVICES	915.00			
105601	11/15/2011	3334	EDGEWEAR SCREEN PRINTING	78.00			
105602	11/15/2011	4012	EMBASSY SUITES HOTEL	164.61			
105603	11/15/2011	2388	EXCHANGE BANK	1,163.43			
105604	11/15/2011	3159	FASTENAL COMPANY	26.48			
105605	11/15/2011	1235	FEDEX KINKO'S	18.00			
105606	11/15/2011	1201	FERRELLGAS	297.17			
105607	11/15/2011	439	FIREGUARD INC	708.52			
105608	11/15/2011	4635	FIRST AMERICAN TITLE INS CO	446.00			
105609	11/15/2011	142	FITZGERALD SCHORR BARMETTLER	19,219.30			
105610	11/15/2011	1254	FLEETPRIDE	125.65			
105611	11/15/2011	3673	FOSTER, TERRY	46.00			
105612	11/15/2011	4050	FROEHLICH, RORY	100.00			
105613	11/15/2011	4631	FRYE, TRAVIS	31.00			
105614	11/15/2011	1344	GALE	231.71			
105615	11/15/2011	1248	GASSETT, MIKE	468.00			
105616	11/15/2011	53	GCR TIRE CENTERS	1,496.88			
105617	11/15/2011	966	GENUINE PARTS COMPANY-OMAHA	.00	**CLEARED**	**VOIDED**	
105618	11/15/2011	966	GENUINE PARTS COMPANY-OMAHA	.00	**CLEARED**	**VOIDED**	
105619	11/15/2011	966	GENUINE PARTS COMPANY-OMAHA	567.10			
105620	11/15/2011	35	GOLDMAN, JOHN G	20.00			
105621	11/15/2011	285	GRAYBAR ELECTRIC COMPANY INC	668.55			
105622	11/15/2011	71	GREENKEEPER COMPANY INC	52.50			
105623	11/15/2011	1044	H & H CHEVROLET LLC	174.23			
105624	11/15/2011	426	HANEY SHOE STORE	120.00			
105625	11/15/2011	387	HARM'S CONCRETE INC	182.25			
105626	11/15/2011	4422	HAWKEYE TRUCK EQUIPMENT	106.55			
105627	11/15/2011	797	HOBBY LOBBY STORES INC	49.75			
105628	11/15/2011	1496	HOPE HEALTH/IHAC	.00	**CLEARED**	**VOIDED**	
105629	11/15/2011	1496	HOPE HEALTH/IHAC	171.36			
105630	11/15/2011	1498	INDUSTRIAL SALES COMPANY INC	101.32			
105631	11/15/2011	162	INLAND TRUCK PARTS	548.67			
105632	11/15/2011	1760	INTERSTATE ALL BATTERY CENTER	149.97			

## ACCOUNTS PAYABLE CHECK REGISTER

BANK NO	BANK NAME							
CHECK NO	DATE	VENDOR NO	VENDOR NAME	CHECK AMOUNT	CLEARED	VOIDED	MANUAL	
105633	11/15/2011	1896	J Q OFFICE EQUIPMENT INC	729.53				
105634	11/15/2011	1054	KLINKER, MARK A	200.00				
105635	11/15/2011	2394	KRIHA FLUID POWER CO INC	324.16				
105636	11/15/2011	2057	LA VISTA COMMUNITY FOUNDATION	50.00				
105637	11/15/2011	4425	LANDPORT SYSTEMS INC	125.00				
105638	11/15/2011	4630	LAUSTEN, DANIELLE	60.00				
105639	11/15/2011	1186	LAUSTEN, ROBERT S	71.00				
105640	11/15/2011	231	LEAGUE OF NEBRASKA MUNICIPA-	577.92				
105641	11/15/2011	4628	LEIGHTON, STEVE	168.00				
105642	11/15/2011	1288	LIFE ASSIST	751.49				
105643	11/15/2011	4254	LINCOLN NATIONAL LIFE INS CO	.00	**CLEARED**	**VOIDED**		
105644	11/15/2011	4254	LINCOLN NATIONAL LIFE INS CO	26,779.02				
105645	11/15/2011	4300	LINCOLN TENT	350.00				
105646	11/15/2011	4626	LINHART, JODI	110.09				
105647	11/15/2011	1573	LOGAN CONTRACTORS SUPPLY	719.77				
105648	11/15/2011	4456	MARKOWSKY, T J	100.00				
105649	11/15/2011	877	MATHESON TRI-GAS INC	135.40				
105650	11/15/2011	588	MENARDS-BELLEVUE	465.34				
105651	11/15/2011	153	METRO AREA TRANSIT	617.00				
105652	11/15/2011	98	MICHAEL TODD AND COMPANY INC	2,897.46				
105653	11/15/2011	184	MID CON SYSTEMS INCORPORATED	130.30				
105654	11/15/2011	1526	MIDLANDS LIGHTING & ELECTRIC	68.35				
105655	11/15/2011	2030	MIDWEST FENCE COMPANY	157.12				
105656	11/15/2011	1050	MILLER PRESS	410.00				
105657	11/15/2011	141	MOORE WALLACE	470.47				
105658	11/15/2011	2229	MOORE, WAYNE	18.00				
105659	11/15/2011	2550	MSC INDUSTRIAL SUPPLY CO	101.98				
105660	11/15/2011	1028	NATIONAL PAPER COMPANY INC	421.18				
105661	11/15/2011	370	NEBRASKA LAW ENFORCEMENT	50.00				
105662	11/15/2011	4289	NEBRASKA MUNICIPAL CHIEFS ASSN	50.00				
105663	11/15/2011	440	NMC EXCHANGE LLC	61.88				
105664	11/15/2011	408	NOBBIES INC	77.52				
105665	11/15/2011	3162	NORTHERN SAFETY CO INC	58.02				
105666	11/15/2011	2530	NOVA HEALTH EQUIPMENT	144.85				
105667	11/15/2011	491	NSAWWA	655.00				
105668	11/15/2011	179	NUTS AND BOLTS INCORPORATED	76.95				
105669	11/15/2011	1831	O'REILLY AUTOMOTIVE STORES INC	271.78				
105670	11/15/2011	1014	OFFICE DEPOT INC	.00	**CLEARED**	**VOIDED**		
105671	11/15/2011	1014	OFFICE DEPOT INC	.00	**CLEARED**	**VOIDED**		
105672	11/15/2011	1014	OFFICE DEPOT INC	1,411.32				
105673	11/15/2011	79	OMAHA COMPOUND COMPANY	114.56				
105674	11/15/2011	195	OMAHA PUBLIC POWER DISTRICT	.00	**CLEARED**	**VOIDED**		
105675	11/15/2011	195	OMAHA PUBLIC POWER DISTRICT	.00	**CLEARED**	**VOIDED**		
105676	11/15/2011	195	OMAHA PUBLIC POWER DISTRICT	45,580.88				
105677	11/15/2011	181	OMAHA SLINGS INCORPORATED	106.67				
105678	11/15/2011	46	OMAHA WORLD HERALD COMPANY	726.18				
105679	11/15/2011	2129	OMB EXPRESS POLICE SUPPLY	31.99				
105680	11/15/2011	3935	ORIENTAL TRADING COMPANY	16.99				
105681	11/15/2011	3039	PAPILLION SANITATION	298.36				
105682	11/15/2011	2686	PARAMOUNT LINEN & UNIFORM	351.16				
105683	11/15/2011	1769	PAYLESS OFFICE PRODUCTS INC	95.91				
105684	11/15/2011	1723	PENWORTHY COMPANY	1,866.19				
105685	11/15/2011	2552	PLUTA, DON	38.00				



BANK NO	BANK NAME	CHECK NO	DATE	VENDOR NO	VENDOR NAME	CHECK AMOUNT	CLEARED	VOIDED	MANUAL
105686	11/15/2011	191	READY MIXED CONCRETE COMPANY		1,347.76	APPROVED BY COUNCIL MEMBERS			
105687	11/15/2011	3774	RETRIEVEX		84.33	11/15/11			
105688	11/15/2011	1770	RUFFNER, JAMES		93.00				
105689	11/15/2011	4192	S & W HEALTHCARE CORP		325.00				
105690	11/15/2011	292	SAM'S CLUB		281.66				
105691	11/15/2011	1335	SARPY COUNTY CHAMBER OF		450.00				
105692	11/15/2011	2240	SARPY COUNTY COURTHOUSE		3,479.89				
105693	11/15/2011	168	SARPY COUNTY LANDFILL		27.34				
105694	11/15/2011	490	SARPY COUNTY REGISTER OF DEEDS		15.50	COUNCIL MEMBER			
105695	11/15/2011	3457	SCARPA, DAN		46.00				
105696	11/15/2011	4030	SCHLEGEL, JEREMY		46.00				
105697	11/15/2011	395	SHAMROCK CONCRETE COMPANY		612.00				
105698	11/15/2011	4040	SHERRY, PAUL		166.00				
105699	11/15/2011	2272	SMALL, BRADY		93.00				
105700	11/15/2011	1293	SUPERIOR SIGNALS INCORPORATED		152.84				
105701	11/15/2011	4276	SUPERIOR VISION SVCS INC		359.60	COUNCIL MEMBER			
105702	11/15/2011	3541	TAYLOR PLASTICS		120.00				
105703	11/15/2011	264	TED'S MOWER SALES & SERVICE		109.71				
105704	11/15/2011	143	THOMPSON DREESSEN & DORNER		3,242.15				
105705	11/15/2011	2485	THORNBURG, JEFF		71.00				
105706	11/15/2011	4150	TOMSU, LINDSEY		140.64				
105707	11/15/2011	2426	UNITED PARCEL SERVICE		13.60				
105708	11/15/2011	300	UTILITY EQUIPMENT COMPANY		.28	COUNCIL MEMBER			
105709	11/15/2011	4223	VAIL, ADAM		100.00				
105710	11/15/2011	4480	VAL VERDE ANIMAL HOSPITAL INC		411.93				
105711	11/15/2011	78	WASTE MANAGEMENT NEBRASKA		1,081.77				
105712	11/15/2011	258	WATKINS CONCRETE BLOCK CO INC		32.80				
BANK TOTAL						559,566.04			
OUTSTANDING						559,566.04	COUNCIL MEMBER		
CLEARED						.00			
VOIDED						.00			
FUND	TOTAL		OUTSTANDING	CLEARED	VOIDED				
01	GENERAL FUND	150,526.12	150,526.12	.00	.00				
02	SEWER FUND	119,127.40	119,127.40	.00	.00				
03	ECONOMIC DEVELOPMENT B.G.	96,733.00	96,733.00	.00	.00				
04	BOND(S) DEBT SERVICE FUND	446.00	446.00	.00	.00				
05	CONSTRUCTION	97,973.93	97,973.93	.00	.00				
08	LOTTERY FUND	90,138.01	90,138.01	.00	.00				
09	GOLF COURSE FUND	3,803.48	3,803.48	.00	.00				
15	OFF-STREET PARKING	818.10	818.10	.00	.00				
REPORT TOTAL						559,566.04			
OUTSTANDING						559,566.04			
CLEARED						.00			
VOIDED						.00			
+ Gross Payroll 11/11/11						234,338.87			
GRAND TOTAL						\$793,904.91			
						COUNCIL MEMBER			

ITEM B

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
NOVEMBER 15, 2011 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
ADOPTION — STRATEGIC TECHNOLOGY PLAN	◆ RESOLUTION ORDINANCE RECEIVE/FILE	SHEILA A. LINDBERG FINANCE DIRECTOR

**SYNOPSIS**

A resolution has been prepared to adopt the Strategic Technology Plan as prepared by BerryDunn.

**FISCAL IMPACT**

N/A

**RECOMMENDATION**

Approval.

**BACKGROUND**

On April 19, 2011, by Resolution No. 11-049, the City Council approved a contract with BerryDunn to provide consulting services to complete the City's Strategic Technology Plan. BerryDunn presented an update to the City Council on September 6, 2011.

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

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

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

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

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

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

NOW THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City of La Vista, Nebraska, do hereby approve the Strategic Technology Plan as attached and presented at the November 15, 2011 City Council meeting.

PASSED AND APPROVED THIS 15TH DAY OF NOVEMBER, 2011.

CITY OF LA VISTA

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

ATTEST:

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





# **City of La Vista**

## **Information Technology Strategic Planning Project**

# **Strategic Technology Plan**

**Version 1**  
November 11, 2011

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

# **CITY OF LA VISTA**

## **Strategic Technology Plan – Version 1**

### **Table of Contents**

<b>Section</b>	<b>Page</b>
<b>Acknowledgements.....</b>	<b>iii</b>
<b>Executive Summary .....</b>	<b>iv</b>
<b>1.0 Introduction .....</b>	<b>1</b>
1.1 Project Background .....	1
1.2 Plan Format .....	2
1.3 Work Performed .....	2
<b>2.0 Current Environment Assessment Summary .....</b>	<b>4</b>
2.1 Management and Operations .....	5
2.2 Applications .....	6
2.3 Technical .....	7
<b>3.0 Planning Framework.....</b>	<b>9</b>
3.1 City-Wide Strategic Issues .....	9
3.2 City Strategic Planning .....	13
<b>4.0 City-Wide Technology Initiatives .....</b>	<b>14</b>
4.1 Strategic Initiatives Development .....	14
4.2 Strategic Initiatives in Progress .....	16
4.3 Overview of Strategic Initiatives .....	20
4.4 Prioritized Plan Initiatives .....	22
<b>5.0 Implementing the Technology Plan.....</b>	<b>77</b>
5.1 Budget and Timeline.....	77
5.2 Funding.....	79
5.3 Strategic Plan Governance.....	80
<b>Appendix A: Prioritized List of Strategic Issues.....</b>	<b>83</b>
<b>Appendix B: Project Participant List .....</b>	<b>88</b>

Version	Delivered Date	Update Reason
Working Draft 1	October 31, 2011	Working Draft 1 submitted to the City for review.
Working Draft 2	November 8, 2011	Working Draft 2 updated to include City feedback
Version 1	November 11, 2011	Version 1 updated to include additional City feedback

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



## Acknowledgements

Berry, Dunn, McNeil & Parker (BerryDunn) would like to thank the employees of the City of La Vista and members of the Sarpy County Information Systems Department for collaboratively working with us to develop this Strategic Technology Plan for the City. Special thanks go to the IT Committee members listed below, whose time and commitment were essential to the development of this plan.

- ❖ Pat Archibald, Public Buildings and Grounds
- ❖ Mitch Beaumont, Administration
- ❖ PJ Biodrowski, Sarpy County Information Systems
- ❖ Pam Buethe, Administration
- ❖ Greg Goldman, Public Works
- ❖ Jean Hurst, Library
- ❖ Sheila Lindberg, Finance
- ❖ Cindy Norris, Public Works
- ❖ Christopher Solberg, Community Development
- ❖ Sue Tangeman, Recreation Department
- ❖ Rob Witt, Fire Department
- ❖ Brad Wood, Police Department

We would also like to thank the Department Heads and staff who participated in the development of the plan. Not only did department representatives participate in the planning process, but each department valued the opportunity to participate and demonstrated an understanding that a successful Strategic Technology Plan is as much about participating in the process as it is about the final plan. We truly appreciate the level of cooperation, support, and feedback we received from the employees of the City of La Vista and Sarpy County Information Systems.

The key ingredient for future success of technology initiatives is the commitment level of necessary financial and managerial resources. We also believe that local area citizens and businesses should be proud of the manner in which the dedicated employees of La Vista provide services to the community.

## Executive Summary

In April 2011, the City of La Vista, Nebraska retained Berry, Dunn, McNeil & Parker (BerryDunn) to conduct an Information Technology Strategic Planning Project with the City which would result in the development of a Strategic Technology Plan. As part of the first phase of this project, BerryDunn conducted an assessment of the current information technology environment in the City.

City leaders and citizens of La Vista have a progressive vision for the City that started with its incorporation in 1960. The City currently has a population of approximately 17,000 that enjoy all the advantages of a small town while also having access to the many opportunities of a large city due to its proximity to Omaha. In addition, seven of the largest employers in Sarpy County are located in La Vista. The City employs approximately 140 individuals and currently outsources its IT services to Sarpy County's Information Systems Department.

The City has recognized the evolving needs of the City's fast-growing population and has undertaken initiatives to conduct long-range planning, including this project, the City's Strategic Plan for 2011-2013 and the recently completed Municipal Facilities Plan.

The City has formed an IT Committee in recent years to guide the progress and make decisions related to technology in the City. This committee has historically worked to plan IT projects, worked collaboratively with BerryDunn in this planning project, and will be involved in nearly every initiative resulting from this Plan. Comprised of representation from every City department, the committee is well positioned to guide technology advancements that will benefit the City as a whole. Members also include Sarpy Information Systems employees who provide technical expertise based on their role as support for the City.

The City plans to leverage the Strategic Technology Plan to address increased service demands, encourage departments to better address business needs, improve the decision-making process, improve the management of increasing complexities, and provide services more efficiently and effectively.

As a result of the fact-finding meetings conducted during the first phase of the project, a draft list of strategic issues was developed. A strategic issue is a challenge or problem faced by the City that relates to the use and/or management of technology. This list of strategic issues was reviewed and discussed as part of the "Strategic Issue Work Session" that included representatives from each City department. The strategic issues were confirmed and prioritized by the IT Committee.

Each strategic issue has been allocated to one of three functional areas: management and operations, applications, and technical. The list of strategic issues is organized based on these categories, further defined below:

- ❖ **Management and Operations (M):** Management and Operations Issues are related to how the City supports the technology tools and infrastructure in place, how technology is planned for and acquired, and how resources are positioned to support technology in the City.
- ❖ **Applications Issues (A):** Applications Issues are related to the applications that are used to support City users in core business processes, including providing services to citizens.

- ❖ **Technical Issues (T):** Technical Issues are related to the City's core technology infrastructure and how it is developed and maintained to be cost efficient and effective.

The final list of projects and initiatives described in Section 4.4 of this plan is a result of the Project and Initiatives Work Session facilitated by BerryDunn with the City IT Committee. In the work session, the preliminary projects and initiatives were discussed, confirmed, edited, and in some cases combined. The following table contains the prioritized list of Strategic Initiatives along with their total budget amounts. In some cases, the budget amount includes existing capital funding within the Capital Improvement Plan that has been allocated to the project.

Prioritized Strategic Initiatives		
ID	Strategic Initiative	Budget (\$)
<b>S&amp;H</b>	Network Study and Action Plan	<b>89,000</b>
<b>U</b>	Wireless Connectivity Within Buildings	<b>7,000</b>
<b>L</b>	Electronic Time Entry	<b>200,000</b>
<b>Q</b>	DMS Needs Assessment	<b>85,000</b>
<b>G</b>	Workstation Replacement Schedule	<b>311,000</b>
<b>I</b>	Disaster Recover Business Continuity	<b>265,000</b>
<b>E</b>	Technology Training	<b>0</b>
<b>T</b>	VoIP Phone System Configuration	<b>1,000</b>
<b>W</b>	Expanded Intranet Capabilities	<b>0</b>
<b>R</b>	Recreation Department Needs Assessment	<b>0</b>
<b>M</b>	Expand Use of Work Order System	<b>0</b>
<b>O</b>	Expand Use of MS Outlook	<b>0</b>
<b>F</b>	Expanded IT Policies and Procedures	<b>0</b>
<b>A</b>	IT Committee Charter and Governance	<b>0</b>
<b>J</b>	Replace Financial Management System	<b>250,000</b>
<b>B</b>	Support Service Level Agreements	<b>0</b>
<b>N</b>	Community Development Needs Assessment	<b>0</b>
<b>V</b>	Server Infrastructure Improvements	<b>40,000</b>
<b>Y</b>	Meeting Room Technologies	<b>20,000</b>
<b>X</b>	IT Facilities Controls	<b>16,000</b>
<b>P</b>	City Website Improvements and Expanded E-Government	<b>30,000</b>
<b>C</b>	GIS Management Policies	<b>0</b>
<b>AA</b>	Building Security System	<b>65,000</b>
<b>Z</b>	Library Security System	<b>50,000</b>

Table ii: Prioritized Strategic Initiatives



Based on the timing that each Strategic Initiative will be undertaken, the following table contains the estimated budget and resource levels in each year of the five years of the Plan.

Five-Year Estimated Budget Levels						
	Year 1 FY2012	Year 2 FY2013	Year 3 FY2014	Year 4 FY2015	Year 5 FY2016	5-Year Total
<b>Total Plan Initiatives Budget</b>	<b>221,000</b>	<b>270,000</b>	<b>115,000</b>	<b>214,000</b>	<b>55,000</b>	<b>875,000</b>
<b>Budgeted CIP Funding for Long-Term IT Projects</b>	50,000	50,000	50,000	50,000	-	200,000
<b>Total Current Capital Funding*</b>	120,000	150,000	285,000	100,000	99,000	754,000
<b>Total Initiatives and Projects Funding</b>	<b>341,000</b>	<b>420,000</b>	<b>400,000</b>	<b>314,000</b>	<b>154,000</b>	<b>1,629,000</b>

**Table iii: Five-Year Estimated Budget Levels**

*\*Line "Total Current Capital Funding" consists of the underlined, italicized amounts in the table as well as the amounts in line "Budget CIP Funding for Long-Term IT Projects."*

The Strategic Technology Plan will greatly impact the operations of the City. Planning, selecting, deploying, and managing for improved systems and service delivery mechanisms will require strong leadership, clear strategic and tactical plans, and, where reasonable, comprehensive needs assessments to help identify the most important technology related City challenges.

Once new technologies are implemented, the City will need to actively communicate those services and their benefits to both internal and external stakeholders. For example, the City should not expect that new e-Government services will be widely used unless the services are effectively communicated, trained, and promoted.

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

- Active executive and management involvement and sponsorship will be critical to the successful adoption and continued support of the plan.
- Implementing a successful Strategic Technology Plan will require significant planning, increased capital investment, and human resources in order to successfully implement the Plan Initiatives.
- Project goals and objectives should be clearly communicated to stakeholders and progress should be proactively monitored.
- Business processes should be evaluated, and where necessary redesigned to take advantage of new technologies in order to meet the City's desired objectives.
- Many changes will be non-technical. Rather, they will be cultural shifts, process changes facilitated by change management and policy and procedure adjustments.
- Departments must work cooperatively and collaboratively to facilitate effective change that is in the best interest of the City.
- Technical support staff will be critical to the success of the Strategic Technology Plan's implementation. Internal stakeholders must be ready, willing, and able to use new technology and embrace effective change.

One of the critical success factors for the implementation of the IT plan will be executive support for the projects in the plan. City Administration has committed to undertaking the projects in this plan and support will need to be provided to allocate the appropriate City resources, as well as ensuring that projects outside the scope of this plan in current and future years are thoroughly evaluated before adjusting the existing priorities of the projects in the plan.

## 1.0 Introduction

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

### 1.1 PROJECT BACKGROUND

In April 2011, the City of La Vista, Nebraska retained Berry, Dunn, McNeil & Parker (BerryDunn) to conduct an Information Technology Strategic Planning Project with the City which would result in the development of a Strategic Technology Plan. As part of the first phase of this project, BerryDunn conducted an assessment of the current information technology environment in the City.

City leaders and citizens of La Vista have a progressive vision for the City that started with its incorporation in 1960. The City currently has a population of approximately 17,000 that enjoy all the advantages of a small town while also having access to the many opportunities of a large city due to its proximity to Omaha. In addition, seven of the largest employers in Sarpy County are located in La Vista. The City employs approximately 140 individuals and currently outsources its IT services to Sarpy County's Information Systems Department.

The City has recognized the evolving needs of the City's fast-growing population and has undertaken initiatives to conduct long-range planning, including this project, the City's Strategic Plan for 2011-2013 and the recently completed Municipal Facilities Plan. Completed in the fall of 2008, the Municipal Facilities Plan includes a description of the existing City facilities, identifies the needs of the City and provides recommendations for improving facilities to meet the needs. The objectives of the municipal facilities planning project included:

1. Evaluating existing municipal properties for space and infrastructure deficiencies;
2. Developing strategic plan for use and/or reuse of municipal buildings;
3. Evaluating best use of City owned properties;
4. Identifying the highest and best use of City owned property and construction funds; and
5. Creating a flexible work environment for City departments that can expand as needed with future growth.

Several areas within the Municipal Facilities Plan have implications on information technology and therefore the plan has been considered in this Information Technology Strategic Planning Project.

As part of the IT Planning Project, the City desired to assess its IT environment and develop a City-wide Strategic Technology Plan to prioritize technology investments and promote an environment supportive of the evolving needs of citizens and the IT objectives of the City. Specific IT objectives of the City include:

- Develop, maintain, support and upgrade/improve a cost effective, responsive, secure, and stable technical environment;
- Provide opportunity for cross-departmental, cross-governmental networks and systems, to service customers better and at the same or lower cost;
- Apply commonly used business metrics to determine a true value of technology projects and associated investment for the City;
- Support citizens, employees, and business partners in the strategic use of automation and networking;

- Integrate IT services in support of City departmental operational business and planning processes;
- Develop a process for the prioritization and funding of City IT initiatives;
- Utilize enterprise solutions where feasible;
- Implement an efficient IT purchasing model for IT equipment, software, and services;
- Expand the application of e-commerce technology for the delivery of government services to citizens; and
- Develop facility specifications for IT infrastructure and business continuity.

The City has formed an IT Committee in recent years to guide the progress and make decisions related to technology in the City. This committee has historically worked to plan IT projects, worked collaboratively with BerryDunn in this planning project, and will be involved in nearly every initiative resulting from this Plan. Comprised of representation from every City department, the committee is well positioned to guide technology advancements that will benefit the City as a whole. Members also include Sarpy County Information Systems Department employees who provide technical expertise based on their role as support for the City.

The City plans to leverage the Strategic Technology Plan to address increased service demands, encourage departments to better address business needs, improve the decision-making process, improve the management of increasing complexities, and provide services more efficiently and effectively.

## 1.2 PLAN FORMAT

This Plan is comprised of five sections and an executive summary, as described below:

1. **Introduction.** This section describes the background of the project leading up to the Plan, the format of the Plan, and the work performed in the development of the Plan.
2. **Current Environment Assessment Summary** This section summarizes the Current Environment Assessment conducted as part of Phase 1 of the project.
3. **Planning Framework.** This section contains the City-wide Strategic Issues that were prioritize and a summary of the additional recent strategic planning activities undertaken at the City.
4. **City-Wide Technology Initiatives.** This section contains the Strategic Initiative Reference Table, describes those Initiatives currently in progress and presents the Prioritized Plan Initiatives.
5. **Implementing the Strategic Technology Plan.** This section contains the budget and timeline for the Prioritized Plan Initiatives, outlines the funding levels for the Plan and describes the approach to ongoing governance of the plan.

## 1.3 WORK PERFORMED

In July 2011, BerryDunn conducted onsite fact-finding meetings with all City departments as well as with members of Sarpy County Information Systems. During these meetings, BerryDunn facilitated discussion of each department's business processes and the challenges in the City's current technology environment. In addition, BerryDunn toured various facilities, collected additional

documentation, and observed City employees using technology tools to conduct business processes. Representatives from each of the departments in the following table participated in the project.

Project Participants	
Number	Department
1	Administration
2	Buildings and Grounds
3	City Council
4	Community Development
5	Fire Department
6	Library
7	Police Department
8	Public Works
9	Recreation
10	Sarpy County Information System

**Table 01: Project Participants**

As part of the first phase of this Information Technology Strategic Planning Project, BerryDunn conducted a Current IT Environment Assessment of the technology environment in the City. The assessment considered areas of technology necessary to meet the City's IT objectives listed in subsection 1.1, Project Background. The Assessment was conducted collaboratively by BerryDunn, the City Project Team, the City IT Committee, Sarpy County Information Systems and additional City employees. Prior to conducting the onsite fact-finding meetings, BerryDunn reviewed background documentation provided by the City to better understand the current IT environment at the City. This list of requested documentation is contained in Appendix B of this Report. In addition, BerryDunn developed and distributed a Strengths, Weaknesses, Opportunities and Threats (SWOT) Worksheet to departments for completion. Over 120 City employees responded to the SWOT worksheet and the information collected was considered in the Assessment. The responses were also used in the second phase of this project to develop the List of Strategic Technology Issues and the Strategic Technology Plan.

A strategic issue is a challenge or problem faced by the City that relates to the use and/or management of technology. This list of strategic issues was discussed, confirmed, and prioritized as part of the "Strategic Issue Prioritization Work Session" facilitated by BerryDunn that included representatives from each department. As a result of the work session, the identified strategic issues were prioritized. The prioritized list of issues is contained in section 3.1 of this plan.

The IT Committee was then asked to review the prioritized list of strategic issues and complete initiative planning templates to document technology projects that would address the strategic issues. BerryDunn developed a list of projects which was combined with those initiatives submitted by the IT Committee. The "Projects and Initiative Work Session" facilitated by BerryDunn allowed the committee to discuss, confirm, and score each initiative or project. Collaboration and involvement of all departments was a key ingredient to this successful effort which became the basis for the Strategic Plan.



## 2.0 Current Environment Assessment Summary

*This section summarizes the Current Environment Assessment conducted as part of Phase 1 of the project.*

The City has identified ten objectives of the Information Technology Strategic Planning Project that were considered as projects and initiatives were developed. These objectives are contained in the following table.

La Vista Information Technology Objectives	
No.	Objective
1	Develop, maintain, support and upgrade/improve a cost effective, responsive, secure, and stable technical environment.
2	Provide opportunity for cross-departmental, cross-governmental networks and systems, to service customers better and at the same or lower cost.
3	Apply commonly used business metrics to determine a true value of technology projects and associated investment for the City.
4	Support citizens, employees, and business partners in the strategic use of automation and networking.
5	Integrate IT services in support of City departmental operational business and planning processes.
6	Develop a process for the prioritization and funding of City IT initiatives.
7	Utilize enterprise solutions where feasible.
8	Implement an efficient IT purchasing model for IT equipment, software, and services.
9	Expand the application of e-commerce technology for the delivery of government services to citizens.
10	Develop facility specifications for IT infrastructure and business continuity.

**Table 02: La Vista Information Technology Objectives**

While this Strategic Technology Plan contains projects and initiatives aligned with these objectives, an important step in the planning process of Phase 1 was to understand the capability of the current environment in meeting these objectives. This allowed projects and initiatives to be developed to address areas of greatest challenge. For each objective, BerryDunn has assigned a current state rating based upon how the policies, procedures, business processes, applications and technology tools support each objective in the current environment. These rating indicators are described in the following table.

Current State Ratings	
Rating	Description
<b>Impeding</b>	The current state of the information technology environment in the City is impeding the City's ability to meet the objective.
<b>Supporting</b>	The current state of the information technology environment in the City is supporting the City's ability to meet the objective, but the objective is not fully met.
<b>Optimizing</b>	The current state of the information technology environment in the City is optimizing the ability to meet the objective with room for expansion and future growth.

**Table 03: Current State Ratings**

The following three sub-sections discuss various management and operations, applications and technical objectives and the current state ratings that have been applied to each.

## 2.1 MANAGEMENT AND OPERATIONS

The management and operations of information technology includes the way that technology is planned for, how projects are managed and how implemented technologies are supported both on a regular basis and in the event of a disaster. The following table contains the objectives from the group of ten that relate to management and operations. For each objective in the table, a current state rating has been assigned along with a description for each.

Management and Operations Objectives			
No.	Objective	Rating	Description
3	Apply commonly used business metrics to determine a true value of technology projects and associated investment for the City.	<b>Impeding</b>	The City can improve the use of best-practice project management methodologies and tools to measure total cost and true value of projects.
5	Integrate IT services in support of City departmental operational business and planning processes.	<b>Supporting</b>	City users are largely satisfied with the reliability of their current IT tools and the services they receive to support them.
6	Develop a process for the prioritization and funding of City IT initiatives.	<b>Impeding</b>	The City can improve and expand on the current CIP process in place to select, prioritize, and request funding for IT initiatives.
8	Implement an efficient IT purchasing model for IT equipment, software, and services.	<b>Supporting</b>	The City currently has a centralized IT purchasing model; however, the process is not documented and variations exist in the way that purchases are made.
10	Develop facility specifications for IT infrastructure and business continuity.	<b>Impeding</b>	The City currently does not have documented specifications and policies and procedures to support disaster recovery and business continuity.

**Table 04: Management and Objectives**

As the City developed the projects and initiatives to improve the current technology environment and support the City's objectives, the following were considered to address the challenges currently faced:

- Develop a documented charter and governance process for the IT Committee;
- Expand guidelines contained in the inter-local agreement for support from Sarpy County IS to develop a Service Level Agreement;
- Develop enterprise-wide disaster recovery and business continuity plans;
- Develop policies and procedures related to project management, technology purchases, management of GIS data, and communication of technology changes; and
- Develop a workstation replacement schedule.

## 2.2 APPLICATIONS

The City's application environment contains several department specific applications and limited enterprise-wide tools. The following table contains the objectives from the group of ten that relate to applications. For each objective in the table, a current state rating has been assigned along with a description for each.

Applications Objectives			
No.	Objective	Rating	Description
2	Provide opportunity for cross-departmental, cross-governmental networks and systems, to service customers better and at the same or lower cost.	Impeding	Due to the limited number of enterprise-wide applications in place in the City, opportunities for cross-departmental and cross-governmental services to customers are impeded.
4	Support citizens, employees, and business partners in the strategic use of automation and networking.	Impeding	The current applications in place in the City do not offer a large level of automated processes.
7	Utilize enterprise solutions where feasible.	Impeding	The City currently does not use a large level of enterprise solutions.
9	Expand the application of e-commerce technology for the delivery of government services to citizens.	Impeding	The current applications in place in the City have limited e-government capabilities.

Table 05: Application Objectives

As the City developed the projects and initiatives to improve the current technology environment and support the City's objectives, the following were considered to address the challenges currently faced:

- Select and implement enterprise-wide applications in support of cross-departmental and cross-governmental service to customers;
- Select and implement applications with workflow and automation functionality;
- Pursue opportunities to expand e-government offerings to customers; and
- Pursue opportunities to expand application functionality to allow mobile data collection and management.

## 2.3 TECHNICAL

The City's technical infrastructure has evolved in a reactionary manner to the increasing space demands and shifting uses of the physical spaces in the City. There are several components in the network that are not delivering adequate performance and do not have additional capacity to accommodate future growth. The following table contains the objectives from the group of ten that relate to the technical component. For each objective in the table, a current state rating has been assigned along with a description for each.

Technical Objectives			
No.	Objective	Rating	Description
1	Develop, maintain, support and upgrade/improve a cost effective, responsive, secure, and stable technical environment.	Supporting	The City's current technical environment is largely secure and stable and is maintained in a cost effective way. As the City plans for projects and initiatives, consideration should be given to optimize the infrastructure to support this objective.
2	Provide opportunity for cross-departmental, cross-governmental networks and systems, to service customers better and at the same or lower cost.	Impeding	Due to challenges in network connectivity across City buildings, the use of cross-department and cross-governmental networks and systems is impeded.
4	Support citizens, employees, and business partners in the strategic use of automation and networking.	Impeding	Due to challenges in network connectivity across City buildings, automation and networking is impeded.
5	Integrate IT services in support of City departmental operational business and planning processes.	Impeding	Due to challenges in network connectivity across City buildings, integrated IT services are impeded.
7	Utilize enterprise solutions where feasible.	Impeding	Due to challenges in network connectivity across City buildings, the use of enterprise solutions is impeded.
10	Develop facility specifications for IT infrastructure and business continuity.	Supporting	The current IT facilities consist of locations that are largely secure from threats to business continuity; however, improvements could be made to optimize this objective.

Table 06: Technical Objectives

As the City developed the projects and initiatives to improve the current technology environment and support the City's objectives, the following were considered to address the challenges currently faced:

- Improve the City network to deliver reliable, high-performing connectivity to all City departments;
- Expand remote access connectivity to the City network in support of mobile technologies;

- 
- Implement infrastructure tools to support the City's disaster recovery and business continuity plans; and
  - Pursue areas to implement technical hardware to improve the efficiency and effectiveness of City business processes.



## 3.0 Planning Framework

*This section contains the City-wide Strategic Issues that were prioritized and a summary of the additional recent strategic planning activities undertaken at the City.*

### 3.1 CITY-WIDE STRATEGIC ISSUES

During fact-finding meetings with all City departments, issues and needs related to technology were identified. The interviews allowed participants to identify City-wide strategic issues that are impacting their departments.

As a result of the fact-finding meetings, a draft list of strategic issues was developed. A strategic issue is a challenge or problem faced by the City that relates to the use and/or management of technology. This list of strategic issues was reviewed and discussed as part of the “Strategic Issue Work Session” that included representatives from each City department. The strategic issues were confirmed and prioritized by the IT Committee.

These priorities provide high-level guidance from the City’s perspective to determine when each issue should be resolved during the timeframe of the plan. The strategic issues were prioritized using the three categories described in the table below.




Priorities for Strategic Issues	
 <p><b>Critical</b></p>	<b>Critical</b> - should be addressed during the first year of the Plan.
 <p><b>High</b></p>	<b>High</b> - should be addressed during years two and three of the Plan.
 <p><b>Medium</b></p>	<b>Medium</b> - should be addressed during years four and five of the Plan.

Table 07: Priorities for Strategic Issues











Participants in the work session scored each issue based on the category descriptions above, which were assigned a priority number. Critical Issues were given a score of three, a two for High, and a one for Medium. The points for each issue were added by BerryDunn. Among the final scores, higher numbers represent higher priority issues.









