Agenda Packet

NORFOLK CITY COUNCIL MEETING

Tuesday, September 06, 2016
5:30 p.m.

Created 9/2/2016 2:27 PM

City of Norfolk
NEBRASKA
right at home.

309 N 5th Street
Norfolk, NE 68701
P402-844-2012 F402-844-2028
www.ci.norfolk.ne.us

NOTICE OF MEETING
CITY OF NORFOLK, NEBRASKA

NOTICE IS HEREBY GIVEN that a meeting of the City Council of the City of Norfolk, Nebraska, will be held at 5:30 p.m. on Tuesday, September 06, 2016, in the Council Chambers, 309 N. 5th St., Norfolk, Nebraska, which meeting will be open to the public.

The Mayor and City Council reserve the right to adjourn into closed session as per Section 84-1410 of the Nebraska Revised Statutes.

An agenda for such meeting, kept continually current, is available at the office of the City Clerk, 309 N 5th St, Norfolk Nebraska, during normal business hours.

Individuals requiring physical or sensory accommodations, who desire to attend or participate, please contact the City Clerk's office at (402) 844-2000 no later than 4:30 p.m. on the Friday preceding the meeting.

Elizabeth A. Deck
City Clerk

Publish (September 02, 2016)
1 P.O.P.

EQUAL HOUSING OPPORTUNITY

AGENDA

NORFOLK CITY COUNCIL MEETING

September 06, 2016

In accordance with Section 84-1412 sub-section eight (8) of the Reissue Revised Statutes of the State of Nebraska 1943, as amended, one copy of all reproducible written material to be discussed is available to the public at this meeting for examination and copying. The Mayor and City Council reserve the right to adjourn into closed session as per Section 84-1410 of the Nebraska Revised Statutes.

CALL TO ORDER

1. 5:30 p.m. - call meeting to order
2. Inform the public about the location of the Open Meetings Act posted in the Council Chambers and accessible to members of the public
3. Moment of silence/Pledge of Allegiance to the flag of the United States of America
4. Roll call

RECOMMENDED ACTIONS

5. Approval of consent agenda. **Motion**
   All items in the consent agenda are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or a citizen so requests, in which event the item will be removed from the consent agenda and considered separately.
6. Approval of full agenda. **Motion**

CONSENT AGENDA

7. Consideration of approval of the minutes of the August 15, 2016, City Council meeting. **Motion**
8. August sales tax report (June sales) **Motion**
9. July 2016 Police Division Activity Report and the Year-to-Date Report **Motion**
10. Consideration of approval of an agreement with Alzheimer's Association Nebraska Chapter to utilize Johnson Park for the Walk to End Alzheimer's event on Sunday, October 2, 2016. **Motion**
11. Consideration of approval of temporary and permanent easements and a permanent easement deed from Council Holding Company of Norfolk for property along the Riverfront Trail project for an amount of $6,100.00. **Motion**

12.	Consideration of approval of forwarding a letter of no recommendation to the Nebraska Liquor Control Commission on the Class AK (beer, on sale only, and catering) liquor license application for Smokin Stan's BBQ, LLC, dba Smokin Stan's BBQ, 114 West Madison Avenue, and the manager application of Stan A. Kiepke.	**Motion**
13.	Consideration of approval of forwarding a letter of no recommendation to the Nebraska Liquor Control Commission on the Class B (beer, off sale only) liquor license application for Love's Travel Stops & Country Stores, Inc., dba Love's Travel Stop 680, 1300 West Monroe Avenue, and the manager application of Walter Dewayne Porter.	**Motion**
14.	Consideration of approval of the plans and specifications on file at the Water Pollution Control Plant and authorization for the City Clerk to advertise for bids for replacement of aeration building motor control center and related underground ductbank wiring at the Water Pollution Control Plant.	**Motion**
15.	Consideration of approval of the plans, specifications, and engineer's estimate on file in the City offices for the Norfolk Avenue Paving and Bridge Improvements project between 1st Street and Cottonwood Street and authorization for the City Clerk to advertise for bids.	**Motion**
16.	Consideration of approval of Letter Agreement Amendment #2 with Olsson Associates for construction phase services and additional engineering design services for the Norfolk Avenue Paving and Bridge Improvements project between 1st Street and Cottonwood Street for an amount not to exceed $507,000.00.	**Motion**
17.	Consideration of approval of the Lions Club request for its annual parade on Saturday, September 24, 2016.	**Motion**
18.	Consideration of approval of a special designated liquor license for Sacred Heart Parish, 204 South 5th Street, to serve beer, wine and distilled spirits at the Sacred Heart Parish & Activities Center, 2301 W Madison Avenue, on Saturday, November 5, 2016, from 5:00 p.m. to 1:00 a.m. for a fund raiser.	**Motion**
19.	Consideration of Resolution No. 2016-35 approving the final plat of Tollefson's Addition.	**Resolution 2016-35**
20.	Consideration of Resolution No. 2016-36 approving the final plat of Reynoldson's Addition.	**Resolution 2016-36**
21.	Consideration of Resolution No. 2016-37 approving the final plat and subdivision agreement for Feilmeier's Eisenhower Avenue Addition.	**Resolution 2016-37**
22.	Consideration of awarding a contract to Christiansen Construction, Inc. LLC to install the two selected trickling filter distributors at the Water Pollution Control Plant for the low bid of $261,300.00, and authorization for the Mayor to sign all contracts and documents related to the project.	**Motion**