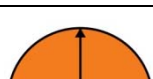
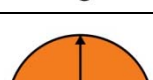
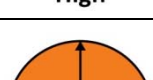
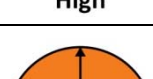
Each strategic issue has been allocated to one of three functional areas: management and operations, applications, and technical. The list of strategic issues is organized based on these categories, further defined below:













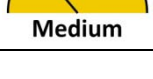
- ❖ **Management and Operations (M):** Management and Operations Issues are related to how the City supports the technology tools and infrastructure in place, how technology is planned for and acquired, and how resources are positioned to support technology in the City.

- ❖ **Applications Issues (A):** Applications Issues are related to the applications that are used to support City users in core business processes, including providing services to citizens.
- ❖ **Technical Issues (T):** Technical Issues are related to the City's core technology infrastructure and how it is developed and maintained to be cost efficient and effective.

The resulting list of prioritized strategic issues, documented in the table below, guided the development of the initiatives identified in Section 4.0.

Prioritized List of Strategic Issues			
No.	Issue Description	Score	Priority
M8	The City does not have an enterprise-wide Disaster Recovery and Business Continuity Plan.	26	 Critical
T3	Network connectivity at City buildings is inconsistent and does not deliver adequate performance.	26	 Critical
T8	The Library does not have the ability to connect to the City network for email, networked storage drives, and other applications.	25	 Critical
A12	The City does not have an enterprise-wide Document Management System.	24	 Critical
T2	The backup of critical data could be improved.	24	 Critical
T13	City servers are not configured in a redundant manner.	24	 Critical
M3	The City does not follow a standard workstation replacement schedule.	23	 Critical
A1	The financial management system in place in the City reportedly provides limited functionality to support City business process.	22	 Critical
A3	The City does not have an application for electronic time entry.	22	 Critical
M4	The City Library is receiving limited support from Metropolitan Community College.	21	 Critical

Prioritized List of Strategic Issues			
No.	Issue Description	Score	Priority
A7	The Community Development Department is not utilizing mobile technologies for permitting and inspections.	20	 Critical
T1	The configuration of the City phone system can be improved.	20	 Critical
T10	The server room in City Hall does not have adequate physical and environmental controls.	20	 Critical
T15	The City lacks a Storage Area Network.	20	 Critical
M1	The City's IT Committee does not have a documented charter or governance process to formalize IT decision making.	19	 High
M2	A documented plan does not exist for how Sarpy County IT resources will be involved in City IT project management.	19	 High
A4	The City is not utilizing standardized versions of Windows, Microsoft Office and other workstation applications.	19	 High
M12	Help Desk response outside of regular business hours is not meeting the needs of some City Departments.	18	 High
A13	The City website could be upgraded.	18	 High
A5	The Public Works Department does not utilize a Work Order and Asset Tracking application.	17	 High
A8	The Recreation Department does not utilize a program management application.	17	 High
A10	The City is not widely using an enterprise-wide calendar or meeting scheduling application.	17	 High

Prioritized List of Strategic Issues			
No.	Issue Description	Score	Priority
<b>T4</b>	A lack of network connectivity has limited the use of applications for Public Safety.	17	 High
<b>M5</b>	The City does not have documented policies and procedures for the management of GIS data.	16	 Medium
<b>M6</b>	A City-wide social media policy is not in place.	16	 Medium
<b>M11</b>	The City does not have an enterprise-wide Security Policy.	16	 Medium
<b>A9</b>	e-Government capabilities offered by the City are limited.	16	 Medium
<b>T6</b>	Wireless connectivity within City buildings is limited.	16	 Medium
<b>T12</b>	The shared-use workstation in Public Works is not meeting the needs of users.	16	 Medium
<b>T14</b>	The technology infrastructure in place in the Council Chambers could be improved.	16	 Medium
<b>M9</b>	Technology training City-wide is limited.	15	 Medium
<b>A6</b>	The City is not utilizing an application to manage business licenses.	15	 Medium
<b>M7</b>	Cash is collected at Recreation locations where internal controls could be improved.	14	 Medium
<b>M10</b>	Support channels for specialized, Department-specific applications are not documented.	13	 Medium
<b>T5</b>	The City is not archiving email.	12	 Medium



Prioritized List of Strategic Issues			
No.	Issue Description	Score	Priority
T11	The City's intranet is not fully developed or used by all employees.	12	 Medium
A11	The City-Wide credit card acceptance policy can be expanded and updated.	9	 Medium

Table 08: Prioritized List of Strategic Issues

## 3.2 CITY STRATEGIC PLANNING

The City has developed and adopted a Strategic Plan for its direction. Major initiatives and future planning are based on this document which is established for 2011-2013. There are eight strategies contained within the City's Strategic Plan, each with documented key objectives and action steps. These strategies are listed below.

1. Pursue revitalization of the 84<sup>th</sup> Street corridor & other economic development opportunities.
2. Provide for planned, fiscally responsible expansion of the city's boundaries.
3. Maintain quality of older, residential neighborhoods.
4. Enhance La Vista's identity and raise awareness of the city's many qualities.
5. Improve and expand the city's quality of life amenities for residents and visitors.
6. Pursue action that enables the city to be more proactive on legislative issues.
7. Adopt and implement standards of excellence for the administration of city services.
8. Insure efficient, effective investment in technology to enhance service delivery.

Each of the strategies has varying impacts on the technology environment in the City and this Strategic Technology Plan. Most predominantly, the eighth strategy and its action steps have a large impact on this Plan. Other strategies, such as enhancing La Vista's identity (strategy four) will be indirectly impacted by initiatives in this plan.

As part of the City's Strategic Plan, a Municipal Facilities Plan ("MFP") was completed in 2008. The MFP included a description of the existing facilities at the City, identified the needs of the City and provided recommendations for improving facilities. The objectives of the municipal facilities planning project included:

1. Evaluating existing municipal properties for space and infrastructure deficiencies;
2. Developing strategic plan for use and/or reuse of municipal buildings;
3. Evaluating best use of City owned properties;
4. Identifying the highest and best use of City owned property and construction funds; and
5. Creating a flexible work environment for City departments that can expand as needed with future growth.

Several areas within the Municipal Facilities Plan have implications on information technology and therefore the plan has been considered during the development of the Information Technology Strategic Plan.



## 4.0 City-Wide Technology Initiatives

*This section summarizes all initiatives developed throughout the planning effort and describes how the list of prioritized planned initiatives was developed. The section also includes an overview of the form used to present initiatives and provides the completed descriptions for all initiatives developed for the Strategic Technology Plan.*

### 4.1 STRATEGIC INITIATIVES DEVELOPMENT

The table below summarizes all of the initiatives developed collaboratively among BerryDunn and the City following the Strategic Issue Prioritization Work Session. In addition to those that were developed by BerryDunn, each member of the IT Committee submitted multiple projects and initiatives.

List of Strategic Initiatives		
ID	Initiative	Strategic Issue(s)
A	Develop a charter and governance process for the IT Committee.	M1
B	Develop and implement IT project management policies and procedures that include the roles of Sarpy County IS and the IT Committee.	M2
C	Develop and implement GIS Management policies and procedures.	M5
D	Develop and implement a Service Level Agreement in cooperation with Sarpy County IS to describe their involvement in Project Management and how support outside of regular business hours and for specialized applications will be provided.	M2, M10, M12
E	Develop and implement enterprise-wide technology training policies and procedures.	M9
F	Develop and implement new and expanded IT policies and procedures.	M6, M11, A11, T7
G	Develop and implement an enterprise-wide workstation replacement schedule as well as allocate future funding to support the schedule.	M3, A4, T12
I	Develop and implement enterprise-wide Disaster Recovery and Business Continuity Plans that include the backup of critical City data.	M8, T2
J	Conduct a Financial Management System Needs Assessment.	A1, M7
L	Select and implement an application to support electronic time entry.	A3
M	Expand the use of the City's Work Order Management System	A5
N	Conduct a Community Development Application Needs Assessment.	A6, A7
O	Leverage Microsoft Outlook to improve the City's ability to centrally schedule employees, manage calendars and archive e-mails.	A10, T5
P	Update the City website and expand e-Government capabilities offered by the City.	A9, A13
Q	Conduct a Document Management System (DMS) Needs Assessment.	A12

List of Strategic Initiatives		
ID	Initiative	Strategic Issue(s)
R	Conduct a Needs Assessment with the Recreation Department.	A8
S & H	Conduct a network study to assess limitations in the City's current infrastructure and develop a plan of action to improve network challenges and transition the Library to the City network.	M4, A7, T3, T4, T8, T9
T	Adjust the configuration of the City's phone system to allow direct incoming dialing and improve capabilities with voicemail retrieval.	T1
U	Improve wireless connectivity to the City network in City buildings, specifically the Library.	T6
V	Improve the City's server infrastructure including its configuration and use of storage tools.	T13, T15
W	Develop expanded capabilities of the City's intranet.	T11
X	Improve physical and environmental controls related to the City's IT facilities.	T10
Y	Implement technology infrastructure within City meeting rooms to support meeting presentations, teleconferences and web-conferences.	T14
Z	Select and install an updated Library Security System.	-
AA	Select and install an updated security system in the City Hall/Community Center building.	-

**Table 09: Preliminary List of Strategic Initiatives**

The final list of projects and initiatives described in Section 4.4 of this plan is a result of the Project and Initiatives Work Session facilitated by BerryDunn with the City IT Committee. In the work session, the preliminary projects and initiatives were discussed, confirmed, edited, and in some cases combined.

At the end of the work session, each department representative was asked to choose eight that they thought should be addressed in the first two years of the Strategic Plan. This ranking of each project or initiative was given a weight of 25% towards the final prioritization. The input from the IT Committee was combined with the strategic issue rank to determine a total 50% of the score for each strategic project or initiative. Each project or initiative was scored based on the number and priority of each strategic issue it addressed.

The remaining 50% of the overall score for each project initiative was determined by BerryDunn and reviewed and confirmed by the IT Committee. Thirty percent of this score was allotted to the cost benefit of the project or initiative which was high, medium, or low. The ease of implementation was given 10%, and was ranked as easy, medium or hard. The final 10% of the score was based on the maturity of the technology involved in the project or initiative. It was either established, leading edge or bleeding edge technology. A summary of these categories is contained in the table below.
















Strategic Initiatives Weighted Prioritization Categories				
City		BerryDunn		
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology
25%	25%	30%	10%	10%
 Critical	 Critical	 High	 Easy	 Established
 High	 High	 Medium	 Medium	 Leading Edge
 Medium	 Medium	 Low	 Difficult	 Bleeding Edge

Table 10: Strategic Initiatives Weighted Prioritization Categories

## 4.2 STRATEGIC INITIATIVES IN PROGRESS

It is important to document and understand the nature and scope of any in-progress City initiatives since they will impact the City's approach to completing the projects in the Strategic Technology Plan. City resources currently assigned to completing in-progress projects will also be assigned to the projects within this Strategic Technology Plan. In addition, technical dependencies exist such as ensuring infrastructure improvements are made prior to application implementations so that the highest performance possible is delivered to the end user in the City.

The determination of which projects are considered in-progress is based on whether or not the scope has been defined and if funding has been allocated and approved. There were many cases where projects were identified by City resources that will address known challenges; however the scope of these projects had not yet been defined and funding has not yet been allocated. While these projects were considered to be included within the Strategic Technology Plan if appropriate, they are not considered to be in-progress at this time.

The City's Capital Improvement Plan (CIP) for FY2012 contains a complete list of planned projects. Within the list, several are technology projects, and several more will have implications on the technology environment in the City. Summarized in the table below is the list of projects from the FY2012 CIP that should be considered as part of this Strategic Technology Plan. For each project, the total allocated budget amount is listed along with a summary of the project scope and considerations impacting the Plan. The budget amount contains the FY2012-FY2016 expenditures and any related operational expenses that have been identified.

Capital Projects FY2012-FY2016		
No.	Capital Project	Budget Amount (initial and operational)
	Scope Summary	Summary of Considerations
1	<b>IT Disaster Recovery</b>	<b>\$250,000/\$40,000 operational</b>
	This project consists of a design study in FY2012 followed by the purchase and installation of equipment and furnishings in FY2013-FY2016. The design study is budgeted at \$50,000 and \$50,000 has been budgeting in each year following for equipment and furnishings. In addition, \$8,000 per year in operational expenses has been budgeted for file storage and annual IT services.	This capital project has been considered as Strategic Initiative I (Disaster Recovery and Business Continuity Plans) was developed. It is recommended that future progress towards this capital project be completed in alignment with that initiative.
2	<b>IT Security Cameras</b>	<b>\$69,000/\$19,500 operational</b>
	The purpose of this project is to install security cameras in City parks and facilities to increase safety and deter vandalism. The first year effort is to install cameras within City Hall and the second year is to install cameras in City parks that will connect wirelessly for remote monitoring. The first budget year is FY2012 with \$20,000 allocated and the second is \$49,000 in FY2016. A total of \$19,500 in operational expenses has been identified across the five budget years.	A portion of this capital project is to install the necessary network connectivity for the IT security cameras to operate in public areas in the City, where connectivity may not exist today. Because of this, consideration of the connectivity should be a part of the network study and action plan that is conducted in the first year of the Plan.
3	<b>Records/Agenda Management System</b>	<b>\$75,000/\$108,000 operational</b>
	This project is designed to improve the way in which the City stores documents to promote efficiencies and enable effective retainage practices. \$25,000 has been budgeted in FY2012 and \$50,000 in FY2013 to purchase an electronic records management system. Operational expenses include a total of \$40,000 in the five budget years for annual licensing and support fees as well as \$68,000 total for a half-time staff person to oversee the records management function.	This capital project has been considered as Strategic Initiative Q (Document Management Needs Assessment) was developed. It is recommended that future progress towards this capital project be completed in alignment with that initiative.
4	<b>Long Term Technology Plan</b>	<b>\$215,000</b>
	This capital project is an earmark for funding for projects resulting from the Strategic Technology Plan. \$50,000 has been planned for in FY2012 and \$50,000 in FY2013-2015. No operating expenses have been budgeted in the capital plan.	The five budget levels of this capital project have been incorporated into the five-year budget levels of this Plan.

Capital Projects FY2012-FY2016		
No.	Capital Project	Budget Amount (initial and operational)
	Scope Summary	Summary of Considerations
5	<b>Wireless System Upgrade</b>	<b>\$25,000</b>
	The purpose of this project is to upgrade the wireless technology to 300 mbps at Police, Public Works and District 2 Fire facilities. \$25,000 has been budgeted in FY2012 with no operational expenses budgeted.	The funding for this capital project has been incorporated into the second year of Strategic Initiative S & H to conduct a Network Study resulting in an action plan for improvements. It is anticipated that the \$25,000 from this capital project will address the first activities of the action plan. Any additional operation expenses needed to support improvements will be identified as part of that initiative.
6	<b>Financial Software</b>	<b>\$135,000</b>
	The City has planned for a new financial software system in FY2015 and FY2016. \$10,000 has been planned in FY2015 and \$125,000 in FY2016.	The funding for this project has been incorporated into Strategic Initiative J to replace the Financial Management System in the City. It is anticipated that as part of this initiative, additional funding will be needed. Funding will also be needed to support the new software system on an ongoing basis.

Table 11: Capital Projects FY2012-FY2016

The following table contains the budget amounts for each of the five capital projects for the six planned years, FY2012-FY2016. Operation funding estimates are combined for all five projects in the table.

Five-Year Budget Amounts for Capital Projects (\$)							
No	Capital Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
1	IT Disaster Recovery	50,000	50,000	50,000	50,000	50,000	250,000
2	Security Cameras	20,000	-	-	-	49,000	69,000
3	Records Management	25,000	50,000	-	-	-	75,000
4	Technology Projects	50,000	50,000	50,000	50,000	-	200,000
5	Wireless Upgrade	25,000	-	-	-	-	25,000
6	Financial Software	-	-	-	10,000	125,000	135,000
Operational Funding		11,000	38,500	39,000	39,500	39,500	167,500
Total		196,000	188,500	139,000	149,500	263,500	936,500

Table 12: Five-Year Budget Amounts for Capital Projects (\$)

It is important to note that the way in which funding has been planned leaves opportunities for additional projects in FY2015 and FY2016. This practice of capital planning is highly effective as new projects that are identified will be able to be funded in these later years of the five-year planning

horizon. Consistent with this approach the City uses for capital project planning, funding as part of this Strategic Technology Plan follows a similar trend, further discussed in Section 5.1, Budget and Timeline.



### 4.3 OVERVIEW OF STRATEGIC INITIATIVES

Each initiative in Section 4.4 has been presented utilizing a standard form to document each planned initiative. An initiative may also be referred to as a project. Below, BerryDunn has provided a sample template that includes a description of each field in the form and its contents.

La Vista Strategic Initiative					
<b>Initiative Description</b>					
This section of the template will contain a description of the initiative or project.					
<b>Initiative Source Information</b>					
<b>Functional Area:</b>	Management and Operations Issues, Application Issues or Technology Issues				
<b>Priority Ranking:</b>	X of 24, where X is this initiative or project's ranking among the total number of initiatives.				
<b>Related Strategic Issue(s)</b>					
#	This section of the template will contain a listing of the strategic issue(s) that this initiative or project addresses.				
<b>Initiative Ranking</b> (Each initiative or project ranking will be given an icon to help the reader understand the challenges inherent in each initiative).					
<b>City</b>		<b>BerryDunn</b>			
<b>Strategic Issue Rank</b>	<b>Department Priority</b>	<b>Cost Benefit</b>	<b>Ease of Implementation</b>	<b>Maturity of Technology</b>	
Rating of Strategic Issue Rank  (Critical, High, Medium)	Rating of Priority to Departments  (Critical, High, Medium)	Rating of the Cost Benefit  (High, Medium, Low)	Rating of the Ease of Implementation  (Easy, Medium, Difficult)	Rating of the Maturity of the Technology  (Established, Leading Edge, Bleeding Edge)	
<b>Estimated Initiative Budget</b>					
<b>FY2012</b>	<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>5-Yr Total Cost</b>
\$X <sub>1</sub>	\$X <sub>2</sub>	\$X <sub>3</sub>	\$X <sub>4</sub>	\$X <sub>5</sub>	Sum (\$X <sub>1</sub> -\$X <sub>5</sub> )
<b>Budget Description</b>	This section of the template will contain a high-level description of the cost estimate, including the methodology used to determine cost as well as the estimated cost over the next five years.				
<b>Lead</b>	Department or group to Lead Initiative				






La Vista Strategic Initiative	
Action Items to Implement Initiative	
<p>This section of the template will contain a checklist of the action items that are needed to implement the initiative or project.</p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>	
Anticipated Benefits	
<p>This section of the template will contain a checklist of the anticipated benefits that are expected from the initiative or project.</p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>	
Potential Risks	
<p>This section of the template will contain a list of potential risks that should be considered as this initiative or project is undertaken.</p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>	

As part of the description for each strategic project and initiative, the City asked BerryDunn to identify potential risks associated with implementing the project or initiative. Each project in the plan will require City staff to employ project management processes to ensure projects remain on schedule, within budget and adhere to the original scope. Every project includes the risk of not meeting objectives without proper project management. BerryDunn has not included the risks associated with a lack of project management on each project, and instead has focused on any potential risks specific to each project. Some projects will include more risk compared with other projects, especially when comparing projects that involve new systems or hardware. Some projects that require the development of new policies and procedures will have little to no risk other than the City not completing the project.






The list of potential risks identified for each project is not meant to include every possible risk associated with the project. As the City begins the implementation of the projects and initiatives it will be important to ensure an appropriate level of project management practices are used to increase the likelihood of success for each project.

## 4.4 PRIORITIZED PLAN INITIATIVES

S & H – Network Study and Action Plan
Initiative Description
<p>The City of La Vista currently faces several challenges related to its network infrastructure. During the Assessment Phase (Phase 1), six Strategic Issues were identified related to the City network including both its design and components. It was reported that in several cases, the network has been expanded and upgraded incrementally. The purpose of this initiative is to conduct a network study that will analyze the network in detail and result in an action plan for a coordinated effort to improve the City network and allow for future growth.</p> <p>This initiative consists of two phases, an assessment and discovery phase and an action plan development phase. These are further described below:</p> <p><b>Phase 1: Assessment and Discovery.</b> The City has found multiple local companies that are willing to conduct network studies for little to no cost. This type of engagement can vary in scope significantly, ranging from basic connectivity testing at limited locations to a full analysis of bandwidth and latency across all local- and wide-area-network sites. For the purpose of this Strategic Initiative, the latter would be more beneficial to the City so that the action plan that is developed during Phase 2 will encompass the full breadth of the City's network. Although this scope is larger than some studies, it is still anticipated that a company can be retained for the effort of this first phase for no cost.</p> <p><b>Phase 2: Action Plan Development.</b> The company that is retained for the first phase of this initiative should also be engaged in the development of an action plan to improve the City's network. Efforts as part of phase 2 are not as common projects among companies that complete network studies and so it will be important to engage the same company for both phases that has experience and expertise translating findings and recommendations from a network study into actionable steps for improvement.</p> <p>The City recognizes several changes that it would like to make as the network design and configuration is updated and improved. A priority among these changes is to transition the Library to the City network. An additional priority is to plan for future growth to support mobile technologies. As the detailed scope of the network study is developed, it will be important that these priorities are communicated to the proposing vendors. This will ensure that the action plan that is developed will contain detailed activities to address these priorities.</p> <p>Another important consideration for the action plan development is that it contains alternatives where feasible. Certain improvements to the network may have such dependencies that they are nearly required as first steps; however, to the extent options for configurations and upgrades exist, they should all be presented. This will allow the City to work with Sarpy County Information Systems to plan upgrades that utilize familiar and supportable technologies.</p> <p>Capital funding has been planned for the project to upgrade the wireless connection speed between certain City locations. This funding was originally planned for FY2012 but has been pushed to FY2013 so that it can be put towards those initial activities of the action plan developed as a result of the network study.</p>

S & H – Network Study and Action Plan					
Initiative Source Information					
Functional Area:		Management and Operations, Applications and Technical			
Priority Ranking:		1 of 24			
Related Strategic Issue(s)					
M4	<b>The City Library is receiving limited support from the Metropolitan Community College.</b> La Vista public library's technology is supported by the Metropolitan Community College (MCC) as the two organizations share a campus. The Library reported that they have been receiving declining support levels from MCC and have been increasingly relying on a single non-dedicated internal support resource. In addition, it was reported that MCC is no longer tracking the library's support requests through a support ticket application, causing further challenges with understanding the status and resolution of support requests.				
A7	<b>The Community Development Department is not utilizing mobile technologies for permitting and inspections.</b> It was reported that three Toughbook computers have been purchased but are currently not being used to their full capacity due to connectivity issues in the field. There is a desire in the Department to increase mobile data management capability, specifically with the rental inspection process.				
T3	<b>Network connectivity at City buildings is inconsistent and does not deliver adequate performance.</b> City buildings connect via a wireless network connection to City Hall. It was reported that in all locations outside of City Hall, the network connection often fails or is too slow to conduct regular business processes.				
T4	<b>A lack of network connectivity has limited the use of applications for Public Safety.</b> It was reported that the Police Department is currently not utilizing the State's e-ticketing application or entering data into the Records Management System (RMS) in the field due to a lack of connectivity. In the case of the RMS, officers instead first record the data on paper, creating additional manual processes.				
T8	<b>The Library does not have the ability to connect to the City network for email, networked storage drives, and other applications.</b> Currently the Library uses an email system separate from that in use in the City. In addition, Library employees do not have access to City networked drives or applications. This has resulted in these employees needing to travel to City Hall to use some City resources, such as the finance management system.				
Initiative Ranking					
City		BerryDunn			
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology	
 Critical	 Critical	 Medium	 Medium	 Established	
Estimated Initiative Budget					
FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
\$15,000	<u>\$25,000**</u>	-	-	<u>\$49,000**</u>	\$89,000

S & H – Network Study and Action Plan	
<b>Budget Description</b>	<p>The budget for this initiative is based on the additional scope beyond a network analysis to include an action plan for making improvements to the City network as well as the transition of the Library to the network. Typically, network analysis projects consist of a discovery and assessment work effort and results in a set of documented findings. For this project, the contracted work effort will also include the action plan. City employees have conducted research with local providers and have found that discovery and assessment phases may be offered for little or no cost. This budget is based on the additional scope of the action plan for approximately \$15,000.</p> <p><b>**The budget amounts of \$25,000 and \$49,000 exist from the projects in the capital plan to upgrade the speed of wireless connectivity between certain City locations and install security cameras in multiple City locations. This funding will be allocated towards the first activities of the action plan that is developed as a result of the Network Study.</b></p>
<b>Lead</b>	IT Committee
Action Items to Implement Initiative	
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Design scope of services for the network study and issue Request for Bids to marketplace.</li> <li><input checked="" type="checkbox"/> Collect bids from providers of services.</li> <li><input checked="" type="checkbox"/> Evaluate bids received.</li> <li><input checked="" type="checkbox"/> Initiate activities of the first phase of the network study and action plan development.</li> </ul>	
Anticipated Benefits	
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Improved network connectivity between City buildings.</li> <li><input checked="" type="checkbox"/> Addition of the Library to the City's network will create opportunities for increased interoperability and efficiencies.</li> <li><input checked="" type="checkbox"/> Increased efficiency for City staff using applications and systems that connect between City buildings and share information.</li> </ul>	
Potential Risks	
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Without appropriate analysis and planning, future growth of the application environment at the City may be hindered by network limitations.</li> </ul>	

U – Wireless Connectivity Within City Buildings					
Initiative Description					
<p>The purpose of this strategic initiative is to expand the availability of wireless connectivity to the internet and City network in City buildings. There is a desire from City users for this capability and functionality of future applications will be further leveraged with wireless connectivity within City buildings. An example is the further use of tablets and laptops without the need to be docked at a workstation.</p> <p>The preceding initiative to conduct a network study and develop an action plan will identify those areas in City buildings where existing wireless networks could be improved to deliver better performance. In addition to addressing these needs as they are discovered, this initiative is intended to address the need known at this time for wireless connectivity within the Library. Both public and private wireless connectivity is needed. It is anticipated that implementing this connectivity will occur following the completion of the transition of the Library to the City network.</p>					
Initiative Source Information					
Functional Area:		Technical			
Priority Ranking:		2 of 24			
Related Strategic Issue(s)					
T6	<b>Wireless connectivity within City buildings is limited.</b> A public and private wireless network exists in City Hall/Community Center and the Fire Stations. Other City buildings either do not have a wireless network, or are only able to connect to the internet. This has been particularly problematic in the library, where there is a large demand from citizens for wireless connectivity.				
Initiative Ranking					
City		BerryDunn			
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology	
 Medium	 High	 Low	 Easy	 Established	
Estimated Initiative Budget					
FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
-	-	\$7,000	-	-	\$7,000
Budget Description		The budget estimate for this initiative is based on the known expansion of wireless connectivity that is needed in the Library. In order to implement this connectivity, the budget accounts for a domain controller and six wireless access points for a total estimated budget of \$7,000.			
Lead		IT Committee			



U – Wireless Connectivity Within City Buildings	
Action Items to Implement Initiative	
<input checked="" type="checkbox"/> Complete project to transition the Library to the City network. <input checked="" type="checkbox"/> Purchase and install wireless connection components. <input checked="" type="checkbox"/> Test newly installed components for performance.	
Anticipated Benefits	
<input checked="" type="checkbox"/> City staff will have the ability to access current and future City applications via wireless connectivity using laptops or tablets. <input checked="" type="checkbox"/> Opportunities for public wireless access with improved infrastructure placement.	
Potential Risks	
<input checked="" type="checkbox"/> Wireless connectivity should be achieved using devices that contain appropriate controls to maintain security of the public and private networks.	

## L – Electronic Time Entry

### Initiative Description

The purpose of this initiative is to select and implement an application to support electronic time entry City-wide. In the current environment, all departments utilize non-networked time clocks, and the Police Department is using a manual, paper-based process to record employee time for sworn officers. While not related to payroll, there is a desire in the Fire Department to record the time spent by the volunteer fire-fighters.

There are several vendors in the marketplace today that offer commercial off the shelf (COTS) applications to support electronic time entry. In order for the City to select a product that will most improve the current environment, BerryDunn recommends a phased approach. This approach follows best-practices in system selections that is also leveraged in other Strategic Initiatives of this Plan.

#### **Phase 1 Requirements Gathering:**

The City should begin by identifying the locations where electronic time clocks will be installed and analyze the existence of network connectivity at these locations. The City will then need to develop functional and technical requirements for the new system. The City should document the requirements in a structured format and develop the requirements based on industry standards. One source the City should consider for guidance when developing requirements is IEEE. IEEE has developed standards for documenting technical requirements (e.g., must be a complete sentence, must be able to stand on its own). The City should involve all stakeholders in the requirements gathering process and allow for multiple opportunities for review.

#### **Phase 2 Request for Proposal**

The City should develop a Request for Proposal (RFP) for the electronic time entry applications. The RFP should include the requirements developed by the City. In addition to the functional and technical requirements, the City should also include requirements for a structured project management and implementation approach by the vendor including a project plan and schedule and other planning documents such as a training, testing, and implementation plan. The City should offer a pre-bidders' conference as part of the procurement process which will allow vendors the opportunity to ask additional clarifying questions.

Once the City has received the RFP responses from vendors, the proposals should be scored using a pre-determined scoring methodology. The proposals should be ranked to determine the vendors that will be asked to demonstrate their system to the City. The stakeholder group should be part of the evaluation process; however, scoring should be limited to four to seven city staff.

#### **Phase 3 System Evaluation and Selection**

Once the City has ranked the proposals, the top two to three vendors should be invited to demonstrate their proposed system for the City. The demonstration process should include a scripted demonstration agenda that requires vendors to demonstrate their systems based on the City business and technical requirements. A scripted demonstration approach will also allow the City to compare the vendors as they demonstrate similar business processes. The City's stakeholder group should be included in the demonstration process as well as other City staff that will use the future system. Scoring of the demonstrations should a similar scoring process used during the proposal scoring phase. At the completion of the demonstration process the City should conduct a second

## L – Electronic Time Entry

round of scoring based on the results of the demonstrations that also includes the results of the scoring from the proposal review process.

Once the City has determined a preferred vendor based on the results of the scoring and evaluation process it will be important that the City conduct a thorough review of the vendors proposed contract. Reviewing critical contract terms and conditions including payment terms, license agreement, payment milestones and deliverables will be important to define to assist in mitigating some of the challenges that can occur during implementation.

### **Other Considerations:**

There are other steps in a structured system procurement that the City may want to consider as this project is started. The City should follow their procurement rules when considering whether or not to include any of the steps below:

- Reference checks. Reference checks for the vendor and the proposed system can be a valuable tool to assist the City in further evaluating the system and vendor.
- Site Visits. Site visits, if feasible based on the City's timeline and budget can also assist in evaluating a system. A site visit to a location using the proposed software will provide the City's evaluation team an opportunity to see the system in use at a similar environment and allow city staff the opportunity to ask question related to implementation and business process issues.

Evaluating costs. The City's evaluation team can evaluate proposed system costs during the initial review of the proposal responses or wait and evaluate costs at the completion of the software demonstration process.

### Initiative Source Information






<b>Functional Area:</b>	Applications
-------------------------	--------------

<b>Priority Ranking:</b>	3 of 24
--------------------------	---------

### Related Strategic Issue(s)

<b>A3</b>	<b>The City does not have an application for electronic time entry.</b> Due to a lack of a City-wide electronic time entry application, all City departments use non-networked time clocks to record time. An exception is the Police Department where a MS Excel spreadsheet is used. The use of non-networked time clocks creates inefficiencies with payroll processing, including several manual activities.
-----------	--

### Initiative Ranking

City		BerryDunn		
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology
 <b>High</b>	 <b>High</b>	 <b>High</b>	 <b>Medium</b>	 <b>Leading Edge</b>

L – Electronic Time Entry					
Estimated Initiative Budget					
FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
\$100,000	\$100,000	-	-	-	\$200,000
Budget Description		The budget estimate for this strategic initiative is based on the cost of software, hardware and professional services to implement an application to support electronic time entry. Hardware estimates include the network time clocks that will be implemented throughout the City and may vary based on the number and type of clocks that are selected. The budget for this project may be reduced depending on the number of time clocks and hardware purchased. It is anticipated that this initiative will begin in the first year of the plan (a six month time period) and be completed by the end of FY2013.			
Lead		Administration			
Action Items to Implement Initiative					
<div><input checked="" type="checkbox"/> Identify City stakeholders.</div> <div><input checked="" type="checkbox"/> Document functional and technical requirements.</div> <div><input checked="" type="checkbox"/> Develop a request for proposal.</div> <div><input checked="" type="checkbox"/> Conduct a structured procurement evaluation process and select a system.</div> <div><input checked="" type="checkbox"/> Negotiate a contract with the preferred vendor.</div> <div><input checked="" type="checkbox"/> Implement the selected application.</div>					
Anticipated Benefits					
<div><input checked="" type="checkbox"/> Increased efficiency related to payroll process and time entry tracking.</div> <div><input checked="" type="checkbox"/> Reduction of the reliance on paper based time entry records.</div> <div><input checked="" type="checkbox"/> Increased reporting capabilities related to time entry.</div> <div><input checked="" type="checkbox"/> Potential reduction in data entry errors based on current process.</div>					
Potential Risks					
<div><input checked="" type="checkbox"/> Network limitations may impede the ability for all City employees to use networked time clocks.</div> <div><input checked="" type="checkbox"/> Adoption of using time clocks by all City staff will require change management processes to be employed throughout the implementation of the system.</div>					

## Q - Document Management System Needs Assessment

### Initiative Description

The City has recognized the need to select and implement a document management system as capital funding has been planned totaling \$75,000 to purchase such a system. The purpose of this initiative is to engage an outside consulting firm to work with the City in determining the needs related to document management and create a plan of action for moving forward to address these needs.

There are five activities related to this Strategic Initiative, as described below.

1. **Create a City Project Team.** The City's project team should include representation from departments that will likely become heavy users of a future Document Management System. The team should also include technical resources from Sarpy County Information Systems.
2. **Select consulting firm to assist with the project.** A firm should be selected based on their knowledge and experience selecting similar systems for comparable organizations. This selection process should involve the development of a request for proposal by the project team, which is then released into the marketplace for responses. The project team will review responses and select a preferred firm.
3. **Document Current Environment.** The consulting firm that is retained should be tasked with documenting the current environment to understand how each City department is currently managing documents and identify areas for the greatest improvement.
4. **Research vendor offerings.** With an understanding of the current environment, the consulting firm should be tasked with researching vendor offerings to understand capabilities of document management systems, their ability to interface with other applications in the City, associated costs, and implementation approaches.
5. **Develop Action Plan.** With the capital budget amount of \$75,000 and an understanding of vendor offerings and their ability to improve the current environment in the City, the consulting firm and project team should work collaboratively to develop an Action Plan. Such an action plan will outline the steps and timeline for selecting and implementing a document management system in the City.






### Initiative Source Information

<b>Functional Area:</b>	Applications
<b>Priority Ranking:</b>	4 of 24

### Related Strategic Issue(s)

A12

**The City does not have an enterprise-wide Document Management System.** City users reported that several processes are in place to scan and electronically store critical documents; however, these documents are not indexed or managed for efficient retrieval. In addition, many departments are storing a large amount of paper documents.

Q - Document Management System Needs Assessment					
Initiative Ranking					
City		BerryDunn			
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology	
 High	 High	 High	 Difficult	 Leading Edge	
Estimated Initiative Budget					
FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
\$10,000	<u>\$25,000</u>	<u>\$50,000</u>	-	-	\$85,000
Budget Description		The City has previously budgeted capital funding of \$75,000 towards a Records and Agenda Management System, split over two years. An additional \$10,000 has been budgeted in the first year for the Needs Assessment to determine how the City should move forward with its strategy to implement a document management system. Capital funding was originally planned for FY2012 and FY2013 but is being pushed to FY2013 and FY2014 so that the Needs Assessment may occur in FY2012.			
Lead		Administration			
Action Items to Implement Initiative					
<div><input checked="" type="checkbox"/> Select a City Project Team.</div> <div><input checked="" type="checkbox"/> Select a consulting firm to assist with the project.</div> <div><input checked="" type="checkbox"/> Document current environment.</div> <div><input checked="" type="checkbox"/> Research vendor offerings.</div> <div><input checked="" type="checkbox"/> Develop Action Plan.</div>					
Anticipated Benefits					
<div><input checked="" type="checkbox"/> Conducting an assessment will allow the City to increase the likelihood that a system is selected that meets the City's needs.</div> <div><input checked="" type="checkbox"/> A reduction in the abundance of paper-based systems throughout the City coupled with the use of electronic media will create efficiencies for every City department.</div> <div><input checked="" type="checkbox"/> Increased efficiency with computerized access to files.</div> <div><input checked="" type="checkbox"/> Increased document security.</div> <div><input checked="" type="checkbox"/> Improved compliance with current and future State and Federal regulations.</div>					
Potential Risks					
<div><input checked="" type="checkbox"/> Limitations in network storage could impede the implementation of a DMS.</div> <div><input checked="" type="checkbox"/> Limited user adoption of a DMS due to a lack of adequate change management.</div> <div><input checked="" type="checkbox"/> Policies and procedures that do not clearly explain retention standards may create instances of a lack of compliance with current or future State standards.</div>					



## G – Workstation Replacement Schedule

### Initiative Description

The purpose of this strategic initiative is to develop and secure funding for a City-wide workstation replacement schedule that will leverage standardized versions of Windows, Office and other workstation applications. The replacement schedule will include desktops and laptops as well as new tablets in the City.

The first step in this initiative is for workstation specifications to be developed. These should include both technical and application standards so that consistent and current version of applications will be used throughout the City. As new workstations replace those older ones in the City, progress will be made towards a standardized environment. An important consideration in the development of these standards is where dependencies exist for particular versions of operating systems by older applications in the City. For example, there may be an application that will not be supported using a Windows 7 operating system.

The workstation replacement schedule has been planned based on a useful life of four years for desktop and laptop computers. This lifecycle is at the further end of those used by similar organizations; however, it will represent a large improvement over the age of some workstations in place today. Typically, the useful life of a desktop computer is three to four years and two to three years for a laptop computer. Once a full cycle of replacements is complete, the City may determine whether this useful life should be shortened.

It is recommended that for the first cycle of replacements, the City determine where new workstations should be placed based on a variety of factors including support levels and volume of use. This decision should be made by the IT Committee. Best practice is for the oldest workstations to be replaced first; however, it is recognized that as the City undergoes the first replacement cycle multiple factors contribute to where newer workstations are most needed. Once a full replacement cycle is complete, it is recommended that best-practices are followed and going forward the older workstations in the City are replaced in future years.

An additional component of this Initiative is to purchase 12 tablets for use by the City Council as well as administrative staff (eight council members and four staff). It is anticipated that these tablets will be used for an application to manage meeting agenda and minutes maintenance as well as distributing additional meeting documents. Tablets are planned to be replaced on a four-year schedule.

Although this initiative only plans for 12 tablets to be purchased, it is recommended that the City consider increased use of tablets where it is beneficial to do so. As new or updated applications are implemented throughout the organization, expanded use that includes mobile computing may be promoted by the use of tablets. An example may be data collection in the field with a new or updated Community Development application.

Effectively implementing the use of tablets in the City will also require a documented strategy to be developed as there are unique considerations related to these types of devices. There may be some opportunities for City staff that perform remote or mobile business processes to move towards using a tablet on a regular basis as opposed to a desktop or laptop. The development of a tablet strategy will need to outline how the City will maintain security with these new devices and how they can help move the City further towards a paperless environment. It will also be important for the City to determine the applications that can be used on a tablet to improve business processes and reduce

### G – Workstation Replacement Schedule

the reliance on desktop-based applications. As with other policies, procedures, and documentation it will be important that the strategy is developed collaboratively, effectively communicated throughout the organization, and regularly reviewed.






#### Initiative Source Information

<b>Functional Area:</b>	Management and Operations, Applications and Technical
<b>Priority Ranking:</b>	5 of 24

#### Related Strategic Issue(s)

<b>M3</b>	<b>The City does not follow a standard workstation replacement schedule.</b> It was reported that workstations are purchased based on available funding and users are not aware of upcoming replacements. In addition, when newer workstations are purchased they do not replace the older workstations in the City. Instead, heavy users receive the new equipment first, leaving occasional users with the oldest workstations. As the City implements newer applications enterprise-wide requiring increased workstation performance, these older workstations will be increasingly difficult and costly to maintain in order to meet the needs of City users.
<b>A4</b>	<b>The City is not utilizing standardized versions of Windows, Microsoft Office and other workstation applications.</b> It was reported that City workstations use various versions of Windows (2000, XP and 7), Microsoft Office (2003 and 2007), Internet Explorer (5-8) and Adobe Acrobat. This has created interoperability challenges, such as when sharing MS Word and Excel documents. Supporting different versions of these programs can make troubleshooting, PC management, and overall maintenance difficult and costly.
<b>T12</b>	<b>The shared-use workstation in Public Works is not meeting the needs of users.</b> A single workstation has been set up in the Public Works break room to allow approximately 30 employees to check email and other perform other infrequent tasks, such as employee evaluations. This workstation has become outdated and users reported that its location is not ideal as they have to stand up to use it. This has resulted in some employees needing to travel to other City locations to use a City workstation.

#### Initiative Ranking

City		BerryDunn		
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology
 Critical	 High	 Medium	 Medium	 Established

#### Estimated Initiative Budget

FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
\$73,500	\$55,000	\$55,000	\$73,000	\$55,000	\$311,000

G – Workstation Replacement Schedule	
<b>Budget Description</b>	The budget for this initiative is based on a replacement schedule of four years for the City's inventory of desktops, laptops and mobile data terminals. A replacement cost bundle of \$1,500 has been allocated for each desktop computer, \$2,500 for each laptop and mobile data terminal and \$2,000 for each tablet.
<b>Lead</b>	IT Committee
Action Items to Implement Initiative	
<ul style="list-style-type: none"> <li>☑ Compile an updated inventory of applications in the City and the respective requirements for workstation environments.</li> <li>☑ Develop and continually update technology standards for PCs, laptops and tablets based on the City's application inventory.</li> <li>☑ Continually update replacement budget based on the addition of new computers in the City.</li> </ul>	
Anticipated Benefits	
<ul style="list-style-type: none"> <li>☑ Bulk purchasing power of PCs and laptops.</li> <li>☑ Improved equipment standardization.</li> <li>☑ Assurance that all equipment will be supported by manufacturer.</li> <li>☑ Reduction in unexpected support and maintenance costs of aging equipment.</li> <li>☑ Increased security with utilization of latest operating systems and equipment.</li> </ul>	
Potential Risks	
<ul style="list-style-type: none"> <li>☑ Planning specifications based on requirements caused by outdated applications will limit growth in the City to use current technologies.</li> <li>☑ Not standardizing workstations will decrease interoperability throughout the City.</li> </ul>	

## I – Disaster Recovery and Business Continuity

### Initiative Description

The City of La Vista currently does not have a formalized enterprise-wide Disaster Recovery or Business Continuity Plan. Both of these documents are critical for the City to effectively react and quickly resume operations in the event of a disaster. While plans exist in some City departments related to certain applications and business processes, a City-wide plan does not exist. The City has an obligation to its citizens and businesses to provide assurance that in the event of a disaster, the City will be capable of delivering services. Furthermore, there is an interest from City leadership to be able to provide information to citizens through a reverse-911 system.

This initiative may involve the efforts of a consulting firm to develop the plans. A firm should be selected based on their knowledge and experience developing similar plans for City governments. This selection process will involve the identification of a selection team and the development of a request for proposal by internal City resources, which is then released into the marketplace for responses. Based on the responses, the selection team will then create a short list of potential firms that will present to the City. Following the presentations, the preferred firm will be selected.

Once a firm is selected to assist in this initiative, a four phased approach should be utilized.

#### **Phase 1: Risk Assessment**

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

#### **Phase 2: Document Business Processes**






Those business processes that are critical to the services that have been identified in Phase 1 as to be provided in the event of a disaster need to be documented. Many of these processes were likely documented as part of this Strategic Planning Project, and any that were not should be mapped as part of Phase 2. This mapping should consider how reverse-911 steps will be included.

#### **Phase 3: Develop Plan**

Based on the results of the risk assessment and the accompanying business process documentation, the Plan can be developed involving both internal resources and the consulting firm. The Plan should be very detailed indicating the timing and individuals who will carry out the various aspects of the Plan. The Plan should also determine how an off-site data backup or operations facility will be leveraged and how reverse-911 capability will be put in place to allow communication to citizens.

#### **Phase 4: Regularly Test and Update Plan**

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

I – Disaster Recovery and Business Continuity					
Initiative Source Information					
Functional Area:		Management and Operations and Technical			
Priority Ranking:		6 of 24			
Related Strategic Issue(s)					
M8	The City does not have an enterprise-wide Disaster Recovery and Business Continuity Plan. While plans exist for particular components or applications in place, an enterprise-wide plan for the City as a whole does not exist. The lack of a plan means that the City may not be able to serve its users and restore basic business operations following a catastrophic event.				
T2	The backup of critical City data could be improved. It was reported that most City server back-ups are taken offsite twice a month by an external contracted company, however a limited number are stored in the server room at City Hall. This may limit the City's ability to recover from an event that compromises the server room.				
Initiative Ranking					
City		BerryDunn			
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology	
 Critical	 Critical	 Medium	 Difficult	 Leading Edge	
Estimated Initiative Budget					
FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
\$65,000	<u>\$50,000**</u>	<u>\$50,000**</u>	<u>\$50,000**</u>	<u>\$50,000**</u>	\$265,000
Budget Description		A budget amount of \$15,000 has been planned in the first year of the plan to hire an outside firm to assist with the development of the Disaster Recovery and Business Continuity Plans and implement reverse-911 technology.  **CIP funding of \$250,000 has been allocated towards IT Disaster Recovery. This includes \$50,000 in each of the five planned years. The additional budget amount of \$15,000 is to secure an outside firm to assist with the initiative and to implement reverse-911 technology.			
Lead		Administration			
Action Items to Implement Initiative					
<input checked="" type="checkbox"/> Engage a consultant to assist the City in developing the Plan. <input checked="" type="checkbox"/> Conduct risk assessment. <input checked="" type="checkbox"/> Document business processes. <input checked="" type="checkbox"/> Develop the Plan. <input checked="" type="checkbox"/> Continually update and practice the Plan.					

## I – Disaster Recovery and Business Continuity






### Anticipated Benefits

- ☒ Increased risk mitigation.
- ☒ Improved business continuity.
- ☒ Decreased downtime.
- ☒ Preservation of critical data.
- ☒ Improved unified communication to citizens with reverse-911.

### Potential Risks

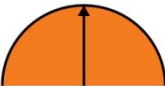




- ☒ A plan is developed that exceeds the needs of the City and as a result becomes too costly to adhere to.
- ☒ Not testing and regularly updating the plan will cause it to become outdated and ineffective.



E – Technology Training Policies and Procedures					
Initiative Description					
<p>The purpose of this strategic initiative is to develop updated policies and procedures related to technology training. Such documentation should address three type of training, as described below:</p> <ol style="list-style-type: none"><li><b>New-hire technology training.</b> This type of training is part of the orientation process for all new hires to the City and includes both baseline technology training as well as training designed for the specific applications that are part of the new hire’s role.</li><li><b>On-going refresher technology training.</b> This type of training is designed to deliver periodic updates to ensure that technologies in place in the City are being used to their full capabilities. Refresher training may be initiated as a result of a request from an employee, based on a pre-determined schedule, or based on an increased demand for support related to a particular piece of technology.</li><li><b>Training during the implementation of new technologies.</b> This type of training occurs during the implementation of new or updated technologies. It is designed to educate users of the increased or modified capabilities that the new or updated technology provides.</li></ol> <p>The development of the technology training policies and procedures should involve both members of Administration and Sarpy County Information Systems. A team should be selected to develop the documentation and status updates of progress should be communicated to the IT Committee and City Department Heads.</p> <p>As the policies and procedures are finalized, they should be communicated to all City employees as well as Sarpy County Information Systems. The documentation should also be posted on the City’s intranet when possible.</p>					
Initiative Source Information					
Functional Area:		Management and Operations			
Priority Ranking:		7 of 24			
Related Strategic Issue(s)					
M9	<b>Technology training City-wide is limited.</b> Multiple end users reported a lack of availability of training as new applications are deployed. When training has been offered in the past, classes are off-site, fill quickly, and reportedly conflict with the schedules of some City staff.				
Initiative Ranking					
City		BerryDunn			
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology	
 Medium	 Medium	 Medium	 Medium	 Established	
Estimated Initiative Budget					
FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
\$0	-	-	-	-	\$0

E – Technology Training Policies and Procedures	
<b>Budget Description</b>	There is no budget estimate for this initiative as it is anticipated that internal resources will develop the policies and procedures. These resources will largely be from Administration with support from Sarpy IS.
<b>Lead</b>	Administration
Action Items to Implement Initiative	
<input checked="" type="checkbox"/> Identify a team to develop policy and procedure documentation. <input checked="" type="checkbox"/> Develop documentation for the three instances of training. <input checked="" type="checkbox"/> Communication training policies and procedures throughout the City. <input checked="" type="checkbox"/> Incorporate training activities into implementation plans of new technologies on an ongoing basis.	
Anticipated Benefits	
<input checked="" type="checkbox"/> Increased standardization of user capabilities throughout the City. <input checked="" type="checkbox"/> Increased ability to provide effective support to an educated user base. <input checked="" type="checkbox"/> Effective training of new technologies will allow technical capabilities to be further leveraged. <input checked="" type="checkbox"/> Decreased opportunities for data loss or errors due to a lack of training.	
Potential Risks	
<input checked="" type="checkbox"/> Not updated training policies and procedures based on new technologies and practices will cause the documentation to become outdated and ineffective. <input checked="" type="checkbox"/> Not providing refresher training on a frequent, regular basis will increase the work effort when these activities are offered.	

T – Phone System Configuration	
Initiative Description	
<p>The purpose of this initiative is to adjust the configuration of the City's phone system to accommodate direct incoming dialing and provide appropriate employees with remote voicemail retrieval. The current configuration of the phone system does not provide each phone used with a means to be contacted directly which has reportedly created inefficiencies as all calls must be centrally received. It is the City's desire to maintain a central reception person for most incoming calls (as opposed to an automated receiving system); however, in some cases direct dialing can improve City operations. The City's phone system currently provides the ability to remotely retrieve voice mails; however, it was reported that some users desire this capability that currently do not have it.</p> <p>This initiative consists of five activities:</p> <ol style="list-style-type: none"> <li><b>1. Retain external resources to configure direct incoming dialing.</b> The City's current phone provider is available to conduct this programming.</li> <li><b>2. Determine which City users should be provided remote voicemail retrieval.</b> There is a cost of providing users this capability and so the business decisions must be made of where this capability would be beneficial to be provided.</li> <li><b>3. Add additional remote voicemail retrieval accounts.</b> With the assistance of the City's phone provider, those additional accounts determined to be beneficial will be added.</li> <li><b>4. Update City policies related to new phone system configurations.</b> As the City does not wish to institute an automated receiving system for incoming calls and wishes to ensure all incoming calls are answered by a staff person, there may be a need to institute policies and procedures for when a direct incoming dialing phone number is given out instead of a centralized department phone number.</li> <li><b>5. Train end users of new phone system capabilities.</b> End users will need to be trained in new policies and procedures as well as in how to remotely retrieve voice mails so that the benefits of these new capabilities are fully realized.</li> </ol>	
Initiative Source Information	
<b>Functional Area:</b>	Technical
<b>Priority Ranking:</b>	8 of 24
Related Strategic Issue(s)	
<b>T1</b>	<p><b>The configuration of the City phone system can be improved.</b> The City has implemented Voice over IP (VoIP) technology; however, it was reported that City employees do not have direct phone numbers. While the City does not wish to adopt a central automated switchboard, direct incoming dialing will improve efficiencies when reaching particular City employees. In addition, the City's phone system allows the ability to remotely retrieve voicemail messages through email. This capability is utilized by some employees but there is a demand for others to also have this capability.</p>

T – Phone System Configuration					
Initiative Ranking					
City		BerryDunn			
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology	
 High	 High	 Medium	 Medium	 Established	
Estimated Initiative Budget					
FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
\$1,000	-	-	-	-	\$1,000
Budget Description		The budget estimate for this initiative is for approximately 8-10 hours of programming time from the City’s phone provider. If it is determined that the City needs to purchase additional remote voicemail retrieval accounts, this budget amount will increase. At this time, there are approximately 50 accounts with some that are not being utilized.			
Lead		Public Buildings and Grounds			
Action Items to Implement Initiative					
<div><input checked="" type="checkbox"/> Retain external resources to program direct incoming dialing.</div> <div><input checked="" type="checkbox"/> Determine which City employees should be provided remote voicemail retrieval.</div> <div><input checked="" type="checkbox"/> Add additional remote voicemail retrieval accounts.</div> <div><input checked="" type="checkbox"/> Update City policies related to new phone system configurations.</div> <div><input checked="" type="checkbox"/> Train end users of new phone system capabilities.</div>					
Anticipated Benefits					
<div><input checked="" type="checkbox"/> Improved efficiencies by allowing some calls to be made directly to City employees.</div> <div><input checked="" type="checkbox"/> Improved efficiencies by allowing voicemails to be retrieved remotely when employees are out of the office.</div>					
Potential Risks					
<div><input checked="" type="checkbox"/> Despite policies and procedures, citizens may receive direct phone numbers that are not constantly monitored during business hours and may have to leave voicemails.</div> <div><input checked="" type="checkbox"/> Support requests related to remote voicemail retrieval may increase.</div>					

## W – Expanded Capabilities of City Intranet

### Initiative Description

The purpose of this strategic initiative is to complete development and launch the City's intranet. With an intranet currently in the initial stages of development, the City has an opportunity to implement a highly effective centralized information repository. Such a repository will enable Administration and department heads to maintain a single source of current information. An intranet will also be a particularly valuable tool during this Strategic Technology Planning project. Many organizations that undergo similar projects use their intranets to post project progress and tracking information so stakeholders are continually apprised the information they need.

In addition to containing important information, an intranet can be used as a launch pad for future applications the City may implement. For example, if an employee wishes to update benefit information, a link to a future application with employee self-service can be placed in a clear place on an intranet page. Similar examples will exist with work order requests and training requests. In other organizations this is a helpful way to provide occasional users the access they need in specific applications.

In order for the City to realize the benefit of a fully-developed intranet, the following activities should take place as the intranet is completed and launched:

1. Research peer organizations' intranets to understand effective methods that are in place and lessons learned during launch;
2. Confirm site map of intranet with key stakeholders (i.e., the IT Committee);
3. Communicate progress of intranet development to end users;
4. Train end users on how to access intranet upon its launch; and
5. Provide a method to request feedback on the City intranet.

### Initiative Source Information






**Functional Area:** Technical

**Priority Ranking:** 9 of 24

### Related Strategic Issue(s)

**T11** **The City's intranet is not fully developed or used by all employees.** It was reported that a project to implement a City intranet has begun, but is in initial stages of development. The lack of an operational City-wide intranet limits employees' ability to communicate and view documents and announcements in a centralized location.






### Initiative Ranking

City		BerryDunn		
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology
 Medium	 Medium	 Medium	 Medium	 Leading Edge

W – Expanded Capabilities of City Intranet					
Estimated Initiative Budget					
FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
\$0	-	-	-	-	\$0
Budget Description	It is anticipated that this initiative can be completed by internal resources without the need to purchase any additional software.				
Lead	Administration				
Action Items to Implement Initiative					
<div><input checked="" type="checkbox"/> Research peer organizations' intranets to understand effective methods that are in place and lessons learned during launch.</div> <div><input checked="" type="checkbox"/> Confirm site map of intranet with key stakeholders.</div> <div><input checked="" type="checkbox"/> Communicate progress of intranet development to end users.</div> <div><input checked="" type="checkbox"/> Train end users on how to access intranet upon its launch.</div> <div><input checked="" type="checkbox"/> Provide a method to request feedback on the City intranet.</div>					
Anticipated Benefits					
<div><input checked="" type="checkbox"/> Increased access to information.</div> <div><input checked="" type="checkbox"/> Increased efficiencies for City staff accessing and sharing documents.</div> <div><input checked="" type="checkbox"/> Potential future integration with applications including a document management system.</div>					
Potential Risks					
<div><input checked="" type="checkbox"/> Not updated information on the intranet in a timely fashion will cause it to be ineffective and will promote workarounds and inefficient data sharing processes.</div> <div><input checked="" type="checkbox"/> Limitations of remote access to information on the intranet will promote workarounds and inefficient data sharing processes.</div>					



R – Recreation Department Needs Assessment	
Initiative Description	
<p>The purpose of this initiative is to conduct a Needs Assessment of the application in place in the Recreation Department. MemberTrac by Vermont Systems is currently used, however users reported that either limitations exist or that the application may not currently be used to optimize department business processes. As there are likely a variety of potential options to improve the way the application supports business processes in the Recreation Department, this initiative will consist of analyzing these options and determine an action plan to improve operations in the department.</p> <p>There are four activities related to this Strategic Initiative, as described below.</p> <ol style="list-style-type: none"> <li><b>1. Create a City Project Team.</b> The City's project team should include representation from Recreation and Administration. The team should also include technical resources from Sarpy County Information Systems.</li> <li><b>2. Document Current Environment.</b> The project team should document the current environment to understand how the department currently completes its business processes and how MemberTrac is used. Limitations where manual and paper-based processes are used should be documented.</li> <li><b>3. Research vendor offerings.</b> With an understanding of the current environment, the project team should research Vermont Systems' offerings to understand capabilities of their applications. In addition, comparable applications should also be researched. This research should consist of application functionality, the ability to interface with other applications in the City, associated costs, and implementation approaches.</li> <li><b>4. Develop Action Plan.</b> With an understanding of vendor offerings and their ability to improve the current environment in the City, the project team should work to develop an Action Plan. Such an action plan will outline the steps and timeline for improving the current environment in the Recreation Department.</li> </ol>	
Initiative Source Information	
<b>Functional Area:</b>	Applications
<b>Priority Ranking:</b>	10 of 24
Related Strategic Issue(s)	
<b>A8</b>	<p><b>The Recreation Department does not utilize a program management application.</b> While the Recreation Department is using MemberTrac to maintain a listing of the Department's customers, a centralized application to manage programs is not in place. As a result, planning for programs and accepting reservations and payments is all managed with a manual, paper-based process.</p>

R – Recreation Department Needs Assessment					
Initiative Ranking					
City		BerryDunn			
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology	
 Medium	 Medium	 Medium	 Difficult	 Leading Edge	
Estimated Initiative Budget					
FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
\$0	-	-	-	-	\$0
Budget Description	There is no budget estimate for this initiative as it is anticipated that internal resources will complete the needs assessment.				
Lead	Recreation Department				
Action Items to Implement Initiative					
<div><input checked="" type="checkbox"/> Create a City Project Team.</div> <div><input checked="" type="checkbox"/> Document Current Environment.</div> <div><input checked="" type="checkbox"/> Research vendor offerings.</div> <div><input checked="" type="checkbox"/> Develop Action Plan.</div>					
Anticipated Benefits					
<div><input checked="" type="checkbox"/> Increased ability to provide e-Government services to citizens.</div> <div><input checked="" type="checkbox"/> Increased ability to automate Recreation Department business processes.</div> <div><input checked="" type="checkbox"/> Improved controls related to cash management.</div>					
Potential Risks					
<div><input checked="" type="checkbox"/> Limitations in network and wireless connectivity may impede the use of some current marketplace application functionality.</div> <div><input checked="" type="checkbox"/> Selecting a replacement application based on outdated business processes may limit the benefits from a current marketplace application from being realized.</div>					

## M – Expand Use of Work Order Management System

### Initiative Description

La Vista currently uses Landport for work order management. It was reported that although the City has access to a sufficient number of user accounts in Landport for every department to utilize the application, currently some departments do not. The existence of other methods being used related to work orders creates inefficiencies and ultimately creates opportunities for delays in responsiveness to responding to requests.

The purpose of this initiative is to expand the use of Landport in the City so that all departments are utilizing the applications. As with the expansion of most applications, there are five areas of consideration:

1. **Conduct Utilization Analysis.** The first step to expanding the use of Landport should be to analyze which departments are currently utilizing the application, which could be better utilizing it, and which are not utilizing it at all. This is an important first step as additional configuration, connectivity, training and business process redesign activities will focus on those departments that either do not utilize the application or could be using it more effectively.
2. **Configuration of User Accounts.** The City reported that they currently are able to secure sufficient user accounts to allow all departments to have access to Landport at no additional cost. User accounts will still need to be setup, and roles should be configured in alignment with the job responsibilities of the respective employees.
3. **Connectivity.** As Landport is an application the City accesses via the web, connectivity challenges are limited to those areas where a connection to the internet does not exist, or where this connection does not deliver adequate performance.
4. **Training.** It is likely that in La Vista some training related to Landport will be “refresher” training and some training will be for users who are completely new to the application. This training will also vary by user role, such that some employees will be trained in work order entry, and others (such as in Buildings and Grounds) will receive more in-depth training in how to manage work orders in the application.
5. **Business Process Redesign.** With all work orders entered in a central application, opportunities to streamline operations should be considered during this business process redesign. These improvements will be seen greatest in departments that currently do not leverage LandPort to a high level.






### Initiative Source Information

<b>Functional Area:</b>	Applications
-------------------------	--------------






<b>Priority Ranking:</b>	11 of 24
--------------------------	----------

### Related Strategic Issue(s)

<b>A5</b>	<p><b>The Public Works Department does not utilize a Work Order and Asset Tracking application.</b> While it was reported that an application is planned to be implemented, currently a Work Order and Asset Tracking system is not utilized in Public Works. This has resulted in a large amount of paper documentation as well as MS Excel and MS Access tracking spreadsheets and databases. The Department is not utilizing the LandPort application used by other City departments.</p>
-----------	--

M – Expand Use of Work Order Management System					
Initiative Ranking					
City		BerryDunn			
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology	
 Medium	 Medium	 High	 Easy	 Established	
Estimated Initiative Budget					
FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
-	\$0	-	-	-	\$0
Budget Description		There is no funding allocated towards this initiative as it was reported that the City has sufficient accounts under the current licensing agreement to accommodate City users that will use Landport. The City is also planning to manage any additional training with internal resources. If it is determined that a large amount of “refresher” training is needed beyond what internal resources can accommodate, funding may need to be allocated for vendor training.			
Lead		Public Buildings and Grounds			
Action Items to Implement Initiative					
<div><input checked="" type="checkbox"/> Conduct utilization analysis to determined the detailed levels of usage of Landport</div> <div><input checked="" type="checkbox"/> Configure user licenses to include new licenses or adjustments based on the roles of City users</div> <div><input checked="" type="checkbox"/> Analyze connectivity at locations where Landport will be used to ensure adequate performance</div> <div><input checked="" type="checkbox"/> Conduct training respective to specific roles of users</div> <div><input checked="" type="checkbox"/> Redesign business processes to fully leverage the Landport application in departments</div>					
Anticipated Benefits					
<div><input checked="" type="checkbox"/> Increased centralization of data.</div> <div><input checked="" type="checkbox"/> Improved efficiencies for those responding to work order requests.</div> <div><input checked="" type="checkbox"/> Increased utilization of an application currently in place in the City.</div>					
Potential Risks					
<div><input checked="" type="checkbox"/> Connectivity limitations may impede the ability to use the application to centrally manage work orders.</div> <div><input checked="" type="checkbox"/> Support calls may initially increase due to the expanded use of the application.</div> <div><input checked="" type="checkbox"/> Initial training demand may increase due to the expanded use of the application.</div>					

O – Expand Use of Microsoft Outlook	
Initiative Description	
<p>The purpose of this initiative is to expand La Vista’s use of Microsoft Outlook to include enterprise-wide calendaring and email archiving. As the City currently uses MS Exchange 2010, as managed by Sarpy County Information Systems, capabilities are available to support these two components of new functionality. It is recognized that MS Exchange may not offer the robust archiving capabilities of dedicated applications; however, due to current legislative mandates, there are no specific compliance requirements necessitating such a dedicated application at this time.</p> <p>As the City currently uses an Exchange 2010 server, the majority of work effort related to this initiative involves business decisions, configuration, and training. Configuration will mostly be related to email archiving, and to a lesser extent calendaring based on the business decisions that are made for both of these capabilities. It is anticipated that Sarpy County Information Systems will configure email archiving and initial calendar setup.</p> <p>One of the common limitations of Outlook’s ability to archive emails that is reported is that due to the way emails are stored, the need for network storage will greatly increase. This is an important consideration for La Vista and Sarpy IS should analyze the City’s potential future storage needs as archiving policies are developed.</p> <p>A large level of training will be needed as users are introduced to this new functionality utilized in MS Outlook. Depending on the business process decisions made related to email archiving, users may need to be trained in specific steps to ensure emails are adequately stored. It is also possible that it is decided to setup email archiving in a highly automated way and users will not need to perform specific steps. Training for calendaring in MS Outlook should leverage the several web-based tutorials offered by Microsoft. If additional training is needed, this should be coordinated between Sarpy IS and Administration in the City.</p>	
Initiative Source Information	
Functional Area:	Applications and Technical
Priority Ranking:	12 of 24
Related Strategic Issue(s)	
A10	<p><b>The City is not widely using an enterprise-wide calendar or meeting scheduling application.</b> It was reported that the absentee calendar currently in place in the City is not meeting the needs of the employees as it is not always current and only lists conflicts of when employees are out of the office for entire days. There is a desire from employees to have a system to view the individual, daily calendars of employees for the purpose of scheduling meetings.</p>
T5	<p><b>The City is not archiving email.</b> The City is using MS Exchange 2010 which has built in capabilities related to email archiving; however, it is not being utilized. Not archiving City-wide email will likely create challenges in the event of a Freedom of Information Act (FOIA) request or if a system recovery is needed.</p>

O – Expand Use of Microsoft Outlook					
Initiative Ranking					
City		BerryDunn			
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology	
 High	 Medium	 High	 Medium	 Established	
Estimated Initiative Budget					
FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
-	\$0	-	-	-	\$0
Budget Description		There is no funding as part of this initiative because the City currently has access to a enough Exchange access licenses so that a sufficient number of La Vista employees may use the calendar funding in MS Outlook. In addition, as the City is utilizing MS Exchange 2010 currently, no additional funding is needed to upgrade the server leverage archiving capability in that version.			
Lead		IT Committee			
Action Items to Implement Initiative					
<div><input checked="" type="checkbox"/> Plan network storage expansions that may be necessary.</div> <div><input checked="" type="checkbox"/> Configure the MS Exchange server to accommodate City-wide calendaring and email archiving.</div> <div><input checked="" type="checkbox"/> Develop documented policies and procedures related to email archiving.</div> <div><input checked="" type="checkbox"/> Train end users in new functionality of MS Outlook in accordance with City policies and procedures.</div>					
Anticipated Benefits					
<div><input checked="" type="checkbox"/> Increased efficiencies through the use of City-wide calendaring.</div> <div><input checked="" type="checkbox"/> Improved ability to management meeting rooms with a centralized view of availability.</div> <div><input checked="" type="checkbox"/> Increased ability to backup critical City-wide emails.</div> <div><input checked="" type="checkbox"/> Increased ability to comply with current or future email retention standards.</div>					
Potential Risks					
<div><input checked="" type="checkbox"/> The City may require a large increase in storage capacity resulting in additional cost and effort by Sarpy IS.</div> <div><input checked="" type="checkbox"/> Backup and file recovery effort may increase due to the increased level of emails that are archived.</div>					



## F – Expanded IT Policies and Procedures

### Initiative Description

The City of La Vista recognizes the importance of documented policies and procedures and has made efforts in recent years to develop this documentation. Cases still exist of policies that although are generally standardized or are not documented. Cases also exist of where documentation may be either outdated or is not communicated to end users.

BerryDunn recommends that the City identify sources of reference as they develop policies and procedures. These may include standard bodies of knowledge, professional organizations and comparative municipalities. One potential source of guidelines and standards is the Information Technology Infrastructure Library (ITIL) which publishes a large amount of information on which to base policies. Utilizing a source such as this will improve the City's ability to establish policies that are in line with industry standards.

As the City develops new or updated documented policies and procedures it will be important that they receive the proper input and in some cases approval from the employees they affect. Effective communication related to new policies will be an important factor in increasing end user buy-in and adoption.

This initiative is to develop new or updated policies and procedures related to the management of technology at the City. The policies and procedures should address topics such as security, social media and credit card acceptance. Many of these topics are addressed as part of other specific projects in this plan; however at a minimum, this project should address the development of the following policies and procedures:

1. A Security Policy that is updated based on the City's current technology environment.
2. The Social Media Policy should be approved and communicated to end users.
3. The Credit Card Acceptance Policy should be further communicated to end users.

Each of these three policy and procedure documents currently exist in varying levels of completion. In the case of social media, the policy is awaiting final approval before it is put in place. And with credit card acceptance, a City-wide policy exists along with specific department-level procedures. It was reported that in some cases end users are not aware of these specific policies. This demonstrates the importance of communication as these policies are developed, put in place, and modified in the future. The launch of the City's intranet will be a valuable tool in communicating the status and substance of each new or modified policy and procedure document.

### Initiative Source Information






<b>Functional Area:</b>	Management and Operations, Applications and Technical
-------------------------	---

<b>Priority Ranking:</b>	13 of 24
--------------------------	----------

### Related Strategic Issue(s)

**M6**

**A City-wide social media policy is not in place.** It was reported that La Vista has begun to explore and utilize social media for providing information to citizens. A documented policy has been developed but not yet approved and put in place that will guide how information postings will be managed, and how citizens will be able to communicate with the City through these channels.

F – Expanded IT Policies and Procedures					
M11	<b>The City does not have an enterprise-wide Security Policy.</b> It was reported that inconsistencies exist with the way computer security is managed as it relates to end-users. For example, a password policy does not exist to determine how password strengths will be defined, and how frequently passwords will be changed.				
A11	<b>The City-wide credit card acceptance policy can be expanded and updated.</b> A City-wide credit card policy exists as well as more detailed department-level procedures. Awareness of these procedures varied among City employees, and it was reported that there is a demand for expanded credit card acceptance as well as online payment acceptance in multiple departments.				
Initiative Ranking					
City		BerryDunn			
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology	
 High	 Medium	 Medium	 Medium	 Established	
Estimated Initiative Budget					
FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
-	\$0	-	-	-	\$0
Budget Description		There is no budget amount planned for this initiative as it is anticipated that internal resources will develop the new or updated policies and procedures.			
Lead		Administration			
Action Items to Implement Initiative					
<input checked="" type="checkbox"/> Identify City resources to develop documentation. <input checked="" type="checkbox"/> Gather existing documentation. <input checked="" type="checkbox"/> Conduct research as needed related to policies and procedures. <input checked="" type="checkbox"/> Implement and communicate policies and procedures. <input checked="" type="checkbox"/> Regularly review documentation.					
Anticipated Benefits					
<input checked="" type="checkbox"/> Increased standardization in City business processes. <input checked="" type="checkbox"/> Increased risk mitigation by following approved policies and procedures.					
Potential Risks					
<input checked="" type="checkbox"/> Not updating and communicating policy and procedure documents will cause them to be outdated or not followed and ineffective.					

## A – Charter and Governance for IT Committee

### Initiative Description

The purpose of this initiative is to develop a charter and governance process for the IT Committee which will describe the involvement of the committee in project selection and management. The City of La Vista should be commended for their efforts to establish a committee with comprehensive representation from all City departments. With a strong committee in place, the City is well positioned to develop appropriate documentation to enable the committee to manage IT projects in a highly effective manner.

The development of the charter and governance process should be lead by two to three individuals within the IT Committee with active involvement of all members. Communications to Department Heads should be made on a regular basis to update these stakeholders on the progress of development.






In the current environment at the City, the IT Committee does not have an appropriate set of information technology Project Management tools or an agreed upon methodology to track the status of IT projects. To increase the likelihood of project success, it is important that projects are tracked and reported on to measure progress against key project milestones or metrics. Failure to track, plan and report on projects increases the likelihood that projects will not achieve desired results and will ultimately lead to failed projects.

BerryDunn recommends that the IT Committee develop a standard set of project management tools to track projects, assist in planning for resource needs, and facilitate the overall prioritization process. Many organizations struggle with tracking projects which often leads to initiating more projects than can be supported. With a standard set of project management tools for project tracking, resource planning, and reporting, the IT Committee will be able to better plan and manage projects. Many organizations have moved towards using a centrally managed project management and tracking tool such as MS SharePoint to track the status, risks and issues and overall progress made on projects.

As part of the first phase developing overall project management standards, BerryDunn recommends that the City first develop and implement standard tools to use in project management. These tools should include, but not be limited to, standard project plan template, project status reporting tool, the metrics that will be measured on each project to gauge overall project health, quality assurance processes, and project closeout procedures. Once these tools and templates have been developed and agreed upon, the City can begin to develop a process for selecting and prioritizing projects.

The City will soon have numerous IT projects in progress. The City's IT Committee will be responsible for managing, overseeing, and ensuring the success of all IT projects. In addition, a methodology for selecting and prioritizing projects does not exist. BerryDunn recommends that the IT Committee develop a methodology for selecting and prioritizing IT projects. At a minimum, BerryDunn recommends that projects be selected and prioritized based on overall return on investment to the City, funding and resource needs, overall benefit to the City, and other projects in progress and the ability for the City to dedicate appropriate resources to the project to increase the likelihood of success.

BerryDunn recommends that the IT Committee develop a formal reporting structure for all projects. The reporting process should include a standard status report template, identification of standard metrics that will be reported on, reporting frequency, and the audience (in addition to the IT Committee) that will receive the report.

A – Charter and Governance for IT Committee					
Initiative Source Information					
Functional Area:		Management and Operations			
Priority Ranking:		14 of 24			
Related Strategic Issue(s)					
M1	The City’s IT Committee does not have a documented charter or governance process to formalize IT decision making. The City has established an IT Committee with representation from each City department as well as Sarpy County. The Committee meets every other month; however there is not a documented process for how the Committee will make IT related decisions related to project prioritization, technology purchases and others.				
Initiative Ranking					
City		BerryDunn			
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology	
 Medium	 Medium	 High	 Medium	 Bleeding Edge	
Estimated Initiative Budget					
FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
-	\$0	-	-	-	\$0
Budget Description		A budget has not been allocated for this initiative as it is anticipated that it will be completed by internal resources.			
Lead		IT Committee			
Action Items to Implement Initiative					
<div><input checked="" type="checkbox"/> Document policies and procedures for selecting, prioritizing, and managing IT projects.</div> <div><input checked="" type="checkbox"/> Communicate and train IT Committee staff on policies related to IT project management.</div> <div><input checked="" type="checkbox"/> Obtain project management certifications for appropriate staff.</div>					
Anticipated Benefits					
<div><input checked="" type="checkbox"/> Increased planning, prioritization and selection of IT related projects will increase the likelihood of appropriate level of IT support for projects.</div> <div><input checked="" type="checkbox"/> Increased likelihood of project success.</div> <div><input checked="" type="checkbox"/> Greater project forecasting related to budgeting and IT resources for upcoming projects.</div>					
Potential Risks					
<div><input checked="" type="checkbox"/> Not following best practices related to project management will increase the opportunities of project risks and issues.</div>					

## J – Replace Financial Management System

### Initiative Description

The City has recognized the need to select and implement a replacement financial management system (FMS). Capital funding has been planned in the amount of \$135,000. This project should be undertaken with consideration of other replacement systems planned in the coming years to promote a highly integrated future systems environment.