23. Consideration of approval of the Mayor's appointment of Tom Skaff to the Board of Adjustment replacing Randy Wilcox as alternate for the unexpired term ending August 2017; and the temporary appointments of Melissa Wentling and Garry Murren to the Board of Adjustment for an appeal hearing. **Motion**

24. Consideration of approval of the Mayor's reappointment of Jessica Jasnoch to the Tree Advisory Board for a term ending September 2019. **Motion**

25. Consideration of approval of all bills on file. **Motion**

SPECIAL PRESENTATIONS

26. Proclamation for September 15, 2016 as "Imagine a Day Without Water Day".

27. Proclamation for September 26, 2016 as "Family Day -- Be Involved. Stay Involved."

PUBLIC HEARINGS AND RELATED ACTION

28. Public hearing to comply with the provisions of N.R.S. 18-1755 to acquire properties at the following addresses: 309 S 9th Street and 411 S 2nd Street, both in Norfolk, Nebraska for property maintenance and demolition.

29. Public hearing to consider submitting an application to the Nebraska Department of Economic Development for a Community Development Block Grant (CDBG) in the amount of $26,400.00 for the CDBG Comprehensive Development (CD) Phase I funds for a planning study to determine future project(s) within the target area.

30. Consideration of Resolution No. 2016-38 submitting a grant application to the Nebraska Department of Economic Development for $26,400.00 of CDBG Comprehensive Development Phase I funds to conduct a planning study and authorizing the Mayor to sign all contracts, documents and other memoranda to effect acceptance of the grant. **Resolution 2016-38**

31. Public hearing to consider the feasibility of an amendment to the Norfolk Comprehensive Plan from Agriculture / Open Space to Industrial on the property generally located on Eisenhower Avenue ½ mile east of Victory Road.

32. Consideration of Ordinance No. 5424 amending the City's Comprehensive Plan from Agriculture / Open Space to Industrial on the property generally located on Eisenhower Avenue 1/2 mile east of Victory Road. **Ordinance No. 5424**

33. Public hearing at the request of J. Paul and Eleanor McIntosh, to consider a zoning change from A (Agricultural District) to I-1 (Light Industrial District), on property generally located on Eisenhower Avenue ½ mile east of Victory Road.

34. Consideration of Ordinance No. 5425 approving the zoning change from A (Agricultural District) to I-1 (Light Industrial District), on property generally located on Eisenhower Avenue ½ mile east of Victory Road. **Ordinance No. 5425**

35. Public hearing to review the City of Norfolk's FY 2016-2017 municipal budget.

36. Public hearing to review the City of Norfolk's FY 2016-2017 proprietary budget (water, sewer, and solid waste).

37. Consideration of Resolution No. 2016-39 approving the additional 1% increase in restricted fund authority allowed upon the affirmative vote of at least 75% of the Council. **Resolution 2016-39**

38. Consideration of Ordinance No. 5426 approving the FY 2016-2017 appropriations, approving the FY 2016-2017 proprietary budget, and approving the strategic plan. **Ordinance No. 5426**

39. Public hearing to receive comments regarding changing the Vehicle Parking Fund and General Fund tax requests for the 2016-2017 fiscal year from the amounts for the 2015-2016 fiscal year.