This initiative may involve the efforts of a consulting firm for assistance. A firm should be selected based on their knowledge and experience selecting similar applications for comparable organizations. This selection process will involve the identification of a selection team and the development of a request for proposal by internal resources, which is then released into the marketplace for responses. Based on the responses, the selection team will then create a short list of potential firms that will present to the City. Following the presentations, the preferred firm will be selected.

As described in other projects in this plan, BerryDunn recommends a structured approach to the procurement process. BerryDunn recommends the City follows the steps outlined below:

#### **Phase 1 Requirements Gathering.**

The City should begin by identifying the departments that would be heavy users of a FMS and include those departments as stakeholders in the requirements gathering process. The City will then need to develop functional and technical requirements for the new system. The City should document the requirements in a structured format and develop the requirements based on industry standards. One source the City should consider for guidance when developing requirements is IEEE. The City should involve all stakeholders in the requirements gathering process and allow for multiple opportunities for review.

#### **Phase 2 Request for Proposal.**

The City should develop a Request for Proposal (RFP) for the FMS. The RFP should include the requirements developed by the City. In addition to the functional and technical requirements developed by the City, the City should also include requirements for a structured project management and implementation approach by the vendor including a project plan and schedule and other planning documents such as a training, testing, and implementation plan. The City should offer a pre-bidders conference as part of the procurement process which will allow vendors the opportunity to ask additional clarifying questions.

Once the City has received the RFP responses from vendors, the proposals should be scored using a pre-determined scoring methodology. The proposals should be ranked to determine the vendors that will be asked to demonstrate their system to the City. The stakeholder group should be part of the evaluation process; however, scoring should be limited to four to seven City staff.

#### **Phase 3 System Evaluation and Selection**

Once the City has ranked the proposals, the top two to three vendors should be invited to demonstrate their proposed system for the City. The demonstration process should include a scripted demonstration agenda that requires vendors to demonstrate their systems based on the City business and technical requirements. A scripted demonstration approach will also allow the City to compare the vendors as they demonstrate similar business processes. The City's stakeholder group

## J – Replace Financial Management System

should be included in the demonstration process as well as other city staff that will use the future system. Scoring of the demonstrations should a similar scoring process used during the proposal scoring phase. At the completion of the demonstration process, the City should conduct a second round of scoring based on the results of the demonstrations that also includes the results of the scoring from the proposal review process.

Once the City has determined a preferred vendor based on the results of the scoring and evaluation process, it will be important that the City conduct a thorough review of the vendor's proposed contract. Reviewing critical contract terms and conditions including payment terms, license agreement, payment milestones and deliverables will be important to define to assist in mitigating some of the challenges that can occur during implementation.

### Other Considerations:

There are other steps in a structured system procurement that the City may want to consider as this project is started. The City should follow their procurement rules when considering whether or not to include any of the steps below:

1. Reference checks for the vendor and the proposed system can be a valuable tool to assist the City in further evaluating the system and vendor.
2. Site visits, if feasible based on the City's timeline and budget can also assist in evaluating a system. A site visit to a location using the proposed software will provide the City's evaluation team an opportunity to see the system in use at a similar environment and allow city staff the opportunity to ask question related to implementation and business process issues.
3. The City's evaluation team can evaluate proposed system costs during the initial review of the proposal responses or wait and evaluate costs at the completion of the software demonstration process.
4. The City should consider using external resources familiar with financial management systems to assist in the requirements definition and system evaluation and selection process.

### Initiative Source Information






<b>Functional Area:</b>	Management and Operations and Applications
-------------------------	--

<b>Priority Ranking:</b>	15 of 24
--------------------------	----------

### Related Strategic Issue(s)

<b>M7</b>	<b>Cash is collected at Recreation locations where internal controls could be improved.</b> It was reported that the Recreation Department collects cash in multiple locations during activities, such as on the bus and at the pool. In the case of the pool, this can be in excess of \$300 in a day. Currently the cash is collected without the issuance of a receipt and is stored in a cash box until a daily deposit. The lack of a receipting system presents a potential risk of a loss of cash that is collected.
<b>A1</b>	<b>The financial management system in place in the City reportedly provides limited functionality to support City business process.</b> For example, limitations exist with human resources (HR) functionality, the capital budgeting process and miscellaneous billing functionality. In the case of HR, tracking capabilities for training, certifications, and FMLA do not exist. This has resulted in some HR files being stored at the department level. In addition, the system does not allow full remote access connectivity, workflow is not available and reporting is limited.



J – Replace Financial Management System					
Initiative Ranking					
City		BerryDunn			
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology	
 High	 High	 Medium	 Difficult	 Established	
Estimated Initiative Budget					
FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
-	\$115,000	<u>\$135,000**</u>	-	-	\$250,000
Budget Description		The budget estimate is based on the cost to purchase software licensing and implementation services to implement a financial management system. The total budget of \$250,000 is split between FY2013 and FY2014, with a larger portion of work effort planned to be completed in FY2013. As capital funding has been allocated in the amount of \$135,000, additional funding needed for this initiative totals \$115,000. The capital funding was planned for FY2015 and FY2016; however, based on the ranking of this initiative, that funding will need to be transferred to earlier years.			
Lead		Administration			
Action Items to Implement Initiative					
<div><input checked="" type="checkbox"/> Identify a City Project Team.</div> <div><input checked="" type="checkbox"/> Retain an external consulting firm.</div> <div><input checked="" type="checkbox"/> Document system requirements.</div> <div><input checked="" type="checkbox"/> Develop and issue a Request for Proposal.</div> <div><input checked="" type="checkbox"/> Evaluate proposals and select a system.</div> <div><input checked="" type="checkbox"/> Employ project management best practices throughout system implementation.</div>					
Anticipated Benefits					
<div><input checked="" type="checkbox"/> Reduce reliance on inefficient or outdated systems.</div> <div><input checked="" type="checkbox"/> Reduce redundant data entry.</div> <div><input checked="" type="checkbox"/> Improve efficiency and streamline internal processes.</div> <div><input checked="" type="checkbox"/> Reduce risks to the County associated with using outdated applications.</div> <div><input checked="" type="checkbox"/> Increased ability for budget and revenue forecasting.</div> <div><input checked="" type="checkbox"/> Executive dashboards and reporting.</div> <div><input checked="" type="checkbox"/> Integrated system will provide for enterprise wide view of data and information.</div> <div><input checked="" type="checkbox"/> Reduce reliance on paper copies of documents.</div> <div><input checked="" type="checkbox"/> Increased reliability of financial data.</div>					

## J – Replace Financial Management System

### Potential Risks

- ☑ Implementation of a new system follows current business processes without leverage opportunities to streamlined process for improved efficiencies.
- ☑ Integration points with other systems are not adequately planned for and limit data sharing and efficiencies.

## B – Support Service Level Agreements

### Initiative Description

The purpose of this initiative is for the City and Sarpy County Information Systems to work together to develop updated and expanded service level agreements (SLA) to document how support will be delivered by Sarpy IS to La Vista users.

The SLAs that are developed should include the following components:

- Definitions of four types of events: service request, incident, problem and change request;
- Guaranteed response times and durations to each type of event;
- Definitions of service levels for various users: platinum, gold, silver, etc.;
- Guaranteed response times and durations to each service level;
- Available hours that support will be provided;
- Processes for working with vendors of commercial applications and outside services;
- A listing of the technologies that will be supported; and
- How changes to the SLA will be managed.

The development of SLAs should involve multiple resources from different levels in each organization. It is equally important to understand the needs of the end-user as it is to understand the capabilities of the support resources. Based on how these align, the need for additional training either for the end-user or for the support resources may be needed. Initially, the City and Sarpy IS should plan for three to four resources tasked with the development of the SLA. Additional individuals should be consulted during the development in order to gather a wide variety of perspectives.

### Initiative Source Information

**Functional Area:**






Management and Operations

**Priority Ranking:**






16 of 24

### Related Strategic Issue(s)






<b>M2</b>	<b>A documented plan does not exist for how Sarpy County IT resources will be involved in City IT project management.</b> The City receives support from Sarpy County under an inter-local agreement that ensures daily technology support will be provided. County resources are also involved in the current level of ongoing projects in La Vista. The agreement does not describe how the City will receive project management and technical support from County resources on a larger scale, such as with the larger volume of projects resulting from the Strategic Planning Project.
<b>M10</b>	<b>Support channels for specialized, department-specific applications are not documented.</b> It was reported that in the case of specialized applications in use in a few departments, support provided by Sarpy County is not consistent. In instances where a specialized knowledgebase is needed to support these applications, a procedure for receiving this support from another source, such as the vendor, does not exist. This has resulted in an inefficient troubleshooting process by the County and cases of extended downtime.
<b>M12</b>	<b>Help Desk response outside of regular business hours is not meeting the needs of some City departments.</b> It was reported that in some City departments, such as in Public Safety, support from Sarpy County during evenings and weekends could be improved. When there is a system outage, it may wait until the next morning, or the next business day. The inter-local Agreement between the City and County does not clearly describe this type of support.

B – Support Service Level Agreements					
Initiative Ranking					
City		BerryDunn			
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology	
 High	 Critical	 Low	 Medium	 Leading Edge	
Estimated Initiative Budget					
FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
-	\$0	-	-	-	\$0
Budget Description	A dollar amount has not been budgeted for this initiative because it will be completed entirely by internal resources between the City and Sarpy County Information Systems.				
Lead	IT Committee				
Action Items to Implement Initiative					
<div><input checked="" type="checkbox"/> Identify two to three individuals to be responsible for developing the SLA.</div> <div><input checked="" type="checkbox"/> Collect all existing SLAs.</div> <div><input checked="" type="checkbox"/> Create a listing of all service needs that the organization has.</div> <div><input checked="" type="checkbox"/> Define service response times and durations based on type of event.</div> <div><input checked="" type="checkbox"/> Define service response times and durations based on service level.</div> <div><input checked="" type="checkbox"/> Regularly update SLA.</div>					
Anticipated Benefits					
<div><input checked="" type="checkbox"/> Increased assurance that mission critical technologies will be given priority of support.</div> <div><input checked="" type="checkbox"/> Improved efficiency with responsiveness to support requests.</div> <div><input checked="" type="checkbox"/> Increased resolution rate of support requests.</div> <div><input checked="" type="checkbox"/> Improved user satisfaction.</div>					
Potential Risks					
<div><input checked="" type="checkbox"/> SLAs are not regularly updated causing them to be outdated and ineffective.</div>					

N – Community Development Needs Assessment	
Initiative Description	
<p>The purpose of this initiative is to conduct a Needs Assessment of the application in place in the Community Development Department. BluePrince is currently used, however users reported that either limitations exist or that the application may not currently be used to optimize department business processes. As there are likely a variety of potential options to improve the way the application supports business processes in the department, this initiative will consist of analyzing these options and determine an action plan to improve operations in the department.</p> <p>There are four activities related to this Strategic Initiative, as described below.</p> <ol style="list-style-type: none"> <li><b>1. Create a City Project Team.</b> The City's project team should include representation from Community Development and Administration. The team should also include technical resources from Sarpy County Information Systems.</li> <li><b>2. Document Current Environment.</b> The project team should document the current environment to understand how the department currently completes its business processes and how BluePrince is used. Limitations where manual and paper-based processes are used should be documented.</li> <li><b>3. Research vendor offerings.</b> With an understanding of the current environment, the project team should research BluePrince's offerings to understand capabilities of their applications. In addition, comparable applications should also be researched. This research should consist of application functionality, the ability to interface with other applications in the City, associated costs, and implementation approaches.</li> <li><b>4. Develop Action Plan.</b> With an understanding of vendor offerings and their ability to improve the current environment in the City, the project team should work to develop an Action Plan. Such an action plan will outline the steps and timeline for improving the current environment in the Community Development Department.</li> </ol>	
Initiative Source Information	
<b>Functional Area:</b>	Applications
<b>Priority Ranking:</b>	17 of 24
Related Strategic Issue(s)	
<b>A6</b>	<b>The City is not utilizing an application to manage business licenses.</b> The management of business licenses is currently largely support by MS Access due to limitations in the BluePrince application used in Community Development. The lack of a tool to manage this process has created inefficiencies in the department, a need for a large amount of paper document storage and limited e-Government capabilities.
<b>A7</b>	<b>The Community Development Department is not utilizing mobile technologies for permitting and inspections.</b> It was reported that three Toughbook computers have been purchased but are currently not being used to their full capacity due to connectivity issues in the field. There is a desire in the Department to increase mobile data management capability, specifically with the rental inspection process.

N – Community Development Needs Assessment					
Initiative Ranking					
City		BerryDunn			
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology	
 Medium	 High	 Medium	 Medium	 Established	
Estimated Initiative Budget					
FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
-	-	\$0	-	-	\$0
Budget Description		A dollar amount has not been budgeted for this initiative because it will be completed entirely by internal resources, primarily from Community Development.			
Lead		Community Development			
Action Items to Implement Initiative					
<input checked="" type="checkbox"/> Create a City Project Team. <input checked="" type="checkbox"/> Document Current Environment. <input checked="" type="checkbox"/> Research vendor offerings. <input checked="" type="checkbox"/> Develop Action Plan.					
Anticipated Benefits					
<input checked="" type="checkbox"/> Increased ability to provide e-Government services to citizens. <input checked="" type="checkbox"/> Increased ability to automate Community Development Department business processes. <input checked="" type="checkbox"/> Increased opportunities for mobile computer technologies.					
Potential Risks					
<input checked="" type="checkbox"/> Limitations in network and wireless connectivity may impede the use of some current marketplace application functionality. <input checked="" type="checkbox"/> Selecting a replacement application based on outdated business processes may limit the benefits from a current marketplace application from being realized.					



V – Server Infrastructure Improvements					
Initiative Description					
<p>The purpose of this initiative is to adjust the configuration of the City's servers and install a storage area network (SAN) as part of the infrastructure. The configuration of the servers should be in a cluster configuration to ensure redundancy and decrease the risk of downtime with a single point of failure. It is anticipated that this can be potentially be completed with the current network components and the addition of one or two servers with an appropriate amount of work effort from Sarpy County Information Systems.</p> <p>Multiple initiatives of this Plan will require increased levels of secure data storage. These include email archiving and a replacement financial management system. A SAN will provide the City the opportunity to increase current storage levels in a highly versatile way. In addition, a SAN can be installed that will allow room for growth in storage, limiting the number of times storage will need to be increased.</p>					
Initiative Source Information					
Functional Area:		Technical			
Priority Ranking:		18 of 24			
Related Strategic Issue(s)					
T13	<b>City servers are not configured in a redundant manner.</b> The City utilizes a VMWare ESXi server that is configured as a single host without redundancy. The lack of at least two hosts in a cluster configuration presents a risk that could result in significant downtime or data loss in the event of a hardware failure.				
T15	<b>The City lacks of a Storage Area Network.</b> Currently the City stores all data on a local disk. A Storage Area Network (SAN) provides simpler storage administration and adds flexibility. A SAN can also provide a more effective Disaster Recovery process with the ability to span multiple locations.				
Initiative Ranking					
City		BerryDunn			
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology	
 Medium	 High	 Medium	 Difficult	 Established	
Estimated Initiative Budget					
FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
-	-	\$40,000	-	-	\$40,000
Budget Description		The budget estimate for this initiative is for the cost of purchasing a storage area network (SAN) and up to two additional servers to provide full redundancy and high availability. This is planned to be purchased in the third year of the plan. Work effort related to installing the SAN and additional servers will be completed by Sarpy IS resources.			

V – Server Infrastructure Improvements	
<b>Lead</b>	IT Committee
<b>Action Items to Implement Initiative</b>	
<input checked="" type="checkbox"/> Adjust configuration of City's network to promote redundancy. <input checked="" type="checkbox"/> Research SAN technologies to determine the best fit for the City's environment and technical expertise in Sarpy IS resources. <input checked="" type="checkbox"/> Purchase and install the SAN. <input checked="" type="checkbox"/> Gradually transition the SAN into production for City-wide applications.	
<b>Anticipated Benefits</b>	
<input checked="" type="checkbox"/> Increased availability of network storage capacity. <input checked="" type="checkbox"/> Redundancy in the network design will reduce the risk of outages and data loss. <input checked="" type="checkbox"/> Increased security of critical data stored in the City.	
<b>Potential Risks</b>	
<input checked="" type="checkbox"/> Compatibility challenges may result without appropriate research of server infrastructure technologies.	

## Y – Meeting Room Technologies

### Initiative Description

The purpose of this initiative is to install technologies in meeting rooms in City Hall to facilitate presentations, teleconferences and web-conferencing. These capabilities are limited in the current environment in the City and in some meeting rooms the configuration of existing equipment could be improved.

It is recommended that the City plan the technologies it will use with a focus on design and technical standardization. Design standardization will be achieved by developing multiple specification levels based on the room layout and desired use. Technical standardization will be achieved by utilizing standard components within each design level.

BerryDunn has identified three initial design levels for the City to consider as meeting room technologies are initially implemented. These configurations include a large group and panel presentation room, a web-conference meeting room and a teleconference meeting room, with progressively decreasing technical capabilities. The configuration for the large group and panel presentation room will include podium connections and controls such that a presenter may plug in a laptop computer (or other device with a video output) to launch and run a presentation.

### Initiative Source Information






**Functional Area:** Technical

**Priority Ranking:** 19 of 24

### Related Strategic Issue(s)

**T14** **The technology infrastructure in place in the Council Chambers could be improved.** City employees reported that the current meeting presentation equipment in place in the Council Chambers is not optimally configured to support displaying presentation materials during council meetings and recording meetings, for example.






### Initiative Ranking

City		BerryDunn		
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology
 Medium	 Medium	 Medium	 Medium	 Established

### Estimated Initiative Budget

FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
-	-	\$20,000	-	-	\$20,000

Y – Meeting Room Technologies	
<b>Budget Description</b>	It is anticipated that three rooms will receive new or updated equipment. In City Hall, the Council Chambers will be installed with podium connections and controls, a projector, screen, two ceiling microphones and ten speakers for a total budget of approximately \$10,000. An additional conference room in City Hall will be configured with a projector, screen, one ceiling microphone and six speakers for a total budget of \$8,500. In the public works building, a conference room will be setup with a table-top conference phone for a budget of \$500. Funding has been allocated for two additional table-top conference phones to be placed at locations the City determines.
<b>Lead</b>	Public Buildings and Grounds
Action Items to Implement Initiative	
<input checked="" type="checkbox"/> Develop standardized design levels for multiple City meeting rooms. <input checked="" type="checkbox"/> Purchase and install meeting room technology components based on design levels. <input checked="" type="checkbox"/> Train users in how to use new meeting room technologies.	
Anticipated Benefits	
<input checked="" type="checkbox"/> Increased efficiencies with meeting facilitation tools. <input checked="" type="checkbox"/> Decreased time and expense for travel with the ability to host remote meetings. <input checked="" type="checkbox"/> Ability to record meetings for information backup and storage.	
Potential Risks	
<input checked="" type="checkbox"/> Limitations in the City's network may limit the ability to provide connectivity for phone and web conferencing.	

X – IT Facilities Controls					
Initiative Description					
<p>Improvements to the IT facilities in City Hall were planned as part of the Municipal Facilities Plan (MFP) completed in 2008. Similarly, it was identified that physical and environmental controls related to the server room in City Hall could be improved as part of this project. The purpose of this initiative is to install the necessary hardware and infrastructure improvements to put these controls in place.</p> <p>The MFP listed a budget estimate of \$9,000 - \$13,000 to improve the IT facilities in City Hall. That estimate is consistent with cost to implement specific controls identified as lacking during this project. These controls consist of a dedicated backup generator, a dedicated card access circuit and raised flooring. The benefits of these controls will be a decreased opportunity of electrical supply interruption, the ability to track specific access to the server room, and decreased risk of water damage to equipment in the event of a floor that compromises the server room.</p>					
Initiative Source Information					
Functional Area:		Technical			
Priority Ranking:		20 of 24			
Related Strategic Issue(s)					
T10	<b>The server room in City Hall does not have adequate physical and environmental controls.</b> It was observed that the server room located in City Hall does not have adequate environmental controls such as raised flooring and an HVAC system that is able to be powered by a generator in the event of a primary power loss. In addition, the server room does not have a card access system to monitor access by City employees.				
Initiative Ranking					
City		BerryDunn			
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology	
 High	 High	 Low	 Medium	 Established	
Estimated Initiative Budget					
FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
-	-	-	\$16,000	-	\$16,000
Budget Description		The cost estimate for this initiative is based upon the estimate developed in the Municipal Facilities Plan in 2008 with an adjustment made for an increase in materials and equipment costs.			
Lead		Public Buildings and Grounds			

<b>X – IT Facilities Controls</b>	
<b>Action Items to Implement Initiative</b>	
<input checked="" type="checkbox"/> Study published standards related to information technology security management <input checked="" type="checkbox"/> Analyze the current environment in the City related to IT facilities controls <input checked="" type="checkbox"/> Develop and action plan to implement necessary controls and develop necessary policies <input checked="" type="checkbox"/> Implement controls and develop policies	
<b>Anticipated Benefits</b>	
<input checked="" type="checkbox"/> Increased security to the City's IT facilities. <input checked="" type="checkbox"/> Tracking of access to IT facilities. <input checked="" type="checkbox"/> Reduced risk of outages or downtime due to environmental events.	
<b>Potential Risks</b>	
<input checked="" type="checkbox"/> Not regularly testing equipment put in place to control the IT facilities may cause malfunctions to not be discovered.	

## P – City Website and Expanded e-Government

### Initiative Description

The purpose of this strategic initiative is to update the City website and expand e-Government offerings. Citizens nationwide are increasingly demanding e-Government capabilities from their local governments. Similarly, City employees are spending an increasing amount of time answering requests that could be avoided with improvements to the website. La Vista will likely also see this increase in demand for e-Government capabilities.

As the City implements new and updated applications, opportunities to leverage e-Government offerings will increase. For example, as a result of strategic initiatives to conduct needs assessments related to Community Development and Recreation applications, new or updated applications may be put in place. Such applications typically include citizen self-service, either for permitting in the case of Community Development or program registrations in the case of Recreation.

Formalizing an e-Government strategy and plan will enable the City to communicate effectively with citizens and businesses regarding the plans for these services. Local governments often fail in this area by developing systems that the community is not ready for or willing to utilize. The City should develop a strategic plan document that describes their approach to e-Government services, fully describes services that are available today, and effectively communicates the value of potential future services to the community. Department Head input should always be considered.

Selecting, deploying, and managing e-Government services will require strong leadership, effective project plans, and comprehensive, up-to-date community needs assessments to determine the most pressing issues. As development progresses, the City will need to actively promote these services and educate constituents on the value they can derive from using those services.

As additional services are identified, it is important that the City follow a structured approach to e-Government implementation, based on the following factors:

- Value to constituents;
- Potential use;
- Increasing regulatory requirements;
- Cooperative effort opportunities;
- Savings to the City; and
- Cost to implement.

Once the desired services are selected, the City will need to carefully plan the implementation of each. Some will be easier to deploy than others, especially as web-based components of future applications expand. For example, a future Document Management System that is implemented in the City may offer the ability to easily post relevant documents on the website with searching functionality. Other services, such as online payment capabilities, will require significant policies and procedures to be developed.

### Initiative Source Information






**Functional Area:**

Applications

**Priority Ranking:**

21 of 24








P – City Website and Expanded e-Government					
Related Strategic Issue(s)					
A9	<b>e-Government capabilities offered by the City are limited.</b> It was reported that the City has limited e-Government capabilities available through current applications. There is a desire for the permitting and licensing processes to have an online component, for example.				
A13	<b>The City website could be upgraded.</b> It was reported that there is a desire from City departments to upgrade the City website to improve navigation through site pages and to increase functionality. Currently, navigation is through a series of drop-down menus that link and open pages without consistency throughout the site.				
Initiative Ranking					
City		BerryDunn			
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology	
 High	 Medium	 Medium	 Medium	 Leading Edge	
Estimated Initiative Budget					
FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
-	-	-	\$30,000	-	\$30,000
Budget Description		The budget estimate of \$30,000 for this initiative is for website design services and to purchase e-Government functionality within existing applications and to secure new capabilities the City determines would be beneficial. As an estimate in year four, the budget is largely a “bucket” that the City will need to determine how to allocate. As the current City website provider offers a range of e-Government functionality, it is recommended that this provider is first considered as these capabilities are expanded.			
Lead		Administration			
Action Items to Implement Initiative					
<input checked="" type="checkbox"/> Develop a website and e-Government strategy and plan. <input checked="" type="checkbox"/> Solicit requests for e-Government services from City employees and citizens. <input checked="" type="checkbox"/> Select services that are strategic for the City to offer. <input checked="" type="checkbox"/> Develop action plans for each selected service offering.					
Anticipated Benefits					
<input checked="" type="checkbox"/> Increase in the information and services provided to remote locations of the City. <input checked="" type="checkbox"/> Increased ability for City government to be responsive and accountable to its citizens. <input checked="" type="checkbox"/> Improved customer service to City citizens. <input checked="" type="checkbox"/> Decreased time spent answering citizen requests. <input checked="" type="checkbox"/> Increased level of well-informed, involved citizens. <input checked="" type="checkbox"/> Improved timeliness of payment for City fees.					






## P – City Website and Expanded e-Government

### Potential Risks






- ☑ Not maintaining current information on the City website related to e-Government services may increase calls to City departments and cause citizen frustration.
- ☑ E-Government offerings will require supporting documented policies and procedures to ensure effective citizen satisfaction and compliance with other City policies.

C – GIS Management Policies and Procedures					
Initiative Description					
<p>The purpose of this strategic initiative is to develop a GIS Management Policy that will document how GIS data is recorded, updated and used as the City plans to further leverage this technology. As additional applications are implemented in the City, opportunities to leverage GIS data will increase. The Plan should describe how the database that is shared by other localities will be leveraged by existing and new applications. The Plan should also identify City resource teams that will be involved with maintaining data at different levels. As part of this initiative, GIS data management responsibilities will continue to be held by resources within Sarpy County Information Systems.</p> <p>The policy documentation that is developed should include the following:</p> <ul style="list-style-type: none"><li>• Data disclaimed for public use of GIS data;</li><li>• Listing of City employees and their roles with managing and updating GIS data;</li><li>• Definition of a request for data and a project related to creating additional layers;</li><li>• Process for developing a layer for data entry by City resources; and</li><li>• Process for prioritizing and tracking requests for GIS data.</li></ul> <p>Upon the completion of the development of the policy, the final step will be to communicate it to those City users that it affects. In instances where business processes are modified, training may be necessary.</p>					
Initiative Source Information					
Functional Area:		Management and Operations			
Priority Ranking:		22 of 24			
Related Strategic Issue(s)					
M5	<b>The City does not have documented policies and procedures for the management of GIS data.</b> La Vista utilizes a shared GIS database with Sarpy County and neighboring localities, which is centrally managed by the County. It was reported that while the City has recently been effectively working with the County to input data into GIS layers, instances in the past of duplicate entry or data errors have existed. The process for how the County will configure layers for data input by the City is currently not documented which presents ongoing opportunities for data errors.				
Initiative Ranking					
City		BerryDunn			
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology	
 Medium	 Medium	 Medium	 Medium	 Bleeding Edge	
Estimated Initiative Budget					
FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
-	-	-	\$0	-	\$0

C – GIS Management Policies and Procedures	
<b>Budget Description</b>	There is no funding planned for this initiative as it will be completed by internal resources.
<b>Lead</b>	IT Committee
Action Items to Implement Initiative	
<input checked="" type="checkbox"/> Identify City resources to assist Sarpy County IS resources with the development of the policy <input checked="" type="checkbox"/> Research industry standards for GIS policy documentation <input checked="" type="checkbox"/> Communicate changes related to the implementation of the GIS policy	
Anticipated Benefits	
<input checked="" type="checkbox"/> Improved integrity of GIS data <input checked="" type="checkbox"/> Improved tracking and prioritization of GIS data requests <input checked="" type="checkbox"/> Increased integration and leverage of GIS data by City applications <input checked="" type="checkbox"/> Increased access to GIS data by the public	
Potential Risks	
<input checked="" type="checkbox"/> Not updated the policies and procedures will result in them being outdated and ineffective.	

AA – Building Security System					
Initiative Description					
<p>The purpose of this initiative is to install updated components in the building security system in place at City Hall. It has been recognized that there is a need to install updated components by the Buildings and Grounds Director. The Director has received cost quotes to install updated door controllers throughout City Hall as well as a new ADT panel.</p> <p>This initiative is planned for later years of the Strategic Technology Plan because there is an interest in the City to see if additional capabilities of this system could be leveraged in conjunction with other new applications that may be put in place. For example, there is an interest to determine if a time entry system could be put in place along with a building security system to potentially record employee time based on when they enter or exit the building. At a minimum, there is an interest to use the same cards to swipe for access and to swipe for time entry.</p>					
Initiative Source Information					
Functional Area:		Technical			
Priority Ranking:		23 of 24			
Related Strategic Issue(s)					
-		None			
Initiative Ranking					
City		BerryDunn			
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology	
 Medium	 Medium	 Low	 Easy	 Leading Edge	
Estimated Initiative Budget					
FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
<u>\$20,000</u> **	-	-	\$45,000	-	\$65,000
Budget Description		<p>The budget for this initiative is based on estimates for components that have been gathered by the Buildings and Grounds Director in the amount of \$45,000. The capital funding in the first year of the plan is to install security cameras. As it is anticipated that these cameras may be tied into the building security system, this capital project has been grouped with this Strategic Initiative.</p> <p>**Capital funding has been secured for the installation of security cameras in specific City locations. It is anticipated that these cameras may be integrated with the building security system if it is determined beneficial to the City.</p>			
Lead		Public Buildings and Grounds			

AA – Building Security System	
Action Items to Implement Initiative	
<ul style="list-style-type: none"> <li>☑ Negotiate specifications and contract with the vendor of choice.</li> <li>☑ Schedule and manage installation and transition to new technology.</li> <li>☑ Monitor vendor testing of new equipment and review results.</li> </ul>	
Anticipated Benefits	
<ul style="list-style-type: none"> <li>☑ Utilization of modern technologies will decrease time spent supporting and maintaining outdated components</li> <li>☑ Leveraging modern technologies will increase the City's ability to secure City buildings</li> <li>☑ Opportunities of integrating a current building security system with other applications the City may implement are greater than with outdated technologies.</li> </ul>	
Potential Risks	
<p>At this time no risks have yet been identified for this Strategic Initiative. As work effort towards this initiative begins, best practices related to managing schedule, scope and cost should be employed to mitigate risks.</p>	

Z – Library Security System					
Initiative Description					
<p>The purpose of this initiative is to replace the outdated materials security system in the Library. The system in place today to manage the security of books and materials is outdated to the point that it was reported that particular components are not available when they need to be replaced. This has required Library staff to source alternate solutions and presents the risk that components will not be available in the future.</p> <p>Library staff have completed research of a replacement system and have determined that the installation would be completed utilizing external resources. The desired replacement equipment is from 3M Library Systems and consists of hardware including a set of door podium corridors as well as three employee workstations. A replacement discount has been offered by 3M as they are the provider of the equipment in place in the Library today.</p> <p>In today’s environment the Library staff have determined that the technology offered by 3M is the most beneficial replacement. As this initiative is planned to occur in the fourth year of the plan, initial activities should include additional due diligence related to what products are available in this market place at that time. It is possible that new offerings may enter the marketplace and these should be considered to ensure the most beneficial technology in 2014-2015 is chosen. As the purchased technology will be a long-term solution in the Library, this research should include questions to the vendor about how long they plan to market their products and develop their product line in the future. Research should also involve contacting peer organizations that utilize the technology to understand their experiences and understand any lessons learned during the implementations at these other organizations.</p>					
Initiative Source Information					
Functional Area:		Technical			
Priority Ranking:		24 of 24			
Related Strategic Issue(s)					
-		None			
Initiative Ranking					
City		BerryDunn			
Strategic Issue Rank	Department Priority	Cost Benefit	Ease of Implementation	Maturity of Technology	
 Medium	 Medium	 Low	 Medium	 Leading Edge	
Estimated Initiative Budget					
FY2012	FY2013	FY2014	FY2015	FY2016	5-Yr Total Cost
-	-	-	\$50,000	-	\$50,000



Z – Library Security System	
<b>Budget Description</b>	The budget estimate for this initiative is based upon a quote provided by 3M Library Systems for a set of door podium corridors and three employee workstations. The cost of installation and the first year of service maintenance are also included in the \$50,000 budget.
<b>Lead</b>	Library
Action Items to Implement Initiative	
<input checked="" type="checkbox"/> Conduct market research to determine the replacement technology most beneficial to the Library. <input checked="" type="checkbox"/> Negotiate specifications and contract with the vendor of choice. <input checked="" type="checkbox"/> Schedule and manage the installation and transition to new technology. <input checked="" type="checkbox"/> Monitor vendor testing of new equipment and review results.	
Anticipated Benefits	
<input checked="" type="checkbox"/> Increased ability to service equipment with availability of parts and expertise from the vendor. <input checked="" type="checkbox"/> Increased assurance of security of Library materials by utilizing current technologies. <input checked="" type="checkbox"/> Decreased time spent by Library staff to research alternative solutions for replacing failed components of the current system.	
Potential Risks	
At this time no risks have yet been identified for this Strategic Initiative. As work effort towards this initiative begins, best practices related to managing schedule, scope and cost should be employed to mitigate risks.	

## 5.0 Implementing the Technology Plan

*This section of the Plan outlines the budget and timeline for the initiatives that make up this Strategic Technology Plan. This section also describes the process for governing the Strategic Technology Plan and ensuring that it is periodically updated.*

### 5.1 BUDGET AND TIMELINE

The previous Section 4.0 of the Strategic Technology Plan provided descriptions for each initiative and what each entails, identified which strategic issue(s) are addressed by the initiative, estimated budgets and timing for the initiative, identified action items to implement the initiative, and listed anticipated benefits and potential risks of the initiative.

The following table presents a summary of the budget and timeline estimates of the recommended initiatives that have been presented in this Strategic Technology Plan. The timeline provides a framework for budgeting project costs and for planning implementation timeframes over a five-year planning horizon. The timeframes and costs presented are estimates and will vary based on the City budget, competing technologies, the availability of support resources, and the specific technical approach used to undertake an initiative.

Each initiative in the budget and timeline matrix can be started and/or completed within a given fiscal year. Rather than attempting to determine exactly when a particular project would be undertaken, the table is intended to identify the fiscal year(s) in which a project should be initiated. If a fiscal year has a zero presented for the initiative cost, this signifies no budget amount is expected as existing internal resources will be utilized to complete the initiative. A dash symbol indicates that there are no planned activities for the initiative during the respective fiscal year.

Existing funding that has been planned for the five capital projects discussed in Section 4.2, Strategic Initiatives In Progress, are included in the following table. These amounts are marked with dual asterisks. While the work effort related to these projects has been planned separately from this Strategic Technology Plan, related funding levels are considered along with the Plan for a single view of the City's five-year technology investments.

Initiative Budget and Timeline Matrix (\$)							
Strategic Initiative		Year 1 FY2012	Year 2 FY2013	Year 3 FY2014	Year 4 FY2015	Year 5 FY2016	5 Year Total (incl CIP)
<b>Initiatives Starting in Year One</b>							
<b>S</b>	Network Study and Action Plan	15,000	<u>25,000**</u>	-	-	<u>49,000**</u>	<b>89,000</b>
<b>U</b>	Wireless Connectivity Within Buildings	7,000	-	-	-	-	<b>7,000</b>
<b>L</b>	Electronic Time Entry	100,000	100,000	-	-	-	<b>200,000</b>
<b>Q</b>	DMS Needs Assessment	10,000	<u>25,000**</u>	<u>50,000**</u>	0	0	<b>85,000</b>
<b>G</b>	Workstation Replacement Schedule	73,000	55,000	55,000	73,000	55,000	<b>311,000</b>
<b>I</b>	Disaster Recover Business Continuity	65,000	<u>50,000**</u>	<u>50,000**</u>	<u>50,000**</u>	<u>50,000**</u>	<b>265,000</b>
<b>E</b>	Technology Training	0	-	-	-	-	<b>0</b>
<b>T</b>	VoIP Phone System Configuration	1,000	-	-	-	-	<b>1,000</b>
<b>W</b>	Expanded Intranet Capabilities	0	-	-	-	-	<b>0</b>
<b>R</b>	Recreation Dept. Needs Assessment	0	-	-	-	-	<b>0</b>
<b>Initiatives Starting in Year Two</b>							
<b>M</b>	Expand Use of Work Order System	-	0	-	-	-	<b>0</b>
<b>O</b>	Expand Use of MS Outlook	-	0	-	-	-	<b>0</b>
<b>F</b>	New and Expanded IT Policies	-	0	-	-	-	<b>0</b>
<b>A</b>	IT Comm. Charter and Governance	-	0	-	-	-	<b>0</b>
<b>J</b>	Replace Financial Mgmt. System	-	115,000	<u>135,000**</u>	-	-	<b>250,000</b>
<b>B</b>	New and Expanded SLAs	-	0	-	-	-	<b>0</b>
<b>Initiatives Starting in Year Three</b>							
<b>N</b>	Community Dev. Needs Assessment	-	-	0	-	-	<b>0</b>
<b>V</b>	Server Infrastructure Improvements	-	-	40,000	-	-	<b>40,000</b>
<b>Y</b>	Meeting Room Technologies	-	-	20,000	-	-	<b>20,000</b>
<b>Initiatives Starting in Year Four</b>							
<b>X</b>	IT Facilities Controls	-	-	-	16,000	-	<b>16,000</b>
<b>P</b>	City Website Improvements and Expanded E-Government	-	-	-	30,000	-	<b>30,000</b>
<b>C</b>	GIS Management Policies	-	-	-	0	-	<b>0</b>
<b>AA</b>	Building Security System	<u>20,000**</u>	-	-	45,000	-	<b>65,000</b>
<b>Z</b>	Library Security System	-	-	-	50,000	-	<b>50,000</b>
		<b>FY2012</b>	<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>5 Year Total</b>
<b>Total Plan Initiatives Budget</b>		<b>221,000</b>	<b>270,000</b>	<b>115,000</b>	<b>214,000</b>	<b>55,000</b>	<b>875,000</b>
<b>Budgeted CIP Funding for Long-Term IT Projects</b>		50,000	50,000	50,000	50,000	-	200,000
<b>Total Current Capital Funding*</b>		120,000	150,000	285,000	100,000	99,000	754,000
<b>Total Initiatives and Projects Funding</b>		<b>341,000</b>	<b>420,000</b>	<b>400,000</b>	<b>314,000</b>	<b>154,000</b>	<b>1,629,000</b>

Table 13: Initiative Budget and Timeline Matrix

\*Line "Total Current Capital Funding" consists of the underlined, italicized amounts in the table as well as the amounts in line "Budget CIP Funding for Long-Term IT Projects."

## 5.2 FUNDING

The preceding sub-section contains the budget and timeline matrix that lays out the estimated funding levels for each strategic initiative over a five-year planning horizon. Funding for these initiatives and projects will be requested and allocated either through the City's regular budgeting process or through capital funding. As such, specific budget targets did not exist for each year. Of more importance was ensuring the most immediate needs were addressed related to infrastructure and technology management prior to the initiation of enterprise-wide projects. Efforts were also made to align strategic initiatives with the funding levels of planned capital projects and to achieve a downward trend of total funding in the later years of the planning horizon. The following figure depicts the five year budget levels including the total budget, Strategic Initiatives budget and current capital projects budget.

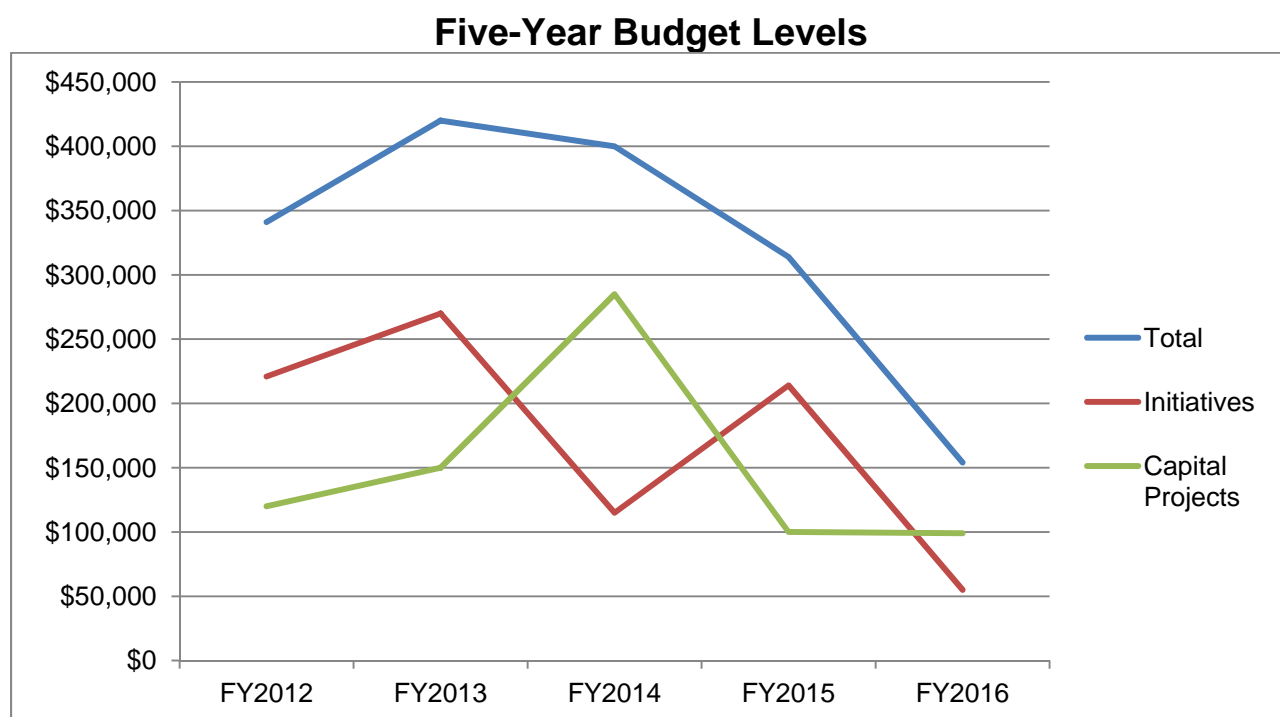
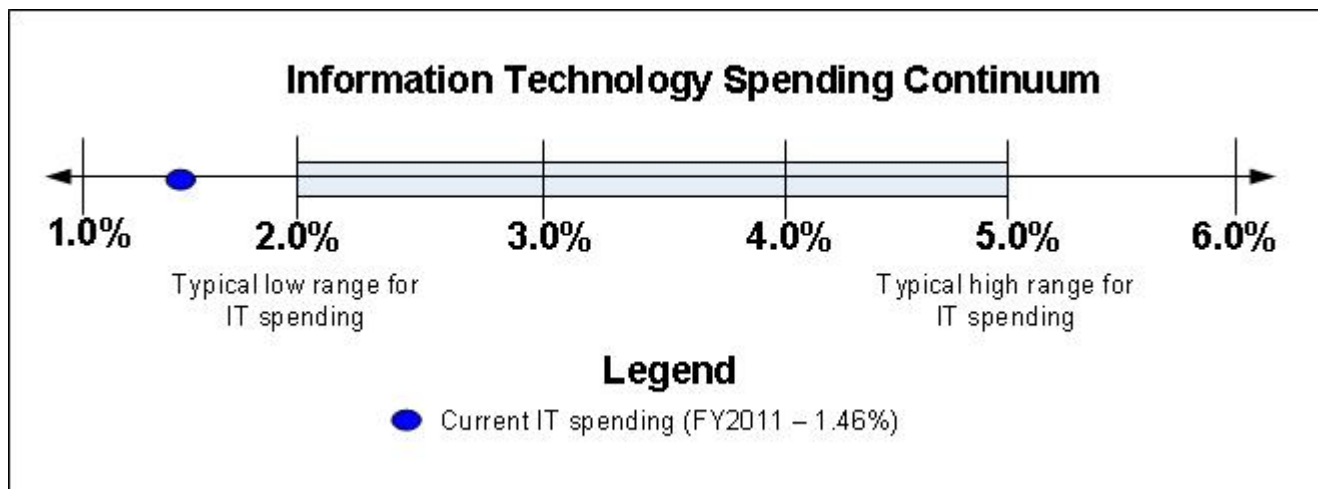


Figure 01: Five-Year Budget Levels

As the annual IT budget is developed, it is important that operational funding is secured to support those investments made in the previous year. Typically the necessary level of funding is 20% of the investment for software, and 10% of the investment for hardware. It is important to note that additional operational spending is only necessary for those initiatives that will not directly be replacing existing hardware or software. For example, Initiative G, *Workstation Replacement Schedule* will not result in new hardware other than tablets. Therefore operational funding will only need to be increased to support the additional tablets.

The ratio of IT spending to the total budget is a measure often used to measure the IT commitment of an organization. For governments similar to La Vista, this ratio can range from two to five percent. Based on La Vista's IT spending in FY2011, the ratio to the total City budget is approximately 1.46%. This is based on an operating budget for IT of \$124,000, IT capital projects of \$50,000 and a total City operating budget of \$11.9M in the FY2011 adopted budget.

The following figure depicts La Vista's current IT spending ratio to that of the range in similar organizations.



**Figure 02: IT Spending Continuum**

Although the City's IT spending in 2011 is below the typical range, there are some notable factors contributing to the ratio. Foremost is the City's intentional reduction in projects in light of this Strategic Technology Plan. The City recognized the advantages of holding IT projects such that they could be incorporated into the Strategic Technology Plan. This has prevented the instance of conflicting technologies and limited available resources to complete the projects that are within this Plan.

Although the range is reflective of IT spending in similar organizations, the vision of the organization determines where on the range their respective ratio will fall. In La Vista, the vision is to adopt more proven technologies instead of those considered to be "bleeding edge." Therefore, it is likely IT spending will remain in the lower end of the range for at least the next two strategic planning horizons (5-10 years). If the City's budget were to remain flat, it is expected that in FY2014 the IT ratio will be closer to 4.0%, taking into account the additional initiatives and projects as well as increases in operating funding. As spending declines in the later years of the five-year plan, as will the IT spending ratio, down to approximately 2.5%

### 5.3 STRATEGIC PLAN GOVERNANCE

The Strategic Technology Plan will greatly impact the operations of the City. Planning, selecting, deploying, and managing for improved systems and service delivery mechanisms will require strong leadership, clear strategic and tactical plans, and, where reasonable, comprehensive needs assessments to help identify the most important technology related City challenges.

Once new technologies are implemented, the City will need to actively communicate those services and their benefits to both internal and external stakeholders. For example, the City should not expect that new e-Government services will be widely used unless the services are effectively communicated, trained, and promoted.

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

- Active executive and management involvement and sponsorship will be critical to the successful adoption and continued support of the plan.
- Implementing a successful Strategic Technology Plan will require significant planning, increased capital investment, and human resources in order to successfully implement the Plan Initiatives.
- Project goals and objectives should be clearly communicated to stakeholders and progress should be proactively monitored.
- Business processes should be evaluated, and where necessary redesigned to take advantage of new technologies in order to meet the City's desired objectives.
- Many changes will be non-technical. Rather, they will be cultural shifts, process changes facilitated by change management and policy and procedure adjustments.
- Departments must work cooperatively and collaboratively to facilitate effective change that is in the best interest of the City.
- Technical support staff will be critical to the success of the Strategic Technology Plan's implementation. Internal stakeholders must be ready, willing, and able to use new technology and embrace effective change.

BerryDunn recommends that the IT Committee continues to be responsible with the following tasks identified below.

1. Reviewing progress on the projects in the plan on a monthly basis.
2. Meeting twice a year to lead the process to update the Strategic Technology Plan. These two meetings should accomplish the following:
  - a. The first update of the year should be to track the progress made against initiatives.
  - b. The second update during the year should focus on reassessing upcoming projects and re-prioritizing the order of projects for the upcoming fiscal year. While individual department input is important, the overall decision to reprioritize initiatives should be made by the IT Committee. As part of this update, the IT Committee should meet with Department Heads to obtain their input and communicate plans for the upcoming year.
3. It is anticipated that new projects will be identified throughout the year. Some of these projects may be the result of new State mandates or other unexpected events that create the need for an IT project. The IT Committee should be responsible for assessing new projects as they are identified and determine how they can be incorporated into the IT plan.

It will be important that Sarpy County Information Systems has an active and defined role in the 24 projects contained in the IT plan. This involvement will vary depending on the project. Although Sarpy IS is not planned to lead any initiative, they will work closely with the lead departments or groups identified for each Strategic Initiative in the following table.

Strategic Initiatives Leads		
ID	Strategic Initiative	Lead
<b>S&amp;H</b>	Network Study and Action Plan	IT Committee
<b>U</b>	Wireless Connectivity Within Buildings	IT Committee
<b>L</b>	Electronic Time Entry	Administration
<b>Q</b>	DMS Needs Assessment	Administration
<b>G</b>	Workstation Replacement Schedule	IT Committee
<b>I</b>	Disaster Recover Business Continuity	Administration

Strategic Initiatives Leads		
ID	Strategic Initiative	Lead
E	Technology Training	Administration
T	VoIP Phone System Configuration	Public Buildings and Grounds
W	Expanded Intranet Capabilities	Administration
R	Recreation Department Needs Assessment	Recreation Department
M	Expand Use of Work Order System	Public Buildings and Grounds
O	Expand Use of MS Outlook	IT Committee
F	Expanded IT Policies and Procedures	Administration
A	IT Committee Charter and Governance	IT Committee
J	Replace Financial Management System	Administration
B	Support Service Level Agreements	IT Committee
N	Community Development Needs Assessment	Community Development
V	Server Infrastructure Improvements	IT Committee
Y	Meeting Room Technologies	Public Buildings and Grounds
X	IT Facilities Controls	Public Buildings and Grounds
P	City Website Improvements and Expanded E-Government	Administration
C	GIS Management Policies	IT Committee
AA	Building Security System	Public Buildings and Grounds
Z	Library Security System	Library

**Table 14: Strategic Initiatives Leads**

One of the critical success factors for the implementation of the IT plan will be executive support for the projects in the plan. City Administration has committed to undertaking the projects in this plan and support will need to be provided to allocate the appropriate City resources, as well as ensuring that projects outside the scope of this plan in current and future years are thoroughly evaluated before adjusting the existing priorities of the projects in the plan.



## Appendix A: Prioritized List of Strategic Issues

*This appendix contains the List of Strategic Issues confirmed as a result of the Strategic Issue Work Session.*

List of Strategic Issues	
No.	Issue Description
<b>Management and Operations Issues</b>	
<b>M1</b>	<b>The City's IT Committee does not have a documented charter or governance process to formalize IT decision making.</b> The City has established an IT Committee with representation from each City department as well as Sarpy County. The Committee meets every other month; however there is not a documented process for how the Committee will make IT related decisions related to project prioritization, technology purchases and others.
<b>M2</b>	<b>A documented plan does not exist for how Sarpy County IT resources will be involved in City IT project management.</b> The City receives support from Sarpy County under an inter-local agreement that ensures daily technology support will be provided. County resources are also involved in the current level of ongoing projects in La Vista. The agreement does not describe how the City will receive project management and technical support from County resources on a larger scale, such as with the larger volume of projects resulting from the Strategic Planning Project.
<b>M3</b>	<b>The City does not follow a standard workstation replacement schedule.</b> It was reported that workstations are purchased based on available funding and users are not aware of upcoming replacements. In addition, when newer workstations are purchased they do not replace the older workstations in the City. Instead, heavy users receive the new equipment first, leaving occasional users with the oldest workstations. As the City implements newer applications enterprise-wide requiring increased workstation performance, these older workstations will be increasingly difficult and costly to maintain in order to meet the needs of City users.
<b>M4</b>	<b>The City Library is receiving limited support from the Metropolitan Community College.</b> La Vista public library's technology is supported by the Metropolitan Community College (MCC) as the two organizations share a building. The Library reported that they have been receiving declining support levels from MCC and have been increasingly relying on a single non-dedicated internal support resource. In addition, it was reported that MCC is no longer tracking the library's support requests through a support ticket application, causing further challenges with understanding the status and resolution of support requests.
<b>M5</b>	<b>The City does not have documented policies and procedures for the management of GIS data.</b> La Vista utilizes a shared GIS database with Sarpy County and neighboring localities, which is centrally managed by the County. It was reported that while the City has recently been effectively working with the County to input data into GIS layers, instances in the past of duplicate entry or data errors have existed. The process for how the County will configure layers for data input by the City is currently not documented which presents ongoing opportunities for data errors.

List of Strategic Issues	
No.	Issue Description
M6	<b>A City-wide social media policy is not in place.</b> It was reported that La Vista has begun to explore and utilize social media for providing information to citizens. A documented policy has been developed but not yet approved and put in place that will guide how information postings will be managed, and how citizens will be able to communicate with the City through these channels.
M7	<b>Cash is collected at Recreation locations where internal controls could be improved.</b> It was reported that the Recreation Department collects cash in multiple locations during activities, such as on the bus and at the pool. In the case of the pool, this can be in excess of \$300 in a day. Currently the cash is collected without the issuance of a receipt and is stored in a cash box until a daily deposit. The lack of a receipting system presents a potential risk of a loss of cash that is collected.
M8	<b>The City does not have an enterprise-wide Disaster Recovery and Business Continuity Plan.</b> While plans exist for particular components or applications in place, an enterprise-wide plan for the City as a whole does not exist. The lack of a plan means that the City may not be able to serve its users and restore basic business operations following a catastrophic event.
M9	<b>Technology training City-wide is limited.</b> Multiple end users reported a lack of availability of training as new applications are deployed. When training has been offered in the past, classes are off-site, fill quickly, and reportedly conflict with the schedules of some City staff.
M10	<b>Support channels for specialized, department-specific applications are not documented.</b> It was reported that in the case of specialized applications in use in a few departments, support provided by Sarpy County is not consistent. In instances where a specialized knowledgebase is needed to support these applications, a procedure for receiving this support from another source, such as the vendor, does not exist. This has resulted in an inefficient troubleshooting process by the County and cases of extended downtime.
M11	<b>The City does not have an enterprise-wide Security Policy.</b> It was reported that inconsistencies exist with the way computer security is managed as it relates to end-users. For example, a password policy does not exist to determine how password strengths will be defined, and how frequently passwords will be changed.
M12	<b>Help Desk response outside of regular business hours is not meeting the needs of some City departments.</b> It was reported that in some City departments, such as in Public Safety, support from Sarpy County during evenings and weekends could be improved. When there is a system outage, it may wait until the next morning, or the next business day. The inter-local Agreement between the City and County does not clearly describe this type of support.
Application Issues	
A1	<b>The financial management system in place in the City reportedly provides limited functionality to support City business process.</b> For example, limitations exist with human resources (HR) functionality, the capital budgeting process and miscellaneous billing functionality. In the case of HR, tracking capabilities for training, certifications, and FMLA do not exist. This has resulted in some HR files being stored at the department level. In addition, the system does not allow full remote access connectivity, workflow is not available and reporting is limited.

List of Strategic Issues	
No.	Issue Description
A3	<b>The City does not have an application for electronic time entry.</b> Due to a lack of a City-wide electronic time entry application, nearly all City departments use non-networked time clocks to record time. An exception is the Police Department where a MS Excel spreadsheet is used. The use of non-networked time clocks creates inefficiencies with payroll processing, including several manual activities.
A4	<b>The City is not utilizing standardized versions of Windows, Microsoft Office and other workstation applications.</b> It was reported that City workstations use various versions of Windows (2000, XP and 7), Microsoft Office (2003 and 2007), Internet Explorer (5-8) and Adobe Acrobat. This has created interoperability challenges, such as when sharing MS Word and Excel documents. Supporting different versions of these programs can make troubleshooting, PC management, and overall maintenance difficult and costly.
A5	<b>The Public Works Department does not utilize a Work Order and Asset Tracking application.</b> While it was reported that an application is planned to be implemented, currently a Work Order and Asset Tracking system is not utilized in Public Works. This has resulted in a large amount of paper documentation as well as MS Excel and MS Access tracking spreadsheets and databases. The Department is not utilizing the LandPort application used by other City departments.
A6	<b>The City is not utilizing an application to manage business licenses.</b> The management of business licenses is currently largely support by MS Access due to limitations in the BluePrince application used in Community Development. The lack of a tool to manage this process has created inefficiencies in the department, a need for a large amount of paper document storage and limited e-Government capabilities.
A7	<b>The Community Development Department is not utilizing mobile technologies for permitting and inspections.</b> It was reported that three Toughbook computers have been purchased but are currently not being used to their full capacity due to connectivity issues in the field. There is a desire in the Department to increase mobile data management capability, specifically with the rental inspection process.
A8	<b>The Recreation Department does not utilize a program management application.</b> While the Recreation Department is using MemberTrac to maintain a listing of the Department's customers, a centralized application to manage programs is not in place. As a result, planning for programs and accepting reservations and payments is all managed with a manual, paper-based process.
A9	<b>e-Government capabilities offered by the City are limited.</b> It was reported that the City has limited e-Government capabilities available through current applications. There is a desire for the permitting and licensing processes to have an online component, for example.
A10	<b>The City is not widely using an enterprise-wide calendar or meeting scheduling application.</b> It was reported that the absentee calendar currently in place in the City is not meeting the needs of the employees as it is not always current and only lists conflicts of when employees are out of the office for entire days. There is a desire from employees to have a system to view the individual, daily calendars of employees for the purpose of scheduling meetings.

List of Strategic Issues	
No.	Issue Description
A11	<b>The City-wide credit card acceptance policy can be expanded and updated.</b> A City-wide credit card policy exists as well as more detailed department-level procedures. Awareness of these procedures varied among City employees, and it was reported that there is a demand for expanded credit card acceptance as well as online payment acceptance in multiple departments.
A12	<b>The City does not have an enterprise-wide Document Management System.</b> City users reported that several processes are in place to scan and electronically store critical documents; however, these documents are not indexed or managed for efficient retrieval. In addition, many departments are storing a large amount of paper documents.
A13	<b>The City website could be upgraded.</b> It was reported that there is a desire from City departments to upgrade the City website to improve navigation through site pages and to increase functionality. Currently, navigation is through a series of drop-down menus that link and open pages without consistency throughout the site.
Technical Issues	
T1	<b>The configuration of the City phone system can be improved.</b> The City has implemented Voice over IP (VoIP) technology; however, it was reported that City employees do not have direct phone numbers. While the City does not wish to adopt a central automated switchboard, direct incoming dialing will improve efficiencies when reaching particular City employees. In addition, the City's phone system allows the ability to remotely retrieve voicemail messages through email. This capability is utilized by some employees but there is a demand for others to also have this capability.
T2	<b>The backup of critical City data could be improved.</b> It was reported that most City server back-ups are taken offsite twice a month by an external contracted company, however a limited number are stored in the server room at City Hall. This may limit the City's ability to recover from an event that compromises the server room.
T3	<b>Network connectivity at City buildings is inconsistent and does not deliver adequate performance.</b> City buildings connect via a wireless network connection to City Hall. It was reported that in all locations outside of City Hall, the network connection often fails or is too slow to conduct regular business processes.
T4	<b>A lack of network connectivity has limited the use of applications for Public Safety.</b> It was reported that the Police Department is currently not utilizing the State's e-ticketing application or entering data into the Records Management System (RMS) in the field due to a lack of connectivity. In the case of the RMS, officers instead first record the data on paper, creating additional manual processes.
T5	<b>The City is not archiving email.</b> The City is using MS Exchange 2010 which has built in capabilities related to email archiving; however, it is not being utilized. Not archiving City-wide email will likely create challenges in the event of a Freedom of Information Act (FOIA) request or if a system recovery is needed.
T6	<b>Wireless connectivity within City buildings is limited.</b> A public and private wireless network exists in City Hall/Community Center and the Fire Stations. Other City buildings either do not have a wireless network, or are only able to connect to the internet. This has been particularly problematic in the library, where there is a large demand from citizens for wireless

List of Strategic Issues	
No.	Issue Description
	connectivity.
T8	<b>The Library does not have the ability to connect to the City network for email, networked storage drives, and other applications.</b> Currently the Library uses an email system separate from that in use in the City. In addition, Library employees do not have access to City networked drives or applications. This has resulted in these employees needing to travel to City Hall to use some City resources, such as the finance management system.
T10	<b>The server room in City Hall does not have adequate physical and environmental controls.</b> It was observed that the server room located in City Hall does not have adequate environmental controls such as raised flooring and an HVAC system that is able to be powered by a generator in the event of a primary power loss. In addition, the server room does not have a card access system to monitor access by City employees.
T11	<b>The City's intranet is not fully developed or used by all employees.</b> It was reported that a project to implement a City intranet has begun, but is in initial stages of development. The lack of an operational City-wide intranet limits employees' ability to communicate and view documents and announcements in a centralized location.
T12	<b>The shared-use workstation in Public Works is not meeting the needs of users.</b> A single workstation has been set up in the Public Works break room to allow approximately 30 employees to check email and perform other infrequent tasks, such as employee evaluations. This workstation has become outdated and users reported that its location is not ideal as they have to stand up to use it. This has resulted in some employees needing to travel to other City locations to use a City workstation.
T13	<b>City servers are not configured in a redundant manner.</b> The City utilizes a VMWare ESXi server that is configured as a single host without redundancy. The lack of at least two hosts in a cluster configuration presents a risk that could result in significant downtime or data loss in the event of a hardware failure.
T14	<b>The technology infrastructure in place in the Council Chambers could be improved.</b> City employees reported that the current meeting presentation equipment in place in the Council Chambers is not optimally configured to support displaying presentation materials during council meetings and recording meetings, for example.
T15	<b>The City lacks of a Storage Area Network.</b> Currently the City stores all data on a local disk. A Storage Area Network (SAN) provides simpler storage administration and adds flexibility. A SAN can also provide a more effective Disaster Recovery process with the ability to span multiple locations.

## Appendix B: Project Participant List

*This appendix contains the list of participants in the project thus far.*

Project Participant List		
No.	Name	Department
1	Mary Alex	Administration
2	Michelle Alfano	Community Development
3	Pat Archibald	Buildings and Grounds
4	Brad Baber	Community Development
5	Mitch Beaumont	Administration – Community Relations
6	PJ Biodrowski	Sarpy County Information Systems
7	Austin Brake	Fire Department
8	Pam Buethe	Administration – City Clerk
9	Stacia Burt	Police Department
10	Tony Calandra	Sarpy County Information Systems
11	Jeff Calentine	Public Works
12	Rich Cartensen	Recreation
13	Ray Crane	Public Works
14	Denny Dinan	Recreation - Golf
15	Karen Fagin	Administration – Human Resources
16	Greg Goldman	Public Works
17	Mike Graham	Sarpy County Information Systems
18	Brenda Gunn	Administration
19	Eric Herbert	Sarpy County Information Systems
20	Emily Hipstier	Recreation
21	Angela Hultberg	Administration - Finance
22	Jean Hurst	Library
23	Tom Kacmarynski	Administration
24	David Karlson	Recreation
25	John Kottmann	Public Works
26	Bob Lausten	Police Department
27	Sheila Lindberg	Administration - Finance
28	Jodi Linhart	Library



Project Participant List		
No.	Name	Department
29	Cindy Norris	Public Works
30	Sharon Paulsen	Fire Department
31	John Prince	Sarpy County Information Systems
32	Rita Ramirez	Administration
33	Ron Sheehan	City Council
34	Jeff Siebels	Buildings and Grounds
35	Chris Solberg	Community Development
36	Joe Soucie	Public Works
37	Ryan South	Recreation
38	Bryan Stolley	Police Department
39	Scott Stopak	Recreation
40	Sue Tangeman	Recreation
41	James Thompson	Police Department
42	Rich Uhl	Fire Department
43	Mark Walters	Sarpy County Information Systems
44	Bryan Waugh	Police Department
45	Brad Wood	Police Department



**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
NOVEMBER 15, 2011 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
AMEND SECTION 11.05 OF MUNICIPAL CODE - WARD BOUNDARIES	RESOLUTION ♦ ORDINANCE RECEIVE/FILE	PAM BUETHE CITY CLERK

**SYNOPSIS**

A ward boundary map is being created and an ordinance prepared to amend Section 11.05 of the La Vista Municipal Code, bringing the legal description of the boundary lines for all wards of the City into compliance with the redistricting of wards after the 2010 Census.

**FISCAL IMPACT**

None.

**RECOMMENDATION**

Approval.

**BACKGROUND**

At their November 1, 2011 meeting, City Council approved the proposed ward boundary map created by city staff and directed staff to place this item on the agenda for approval at this meeting.

State Statute requires that the range of deviation between ward populations not exceed 10%, and that a municipality has 6 months following the approval of the Legislative boundaries to complete new ward boundaries.

The redistricting must be completed by November 26, 2011.

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

AN ORDINANCE OF THE CITY OF LA VISTA, SARPY COUNTY, NEBRASKA, TO AMEND THE LA VISTA MUNICIPAL CODE SECTION 11.05; TO REPEAL CONFLICTING ORDINANCES PREVIOUSLY ENACTED; TO PROVIDE FOR SEVERABILITY; AND TO PROVIDE FOR THE EFFECTIVE DATE HEREOF.

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

SECTION 1. Section 11.05 of the La Vista Municipal Code is amended to read as follows:

**§ 11.05 WARDS.**

- (1) Ward One: shall be comprised of the specific area depicted on the attached map as lying within Ward One. The depicted area lies between the boundaries described as follows:  
**North Boundary** - North corporate limits from Plum Dale Road to 74<sup>th</sup> Street.  
**East Boundary** - Beginning at the north corporate limits and 74<sup>th</sup> Street, 74<sup>th</sup> Street to Gertrude Street. Gertrude Street to 75<sup>th</sup> Avenue. 75<sup>th</sup> Avenue to Joseph Avenue. Joseph Avenue to 72<sup>nd</sup> Street. 72<sup>nd</sup> Street to Park View Boulevard.  
**South Boundary** - Beginning at 72<sup>nd</sup> Street and Park View Boulevard, Park View Boulevard to Gertrude Street. From Park View Boulevard and Gertrude Street, the boundary will follow Gertrude Street to the southern limits of 2010 census blocks 311530106145000, 311530106213001, and 311530106213002 where this commences at 85<sup>th</sup> Street. 85<sup>th</sup> Street to Birch Drive. Birch Drive to Park view Boulevard. Park View Boulevard to Valley View Drive. Valley View Drive to Plum Dale Road.  
**West Boundary** - Beginning at Valley View Drive and Plum Dale Road, Plum Dale Road to north corporate limits.
- (2) Ward Two: shall be comprised of the specific area depicted on the attached map as lying within Ward Two. The depicted area lies between the boundaries described as follows:  
**North Boundary** - North corporate limits from 74<sup>th</sup> Street to northeast corner of 2010 census block 311530106151005.  
**East Boundary** - East corporate limits from northeast corner of 2010 census block 311530106151005 to south corporate limits at 66<sup>th</sup> Street and Giles Road.  
**South Boundary** - South corporate limits from 66<sup>th</sup> Street to Edgewood Boulevard.  
**West Boundary** - Beginning at southern corporate limits and Edgewood Boulevard, Edgewood Boulevard to Park View Boulevard. Park View Boulevard to 72<sup>nd</sup> Street. 72<sup>nd</sup> Street to Joseph Avenue. Joseph Avenue to 75<sup>th</sup> Avenue. 75<sup>th</sup> Avenue to Gertrude Street. Gertrude Street to 74<sup>th</sup> Street. 74<sup>th</sup> Street to north corporate limits.
- (3) Ward Three: shall be comprised of the specific area depicted on the attached map as lying within Ward Three. The depicted area lies between the boundaries described as follows:  
**North Boundary** - North corporate limits from 96<sup>th</sup> Street to Plum Dale Road. Plum Dale Road to Valley View Drive. Valley View Drive to Park View Boulevard. Park View Boulevard to Birch Drive. Birch Drive to 85<sup>th</sup> Street. The boundary will follow 85<sup>th</sup> Street to the southern limits of 2010 census blocks 311530106145000, 311530106213001, and 311530106213002 where this commences at Gertrude Street. Gertrude Street to Park View Boulevard.  
**East Boundary** - Beginning at Gertrude Street and Park View Boulevard, Park View Boulevard to Edgewood Boulevard. Edgewood Boulevard to south corporate limits.  
**South Boundary** - south corporate limits from Edgewood Boulevard to 94<sup>th</sup> Street.  
**West Boundary** - Beginning at south corporate limits and 94<sup>th</sup> Street, 94<sup>th</sup> Street to Brentwood Drive. Brentwood Drive to Chinawood Drive. Chinawood Drive to Bayberry Road. Bayberry Road to Granville Parkway. Granville Parkway to Elm Drive. Elm Drive to Park View Boulevard. Park View Boulevard to 95<sup>th</sup> Street. 95<sup>th</sup> Street to Granville Parkway. Granville Parkway to west corporate limits at 96<sup>th</sup> Street. West corporate limits from Granville Parkway to Harrison Street.
- (4) Ward Four: shall be comprised of the specific area depicted on the attached map as lying within Ward Four. The depicted area lies between the boundaries described as follows:  
**North Boundary** - North corporate limits from Giles Road and Harrison Street to 96<sup>th</sup> Street and Granville Parkway. Granville Parkway to 95<sup>th</sup> Street. 95<sup>th</sup> Street to Park View Boulevard. Park View Boulevard to Elm Drive. Elm Drive to Granville Parkway. Granville Parkway to Bayberry Road

**East Boundary** - Beginning at Granville Parkway and Bayberry Road, Bayberry Road to Chinawood Avenue. Chinawood Avenue to Brentwood Drive.

**South boundary** - Beginning at Chinawood Avenue and Brentwood Drive, Brentwood Drive to 94<sup>th</sup> Street. 94<sup>th</sup> Street to south corporate limits. South corporate limits from 94<sup>th</sup> Street to I-80 and approximately West Giles Road excluding land areas bounded by corporate limits but not within the city.

**West Boundary** – West corporate limits from approximately West Giles Road and I-80 to Giles Road and Harrison.

SECTION 2. Repeal of Conflicting Ordinances. All ordinances and parts of ordinances as previously enacted that are in conflict with this Ordinance or any part hereof are hereby repealed.

SECTION 3. Severability. If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such unconstitutionality or invalidity shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Mayor and City Council of the City of La Vista hereby declare that it would have passed this Ordinance and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

SECTION 4. Effective Date. This Ordinance shall be in full force and effect from and after passage, approval and publication in pamphlet form as provided by law.

PASSED AND APPROVED THIS 15TH DAY OF NOVEMBER 2011.

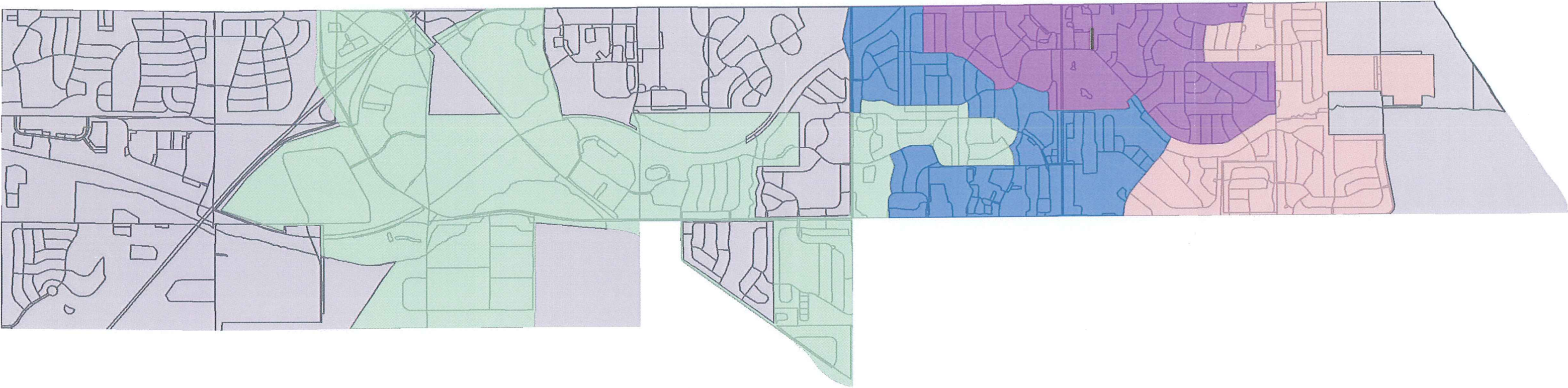
CITY OF LA VISTA

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

ATTEST:

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

# City of La Vista Ward Map



## Legend

- 2010 Census Blocks
- Current Planning Jurisdiction
- Ward Number**
  - 1
  - 2
  - 3
  - 4

November 1, 2011



**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
NOVEMBER 15, 2011 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
MASTER FEE SCHEDULE	RESOLUTION ◆ ORDINANCE RECEIVE/FILE	SHEILA A. LINDBERG FINANCE DIRECTOR

**SYNOPSIS**

A ordinance to amend the Master Fee Ordinance has been prepared to reflect the addition of a Recreation Fee for a Membership Card - \$25 month.

**FISCAL IMPACT**

No change in revenue is expected.

**RECOMMENDATION**

Approval.

**BACKGROUND**

Currently to use the Community Center residents of La Vista have to pay a daily usage fee of \$3 to use the gym, fitness room and racquetball/walleyball courts. If a person were to come to the Community Center just 3 times per week in a month they would be paying \$36 per month. That is comparable to several of the local health clubs that also offer unlimited classes and a swimming pool. To be competitive with these businesses we want to offer a \$25 per month membership for residents.