40. Consideration of Resolution No. 2016-40 approving the property tax requests for fiscal year 2016-2017 for the Vehicle Parking Fund and General Fund in amounts different than fiscal year 2015-2016. **Resolution 2016-40**

REGULAR AGENDA

41. Consideration of Ordinance No. 5427 approving the FY 2016-2017 Classification and Pay Plan. **Ordinance No. 5427**

42. Consideration of approval of an Engineering Services contract with Kirkham, Michael & Associates, Inc. for the Southwest Sanitary Sewer Interceptor, Phase 2 project for an amount of $188,630.00. **Motion**

43. Consideration of Ordinance No. 5428 enacting a new Section 10-29 of the Code to provide for rental of transfer station trailers. **Ordinance No. 5428**

44. Consideration of Ordinance No. 5429 to amend Section 2-5 of the City Code to correct mechanical permit fees, update transfer station fees, update water rates, update wastewater treatment rates, and update library fees. **Ordinance No. 5429**

45. Consideration of Resolution No. 2016-41 approving the final plat of Thoendel's Addition. **Resolution 2016-41**

46. Consideration of Resolution No. 2016-42 approving a sidewalk waiver for Lots 1 & 2, Feilmeier's Eisenhower Avenue Addition. **Resolution 2016-42**

47. Consideration of approval of Resolution No. 2016-43 adopting the 2017-2026 Capital Improvement Program. **Resolution 2016-43**

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STAFF MEMORANDUM

NORFOLK CITY COUNCIL MEETING

September 06, 2016

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RECOMMENDED ACTIONS

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6. Approval of full agenda. **Motion**

CONSENT AGENDA

7. Consideration of approval of the minutes of the August 15, 2016, City Council meeting. **Motion**

   See Enclosure 7.

8. August sales tax report (June sales) **Motion**

   August sales tax receipts (June sales) are $948,452.19. The City's 1 1/2 cent sales tax receipts of $711,339.14 are up $14,133.45 or 2.03% from last August. Fiscal year to date receipts for the 1 1/2 cent sales tax are $40,510.01 or 0.56% more than budgeted. August receipts from the 1/2 cent sales tax for the library addition and renovation are $237,113.05. Included in the agenda packet is a sales tax comparison by month.

   See Enclosure 8.

9. July 2016 Police Division Activity Report and the Year-to-Date Report **Motion**

   See Enclosure 9.

10. Consideration of approval of an agreement with Alzheimer's Association Nebraska Chapter to utilize Johnson Park for the Walk to End Alzheimer's event on Sunday, October 2, 2016. **Motion**

    See Enclosure 10.

11. Consideration of approval of temporary and permanent easements and a permanent easement deed from Council Holding Company of Norfolk for property along the Riverfront Trail project for an amount of $6,100.00. **Motion**

    This temporary easement is for the construction, grading and storm sewer installation of the Riverfront Trail for $1,271.00. This permanent easement is for right-of-way and ongoing maintenance of the Riverfront Trail for $4,829.00. Staff recommends approval.

    See Enclosure 11.

12. Consideration of approval of forwarding a letter of no recommendation to the Nebraska Liquor Control Commission on the Class AK (beer, on sale only, and catering) liquor license application for Smokin Stan's BBQ, LLC, dba Smokin Stan's BBQ, 114 West Madison Avenue, and the manager application of Stan A. Kiepke. **Motion**

    See Enclosure 12.

13. Consideration of approval of forwarding a letter of no recommendation to the Nebraska Liquor Control Commission on the Class B (beer, off sale only) liquor license application for Love's Travel Stops & Country Stores, Inc., dba Love's Travel Stop 680, 1300 West Monroe Avenue, and the manager application of Walter Dewayne Porter. **Motion**

    See Enclosure 13.