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

AN ORDINANCE TO AMEND ORDINANCE NO. 44271153, AN ORDINANCE TO ESTABLISH THE AMOUNT OF CERTAIN FEES AND TAXES CHARGED BY THE CITY OF LA VISTA FOR VARIOUS SERVICES INCLUDING BUT NOT LIMITED TO BUILDING AND USE, ZONING, OCCUPATION, PUBLIC RECORDS, ALARMS, EMERGENCY SERVICES, RECREATION, LIBRARY, AND PET LICENSING; SEWER AND DRAINAGE SYSTEMS AND FACILITIES OF THE CITY FOR RESIDENTIAL USERS AND COMMERCIAL USERS (INCLUDING INDUSTRIAL USERS) OF THE CITY OF LA VISTA AND TO GRANDFATHER EXISTING STRUCTURES AND TO PROVIDE FOR TRACT PRECONNECTION PAYMENTS AND CREDITS; REGULATING THE MUNICIPAL SEWER DEPARTMENT AND RATES OF SEWER SERVICE CHARGES; TO PROVIDE FOR SEVERABILITY; AND TO PROVIDE THE EFFECTIVE DATE HEREOF.

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

Section 1. General Fee Schedule. The fees and taxes charged by the City of La Vista for various services and occupations shall be, and the same hereby are, fixed in accordance with the following schedule, no modifier shall be used, and such fees and taxes charged shall be in accordance with such rules as the City Council may establish:

**BUILDING & USE FEES**

Building Permit General schedule	\$30 Base fee + see building fee
Commercial/Industrial schedule	\$30 Base fee + see building fee
Plan Review Fee Commercial (non-refundable)	\$100 or 10% of building permit fee (whichever is greater)
Design Review (non-refundable)	\$1,000 Bldgs 24,999 sq. ft. or less (min. fee) (or Actual Fee Incurred) \$2,000 Bldgs 25,000 – 49,999 sq. ft (min. fee) \$3,000 Bldgs 50,000 -100,000+ sq.ft. (min. fee) \$4,000 Bldgs 100,000 + sq.ft (min. fee)
Replacement Plan Review Fee Engineer's Review	\$100 + Request for records fees \$500
Rental Inspection Program License Fees:	
Multi-family Dwellings	\$6.00 per unit
Single-family Dwellings	\$50.00 per property
Duplex Dwellings	\$50.00 per unit
Additional Administrative Processing Fee (late fee)	\$100.00
Inspection Fees:	
Primary Inspection	No charge
Class B Property Inspection (after primary inspection):	
Violation corrected	No charge
Violation not corrected	See Re-inspection Fee below
Re-inspection Fee (no show or follow up inspection)	See Re-inspection Fee below
Re-inspection Fee	\$50
Penalty Fee	3x Regular permit fee
Refund Policy	75% will be refunded when the project is cancelled or not complete within one year. No refund will be given after one year. (Sewer Hook-up Fee is 100% refunded)
Certificate of Occupancy	\$ 50
Temporary Certificate of Occupancy	\$750
Pre-occupancy fee (Occupancy without C.O.)	\$750
Temporary Use Permit	\$ 50 plus \$10/day

Amended Master Fee Schedule 11.12 Fiscal Year

(includes tents, greenhouses, event structures)	
Sign Permit	\$150/sign
Identification Sign, Incidental Sign	\$75/sign
Master Sign Plan (more than 1 sign)	\$250
Common Sign Plan	\$250
Temporary Sign Permit:	
Non-profit or tax exempt organization	\$0
All other temporary signs	\$ 30/year
Tower Development Permit	\$1000
Co-locates – Towers	\$100
Tarp Permit(valid for 6 months)	\$ 30
Solar Panel Permit	\$ 30
Satellite Dish Permit	\$ 30
Wading/Swimming Pools at residence	\$ 30
Dedicated Electrical circuit for pumps	\$ 30
Mechanical Permits	\$30 Base fee + 5%
Plumbing Permits	\$30 Base fee + 5%
Sewer Repair Permit	\$30
Backflow protector permit	\$ 30 (\$22 permit & \$8 backflow)
Underground Sprinklers	\$ 30 (\$22 issue fee & \$8 fixture)
Electrical Permits	\$30 Base Fee + 5%
City Professional License	
(Plumbers; Mech. Contractors)	\$ 15 and a \$1,000,000 Liability, and a \$500,000 bodily injury insurance Certificate per each occurrence Also a \$5,000 Bond is required, naming the City as the recipient.
Demolition of building	\$250 plus Insurance Certificate
Moving Permit (buildings 120 square feet or greater)	\$250 plus Insurance Certificate
Sheds and Fences	\$ 30.00
Sidewalks	\$ 30.00
Driveway Replacement	\$ 30.00
Driveway Approach w/o curb cut or grinding	\$ 30.00
With curb requiring cut plus the 4' apron on each side)	
Contractor (Contractor performs curb cut or grind)	\$ 30.00 plus \$1.00/ft.
City Charge (if City performs curb cuts)	\$50 + \$5/ft (\$40 set up fee; \$10 permit fee)
City charge (if City performs curb grinds)	\$50 + \$6/ft (\$40 set up fee; \$10 permit fee)
Appeal Fee Regarding Issuance or Denial of Curb Cut/Driveway	
Approach Construction Permit	\$250
Street Paving, Surfacing, Resurfacing, Repairing, Sealing or Resealing Permit	\$ 30.00/Yearly
Appeal Fee Regarding Issuance or Denial of Street Paving, Resurfacing, etc. Permit	\$250

**GRADING PERMIT FEES**

5 acres or less	\$ 500
More than 5 acres	\$1,000

**ZONING FEES**

Comprehensive Plan Amendment	\$500
Zoning Map Amendment (rezoning)	\$500
Zoning Text Amendment	\$500
Zoning Verification Letter	\$50
Subdivision Text Amendment	\$500
Conditional Use Permit (1 acre or less)	\$300
Conditional Use Permit (more than 1 acre)	\$500
Conditional Use Permit Amendment	\$200
Flood Plain Development Permit	\$500



Administrative Plat – Lot Split, Lot Consolidation or Boundary Adjustment	\$750+ additional fee of \$250 for review of revised drawings
Preliminary Platting	\$1,000 +additional fee of \$250 for review of revised drawings
Final Platting	\$1000+additional fee of \$250 for review of revised drawings
Revised Preliminary Plat	\$500+additional fee of \$250 for review of revised drawings
Replat	\$1500 +additional fee of \$250 for review of revised drawings
Preliminary P.U.D. (includes rezoning fee)	\$1000 +additional fee of \$250 for review of revised drawings
Final P.U.D.	\$500+additional fee of \$250 for review of revised drawings
Vacation of Plat and Right of Way Vacation	\$150
Variance, Appeals, Map Interpretation (B.O.A.)	\$250
Watershed Fees – the following fees apply to only new developments or significant redevelopments as specified in a subdivision agreement: (fees are remitted to Papillion Creek Watershed Partnership)	
Single Family Residential Development (up to 4-plex)	\$750 per dwelling unit
High-Density Multi-Family Residential Development	\$3,300 per gross acre*
Commercial/Industrial Development	\$4,000 per gross acre*
	*Computed to the nearest .01 acre.

**OCCUPATION TAXES**

Class A Liquor License Holder	\$200
Class B Liquor License Holder	\$200
Class C Liquor License Holder	\$600
Class D Liquor License Holder	\$400
Class I Liquor License Holder	\$500
Class W Wholesale Beer License Holder	\$500
Class X Wholesale Liquor License Holder	\$1000
Class Y Farm Winery License Holder	\$500
Class AB Liquor License Holder	\$400
Class AD Liquor License Holder	\$600
Class ADK Liquor License Holder	\$600
Class AK Liquor License Holder	\$200
Class ABK Liquor License Holder	\$400
Class BK Liquor License Holder	\$200
Class CK Liquor License Holder	\$600
Class DK Liquor License Holder	\$400
Class IB Liquor License Holder	\$700
Class IBK Liquor License Holder	\$700
Class ID Liquor License Holder	\$900
Class IDK Liquor License Holder	\$900
Class IK Liquor License Holder	\$500
Special Designated Permit – Liquor Control	\$ 50/day except non-profits
Transfer of Liquor License from One Location to Another	\$ 25
(These fees are in addition to the State Fee Requirement)	
Amusement Concessions (i.e. Carnivals)	\$ 10/concession/day
(This would include any vendors set up for special functions at the La Vista Sports Complex)	
Auto dealers - new and used - \$250 plus \$.01 per sq. ft. of inside area, and \$.005 per sq. ft. of outside area used for display, sales or storage.	
Auto repair	\$100
Banks, small loan and finance companies	\$250 plus \$75/each detached facility.
Barber shops, beauty salons, tanning & nail salons	\$ 75 plus \$10 per operator over one.
Bowling Alleys or Billiard/Pool Halls	\$ 50/year + \$10/table or alley (Additional fee for Restaurant or Bar if applicable)
Car washes	\$100 (includes all vacuum & supply vending machines)
Circus, Menagerie or Stage Show	\$ 50/day
Collecting agents, detective agents or agencies and bail bondsmen	\$ 75

Amended Master Fee Schedule 11.12 Fiscal Year

Construction/Tradesmen	\$ 75 and a \$1,000,000 Liability, \$500,000 bodily injury insurance certificate
Convenience stores	\$ 75
Convenience store with car wash machines)	\$120 (Includes all vacuum & supply vending machines)
Dry cleaning or laundry and tailoring	\$ 50
Funeral homes	\$150
Gaming Device Distributors	5% of gross receipts (non-profits exempt)
Games of Chance/Lotteries	5% of gross receipts (non-profits exempt)
Games of Chance/Lottery License Fee	\$ 50/1st location - \$10/ea additional
Gas Companies	5% of gross receipts
Hawkers/Peddlers	\$ 75/day or \$500/year
Home Occupations (not specified elsewhere)	
Home Occupation Permit Application Fee	\$30
Home Occupation 1 and Child Care Home	\$50
Home Occupation Conditional Use Permit – see Zoning Fees	

Hotels/motels – Any hotel or motel in the City shall pay to the City monthly an Occupation Tax equal to 5% of gross receipts from room rentals. Any shops and/or restaurants, which are part of, associated with, or located in or with a hotel or motel facility will be considered a separate business and taxed in accordance with the provisions of this Ordinance and the applicable classifications(s) of the shop and/or restaurant hereunder. The Occupation Taxes with Respect to any banquet and/or ballroom facilities of, or associated with, or located in or with, any such hotel or motel shall be determined in accordance with the square footage schedule above, based on the actual square footage of said facilities.

Movie theatres	\$150/complex and \$75/viewing room
Music, Vending, & Pinball Machines	\$ 20/year/machine +Service Provider Fee of &75.00 for business outside the City that provides machines for local businesses
Nurseries, greenhouses, landscaping businesses, and tree trimmers	\$ 75
Nursing homes, assisted living, hospitals and retirement homes	\$ 5 per bed
Pawnbrokers	\$ 1.00/pawnbroker transaction evidenced by a pawnbroker card or ledger entry per Neb. Rev. Stat. Section 69-204. Minimum of \$30/year

Professional services - engineers, architects, physicians, dentists, chiropractors, osteopaths, accountants, photographers, auctioneers, veterinarians, attorneys, real estate offices and insurance agents or brokers - \$75 plus \$10 per agent or professional over one (1)  
Recreation businesses - indoor and outdoor \$100

Restaurants, Bars, and drive-in eating establishments\$ 50 (5 employees or less)  
\$100 (more than 5 employees)

Retail, Manufacturing, Wholesale, Warehousing and Other - Any person or entity engaged primarily in a manufacturing, wholesale, and/or warehousing business shall pay an Occupation Tax based on the schedule below and the actual interior or enclosed square footage of facilities in the City used by said person or entity in the conduct of such business; and any person or entity engaged in a business of making retail sales of groceries, clothing, hardware, notions, furniture, home furnishings, services, paint, drugs, or recreational equipment, and any other person or entity engaged in a business for which an Occupation Tax is not specifically provided elsewhere in this Ordinance, shall pay an Occupation Tax based on the schedule below and actual interior or enclosed square footage of facilities in the City used by said person or entity in the conduct of such business; provided, however, that persons or entities that use a basement or one or more additional floors in addition to the main floor (the main floor being the floor with the greatest total square footage) in the conduct of one or more specified businesses of sales at retail shall determine square footage for purposes of the Occupation Tax imposed hereunder based on the square footage of the entire main floor plus one-half (1/2) of the square footage of all such basement and additional floors.

0	999 sq. ft.	\$ 50
1,000	2,999 sq. ft.	\$ 65
3,000	4,999 sq. ft.	\$ 80
5,000	7,999 sq. ft.	\$ 120
8,000	9,999 sq. ft.	\$ 150
10,000	14,999 sq. ft.	\$ 200
15,000	24,999 sq. ft.	\$ 225

Amended Master Fee Schedule 11.12 Fiscal Year |

25,000	39,999 sq. ft	\$ 300
40,000	59,999 sq. ft.	\$ 400
60,000	99,999 sq. ft.	\$ 500
100,000	and greater	\$ 750
Schools - trade schools, dance schools, music schools, nursery school or any type of school operated for profit		\$ 50
Service providers, such as persons, firms partnerships or corporations delivering any product, good or service whatsoever in nature within the City		\$ 75
Service stations selling oils, supplies, accessories for service at retail		\$ 75 + \$25.00 for attached car wash
Telephone Companies (includes land lines, wireless, cellular, and mobile)		5% of gross receipts
Telephone Surcharge - 911		\$1.00 per line per month
Tobacco License		\$ 15 (based on State Statute)
Tow Truck Companies		\$ 75
Late Fee (Up to 60 days)		\$ 35
Late Fee ( 60-90 days)		\$ 75
Late Fee ( over 90 days)		Double Occupation tax or \$100, whichever is greater
<b><u>OTHER FEES</u></b>		
<b>Barricades</b>		
Deposit Fee(returnable)		\$ 60/barricade
Block Parties/Special Event		\$ 5/barricade per day
Construction Use		\$30 ea. (7 days maximum)
Blasting Permit		\$1,000
Cat License Fee (per cat – limit 2)		\$ 5 each if spayed/neutered
		\$ 15 each if not spayed/neutered
		\$ 10 each (delinquent) if spayed/neutered
		\$ 30 each (delinquent) if not spayed/neutered
Dog License Fee (per dog – limit 2)		\$ 5 each if spayed/neutered
		\$ 15 each if not spayed/neutered
		\$ 10 each (delinquent) if spayed/neutered
		\$ 30 each (delinquent) if not spayed neutered
Dog/Cat License Handling Fee (in addition to above fees)		\$ 5
Dog or Cat License Replacement if Lost		\$ 1
Dog or Cat Capture and Confinement Fee		\$ 10 + Boarding Costs
Election Filing Fee		1% of Annual Position Salary
Fireworks Sales Permit (Non-Profits)		\$2,500
Handicap Parking Permit Application Fee		\$ Currently Not Charging Per State
Natural Gas Franchisee Rate Filing Fee		Per Agreement
(For rate changes not associated w/the cost of purchased gas.)		
Open Burning Permit		\$ 10
<b>Parking Ticket Fees</b>		
If paid within 7 days of violation date		\$ 20 (\$5 + \$15 admin fee)
If paid after 7 days of violation date but within 30 days		\$ 25 (\$10 + \$15 admin fee)
If paid after 30 days of violation date		\$ 35 (\$20 + \$15 admin fee)
<b>Pawnbroker Permit Fees:</b>		
Initial		\$ 150
Annual Renewal		\$ 100
Pet Store License		\$ 50 (In addition to Occ. License)
Police Officer Application Fee		\$ 20
Public Assembly Permit (requires application and approval)		\$ 00
Returned Check Fee (NSF)		\$ 35

Amended Master Fee Schedule 11.12 Fiscal Year

Storage of Explosive Materials Permit	\$ 100
Towing/Impound Fee	\$ 30
Trash Hauling Permit	\$ 25/yr/truck + \$25,000 Performance Bond

**PUBLIC RECORDS**

Request for Records	\$15.00/Half Hour + Copy Costs* (May be subject to deposit)
Audio Tapes	\$5.00 per tape
Video Tapes or CD/DVD	\$10.00 per tape/CD
*Copy costs shall be established by the Finance Director	
Unified Development Ordinance	\$100
Comprehensive Plan	\$ 50
Zoning Map	\$10 12"x36"
	\$30 36"x120"
Zoning Ordinance w/Map	\$ 30
Subdivision Regulations	\$ 30
Future Land Use Map	\$10 12"x36"
	\$30 36"x120"
Ward Map	\$ 2
Fire Report	\$ 5
Police Report	\$ 5
Police Photos (5x7)	\$ 5/ea. for 1-15
	\$ 3/ea. for additional
Police Photos (8x10)	\$ 10/ea. for 1-15
	\$ 5/ea. for additional
Police Photos (Digital)	\$ 10/ea. CD
Criminal history	\$ 10

**FALSE AND NUISANCE ALARMS**

Registration Fee for Alarm System (not to include single family or duplexes)	\$25
Renewal Fee for Alarm System (not to include single family or duplexes)	\$25
Late Registration Charge	\$35

False Alarm Fee for any false alarm generated by the registrant's alarm system, a fee in accordance with the following schedule (from 1 January through 31 December of each year) shall be charged:

Number of False/Nuisance Alarms	False/Nuisance Alarm Charge
1	No Charge
2	No Charge
3	\$100.00
4 or more	\$250.00

False Alarm Fee for Alarm Systems without Registration - \$250 per alarm after 1<sup>st</sup> alarm (not to include single family or duplexes)

**RESPONSE TO LARGE HAZARDOUS MATERIALS INCIDENTS**

A Dispatch and mobilization charge of \$300 + mileage shall be charged for response to any incident where no action is taken. If services are provided, the following rates shall apply:

Response Vehicles: One-hour minimum charge. All charges will be made to the closest ¼ hour. Mileage will be charged at \$8.00 per mile per vehicle.

Pumper/Tanker Truck	\$500/hour
Weed Truck	\$150/hour
Aerial Ladder Truck	\$750/hour
Utility Vehicle	\$200
Command Vehicle	\$100

Equipment Charges:

Jaws of Life	\$250
Power Saw	\$75
Hydraulic jack/chisels	\$75
Cribbing Blocks	\$10
Winches	\$10
Air Bags	\$50
High Lift Jack	\$20

Supplies: The actual City cost of the supplies plus 25% shall be charged for all supplies including but not limited to safety flares, Class A foam, Class B foam, absorbent pads, absorbent material, salvage covers, and floor dry.

#### **RESCUE SQUAD FEES**

BLS Non Emergency Base	\$430
BLS Emergency Base	\$575
ALS Non Emergency Base	\$685
ALS Emergency Level I	\$715
ALS Emergency Level 2	\$760
Specialty Care (Interfacility)	\$650
Mileage Rural	\$ 14
Rescue Squad Response (without transport)	\$150

#### **LIBRARY FEES**

Membership (Non-Resident Family)	6 month	\$ 30
	1 year	\$ 55
Fax		\$1.00 up to 5 pages
Fines		
Books		\$ .05/day
Audio Books		\$ 1.00/day
Videos/DVDs/CDs		\$ 1.00/day
Damaged & Lost		
Books		\$ 5 processing fee + actual cost
Videos /DVDs/CDs		\$ 5 processing fee + actual cost
Copies		\$ .10
Inter-Library Loan		\$3.00/transaction
Lamination – 18" Machine		\$1.00 per foot
Lamination – 40" Machine		\$5.00 per foot
Computer Lab Guest		\$5.00/session

#### **RECREATION FEES**

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

	<u>Resident</u>	<u>Non-Resident</u>	<u>Business</u>
<u>Groups</u>			
Facility Rental			
Gym (1/2 Gym)	\$ 35/Hour	\$ 70/Hour	\$ 70/Hour
Gym/Stage (Rental)	\$400/Day	\$800/Day	\$800/Day
Gym/Stage (Deposit)	\$200	\$400	\$400
Game Room	\$ 20/Hour	\$ 40/Hour	\$ 40/Hour
Meeting Rooms (Rental)	\$ 10/Hour/Room	\$ 20/Hour/Room	\$ 25/Hour
Meeting Rooms (Deposit)	\$ 50/Room	\$ 50/Room	\$ 50/Room
Kitchen (Rental)	\$ 15/Hour	\$ 25/Hour	\$ 30/Hour
Kitchen (Deposit)	\$ 50/Room	\$ 50/Room	\$ 50/Room
Racquetball Court	\$ 6/Hour	\$ 12/Hour	\$ 12/Hour
Facility Usage			
Daily Visit (19 and up)	\$ 3.00	\$ 4.00	
Daily Visit (Seniors +55)	\$ -0-	\$ 2.00	

Amended Master Fee Schedule 11.12 Fiscal Year

Fitness Room (19 and up)		
Membership Card	\$25.00/month	
<u>(Exercise Room, Gym, Racquetball/Walleyball Courts)</u>		
(Mon - Fri 8:00 -5:00 pm)	\$3.00	\$ 4.00/Visit
Gym (19 and up)		
(Mon - Fri 8:00 -5:00 pm)	\$3.00	\$ 4.00/Visit
Ind. Weight Training		
Classes	\$ 25	

Variety of programs as determined by the  
Recreation Director

Fees determined by cost of program

Classes

<u>Contractor</u>	<u>City</u>
75%	25%

Contract Instructor Does Registration and Collects Fees

Other Facilities:

	<u>Resident</u>	<u>Non-Resident</u>
Tournament Fees	\$ 30/Team/Tournament	\$ 30/Team/Tournament
	\$ 30/Field/Day	\$ 30/Field/Day
Gate/Admission Fee	10% of Gross	
Model Airplane Flying		
Field Pass	\$30*	\$40*
* includes \$10 club membership 1 – year license		
Field Rentals	\$40/2 hours	Resident and Non-Resident
Park Shelters	\$15/3 hours	\$25/3 hours

Swimming Pool	<u>Resident</u>	<u>Non-Resident</u>
Youth Daily	\$ 2	\$ 4
Adult Daily	\$ 3	\$ 4
Resident Tag	\$ 2	
Family Season Pass	\$ 100	\$160
Youth Season Pass	\$ 60	\$ 90
Adult Season Pass	\$ 70	\$ 100
30-Day Pass	\$ 50	\$ 80
Season Pass (Day Care)	\$250	\$250
Swim Lessons	\$ 30	\$ 55
Youth Recreation Programs	<u>Resident</u>	<u>Non-Resident</u>
Coed Softball/Baseball Ages 5-6	\$ 40/50	\$55/65
Coed Softball/Baseball Ages 7-8	\$ 40/50	\$55/65
Softball/Baseball Ages 9-10	\$ 50/60	\$70/80
Softball/Baseball Ages 11-12	\$ 60/70	\$90/100
Softball/Baseball Ages 13-14	\$ 75/85	\$95/105
Softball/Baseball Ages 15-16	\$ 95/105	\$125/135
Baseball Ages 17-18	\$100/110	\$150/160
Tackle Football	\$ 95/105	\$125/135
Soccer Ages 8 and above	\$50/60	\$50/60
Basketball Clinic		
Basketball Ages 9-10	\$ 45/55	\$55/65
Basketball Ages 11-12	\$ 45/55	\$55/65
Soccer Academy	\$ 30/40	\$50/60
Flag Football	\$ 30/40	\$50/60
Volleyball	\$ 30/40	\$50/60
Cheerleading	\$ 25/35	\$45/55
3 yr. old Soccer Clinic	\$15/25	\$20/30
Uniform Deposit Fee		
Basketball	\$ 40	\$ 40
Tackle Football	\$180	\$180
Baseball Ages 9 - 12	\$ 20	\$ 20
Baseball Ages 13-18	\$ 50	\$ 50
Softball Ages 11-14	\$ 20	\$ 20
Cheerleading	\$ 75	\$ 75

Adult Recreation Programs

Spring Softball – Single	\$200	\$200
Spring Softball – Double	\$400	\$400
Basketball	\$135	\$135
Volleyball	\$100	\$100
Fall Softball – Single	\$110	\$110
Fall Softball – Double	\$220	\$220
Summer Basketball	\$ 70	\$ 70

Golf Green FeesOctober 1<sup>st</sup> – February 28<sup>th</sup>

9-hole Weekdays (adults)	\$ 8.50
9-hole Weekends – Sa - Su (adults)	\$ 10.00
18-hole Weekdays (adults)	\$14.50
18-hole Weekends - Sa - Su (adults)	\$16.00
9-hole Weekdays - M-F (jr/sr)	\$ 6.00
9-hole Weekends - Sa-Su (jr/sr)	\$ 8.00
18-hole Weekdays - M-F (jr/sr)	\$11.00
18-hole Weekends - Sa-Su (jr/sr)	\$13.00
Pull Carts	\$ 2.50
Rental Clubs -	\$ 7.00
Electric Carts – 9-hole	\$6.00
Electric Carts – 18-hole	\$9.00

March 1<sup>st</sup> – September 30<sup>th</sup>

9-hole Weekdays (adults)	\$ 10.00
9-hole Weekends – Sa - Su (adults)	\$12.00
18-hole Weekdays (adults)	\$16.00
18-hole Weekends - Sa - Su (adults)	\$18.00
9-hole Weekdays - M-F (jr/sr)	\$ 8.00
9-hole Weekends - Sa-Su (jr/sr)	\$ 8.00 jr/10.00 sr
18-hole Weekdays - M-F (jr/sr)	\$13.00
18-hole Weekends - Sa-Su (jr/sr)	\$13.00 jr/15.00 sr
Pull Carts	\$ 2.50
Rental Clubs	\$ 7.00
Electric Carts – 9-hole	\$ 6.50
Electric Carts – 18-hole	\$ 10.50

Junior – Age 15 & under; Senior – Age 55 & over

Golf concessions, merchandise, specials, league and tournament prices shall be established by the Finance Director.

Annual Passes

(One Full Year from date of purchase)

Adult (16over)	\$400.00
Senior (55 over)	\$300.00
Junior (15 under)	\$300.00
Family	\$750.00

Discount Cards(Adult Rates)

12 rounds	\$100.00
-----------	----------

(Jr./Sr. Rates)

12 rounds	\$ 80.00
-----------	----------

Special Services Van Fees

Trip within city limits (LaVista & Ralston)	\$1.00 one way	
Trip outside city limits(Determined by distance)	\$3.00-\$6.00	one way
Bus pass (each punch is worth \$1.00)	\$20.00	



Section 2. Sewer Fee Schedule.

§3-103 Municipal Sewer Department: Rates.

- A. Levy of Sewer Service Charges. The following sewer service charges shall be levied against the user of premises, property or structures of every kind, nature and description, which has water service from any supply source and are located within the wastewater service area of the City of La Vista.
- B. Computation of Sewer Service Charges. For the months of December, January, February and March, the monthly charge for residential sewer services will be computed on the actual water used for these months. The monthly charge for residential sewer service in the months of April, May, June, July, August, September, October and November will be computed on the average water usage of the four (4) preceding winter months of December, January, February and March or for such portion of said consumption, whichever is the lesser. At the option of the City of La Vista, water used from private wells shall be either metered or estimated for billing purposes.
- C. Amount of Sewer Service Charges. The total sewer service charge for each sewer service user will be the sum of three (3) charges: (1) customer charge, (2) flow charge, and (3) abnormal charge.
1. The customer charge is as follows
    - a. For sewer service users classified as Residential, the same being sewer service to a single family dwelling, or a duplex, apartment, or other multi-family dwelling wherein the water consumption for each dwelling is separately supplied, metered and charged for by the Metropolitan Utilities District - \$6.50 per month.
    - b. For sewer service users classified as Residential-Multi-Family, the same being sewer service to Multi-Family dwellings wherein the water consumption in each dwelling is not separately supplied, metered and charged for by the Metropolitan Utilities District - \$ 6.50 per month plus an amount equal to \$ 5.85 times the total number of units served by the water connection, less one. Late charge of 14% for Multi-Family dwellings.
    - c. For sewer service users classified as General Commercial: Customers who normally use less than 100,000 cubic feet of water per month and who are not Residential users - \$ 6.97 per month. For sewer service users in this category that require manual billing, add \$10.00 for a total of \$16.97 per month.
    - d. The flow charge for all sewer service users shall be \$ 1.8961 per hundred cubic feet (ccf).
    - e. If users other than those classified herein are connected to the wastewater collection system, the Customer Charges, the Flow Charges and Other Charges will be determined by the City Council in accordance with rules and regulations of the EPA and the Agreement between the City of La Vista and the City of Omaha.

Section 3. Sewer/Drainage Connection Fee Schedule. A fee shall be paid to the City Treasurer as set forth in this section for each structure or tract to be connected to the sewer system of the City. No connection permit or building permit shall be issued until the following connection fees have been paid.

Residential	
Single Family Dwelling	\$1,100
Duplex	\$1,100/unit
Multiple Family	\$ 858/unit
Commercial/Industrial	\$5,973/acre of land as platted

The fee for commercial (including industrial) shall be computed on the basis of \$5,973 per acre within each platted lot or tract, irrespective of the number of structures to be constructed thereon.

The applicable fee shall be paid in respect to each lot or building site as a condition of City's issuance of any building or sewer connection permit.

- A. Changes in Use. If the use of a lot changes subsequent to payment of the fee, which different use would require payment of a fee greater than that payable in respect to the use for which the fee was originally paid, the difference in fee shall be paid to the City at time of such change in use.
- B. Existing Structures. Structures for which sewer connection and building permits have been issued, and all permit fees in respect thereto paid, prior to the effective date hereof shall be exempt from the fees herein imposed.
- C. Preconnection Payments. Where preconnection payment charges for a subdivision or portion thereof have been paid to City at time of subdivision of a tract pursuant to agreement between the City and the developer and the sanitary and improvement district, if any, financing improvements of the subdivision, the preconnection payment so made shall be credited by City to the sewer/drainage fees payable at time of connection of the individual properties to the sewer/drainage systems of the City.
- D. Sewer Tap and Inspection and Sewer Service Fees. The fees imposed by Section 3 hereof are in addition to and not in lieu of (1) sewer tap and inspection fees payable pursuant to Section 3-122 of the La Vista Municipal Code and listed herein and (2) sewer service charges imposed by Section 2 hereof.

Section 4. Sewer Inspection Charges Established for Installation. Inspection charges for nonresidential property sewer installation shall be:

Sewer Tap Fee (Inspection Fee)	
Service Line w/inside diameter of 4"	\$400
Service Line w/inside diameter of 6"	\$600
Service Line w/inside diameter of 8"	\$700
Service Line w/inside diameter over 8"	Special permission/set by Council

Section 5. Miscellaneous Sewer Related Fees: Miscellaneous sewer related fees shall be:

Private Sewage Disposal System Const. Permit	\$	1,500
Appeal Fee Re: Issuance or Denial of Sewer Permits	\$	1,500

Section 6. Repeal of Ordinance No.1127. Ordinance No. 1127as originally approved on September 7, 2010, and all ordinances in conflict herewith are hereby repealed.

Section 7. Severability Clause. If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional or invalid, such unconstitutionality or invalidity shall not affect the validity of the remaining portions of this ordinance. The Mayor and City Council of the City of La Vista hereby declare that it would have passed this ordinance and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

Section 8. Effective Date. This Ordinance shall take effect from and after its passage, approval and publication in pamphlet form as provided by law; provided, however, that:

(1) Pawnbroker occupation taxes of Section 1 shall be effective April 1, 2003. Pawnbroker occupations taxes shall be payable on a monthly basis no later than the last day of the calendar month immediately following the month in which the subject pawnbroker transactions occur. For example, the occupation tax on pawnbroker transactions for the month of April 2003 shall be due and payable on or before May 31, 2003.

(2) Pawnbroker permit fees shall be effective January 1, 2004. Annual pawnbroker permit fees shall be due and payable annually on or before January 1. Initial pawnbroker permit fees shall be due and payable on or before the date that the pawnbroker license is issued. Issuance of renewal of pawnbroker permits shall be subject to payment of applicable permit fees.

(3) Rental Inspection Program License fees shall be effective January 1, 2011

(4) The remaining provisions of this Ordinance other than those specified in Sections 8(1), 8(2) and 8(3) shall take effect upon publication.

| Amended Master Fee Schedule 11.12 Fiscal Year

| PASSED AND APPROVED THIS ~~6TH~~ 15TH DAY OF ~~SEPTEMBER~~ NOVEMBER, 2011.

CITY OF LA VISTA

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

ATTEST:

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

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
NOVEMBER 15, 2011 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
CITY OF LA VISTA & SARPY COUNTY ILLICIT STORM SEWER DISCHARGE MEMORANDUM OF UNDERSTANDING	◆ RESOLUTION ORDINANCE RECEIVE/FILE	JOHN KOTTMANN CITY ENGINEER/ASSISTANT PUBLIC WORKS DIRECTOR

**SYNOPSIS**

A resolution has been prepared authorizing the Mayor to execute a Memorandum of Understanding with Sarpy County concerning the inspection and enforcement responsibilities related to illicit storm sewer discharges occurring in the extraterritorial jurisdiction of the City of La Vista. The proposed Memorandum of Understanding is attached.

**FISCAL IMPACT**

No new financial obligations will result from this Memorandum of Understanding.

**RECOMMENDATION**

Approval

**BACKGROUND**

The City and the County presently have these obligations under the terms of their current National Pollution Discharge Elimination Permits. The Nebraska Department of Environmental Quality has requested that a written agreement be prepared between the City and County so that in the event their office is notified of a discharge, they are able to contact both the City and the County and rely on a cooperative effort being undertaken in these extraterritorial areas where both agencies have levels of authority. The member cities of the Papillion Creek Watershed Partnership are each executing a similar Memorandum of Understanding with Sarpy County.

The Public Works Department and the Community Development Department of the City will continue to be responsible to perform inspections in response to complaints about illicit discharge, coordinate with other agencies as required and take enforcement actions as necessary to eliminate illicit discharges into the storm sewer system. The MOU provides for the City and the County to notify the other when discharges are observed or complaints are received for locations in the extraterritorial jurisdiction of the City and to cooperate in enforcement actions as may be necessary.

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CITY OF LA VISTA  
AND  
SARPY COUNTY, NEBRASKA

I. PURPOSE

This Memorandum of Understanding (MOU) is entered by the City of La Vista, Nebraska and Sarpy County, Nebraska for the City of La Vista's Department of Public Works, (hereinafter referred to as CITY) and Sarpy County's Department of Public Works, (hereinafter referred to as COUNTY) to coordinate their efforts to comply with their National Pollutant Discharge Elimination System (NPDES) Permits (permits):

- NPDES Permit No. NER 200005, CITY
- NPDES Permit No. NER 210007, COUNTY,

in particular to control illicit discharges into the COUNTY municipal storm sewer system in CITY extraterritorial jurisdiction (ETJ).

II. BACKGROUND

The permits issued by the Nebraska Department of Environmental Quality (NDEQ) and 40 C.F.R. § 122.26(d) (2) (i) require CITY and COUNTY to prohibit certain discharges into their storm sewer systems to ensure that certain discharges do not cause violations of their permits or state water quality standards. These discharges are "illicit discharges" for the purposes of this memorandum.

III. OBJECTIVES

- A. CITY and COUNTY want to comply with their permits.
- B. CITY and COUNTY want effective interagency cooperation.
- C. CITY and COUNTY want to be able to use in the CITY ETJ the water pollution control enforcement authority in Chapter 154, City of La Vista's Municipal Code, to the extent applicable. The City of La Vista's Municipal Code in Section 154.01(c), states; "The provisions of this Chapter shall be applicable to all that property within the City's zoning jurisdiction." COUNTY will cooperate with CITY efforts to take any necessary enforcement action on illicit discharges to its storm sewer system in the CITY ETJ.
- D. CITY and COUNTY Public Works Departments shall be the initial points of contact to investigate illicit discharges. Outside of normal working hours for such Departments, contact will be handled by the appropriate dispatcher who will in turn contact the Departments through the established procedures.

#### IV. RESPONSIBILITIES

A. In the CITY's ETJ the CITY shall:

- 1 Investigate and enforce against illicit discharges.
- 2 Inform COUNTY of all complaints, investigations, and reports of alleged illicit discharges.
- 3 Send to COUNTY copies of all informal notices of violation and other informal enforcement letters regarding illicit discharges.
- 4 Coordinate with COUNTY before issuing formal notices of violation and orders against illicit discharges. The COUNTY shall be responsible to pursue formal notices, orders and assessment of penalties for illicit discharges occurring in County Road right-of-ways within the City's ETJ. The CITY shall be responsible to pursue formal notices, orders and assessment of penalties for illicit discharges occurring in right-of-ways other than County Roads or State Highways within the City's ETJ.
- 5 Coordinate with COUNTY on whether the State should be requested to start a civil or criminal or other action against illicit discharges.

B. In the CITY's ETJ the COUNTY shall:

- 1 Be diligent investigating or assisting in investigating suspected illicit discharges in County Road right-of-ways in the CITY ETJ.
- 2 Send to CITY copies of all informal notices of violation and other informal enforcement letters regarding illicit discharges in CITY's ETJ.
- 3 Coordinate with CITY regarding formal notices of violation and orders against illicit discharges. See Item 4 in Paragraph A above.
- 4 Coordinate with CITY on whether the State should be requested to start a civil or criminal or other action against illicit discharges.
- 5 Provide a hearing officer as needed to hear and recommend decisions on contested cases arising from CITY administrative enforcement cases against illicit discharges.

C. In the event authority to serve notices or orders, assess penalties, or seek or take legal or other action in this Article IV or elsewhere in this Agreement is contrary to any applicable laws or regulations, then the agency or person with proper legal authority shall pursue such measures.

#### V. OTHER PROVISIONS

- A. This MOU does not alter the statutory or other legal authority and responsibilities or the respective permit requirements under the NPDES of the NDEQ. The intent of the MOU is to form a basis by which the aforementioned goals and objectives can be carried out by each agency in a cooperative manner.
- B. This MOU does not create any additional operation or maintenance obligations for the COUNTY and CITY.
- C. The MOU does not obligate any funds from the COUNTY and CITY.

- D. The MOU parties agree to comply with the nondiscrimination provision of Title VI of the Civil Rights Act of 1964, including Section 504 of Title IX, the Age Discrimination Act of 1975, and other applicable nondiscrimination policies.
- E. The MOU may be amended or terminated at anytime by mutual consent of the COUNTY or the CITY, or the MOU may be terminated by any agency alone by giving thirty (30) days written notice to the other agency.
- F. This MOU shall take effect upon, signing by both the City of La Vista and Sarpy County.

IN WITNESS WHEREOF, the parties hereto having lawful authority, have caused this document to be executed by the proper officials as of the dates below indicated.

EXECUTED by Sarpy County, Nebraska this \_\_\_\_\_ day of \_\_\_\_\_, 2011

ATTEST:

_____	By _____
Sarpy County Clerk	Chair, Board of Commissioners

APPROVAL AS TO FORM: \_\_\_\_\_  
Deputy County Attorney

EXECUTED by the City of La Vista, Nebraska this \_\_\_\_\_ day of \_\_\_\_\_, 2011

ATTEST:

_____	By _____
Pamela A. Buethe, CMC City Clerk	Douglas Kindig Mayor of La Vista

APPROVAL AS TO FORM: \_\_\_\_\_  
City Attorney



**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
NOVEMBER 15, 2011 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
AMENDMENT TO AGREEMENT – LED TRAFFIC SIGNAL MODULES EECBG AWARD No. 9/10-E062	◆ RESOLUTION ORDINANCE RECEIVE/FILE	JOHN KOTTMANN CITY ENGINEER/ASST. PW DIRECTOR

**SYNOPSIS**

A resolution has been prepared to authorize the Mayor to sign an Amendment to EECBG Aid Agreement.

**FISCAL IMPACT**

The FY11/12 budget does not include funding for the local share for this project. Savings from another line item within public works will cover the project.

**RECOMMENDATION**

Approval

**BACKGROUND**

The Amendment will allow for an increase in the quantity of LED lamp modules for traffic signals to be purchased to replace existing incandescent lamps and to allow for changing the fluorescent lighting tubes and ballasts in the Public Works facility to more efficient lighting tubes and ballasts. The current style of lighting tubes and ballasts are no longer being manufactured. Bids for the original LED lamp modules contract came in significantly less than anticipated last May and the Nebraska Energy Office has encouraged us to utilize the remaining funds in the grant. A supplemental contract is currently in progress with Brown Traffic Products of Davenport, Iowa for additional LED traffic signal modules at the prices they quoted last May to replace existing lamps and proposals are being solicited for the lighting changes at the Public Works facility.

The additional LED lamp modules will be used to replace the incandescent lamps in the school yellow flashing lights and in two signalized intersections along Harrison Street where the power costs are billed to the City of La Vista. The additional LED lamps will cost \$5,239.50. The lighting changes in the Public Works facility will involve replacement lighting tubes and ballasts in 308 lighting fixtures at an estimated cost of \$13,000. In the event that the lighting replacement bids come in higher than estimated, then the quantity of fixtures will be reduced.

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

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, TO AUTHORIZE THE MAYOR TO SIGN AN AMENDMENT TO THE LED TRAFFIC SIGNAL MODULES EECBG AWARD NO. 9/10-E062 AID AGREEMENT TO ALLOW FOR AN INCREASE IN THE QUANTITY OF LED LAMP MODULES FOR TRAFFIC SIGNALS TO BE PURCHASED.

WHEREAS, the City Council of the City of La Vista has determined that the replacement of existing lamps with LED traffic signal modules is necessary; and

WHEREAS, savings from another line item within public works will cover the project; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska authorize the Mayor to sign and amendment to the LED traffic signal modules EECBG Award No. 9/10-E062 aid agreement to allow for an increase in the quantity of LED Lamp Modules for Traffic Signals to be purchased.

PASSED AND APPROVED THIS 15TH DAY OF NOVEMBER, 2011.

CITY OF LA VISTA

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

ATTEST:

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

# Request for Amendment to EECBG Aid Agreement

## Energy Efficiency and Conservation Block Grant Program

This form must be completed and submitted to the Nebraska Energy Office when requesting an amendment to the EECBG Aid Agreement, together with the required attachments as listed.

The Nebraska Energy Office will review this request and will issue a response to the EECBG Recipient.

<b>EECBG Recipient:</b> City of La Vista	<b>Date of Request:</b> October 24, 2011
<b>Project Description:</b> Traffic Signals	<b>EECBG Award Number:</b> 09/10-E062 <b>Amendment Request Number:</b> 1
<b>EECBG Contact Person:</b> John M. Kottmann  <b>Phone:</b> 402 331 8927  <b>Email:</b> jkottmann@cityoflavista.org	<b>Please Complete and Submit this Request for Amendment to:</b>  <b>Nebraska Energy Office</b> <b>Attn: EECBG Program</b> <b>PO Box 95085</b> <b>Lincoln, NE 68509-5085</b>

(Double Click on Check Box, Select "Checked")



### Amendment to Scope of Work

**Original Scope stated in Appendix B, paragraph 3, of the EECBG Aid Agreement (insert entire scope description for this project only; if there have been prior Amendments, insert entire current amended scope description for this project only):**

- Removal and proper disposal (**reuse or retention as spare parts is not allowed**) of one-hundred and three (103) existing red balls; two-hundred and seven (207) existing amber balls; forty-seven (47) existing amber arrows; one-hundred and thirty (130) existing green balls; thirty-three (33) existing green arrows; and ninety (90) existing walk/don't walk panels
- Installation of one-hundred and three (103) red LED balls, Dialight model #433-1210-003XL
- Installation of two-hundred and seven (207) amber LED balls, Dialight model #433-3230-901XL
- Installation of forty-seven (47) amber LED arrows, Dialight model #431-334-901XOD
- Installation of one-hundred and thirty (130) green LED balls, Dialight model #433-2270-001XL
- Installation of thirty-three (33) green LED arrows, Dialight model #432-2374-001XOD
- Installation of ninety (90) walk/don't walk LED panels, Dialight model #: 430-6473-001, 430-7771-001X, 430-5770-001X
- Documentation demonstrating compliance with Nebraska Department of Roads (NDOR) requirements for any LED lights which will be installed on State highways/roads.

**Proposed Amendment to Scope (insert entire scope shown above, then modify description to accurately reflect proposed changes):**

- Removal and proper disposal (**reuse or retention as spare parts is not allowed**) of one-hundred and eleven (111) existing red balls; two-hundred and thirty-five (235) existing amber balls; forty-nine (49) existing amber arrows; one-hundred and forty-six (146) existing green balls; thirty-five (35) existing green arrows; and one-hundred and six (106) existing walk/don't walk panels
- Installation of one-hundred and eleven (111) red LED balls, Dialight model #433-1210-003XL
- Installation of two-hundred and thirty-five (235) amber LED balls, Dialight model #433-3230-901XL
- Installation of forty-nine (49) amber LED arrows, Dialight model #431-3334-901XOD
- Installation of one-hundred and forty-six (146) green LED balls, Dialight model #433-2270-001XL
- Installation of thirty-five (35) green LED arrows, Dialight model #432-2374-001XOD
- Installation of one hundred six (106) walk/don't walk LED panels, Dialight model #: 430-6473-001, 430-7771-001X, 430-5770-001X
- Documentation demonstrating compliance with Nebraska Department of Roads (NDOR) requirements for any LED lights which will be installed on State highways/roads. **[Per attached email dated Oct. 24, 2011, only traffic signals were changed out, not street lights.]**

#### NEW ITEMS

- Removal and proper disposal (**reuse or retention as spare parts is not allowed**) of eight (8) existing 8-inch diameter amber balls (school zone flashers).
- Installation of eight (8) amber LED balls, 8" diameter, Dialight model #433-3130-901XL

#### Public Works Facility:

- Removal and proper disposal (**reuse or retention as spare parts is not allowed**) of twenty-seven (27) F40T12 4 lamps and magnetic ballast; two-hundred and sixty-seven (267) F40T12 2 lamps and magnetic ballast; fourteen (14) F40T12 1 lamp and

magnetic ballast

- Installation of twenty-seven (27) F32T-8 four-foot, four-lamp fixtures with electronic ballasts
- Installation of two-hundred and sixty-seven (267) F32T-8 four-foot, two-lamp fixtures with electronic ballasts
- Installation of fourteen (14) F32T-8 four-foot, one-lamp fixtures with electronic ballasts

**Reason for Amendment Request:**

Bids received for initially proposed LED lamp replacement were considerably less than estimated. Existing school zone flashing lights were not included in the original scope of work. Also, there are two existing signalized intersections along a shared boundary road with the City of Omaha. Further investigation has revealed that the power costs for these signals are paid for by La Vista, therefore, we need to add these two intersections into the project to reduce our energy usage.

We had previously investigated the costs to replace lighting inside our Public Works facility by changing T-12 tube lighting to T-8 tube lighting but did not think there would be enough funds in our grant to accomplish this. The low bids received for the traffic signal LED lamps has made it possible to pursue this activity.

(Double Click on Check Box, Select "Checked")

<input type="checkbox"/> <b>Amendment to Budget</b> <i>(Budget information is not needed if only the Scope is being amended)</i>			
<b>ORIGINAL BUDGET APPROVED IN THE AID AGREEMENT.</b> <i>If Prior Amendments, Use Current Amended Budget:</i>		<b>Energy Office (Recovery Act)</b>	<b>Recipient Match</b>
<b>Expense Category</b>			<b>Total Project</b>
Personnel – Salary		\$	\$
Personnel – Fringe Benefits			
Travel			
Equipment (>\$5,000) – Total			
Supplies			
Contractual			
Construction (not allowed)		N/A	
Other Direct Costs			
<b>Project Total</b>		\$	\$

Reason for Proposed Change in Budget:

☐ **New Milestone Timeline Attached** – Required only if activity timelines previously reported to the NEO will change.

<b>PROPOSED BUDGET:</b>		<b>Energy Office (Recovery Act)</b>	<b>Recipient Match</b>
<b>Expense Category</b>			<b>Total Project</b>
Personnel – Salary		\$	\$
Personnel – Fringe Benefits			
Travel			
Equipment (>\$5,000) – Total			
Supplies			
Contractual			
Construction (not allowed)		N/A	
Other Direct Costs			
<b>Project Total</b>		\$	\$

## EECBG Recipient Certifications

I hereby certify that the local governing body of the City of LaVista, Nebraska, has approved this request to the Nebraska Energy Office for an amendment to the EECBG Aid Agreement, and that any additional matching funds, if needed per this amendment, are available.

\_\_\_\_\_  
Signature of Chief Elected Official

\_\_\_\_\_  
Date

Douglas Kindig, Mayor

\_\_\_\_\_  
Typed Name and Title of Chief Elected Official

<b>Nebraska Energy Office Use Only:</b>	<b>Date Amendment Request Received:</b>	
	<b>Amendment Request Approved or Denied:</b>	
	<b>EECBG Coordinator Approval:</b>	
	<b>Division Chief Approval:</b>	
	<b>NEO Director Approval:</b>	

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
NOVEMBER 15, 2011 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
DEPARTMENT OF ROADS MAINTENANCE AGREEMENT – 84 <sup>TH</sup> STREET	◆ RESOLUTION ORDINANCE RECEIVE/FILE	JOE SOUCIE PUBLIC WORKS DIRECTOR

**SYNOPSIS**

The Nebraska Department of Roads (NDOR) has requested that the City renew its agreement for 2012 whereby the City will perform all surface maintenance on the four lane miles of 84<sup>th</sup> Street from Harrison Street to Giles Road.

**FISCAL IMPACT**

The State reimbursement to the City is \$1,575 per lane mile for 2012. The revenue is reflected in the FY12 general fund budget.

**RECOMMENDATION**

Approval

**BACKGROUND**

The original agreement between the City and DOR was originally adopted in April of 1990, and it has been subsequently renewed each year. In November of 2001 the current agreement was completely updated, in 2006 there were several additions to the agreement, and in 2008 the amount paid per lane mile was increased. No changes to the agreement are being proposed for 2012.

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

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE EXECUTION OF AGREEMENT #121 WITH THE NEBRASKA DEPARTMENT OF ROADS FOR THE SURFACE MAINTENANCE OF HIGHWAY N-85 (84<sup>TH</sup> STREET).

WHEREAS, the Nebraska Department of Roads is proposing to renew an agreement whereby the City of La Vista would assume maintenance responsibilities for that portion of Highway N-85 (84<sup>th</sup> Street) which lies within the City of La Vista's corporate boundaries; and

WHEREAS, it is the determination of the City Council of the City of La Vista that it is in the best interest of our citizenry and the traveling public to assume official maintenance responsibilities.

NOW, THEREFORE BE IT RESOLVED, that the Mayor of the City of La Vista be, and hereby is, authorized to renew an agreement with the Nebraska Department of Roads for maintenance of that portion of Highway N-85 (84<sup>th</sup> Street) which lies within the corporate limits of the City of La Vista for the period of January 1, 2012 to December 31, 2012.

PASSED AND APPROVED THIS 15TH DAY OF NOVEMBER, 2011.

CITY OF LA VISTA

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

ATTEST:

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



Maintenance Agreement Between  
The Nebraska Department of Roads  
And The Municipality of LaVista  
Municipal Extensions in LaVista

**AGREEMENT**

**THIS AGREEMENT**, made and entered into by and between LaVista hereinafter referred to as the "City"; and the State of Nebraska, Department of Roads, acting by and through its Director-State Engineer, hereinafter referred to as the "State" and this agreement is to have an effective date of January 1, 2012.

**WITNESSETH:**

**WHEREAS**, Nebraska Revised Statutes, relating to highways, set out the responsibilities of the State, counties and incorporated municipalities in the establishment of uniform standards of design, construction, operation and maintenance of said highways, and

**WHEREAS**, the State and the City wish to enter into an agreement relative to the maintenance of said highways, and

**WHEREAS**, Neb. Rev. Stat. § 39-1339, § 39-1344, § 39-1372, § 39-2105, § 60-6,120 and § 60-6,121, set out in detail the maintenance responsibilities of the State and the City; said responsibilities shall be incorporated herein by this reference. Therefore, the parties hereto understand that the maintenance responsibilities of the City and State under the above referenced laws are as set forth by Exhibit "A" attached hereto.

**NOW THEREFORE**, in consideration of these facts the parties hereto agree as follows:

**SECTION 1a:** The State agrees to perform the maintenance on the above mentioned highways consisting of surface maintenance of those portions of municipal extensions of all rural highways within municipalities of the Metropolitan, Primary and First Class, the design of which exceeds the design of the rural highways leading into the municipality. The State shall maintain the entire traveled portion, not including parking lanes thereon, of the municipal extension and the City shall reimburse the State as set out in Section 8a of this agreement for maintaining that portion of said municipal extension that has been designated by statute as the City's responsibility.

Maintenance Agreement Between  
The Nebraska Department of Roads  
And The Municipality of LaVista  
Municipal Extensions in LaVista

**SECTION 1b:** The State agrees to perform the maintenance on the above mentioned highways consisting of surface maintenance of those portions of municipal extensions of all rural highways within municipalities of the Second Class and Villages, the design of which exceeds the design of the rural highways leading into the municipality. The State shall maintain the entire traveled portion, including parking lanes thereon, of the municipal extension and the City shall reimburse the State as set out in Section 8a of this agreement for maintaining that portion of said municipal extension that has been designated by statute as the City's responsibility.

**SECTION 1c.** The City agrees to perform the maintenance on the above mentioned highways consisting of surface maintenance of those municipal extensions of all rural highways, and the State shall reimburse the City as set out in Section 8b of this agreement for the maintenance of that portion of said municipal extension that has been designated by statute as the State's responsibility. No allowance will be made for turning lanes or for lanes used on a part-time basis as parking lanes, or other auxiliary lanes within municipalities of the Metropolitan, Primary and First Class. No allowance will be made for turning lanes or other auxiliary lanes except parking lanes within municipalities of the Second Class and Villages.

**SECTION 1d.** Special provisions in which the State shall perform partial maintenance and the City shall perform partial maintenance on the same municipal extension(s) shall be set out by addendum, in detail in Exhibit "B", referred to in Section 5 of this agreement. Said addendum to include specific responsibilities of the State and the City and dollar amounts allowed for performance of said work by the State and by the City.

**SECTION 2.** Maintenance that may be required by "Acts of God" is not covered by this agreement but shall be performed under special agreement in each specific case.

**SECTION 3.** Repair or reconstruction projects beyond the scope of normal surface maintenance, which are let to contract through the State's contract letting procedure, are considered to be beyond the scope of this Agreement. Normal surface maintenance shall include, but is not limited to the following maintenance activities: Crack Seal, Joint Seal, Fog Seal, Seal Coats, Spot patching, Pothole repair, Sweeping, Surface Milling, Concrete patching, miscellaneous full-depth concrete replacement, or Preventive maintenance. In order to facilitate

Maintenance Agreement Between  
The Nebraska Department of Roads  
And The Municipality of LaVista  
Municipal Extensions in LaVista

repair or reconstruction of projects which are beyond the scope of normal surface maintenance, the City shall submit, on an annual basis, a long-range plan (5 years) for such projects to the State. In the event the State and/or the City should desire to do such work, the parties hereto may enter into a separate agreement for the appropriate cost sharing.

**SECTION 4.** It is further understood that normal surface maintenance and maintenance of appurtenances by the City shall include the identifying, locating, and marking with flags of all buried municipally owned and state owned utility facilities that occupy Nebraska Department of Roads right-of-way. The above mentioned utility facilities are those that service highways referenced in this agreement and properties adjacent to the above referenced highways and will be identified, located, and marked with flags upon the request of the State or the One Call Notification Center. Identification of buried utility facilities shall follow the provisions of the One Call Notification System Act, §76-2301 through § 76-2330. (NE Rev. Stat.)

**SECTION 5.** Only those municipal extensions of rural highways shown on the attached list marked as Exhibit "C" and hereby made a part of this agreement shall be covered by this agreement; however, additions and deletions may be made to Exhibit "C" by mutual written agreement of the parties hereto.

**SECTION 6.** The above mentioned highways shall be inspected periodically, at least quarterly, by the Department's District Engineer or the District Operations and Maintenance Manager, or their authorized representatives, and by the City's Director of Public Works or his authorized representative to review the adequacy of the maintenance work which has been performed.

**SECTION 7.** Materials used by the City in the performance work hereunder shall be selected by mutual agreement of the parties hereto.

**SECTION 8a.** If Section 1a or 1b of this agreement is incorporated herein, the City will pay to the State the sum of \$ per Exhibit "B" per lane mile. The above cost figures shall include all labor, equipment, tools, materials and supplies used or furnished by the State in the performance of the work on the above mentioned highways. Fractional miles or fractional months, if any, will be used in computing the amount payable in this agreement.

Maintenance Agreement Between  
The Nebraska Department of Roads  
And The Municipality of LaVista  
Municipal Extensions in LaVista

**SECTION 8b.** If Section 1c of this agreement is incorporated herein, the State will pay the City the sum of \$ per Exhibit "B" per lane mile. The above cost figure price per lane mile shall include all labor, equipment, tools, materials and supplies used or furnished by the City in the performance of such work. Fractional miles or fractional months, if any, will be used in computing the amount payable in this agreement.

**SECTION 8c.** If Section 1d of this agreement is incorporated herein, the costs of partial maintenance by the State and by the City computed by fractional mile or fractional month and as set out in detail in the addendum, Exhibit "B", shall be offset to determine the amount, if any, to which one party or the other may be entitled after said offset.

**SECTION 8d.** Payment under this agreement will be made on an annual basis after December 31, as soon as possible after submission by the State to the City or the City to the State, as the case may be, of a Certificate approved by the District Engineer of the State, providing all work has been done during the period for which payment is made in full conformity with the agreement.

**SECTION 9.** Upon the failure of the City to perform any of the work named herein under the terms of this agreement, the Director or District Engineer of the State may, with concurrence of the City's Director of Public Works, do and perform such work or cause it to be done and performed and may retain from any monies then due to the City or thereafter becoming due, any such amount as is required for the completion of such work, provided, however, that this paragraph shall not be construed to relinquish any rights of action which may accrue in behalf of either party as against the other for any breach of agreement.

**SECTION 10.** It is further understood that all persons working on such highways are employees of the State, City or of contracted third parties. All contracts and agreements made by the City with third parties for the performance of any work to be done under this agreement shall be subject to the terms of this agreement and shall comply with all State laws and requirements relating to construction and maintenance contracts.

Maintenance Agreement Between  
The Nebraska Department of Roads  
And The Municipality of LaVista  
Municipal Extensions in LaVista

**SECTION 11.** The City agrees to keep existing and new right-of-way free of encroachments, except those authorized by permit from the City and approved by the State and Federal Highway Administration (FHWA).

**SECTION 12.** The City agrees to abide by the provisions of the Nebraska Fair Employment Practices Act, as provided by Neb. Rev. Stat. § 48-1101 through § 48-1126.

**SECTION 13.** The parties do further agree, anything to the contrary herein notwithstanding, that the Director-State Engineer of the State of Nebraska, either in his individual or official capacity, shall not be responsible or liable in any manner to the City or to any other person or persons whatsoever for any claim, demand, action or causes of action of any kind or character arising out of or by reason of the execution of this agreement or the negligent performance and completion of the work and improvements provided for herein by the City or its agents or arising out of any contract let by the City for the performance of any of the work provided herein.

**SECTION 14.** The City indemnifies, saves and holds harmless the State and all of its departments, agents, and employees of and from any and all claims, demands, actions or causes of action of whatsoever nature or character arising out of or by reasons of the execution or performance of the work provided for herein by the City or its agents and further agrees to defend at its own sole cost and expense any action or proceeding commenced for the purposes of asserting any claim of whatsoever character arising hereunder as a result of work performed by the City or its agents.

**SECTION 15.** This agreement shall not be construed as a relinquishment by the State of any powers or control it may have over the herein before described highways.

Maintenance Agreement Between  
The Nebraska Department of Roads  
And The Municipality of LaVista  
Municipal Extensions in LaVista

**SECTION 16.** This agreement shall terminate December 31, 2012 , except that it may be renewed for one year at a time and each January 1 thereafter for up to four additional years by written concurrence of both parties hereto. After five years a new agreement must be executed. The lane mile payment provided in Section 8 hereof may be renegotiated to the satisfaction of both parties at any renewal date.

**IN WITNESS WHEREOF,** the parties hereto have caused these presents to be executed by their proper officials thereunto duly authorized as of the dates below indicated.

**EXECUTED** by the City this \_\_\_\_ day of \_\_\_\_\_, 2012

**ATTEST:**

**CITY OF LaVista**

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

**EXECUTED** by the State this \_\_\_\_ day of \_\_\_\_\_, 2012

**STATE OF NEBRASKA  
DEPARTMENT OF ROADS**

\_\_\_\_\_  
District Engineer



## CERTIFICATE OF COMPLIANCE

Maintenance Agreement No. 121  
Maintenance Agreement between the Nebraska Department of Roads and the  
Municipality of La Vista  
Municipal Extensions in La Vista

We hereby certify that all roadway surface maintenance has been accomplished as per terms of the Maintenance Agreement specified above.

As per Section 8d of the Agreement, we are submitting this certificate to District Engineer Timothy W. Weander, P.E., Department of Roads, Omaha, Nebraska.

ATTEST: \_\_\_\_\_ day of \_\_\_\_\_ ,

\_\_\_\_\_  
*City Clerk*

\_\_\_\_\_  
*Mayor*

I hereby certify that all roadway snow removal and/or surface maintenance was performed as per the above listed agreement and payment for the same should be made.

\_\_\_\_\_  
*District Engineer, Department of Roads*

### For Office Use Only

Agreement No.: \_\_\_\_\_  
Pay/Bill Code: \_\_\_\_\_  
Contractor No.: \_\_\_\_\_  
Amount: \$ \_\_\_\_\_





## **EXHIBIT "B"**

### **City of La Vista**

### **Revised October, 2008**

Pursuant to Sections 1a, 1b, 1c, 8a, 8b, 8c, and 8d of the Agreement and to Exhibit "C" made a part of this Agreement through reference, the State agrees to pay to the City the sum of \$1575.00 per lane mile for performing the surface maintenance on those lanes listed on the attached copy of Exhibit "C."

From Exhibit "C" it is determined that the State's responsibility for surface maintenance within the City Limits is 4.00 lane miles.

4.00 lane miles X \$1575.00 per lane mile = \$6300.00 due the City for surface maintenance.

In reference to section (4) of this agreement; The State will assist the City when requested by the City in the location of State owned facilities occupying adjacent to and on the right-of-way.

Attachment

ITEM   H  

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
NOVEMBER 15, 2011 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
ADDENDUM TO INTERLOCAL COOPERATION AGREEMENT ANIMAL CONTROL SERVICES	◆ RESOLUTION ORDINANCE RECEIVE/FILE	BOB LAUSTEN POLICE CHIEF

**SYNOPSIS**

A resolution has been prepared to approve an Addendum to Interlocal Cooperation Agreement between the City of La Vista and Sarpy County for animal control services.

**FISCAL IMPACT**

The FY12 General Fund budget has funding for animal control services.

**RECOMMENDATION**

Approval.

**BACKGROUND**

In 2000, the City of La Vista began contracting with Sarpy County for animal control services. The current Interlocal Cooperation Agreement expired on October 31, 2011. Sarpy County currently contracts with the Nebraska Humane Society for animal control service and the proposed Interlocal Cooperation Agreement is a renewal of the agreement until October 31, 2021. The Police Department has been satisfied with the current animal control services provided through Sarpy County by the Nebraska Humane Society.

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

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE MAYOR TO EXECUTE AN ADDENDUM TO INTERLOCAL COOPERATION AGREEMENT WITH SARPY COUNTY FOR ANIMAL CONTROL SERVICES.

WHEREAS, pursuant to the authority granted under Neb. Rev. Statute 13-801, et. Seq. Reissue 1997, the Mayor and City Council determine that it is in the best interest of the City to enter into an Interlocal cooperation agreement for the purpose of providing animal control services in an efficient and effective manner;, and

WHEREAS, the City of La Vista is desirous of coordinating animal control services within the City and County;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of La Vista, Nebraska, hereby authorizing the Mayor to execute an Addendum Interlocal Cooperation Agreement with Sarpy County for animal control services subject to modifications as the City Administrator deems necessary to maintain the existing level of service in the City and further direct the City Clerk to attest the same.

PASSED AND APPROVED THIS 15TH DAY OF NOVEMBER, 2011.

CITY OF LA VISTA

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

ATTEST:

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

## ADDENDUM TO INTERLOCAL COOPERATION AGREEMENT

THIS ADDENDUM is made by and between the County of Sarpy, of the State of Nebraska, a Body Politic and Corporate, hereinafter referred to as "County", and the City of Gretna, Nebraska, hereinafter referred to as "City".

WHEREAS, the parties have previously entered into an Interlocal Cooperation Agreement approved by the Sarpy County Board of Commissioners on December 7, 2004 pursuant to the Interlocal Cooperation Act, Neb. Rev. Stat. §13-801 to 827 (Reissue 2007), by which Sarpy County would provide animal control services within the city limits of the aforementioned City; and;

WHEREAS, it is in the best interest of both parties to extend the term of said Agreement, and;

WHEREAS, County and City desire to amend the terms of the previous Agreement.

NOW, THEREFORE, it is hereby agreed by and between the parties:

- I The prior Interlocal Agreement between the parties, the same as signed by the County on December 7, 2004 is hereby amended by the terms of this Addendum.
- II Section I A.: Delete "...or of the Omaha Metropolitan Area Planning Agency." and insert, "...as found at [www.census.gov/popest/cities/](http://www.census.gov/popest/cities/) or successor websites."
- III Section I. A.: After "...due before November 15, 2004." insert, "If City does not agree with the population estimates set forth by the Bureau of Census, City may submit alternative population figures based on reliable supporting documentation. City and County will agree upon alternative population figures to be used for the preceding five years and a refund or additional billing will be made to City, as applicable, based on the agreed upon alternative population figures. The documentation for the period November 1, 2011 to October 31, 2016 should be submitted between August 1, 2016 and August 31, 2016. The documentation for the period November 1, 2016 to October 31, 2021 should be submitted between August 1, 2021 and August 31, 2021."
- IV Section V: Delete "...two years commencing November 1, 2004." and insert "ten years commencing November 1, 2011 through October 31, 2021."
- V The remaining terms and conditions of said prior Agreement shall remain unchanged.

IN WITNESS WHEREOF, we, the contracting parties, by our respective and duly authorized agents, hereby affix our signatures and seals in duplicate this \_\_\_\_ day of \_\_\_\_\_, 2011.

COUNTY OF SARPY, NEBRASKA  
A Body Politic and Corporate

\_\_\_\_\_

SEAL

ATTEST:

Approved as to form:

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Deputy County Attorney

CITY OF LAVISTA, NEBRASKA

\_\_\_\_\_

SEAL

ATTEST:

\_\_\_\_\_

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
NOVEMBER 15, 2011 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
ADVERTISEMENT FOR BIDS HARLEY DAVIDSON POLICE MOTORCYCLE	◆ RESOLUTION ORDINANCE RECEIVE/FILE	BOB LAUSTEN POLICE CHIEF

**SYNOPSIS**

A resolution has been prepared authorizing the advertisement of bids for a 2012 Harley Davidson Police Motorcycle – (FLHP- Electra Glide) for the police department.

**FISCAL IMPACT**

The police department has received a grant from the Nebraska Office of Highway Safety for the equipment.

**RECOMMENDATION**

Approval

**BACKGROUND**

The police department has received a grant from the Nebraska Office of Highway Safety for the continued implementation of a motorcycle patrol project. Funding from the Nebraska Office of Highway Safety will fund the purchase of one police motorcycle. With the increase in commercial and residential development in the city, on-going concerns about speed enforcement need to continue to be addressed.

Advertise for Bids – November 16, 2011

Open Bids – December 7, 2011

Award Bid – December 20, 2011

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

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE ADVERTISEMENT FOR BIDS FOR THE PURCHASE OF A HARLEY DAVIDSON POLICE MOTORCYCLE FOR THE POLICE DEPARTMENT.

WHEREAS, the City Council has determined that the purchase of a motorcycle to assist with the Police Department's speed enforcement efforts is desirable; and

WHEREAS, the Nebraska Office of Highway Safety has awarded the Police Department funding assistance that provides for the acquisition of this equipment; and

WHEREAS, the Police Chief has prepared specifications for said motorcycle.

NOW, THEREFORE BE IT RESOLVED, that the City Administrator is hereby authorized to advertise for bids for the purchase of a Harley Davidson police motorcycle for the Police Department in accordance with specifications prepared by the Police Chief, and said bids are to be opened and publicly read aloud on December 7, 2011 at 11:00 a.m. at La Vista City Hall, 8116 Park View Blvd., La Vista, Nebraska.

Advertise for Bids – November 16, 2011

Open Bids – December 7, 2011

Award Bid – December 20, 2011

PASSED AND APPROVED THIS 15TH DAY OF NOVEMBER, 2011.

CITY OF LA VISTA

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

ATTEST:

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

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
NOVEMBER 15, 2011 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
AGREEMENT TO PARTICIPATE — ICMA CENTER FOR PERFORMANCE MEASUREMENT (CPM) PROGRAM	◆ RESOLUTION ORDINANCE RECEIVE/FILE	BOB LAUSTEN POLICE CHIEF

**SYNOPSIS**

A resolution has been prepared authorizing the City to participate in the ICMA Center for Performance Measurement (CPM) Program.

**FISCAL IMPACT**

Funding of \$10,000 was authorized in the FY 12 General Fund.

**RECOMMENDATION**

Approval.

**BACKGROUND**

The International City/County Management Association (ICMA) Center for Performance Measurement (CPM) program currently assists over 200 cities and counties in the United States and Canada with the collection, analysis, and application of performance information by comparing data regarding the quality and efficiency of municipal services. Participating in CPM will put La Vista on track with a results-oriented system that will help to monitor progress, manage scarce resources and improve service delivery. Not only will the data provide the City with important feedback to meet our service delivery goals, we will have access to information and examples of best practices from some of the best managed communities in the country.

Once the City becomes a member, arrangements will be made for CPM staff representatives to conduct two days of onsite staff training. This will be followed by a data collection period which will occur through the end of March. It is anticipated that we will begin to start receiving results in June 2012. An internal performance measurement team will also be created to provide program oversight.

The City's Strategic Plan 2011 – 2013 identifies the establishment of organizational performance measures as an action step in the development of a high performance organization. Additional information regarding the ICMA-CPM is attached for your review.



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

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA APPROVING PARTICIPATION IN THE ICMA CENTER FOR PERFORMANCE MEASUREMENT PROGRAM AND AUTHORIZING AN EXPENDITURE NOT TO EXCEED \$10,000.

WHEREAS, the City Council of the City of La Vista recognizes the significance of developing a results oriented system to monitor progress, manage scarce resources and prove service delivery; and

WHEREAS, the City's Strategic Plan 2011 – 2013 identifies the need to adopt organizational performance measures; and

WHEREAS, the International City Manager's Association has resources via the ICMA Center for Performance Measurement program to compile and compare data, and

WHEREAS, the City did appropriate funds in the FY12 municipal budget to participate in the program, and

WHEREAS, 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 execution of an agreement with the International City Manager's Association for participation in the ICMA Center Performance Measurement Program in an amount not to exceed \$10,000.

PASSED AND APPROVED THIS 15h DAY OF NOVEMBER 2011.

CITY OF LA VISTA

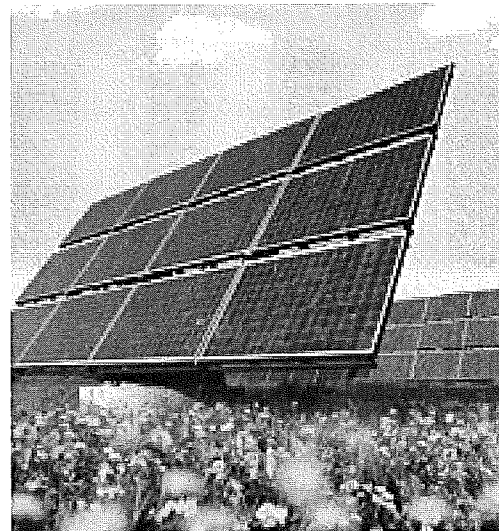
\_\_\_\_\_  
Douglas Kindig, Mayor

ATTEST:

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

The  
**ONE Investment**  
that returns  
**BIG Dividends**

ICMA CENTER FOR PERFORMANCE MEASUREMENT™



REDUCE COSTS

PRIORITIZE PROGRAMS

IMPROVE QUALITY

**ICMA** RESULTS NETWORKS  
*Center for Performance Measurement™*



Imagine if your team had the tools at its fingertips to deliver better results—backed up by solid evidence to build the confidence of your elected officials and citizens.

Whether you've been engaged in performance measurement for years or are brand-new to the practice, the ICMA Center for Performance Measurement™ (CPM) can help your local government:

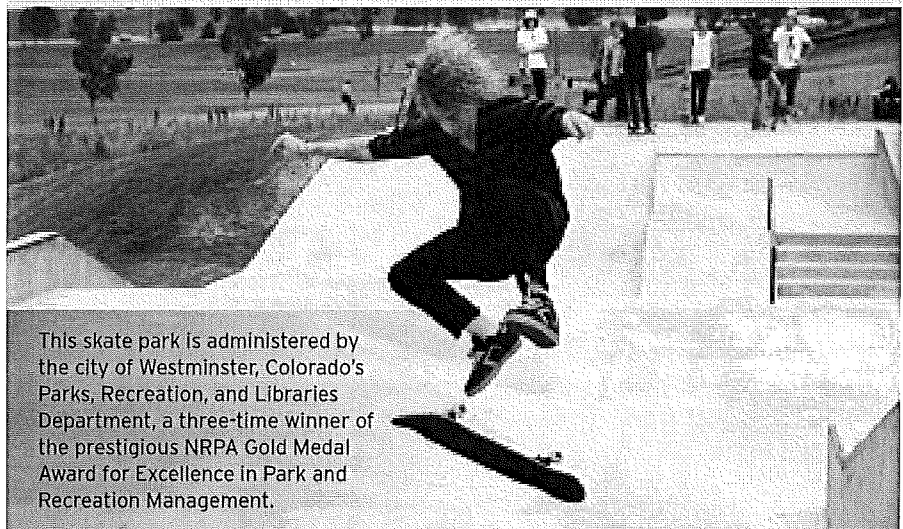
- Make better budget decisions
- Expand program evaluation resources
- Boost everyday analytical ability.

When you join CPM, you become part of a community of more than 200 jurisdictions across North America that share similar goals—figuring out how to deliver services better, faster, and more cost-effectively. Your participation in CPM will put your local government on track with a results-oriented system that will help you:

- Monitor progress
- Manage scarce resources
- Improve service delivery
- Celebrate success.