14. Consideration of approval of the plans and specifications on file at the Water Pollution Control Plant and authorization for the City Clerk to advertise for bids for replacement of aeration building motor control center and related underground ductbank wiring at the Water Pollution Control Plant. **Motion**

    This project includes the replacement of the 1980’s obsolete motor control center and associated underground duct bank between the blower and aeration buildings that has partially failed. Replacement is necessary to keep our plant process equipment in good condition.

Council approved this project in the current fiscal year budget, but most of the funds will come from FY 2016-2017. A bid letting will be scheduled for September 22, 2016 with Council approval of the selected bidder following. City staff recommend approval to advertise.

See Enclosure 14.

15. Consideration of approval of the plans, specifications, and engineer's estimate on file in the City offices for the Norfolk Avenue Paving and Bridge Improvements project between 1st Street and Cottonwood Street and authorization for the City Clerk to advertise for bids. **Motion**

This project includes reconstruction of the bridge, roadway improvements, water improvements, a new trail undercrossing the bridge, and street scaping on East Norfolk Avenue between 1st Street and Cottonwood Street. A bid letting is scheduled for September 29, 2016 with Council approval of the lowest responsive and responsible bidder at the October 17, 2016 Council meeting.

See Enclosure 15.

16. Consideration of approval of Letter Agreement Amendment #2 with Olsson Associates for construction phase services and additional engineering design services for the Norfolk Avenue Paving and Bridge Improvements project between 1st Street and Cottonwood Street for an amount not to exceed $507,000.00. **Motion**

This agreement includes construction phase services and additional design services. The additional design work involved adding reconstruction of the intersection of 1st Street and Norfolk Avenue including 1st Street south to the alley south of Norfolk Avenue. This addition added more complexity to construction traffic phasing. As bridge design proceeded, it became necessary to provide design services to relocate the existing water line on the north side of Norfolk Avenue and the existing storm sewer on the south side. Olsson's and the City also spent more time on public involvement and stakeholder coordination than originally anticipated. The costs for these additional services amounted to $73,870.00.

The construction phase services provides for full time on site inspection, shop drawing review and testing. Total estimated costs for this phase is $433,130.00. Staff recommend approval of the $507,000 contract with Olsson Associates.

See Enclosure 16.

17. Consideration of approval of the Lions Club request for its annual parade on Saturday, September 24, 2016. **Motion**

    The Norfolk Lions Club has requested permission to conduct its annual parade on Saturday, September 24, 2016. Riverside Boulevard from Benjamin Avenue to Elm Avenue will be used as the staging area. The route of the parade will be south on Riverside Boulevard/4th Street to Madison Avenue, west on Madison Avenue to 5th Street, and north on 5th Street to Walnut Avenue.

    See Enclosure 17.

18. Consideration of approval of a special designated liquor license for Sacred Heart Parish, 204 South 5th Street, to serve beer, wine and distilled spirits at the Sacred Heart Parish & Activities Center, 2301 W Madison Avenue, on Saturday, November 5, 2016, from 5:00 p.m. to 1:00 a.m. for a fund raiser. **Motion**

    See Enclosure 18.

19. Consideration of Resolution No. 2016-35 approving the final plat of Tollefson's Addition. **Resolution 2016-35**

    See Enclosure 19.

20. Consideration of Resolution No. 2016-36 approving the final plat of Reynoldson's Addition. **Resolution 2016-36**

    See Enclosure 20.

21. Consideration of Resolution No. 2016-37 approving the final plat and subdivision agreement for Feilmeier's Eisenhower Avenue Addition. **Resolution 2016-37**

    See Enclosure 21.

22. Consideration of awarding a contract to Christiansen Construction, Inc. LLC to install the two selected trickling filter distributors at the Water Pollution Control Plant for the low bid of $261,300.00, and authorization for the Mayor to sign all contracts and documents related to the project. **Motion**

    Three options were specified for the project: Option 1 - WesTech brand, Option 2 - Ovivo brand and, at the contractor's option, a third option for an equivalent distributor brand could have been included.

    Three bids were received at the August 30, 2016 bid letting and are in the enclosure. Christiansen Construction submitted the low bid of $261,300.00 with WesTech distributors. City staff determined that Christiansen can meet all the requirements of the contract and recommend awarding contract to

Christiansen to install the two trickling filter distributors at the Water Pollution Control Plant. This bid is below the City's estimate of $350,000.