*"I remind department heads to rely no longer on telling a compelling story to back up their requests; they need to share compelling performance data. Not only do departments supply their performance information with their annual budget requests, but the city also shares performance information in the annual budget document. CPM helps us gather information using proven methodologies and then use that information to improve service delivery."*

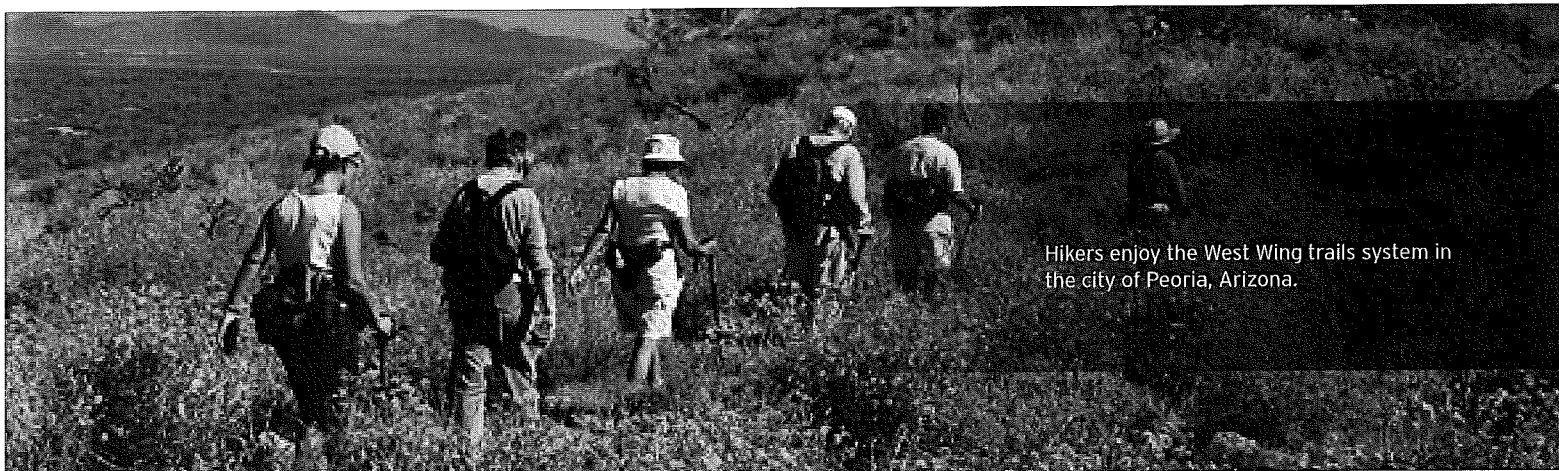
Manager, mid-size city, Mountain Plains region



This skate park is administered by the city of Westminster, Colorado's Parks, Recreation, and Libraries Department, a three-time winner of the prestigious NRPA Gold Medal Award for Excellence in Park and Recreation Management.

*"Our city uses a monthly newsletter and quarterly reporting to promote buy-in for enhanced accountability and to show the positive impact of performance-based management across the organization. The various reports and newsletters that CPM provides help guide our efforts."*

Manager, large city, West Coast region



Hikers enjoy the West Wing trails system in the city of Peoria, Arizona.

## CPM can help you...

### Establish performance targets

Using CPM's comparative data combined with your locality's strategic plan, annual council goals, and other citizen-derived priorities—all in the context of your fiscal resources—helps you select performance targets across all 15 service areas appropriate for your community.

### Assess priorities

There are lots of improvement opportunities. Which ones should you tackle first? Setting priorities is one of the best ways to use CPM tools and data. Because you have the data that identify the size of a cost-saving opportunity or the path to deliver on a strategic priority, it makes your job easier.

### Cut costs

CPM services can help you find efficiencies, use limited resources in a more effective way, and uncover potential cost savings. Participants share dozens of these examples in our *What Works* publication, which is a benefit of participation. Here are just two recent examples:

- **Reno, Nevada, saved \$20,000** in its fleet operation using performance measurement techniques to analyze and reduce its "come-back rate" for vehicle repairs.
- **Charlottesville, Virginia, saved \$300,000** in energy costs by comparing its CPM electricity consumption and expenditure data to that of peer communities. By comparing, city staff

discovered that Charlottesville's consumption and expenditures were higher than their peers and implemented a load-shedding technique to reduce electricity consumption and save a bundle of money.

### Sharpen management skills

In addition to data collecting and cleaning, CPM also offers skill-building workshops to equip your staff with performance data to move your local government toward its goals. In-person workshops, webinars, and teleconferences are included as part of your CPM participation at no extra charge.



Pictured above are two vehicles from Bellevue, Washington's Engine Company 3, which serves the city's Crossroads area.

*"Our city applied for the Malcolm Baldrige National Quality Award. In the award application, we used data collected through our participation in CPM as evidence of high service delivery performance. Why Baldrige? The answer is simple: exceptional customer satisfaction ratings and performance results, and our ability to sustain these results in the best of times and the worst of times."*

Manager, large city, Southeast region

*"Conducting a citywide survey is an essential way to gauge citizens' satisfaction with what they are getting for their tax dollars. We chose the National Citizen Survey™ because of its customization options, ability to track trends, and affiliation with ICMA. We frequently refer to our citizen survey results when discussing key policy issues and look to the results to guide policy and support decisions."*

Manager, small city, Southeast region

### Engage citizens

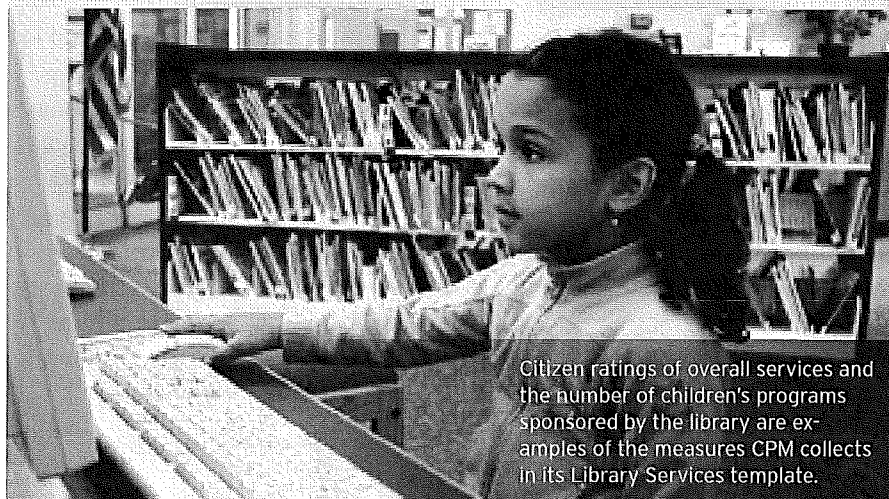
Comprehensive performance management incorporates the critical element of citizen input—and CPM suggests relevant methods and questions to help you obtain and apply meaningful citizen input in your daily decision making. And if your jurisdiction uses the National Citizen Survey™ (NCS), CPM staff will transfer your survey data to your CPM template submissions, saving you and your team time. The NCS also provides key driver analysis to pinpoint which aspects of the dozens of services correlate most directly to overall citizen satisfaction with your local government, which is particularly important when trying to prioritize cuts in difficult budget environments.

### Share results

Whether the occasion calls for a quick snapshot of your jurisdiction's performance across the board or a deep dive into the details of one service area, CPM provides multiple reports—and reporting modes—each year to meet the needs of your busiest management professionals and most detail-oriented analysts.

*"Performance measurement has become even more critical to our elected officials in helping them to make the difficult choices they face regarding how to prioritize public services. Without CPM, we would not be able to provide them with the objective data they need to make prudent, informed decisions for our community. Our county relies on CPM to help us be smart, cost-effective, strategic, and sustainable in our decisions."*

Manager, large county, West Coast region



Citizen ratings of overall services and the number of children's programs sponsored by the library are examples of the measures CPM collects in its Library Services template.

*"When examining our performance measures, we must ask ourselves, 'So what?' Performance measurement is not merely a data collection exercise, but rather a management practice to understand, justify, and improve operations. Through our participation in the Colorado consortium and with CPM's core measures, we're able to focus our efforts and measure what really matters."*

Manager, large city, Mountain Plains region

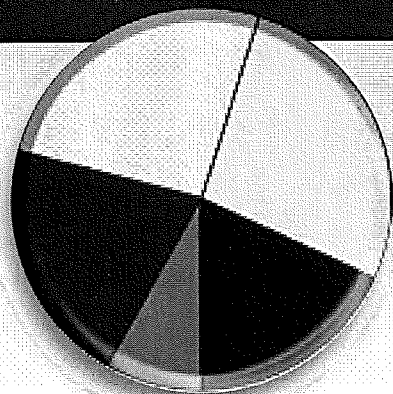


*"In addition to our code of ethics, one of the pillars of sound professional local government management is performance measurement. It empowers local governments to make evidence-based decisions, set appropriate budgetary and programmatic targets, and implement proven cost- and time-saving practices. We formed the ICMA Center for Performance Measurement™ (CPM) in 1994, and together with our participants, who are committed to continuous improvement, built the most robust comparative performance measurement database in North America. With CPM, your local government will gain the necessary tools to make critical management decisions with confidence."*

Robert J. O'Neill Jr., ICMA Executive Director

## Benefits of the CPM Experience

- ✓ **Introductory training.** To acquaint your staff with the CPM method, review performance measurement concepts, and answer questions, CPM provides introductory training to all new participants. Depending on your product choice, the training may be delivered on-site in your community, in a nearby location, or via live Internet connection.
- ✓ **Live customer support.** After training, a cadre of CPM analysts stands ready by phone and e-mail to assist your staff with data submission, analysis, and reporting activities.
- ✓ **Valuable management tools.** CPM delivers not just data—but also information. Included in your participation fee, your local government will receive valuable management reports like the jurisdiction-specific Performance Dashboard, comprehensive Annual Data Report, monthly e-newsletters, and more.
- ✓ **Interactive Web resources.** For your convenience, both in reporting and data analysis, CPM maintains an easy-to-use, password-protected Web site. Online forums and cleaned data sets going back to 1996 can be found on our Web site. The Web site also contains contact information for more than 4,000 staff in CPM communities, to help you find the right person to talk to in order to determine what particular practices are key to high performance.
- ✓ **Convenient, online data collection.** CPM offers a convenient online data collection system, featuring data collection instruments developed and refined over more than a decade by practicing local government professionals like you.
- ✓ **Rigorous data cleaning.** To ensure accuracy and reliability, all data submitted to CPM undergoes a rigorous cleaning process, which includes outlier checks, logic checks, "real person" staff review, and more.



**Participating Local Governments by ICMA Region**

- Midwest
- Mountain Plains
- West Coast
- Northeast
- Southeast

*"The Center for Performance Measurement has proven to be a great tool for our management team. The CPM data provide us with important feedback on how well we are doing to meet our service delivery goals. CPM also gives us outstanding feedback and examples of leading practices from the best-managed communities."*

Manager, small city, Northeast region

## **ICMA Center for Performance Measurement™**

**ICMA**

**777 North Capitol Street, NE**

**Suite 500**

**Washington, DC 20002-4201**

**[www.icma.org/performance](http://www.icma.org/performance)**

**ICMA** RESULTS NETWORKS  
*Center for Performance Measurement™*



*printed on 50%  
recycled paper*

ITEM **K**

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
NOVEMBER 15, 2011 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
UPGRADE CIVIL DEFENSE SIRENS	◆ RESOLUTION ORDINANCE RECEIVE/FILE	KEVIN POKORNY POLICE CAPTAIN

**SYNOPSIS**

A resolution has been prepared to accept the proposal submitted by Schmader Electric Const. Co. Inc. to upgrade and convert the City's civil defense sirens per an FCC mandate in an amount not to exceed \$8,250.00.

**FISCAL IMPACT**

Funding is authorized in the FY12 budget.

**RECOMMENDATION**

Approval.

**BACKGROUND**

The Federal Communications Commission (FCC) has mandated that on January 1, 2013, users of public safety radio spectrum bands must have their equipment transitioned to the narrow band technology or risk the loss of their communication capability. La Vista's Civil Defense sirens are currently operating in the wide band spectrum and the City needs to upgrade the sirens and convert them to the narrow band frequencies. The City needs to get on the vendor's schedule as soon as possible to complete this upgrade and conversion. Sarpy County Emergency Management has asked all Sarpy County entities to have this upgrade completed by late spring 2012 in order to allow for testing of the new narrow banded sirens prior to 2012 severe weather to ensure the sirens will function in case of an emergency.

Currently there are only two vendors in Nebraska that provide this service and they were both asked to submit quotes.

- |                                     |            |
|-------------------------------------|------------|
| • Schmader Electric Const. Co. Inc. | \$8,250.00 |
| • Danko Emergency Equipment         | \$8,362.00 |



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

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, ACCEPTING THE PROPOSAL SUBMITTED BY SCHMADER ELECTRIC CONST. CO. INC., WEST POINT, NE FOR UPGRADING AND CONVERTING TO NARROW BANDING THE CIVIL DEFENSE SIRENS IN THE CITY OF LA VISTA IN AN AMOUNT NOT TO EXCEED \$8,250.00.

WHEREAS, the City Council of the City of La Vista has determined that upgrading and converting the civil defense sirens in the City is necessary to comply with a Federal mandate and to ensure continued compatibility; and

WHEREAS, said upgrading and conversion to narrow banding is in the best interest of the citizens of La Vista.

WHEREAS, the FY12 budget contains funding for this project; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, hereby accept the proposal submitted by Schmader Electric Const. Co. Inc., West Point, NE for the upgrade and conversion of the civil defense sirens in an amount not to exceed \$8,250.00

PASSED AND APPROVED THIS 15TH DAY OF NOVEMBER, 2011.

CITY OF LA VISTA

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

ATTEST:

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

L

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

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE LA VISTA CITY CLERK TO FILE WITH THE SARPY COUNTY TREASURER A SPECIAL ASSESSMENT FOR PROPERTY IMPROVEMENTS AT LOCATIONS AND IN AMOUNTS CITED HEREIN.

WHEREAS, the property owners of  
12948 Chandler Street/Lot 49 Millard Highlands South 2<sup>nd</sup> Platting, \$165.09;  
10202 Brentwood Dr/Lot 178 Val Vista, \$198.47;  
10204 Brentwood Dr/Lot 177 Val Vista, \$198.47;  
10208 Brentwood Dr/Lot 176 Val Vista, \$198.47;  
10618 Brentwood Dr/Lot 154 Val Vista, \$198.47;  
10216 Brentwood Dr/Lot 175 Val Vista, \$198.47;  
10619 Hillcrest Drive/Lot 2A Val Vista, \$198.47;  
10615 Hillcrest Drive/Lot 3 Val Vista; \$198.47; and  
10611 Hillcrest Drive/Lot 4 Val Vista; 198.47  
were notified to clean up their property as they were in violation of the City Municipal Code, Section 133.01, or the City would do so and bill them accordingly, and

WHEREAS, the property owners of said addresses chose not to clean the property, thus necessitating the City to do the clean up, and

WHEREAS, the City sent the property owners bills for said clean up which have not been paid, and

WHEREAS, the City may file a Special Assessment for Improvements against property for which a City bill for services has not been paid.

NOW THEREFORE BE IT RESOLVED, that the La Vista City Clerk is hereby authorized to file with the Sarpy County Treasurer Special Assessments for Improvements in the amounts and against the properties specified above, all located within Sarpy County, La Vista, Nebraska.

PASSED AND APPROVED THIS 15TH DAY OF NOVEMBER, 2011

CITY OF LA VISTA

ATTEST:

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

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

# LA VISTA POLICE DEPARTMENT SPECIAL ENFORCEMENT BUREAU - CODE ENFORCEMENT SPECIAL ASSESSMENT REPORT

ADDRESS	RENTAL/OWNER OCCUPIED	PRIOR CONTACTS	ACTION TAKEN	CURRENT OFFENSE	ACTION TAKEN	EXISTING SPECIAL ASSESSMENTS
12948 Chandler Rd	Foreclosure (Vacant) Owner: Geri Gilbreath	1. 08/24/10- Grass 2. 01/27/11-Snow	1. Completed by P.W. 2. Violation Corrected by Owner	08/16/11- Grass	Clean-up Completed by P.W.	2 Outstanding Assessments
10202 Brentwood Dr	Vacant Lot Owner: East Villas LLC	1. 05/05/06- Grass 2. 09/16/09- Grass 3. 10/14/09- Grass 4. 05/09/11- Grass	1. Mowed by Owner 2. Unknown Disposition 3. Unknown Disposition 4. Completed by P.W.	08/24/11- Grass	Clean-up Completed by P.W.	2 Outstanding Assessments
10204 Brentwood Dr	Vacant Lot Owner: East Villas LLC	1. 05/05/06- Grass 2. 09/16/09- Grass 3. 10/14/09- Grass 4. 05/09/11- Grass	1. Mowed by Owner 2. Unknown Disposition 3. Unknown Disposition 4. Completed by P.W.	08/24/11- Grass	Clean-up Completed by P.W.	2 Outstanding Assessments

# LA VISTA POLICE DEPARTMENT SPECIAL ENFORCEMENT BUREAU - CODE ENFORCEMENT SPECIAL ASSESSMENT REPORT

ADDRESS	RENTAL/OWNER OCCUPIED	PRIOR CONTACTS	ACTION TAKEN	CURRENT OFFENSE	ACTION TAKEN	EXISTING SPECIAL ASSESSMENTS
10208 Brentwood Dr	Vacant Lot Owner: East Villas LLC	1. 05/05/06- Grass 2. 09/16/09- Grass 3. 10/14/09- Grass 4. 05/09/11- Grass	1. Mowed by Owner 2. Unknown 3. Unknown 4. Completed by P.W.	08/24/11- Grass	Clean-up Completed by P.W.	2 Outstanding Assessments
10216 Brentwood Dr	Vacant Lot Owner: East Villas LLC	1. 05/05/06- Grass 2. 09/16/09- Grass 3. 10/14/09- Grass 4. 05/09/11- Grass	1. Mowed by Owner 2. Unknown 3. Unknown 4. Completed by P.W.	08/24/11- Grass	Clean-up Completed by P.W.	2 Outstanding Assessments
10618 Brentwood Dr	Vacant Lot Owner: East Villas LLC	1. 05/05/06- Grass 2. 09/16/09- Grass 3. 10/14/09- Grass 4. 05/09/11- Grass	1. Mowed by Owner 2. Unknown 3. Unknown 4. Completed by P.W.	08/24/11- Grass	Clean-up Completed by P.W.	3 Outstanding Assessments

# LA VISTA POLICE DEPARTMENT SPECIAL ENFORCEMENT BUREAU - CODE ENFORCEMENT SPECIAL ASSESSMENT REPORT

ADDRESS	RENTAL/OWNER OCCUPIED	PRIOR CONTACTS	ACTION TAKEN	CURRENT OFFENSE	ACTION TAKEN	EXISTING SPECIAL ASSESSMENTS
10611 Hillcrest	Vacant Lot Owner: East Villas LLC	1. 10/02/07- Sidewalk not kept clean 2. 10/05/07- Grass 3. 05/09/11- Grass	1. Unknown Disposition 2. Unknown Disposition 3. Completed by P.W.	08/24/11- Grass	Clean-up Completed by P.W.	1 Outstanding Assessment
10615 Hillcrest	Vacant Lot Owner: East Villas LLC	1. 10/05/07- Grass 2. 11/07/08- Grass 3. 05/09/11- Grass	1. Unknown Disposition 2. Unknown Disposition 3. Completed by P.W.	08/24/11- Grass	Clean-up Completed by P.W.	2 Outstanding Assessments
10619 Hillcrest	Vacant Lot Owner: East Villas LLC	1. 09/16/09- Grass 2. 05/09/11- Grass	1. Unknown Disposition 2. Completed by P.W.	08/24/11- Grass	Clean-up Completed by P.W.	2 Outstanding Assessments



October 4, 2011

Geri Gilbreath  
7012 S. 42<sup>nd</sup> Street  
Bellevue, NE 68147-1000

RE: Lot 49 Millard Highlands South 2<sup>nd</sup> Platting

To Whom It May Concern;

On August 26, 2011, the property at 12948 Chandler Street, La Vista, NE was in violation of the City of La Vista's Municipal Code, Section 133.01. On September 1, 2011 notification was made to correct the mowing violation or the city would correct it at the expense of the property owner. On September 16, 2011, the Public Works Department mowed and line trimmed the property. The cost of \$165.09 was incurred by the City for the cleanup. The cost breakdown is as follows:

Administrative Fee	\$	50.00
Mowing Costs		
Labor	\$	56.34
Equipment Cost	\$	58.75
 TOTAL	 \$	 <u>165.09</u>

Please remit \$169.09, payable to the City of La Vista, 8116 Park View Blvd., La Vista, Nebraska 68128, within 30 days. If payment is not received within 30 days of issuance of this statement, the City Council will, on November 15, 2011, take action to file the above referenced cost with the Sarpy County Treasurer as a special assessment for improvements against your property.

Thank you for your attention to this matter.

Sincerely,

Pamela A. Buethe, CMC  
City Clerk

City Hall  
8116 Park View Blvd.  
La Vista, NE 68128-2198  
p: 402-331-4343  
f: 402-331-4375

Community Development  
8116 Park View Blvd.  
p: 402-331-4343  
f: 402-331-4375

Fire  
8110 Park View Blvd.  
p: 402-331-4748  
f: 402-331-0410

Golf Course  
8305 Park View Blvd.  
p: 402-339-9147

Library  
9110 Giles Rd.  
p: 402-537-3900  
f: 402-537-3902

Police  
7701 South 96th St.  
p: 402-331-1582  
f: 402-331-7210

Public Works  
9900 Portal Rd.  
p: 402-331-8927  
f: 402-331-1051

Recreation  
8116 Park View Blvd.  
p: 402-331-3455  
f: 402-331-0299







Before Pictures  
Taken By: S. Corbit  
*S Corbit*





After Pictures  
Taken By: S. Corbit

*S. Corbit*



October 4, 2011

East Villas LLC  
911 Killarney Dr  
Papillion NE 68046

RE: Lot 178 Val Vista

To Whom It May Concern;

On September 13, 2011, the property at 10202 Brentwood Drive La Vista, NE was in violation of the City of La Vista's Municipal Code, Section 133.01. On September 16, 2011, the Public Works Department mowed and line trimmed the property. The cost of \$198.47 was incurred by the City for the cleanup. The cost breakdown is as follows:

Administrative Fee	\$	50.00
Mowing Costs		
Labor	\$	61.97
Equipment Cost	\$	86.50
 TOTAL	 \$	 <u>198.47</u>

Please remit \$198.47, payable to the City of La Vista, 8116 Park View Blvd., La Vista, Nebraska 68128, within 30 days. If payment is not received within 30 days of issuance of this statement, the City Council will, on November 15, 2011, take action to file the above referenced cost with the Sarpy County Treasurer as a special assessment for improvements against your property.

Thank you for your attention to this matter.

Sincerely,

Pamela A. Buethe, CMC  
City Clerk

**City Hall**  
8116 Park View Blvd.  
La Vista, NE 68128-2198  
p: 402-331-4343  
f: 402-331-4375

**Community Development**  
8116 Park View Blvd.  
p: 402-331-4343  
f: 402-331-4375

**Fire**  
8110 Park View Blvd.  
p: 402-331-4748  
f: 402-331-0410

**Golf Course**  
8305 Park View Blvd.  
p: 402-339-9147

**Library**  
9110 Giles Rd.  
p: 402-537-3900  
f: 402-537-3902

**Police**  
7701 South 96th St.  
p: 402-331-1582  
f: 402-331-7210

**Public Works**  
9900 Portal Rd.  
p: 402-331-8927  
f: 402-331-1051

**Recreation**  
8116 Park View Blvd.  
p: 402-331-3455  
f: 402-331-0299



October 4, 2011

East Villas LLC  
911 Killarney Dr  
Papillion NE 68046

RE: Lot 177 Val Vista

To Whom It May Concern;

On September 13, 2011 the property at 10204 Brentwood La Vista, NE was in violation of the City of La Vista's Municipal Code, Section 133.01. On September 16, 2011, the Public Works Department mowed and line trimmed the property. The cost of \$198.47 was incurred by the City for the cleanup. The cost breakdown is as follows:

Administrative Fee	\$	50.00
Mowing Costs		
Labor	\$	61.97
Equipment Cost	\$	86.50
 TOTAL	 \$	 <u>198.47</u>

Please remit \$198.47, payable to the City of La Vista, 8116 Park View Blvd., La Vista, Nebraska 68128, within 30 days. If payment is not received within 30 days of issuance of this statement, the City Council will, on November 15, 2011, take action to file the above referenced cost with the Sarpy County Treasurer as a special assessment for improvements against your property.

Thank you for your attention to this matter.

Sincerely,

Pamela A. Buethe, CMC  
City Clerk

City Hall  
8116 Park View Blvd.  
La Vista, NE 68128-2198  
p: 402-331-4343  
f: 402-331-4375

Community Development  
8116 Park View Blvd.  
p: 402-331-4343  
f: 402-331-4375

Fire  
8110 Park View Blvd.  
p: 402-331-4748  
f: 402-331-0410

Golf Course  
8305 Park View Blvd.  
p: 402-339-9147

Library  
9110 Giles Rd.  
p: 402-537-3900  
f: 402-537-3902

Police  
7701 South 96th St.  
p: 402-331-1582  
f: 402-331-7210

Public Works  
9900 Portal Rd.  
p: 402-331-8927  
f: 402-331-1051

Recreation  
8116 Park View Blvd.  
p: 402-331-3455  
f: 402-331-0299





October 4, 2011

East Villas LLC  
911 Killarney Dr  
Papillion NE 68046

RE: Lot 176 Val Vista

To Whom It May Concern;

On September 13, 2011, the property at 10208 Brentwood Drive La Vista, NE was in violation of the City of La Vista's Municipal Code, Section 133.01. On September 16, 2011, the Public Works Department mowed and line trimmed the property. The cost of \$198.47 was incurred by the City for the cleanup. The cost breakdown is as follows:

Administrative Fee	\$	50.00
Mowing Costs		
Labor	\$	61.97
Equipment Cost	\$	86.50
 TOTAL	 \$	 198.47

Please remit \$198.47, payable to the City of La Vista, 8116 Park View Blvd., La Vista, Nebraska 68128, within 30 days. If payment is not received within 30 days of issuance of this statement, the City Council will, on November 15, 2011, take action to file the above referenced cost with the Sarpy County Treasurer as a special assessment for improvements against your property.

Thank you for your attention to this matter.

Sincerely,

Pamela A. Buethe, CMC  
City Clerk

**City Hall**  
8116 Park View Blvd.  
La Vista, NE 68128-2198  
p: 402-331-4343  
f: 402-331-4375

**Community Development**  
8116 Park View Blvd.  
p: 402-331-4343  
f: 402-331-4375

**Fire**  
8110 Park View Blvd.  
p: 402-331-4748  
f: 402-331-0410

**Golf Course**  
8305 Park View Blvd.  
p: 402-339-9147

**Library**  
9110 Giles Rd.  
p: 402-537-3900  
f: 402-537-3902

**Police**  
7701 South 96th St.  
p: 402-331-1582  
f: 402-331-7210

**Public Works**  
9900 Portal Rd.  
p: 402-331-8927  
f: 402-331-1051

**Recreation**  
8116 Park View Blvd.  
p: 402-331-3455  
f: 402-331-0299



Before Pictures  
Taken By: S. Corbit  
*S. Corbit*



After Pictures  
Taken By: S. Corbit  
*S. Corbit*



Before Pictures  
Taken By: S. Corbit  
*S. Corbit*



After Pictures  
Taken By: S. Corbit  
*S. Corbit*





October 4, 2011

East Villas LLC  
911 Killarney Dr  
Papillion NE 68046

RE: Lot 154 Val Vista

To Whom It May Concern;

On September 13, 2011, the property at 10618 Brentwood Drive La Vista, NE was in violation of the City of La Vista's Municipal Code, Section 133.01. On September 16, 2011, the Public Works Department mowed and line trimmed the property. The cost of \$198.47 was incurred by the City for the cleanup. The cost breakdown is as follows:

Administrative Fee	\$	50.00
Mowing Costs		
Labor	\$	61.97
Equipment Cost	\$	86.50
 TOTAL	 \$	 <u>198.47</u>

Please remit \$198.47, payable to the City of La Vista, 8116 Park View Blvd., La Vista, Nebraska 68128, within 30 days. If payment is not received within 30 days of issuance of this statement, the City Council will, on November 15, 2011, take action to file the above referenced cost with the Sarpy County Treasurer as a special assessment for improvements against your property.

Thank you for your attention to this matter.

Sincerely,

Pamela A. Buethe, CMC  
City Clerk

City Hall  
8116 Park View Blvd.  
La Vista, NE 68128-2198  
p: 402-331-4343  
f: 402-331-4375

Community Development  
8116 Park View Blvd.  
p: 402-331-4343  
f: 402-331-4375

Fire  
8110 Park View Blvd.  
p: 402-331-4748  
f: 402-331-0410

Golf Course  
8305 Park View Blvd.  
p: 402-339-9147

Library  
9110 Giles Rd.  
p: 402-537-3900  
f: 402-537-3902

Police  
7701 South 96th St.  
p: 402-331-1582  
f: 402-331-7210

Public Works  
9900 Portal Rd.  
p: 402-331-8927  
f: 402-331-1051

Recreation  
8116 Park View Blvd.  
p: 402-331-3455  
f: 402-331-0299

10018 Brentwood Dr.



Before Pictures

Taken By: S. Corbit

*S. Corbit*



After Pictures

Taken By: S. Corbit

*S. Corbit*



October 4, 2011

East Villas LLC  
911 Killarney Dr  
Papillion NE 68046

RE: Lot 175 Val Vista

To Whom It May Concern;

On September 13, 2011, the property at 10216 Brentwood Drive La Vista, NE was in violation of the City of La Vista's Municipal Code, Section 133.01. On September 16, 2011, the Public Works Department mowed and line trimmed the property. The cost of \$198.47 was incurred by the City for the cleanup. The cost breakdown is as follows:

Administrative Fee	\$	50.00
Mowing Costs		
Labor	\$	61.97
Equipment Cost	\$	86.50
 TOTAL	 \$	 <u>198.47</u>

Please remit \$198.47, payable to the City of La Vista, 8116 Park View Blvd., La Vista, Nebraska 68128, within 30 days. If payment is not received within 30 days of issuance of this statement, the City Council will, on November 15, 2011, take action to file the above referenced cost with the Sarpy County Treasurer as a special assessment for improvements against your property.

Thank you for your attention to this matter.

Sincerely,

Pamela A. Buethe, CMC  
City Clerk

City Hall  
8116 Park View Blvd.  
La Vista, NE 68128-2198  
p: 402-331-4343  
f: 402-331-4375

Community Development  
8116 Park View Blvd.  
p: 402-331-4343  
f: 402-331-4375

Fire  
8110 Park View Blvd.  
p: 402-331-4748  
f: 402-331-0410

Golf Course  
8305 Park View Blvd.  
p: 402-339-9147

Library  
9110 Giles Rd.  
p: 402-537-3900  
f: 402-537-3902

Police  
7701 South 96th St.  
p: 402-331-1582  
f: 402-331-7210

Public Works  
9900 Portal Rd.  
p: 402-331-8927  
f: 402-331-1051

Recreation  
8116 Park View Blvd.  
p: 402-331-3455  
f: 402-331-0299



October 4, 2011

East Villas LLC  
911 Killarney Dr  
Papillion NE 68046

RE: Lot 2A Val Vista

To Whom It May Concern;

On September 13, 2011, the property at 10619 Hillcrest Drive La Vista, NE was in violation of the City of La Vista's Municipal Code, Section 133.01. On September 16, 2011, the Public Works Department mowed and line trimmed the property. The cost of \$198.47 was incurred by the City for the cleanup. The cost breakdown is as follows:

Administrative Fee	\$	50.00
Mowing Costs		
Labor	\$	61.97
Equipment Cost	\$	86.50
 TOTAL	 \$	 <u>198.47</u>

Please remit \$198.47, payable to the City of La Vista, 8116 Park View Blvd., La Vista, Nebraska 68128, within 30 days. If payment is not received within 30 days of issuance of this statement, the City Council will, on November 15, 2011, take action to file the above referenced cost with the Sarpy County Treasurer as a special assessment for improvements against your property.

Thank you for your attention to this matter.

Sincerely,

Pamela A. Buethe, CMC  
City Clerk

**City Hall**  
8116 Park View Blvd.  
La Vista, NE 68128-2198  
p: 402-331-4343  
f: 402-331-4375

**Community Development**  
8116 Park View Blvd.  
p: 402-331-4343  
f: 402-331-4375

**Fire**  
8110 Park View Blvd.  
p: 402-331-4748  
f: 402-331-0410

**Golf Course**  
8305 Park View Blvd.  
p: 402-339-9147

**Library**  
9110 Giles Rd.  
p: 402-537-3900  
f: 402-537-3902

**Police**  
7701 South 96th St.  
p: 402-331-1582  
f: 402-331-7210

**Public Works**  
9900 Portal Rd.  
p: 402-331-8927  
f: 402-331-1051

**Recreation**  
8116 Park View Blvd.  
p: 402-331-3455  
f: 402-331-0299



Before Pictures  
Taken By: S. Corbit  
*S. Corbit*



After Pictures  
Taken By: S. Corbit  
*S. Corbit*

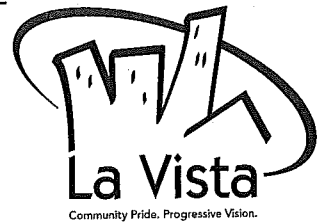




Before Pictures  
Taken By: S. Corbit  
*S. Corbit*



After Pictures  
Taken By: S. Corbit  
*S. Corbit*



October 4, 2011

East Villas LLC  
911 Killarney Dr  
Papillion NE 68046

RE: Lot 3 Val Vista

To Whom It May Concern;

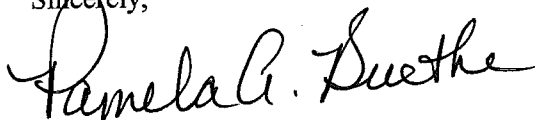
On September 13, 2011, the property at 10615 Hillcrest Drive La Vista, NE was in violation of the City of La Vista's Municipal Code, Section 133.01. On September 16, 2011, the Public Works Department mowed; and line trimmed the property. The cost of \$198.47 was incurred by the City for the cleanup. The cost breakdown is as follows:

Administrative Fee	\$	50.00
Mowing Costs		
Labor	\$	61.97
Equipment Cost	\$	86.50
 TOTAL	 \$	 <u>198.47</u>

Please remit \$198.47, payable to the City of La Vista, 8116 Park View Blvd., La Vista, Nebraska 68128, within 30 days. If payment is not received within 30 days of issuance of this statement, the City Council will, on November 15, 2011, take action to file the above referenced cost with the Sarpy County Treasurer as a special assessment for improvements against your property.

Thank you for your attention to this matter.

Sincerely,

  
Pamela A. Buethe, CMC  
City Clerk

City Hall  
8116 Park View Blvd.  
La Vista, NE 68128-2198  
p: 402-331-4343  
f: 402-331-4375

Community Development  
8116 Park View Blvd.  
p: 402-331-4343  
f: 402-331-4375

Fire  
8110 Park View Blvd.  
p: 402-331-4748  
f: 402-331-0410

Golf Course  
8305 Park View Blvd.  
p: 402-339-9147

Library  
9110 Giles Rd.  
p: 402-537-3900  
f: 402-537-3902

Police  
7701 South 96th St.  
p: 402-331-1582  
f: 402-331-7210

Public Works  
9900 Portal Rd.  
p: 402-331-8927  
f: 402-331-1051

Recreation  
8116 Park View Blvd.  
p: 402-331-3455  
f: 402-331-0299





October 4, 2011

East Villas LLC  
911 Killarney Dr  
Papillion NE 68046

RE: Lot 4 Val Vista

To Whom It May Concern;

On September 13, 2011, the property at 10611 Hillcrest Drive La Vista, NE was in violation of the City of La Vista's Municipal Code, Section 133.01. On September 16, 2011, the Public Works Department mowed and line trimmed the property. The cost of \$198.47 was incurred by the City for the cleanup. The cost breakdown is as follows:

Administrative Fee	\$	50.00
Mowing Costs		
Labor	\$	61.97
Equipment Cost	\$	86.50
<b>TOTAL</b>	<b>\$</b>	<b><u>198.47</u></b>

Please remit \$198.47, payable to the City of La Vista, 8116 Park View Blvd., La Vista, Nebraska 68128, within 30 days. If payment is not received within 30 days of issuance of this statement, the City Council will, on November 26, 2011, take action to file the above referenced cost with the Sarpy County Treasurer as a special assessment for improvements against your property.

Thank you for your attention to this matter.

Sincerely,

Pamela A. Buethe, CMC  
City Clerk

**City Hall**  
8116 Park View Blvd.  
La Vista, NE 68128-2198  
p: 402-331-4343  
f: 402-331-4375

**Community Development**  
8116 Park View Blvd.  
p: 402-331-4343  
f: 402-331-4375

**Fire**  
8110 Park View Blvd.  
p: 402-331-4748  
f: 402-331-0410

**Golf Course**  
8305 Park View Blvd.  
p: 402-339-9147

**Library**  
9110 Giles Rd.  
p: 402-537-3900  
f: 402-537-3902

**Police**  
7701 South 96th St.  
p: 402-331-1582  
f: 402-331-7210

**Public Works**  
9900 Portal Rd.  
p: 402-331-8927  
f: 402-331-1051

**Recreation**  
8116 Park View Blvd.  
p: 402-331-3455  
f: 402-331-0299