In September of 2015, City Council approved the FY15-16 budget that included the two trickling filter distributor replacement project. On August 15, 2016, City Council authorized advertisement for proposals. Staff recommend approval.

See Enclosure…

See Enclosure 22.

23. Consideration of approval of the Mayor's appointment of Tom Skaff to the Board of Adjustment replacing Randy Wilcox as alternate for the unexpired term ending August 2017; and the temporary appointments of Melissa Wentling and Garry Murren to the Board of Adjustment for an appeal hearing. **Motion**

See Enclosure 23.

24. Consideration of approval of the Mayor's reappointment of Jessica Jasnoch to the Tree Advisory Board for a term ending September 2019. **Motion**
25. Consideration of approval of all bills on file. **Motion**

SPECIAL PRESENTATIONS

26. Proclamation for September 15, 2016 as "Imagine a Day Without Water Day".

See Enclosure 26.

27. Proclamation for September 26, 2016 as "Family Day -- Be Involved. Stay Involved."

See Enclosure 27.

PUBLIC HEARINGS AND RELATED ACTION

28. Public hearing to comply with the provisions of N.R.S. 18-1755 to acquire properties at the following addresses: 309 S 9th Street and 411 S 2nd Street, both in Norfolk, Nebraska for property maintenance and demolition.

Both of these parcels are being acquired because the owners have not maintained the properties. Once the properties are acquired, the buildings will be demolished by the City of Norfolk and the lots can be sold.

See Enclosure 28.

29. Public hearing to consider submitting an application to the Nebraska Department of Economic Development for a Community Development Block Grant (CDBG) in the amount of $26,400.00 for the CDBG Comprehensive Development (CD) Phase I funds for a planning study to determine future project(s) within the target area.

    The City of Norfolk is requesting $26,400.00 of CDBG Comprehensive Development (CD) Phase I funds of which $23,400.00 a planning study to determine future project(s) and $3,000.00 for general administration of the grant. Local matching funds of $12,600.00 will be provided by the City of Norfolk. The total project cost is $39,000.00. All activities will be conducted within the low-to-moderate (LMI) target area. All CDBG funds will benefit LMI persons in the community. No persons will be displaced as a result of this project. The grant will also require an additional leverage of $12,600.00 within the target area and to benefit LMI persons.

    See Enclosure 29.

30. Consideration of Resolution No. 2016-38 submitting a grant application to the Nebraska Department of Economic Development for $26,400.00 of CDBG Comprehensive Development Phase I funds to conduct a planning study and authorizing the Mayor to sign all contracts, documents and other memoranda to effect acceptance of the grant. **Resolution 2016-38**

    The grant is in the amount of $26,400.00 for CDBG Comprehensive Development (CD) Phase I funds of which $23,400.00 will be to conduct a planning study and $3,000.00 for general administration of the grant. Local matching funds of $12,600.00 will be provided by the City of Norfolk. Leverage of $12,600.00 will also be provided. The estimated total project cost is $39,000.00. All activities will be conducted within the LMI target area. All CDBG funds will benefit low-to-moderate income persons in the community. No persons will be displaced as a result of this project.

    See Enclosure 30.

31. Public hearing to consider the feasibility of an amendment to the Norfolk Comprehensive Plan from Agriculture / Open Space to Industrial on the property generally located on Eisenhower Avenue ½ mile east of Victory Road.

    See Enclosure 31.

32. Consideration of Ordinance No. 5424 amending the City's Comprehensive Plan from Agriculture / Open Space to Industrial on the property generally located on Eisenhower Avenue 1/2 mile east of Victory Road. **Ordinance No. 5424**

    See Enclosure 32.

33. Public hearing at the request of J. Paul and Eleanor McIntosh, to consider a zoning change from A (Agricultural District) to I-1 (Light Industrial District), on property generally located on Eisenhower Avenue ½ mile east of Victory Road.

    See Enclosure 33.

34. Consideration of Ordinance No. 5425 approving the zoning change from A (Agricultural District) to I-1 (Light Industrial District), on property generally located on Eisenhower Avenue ½ mile east of Victory Road. **Ordinance No. 5425**

    See Enclosure 34.

35. Public hearing to review the City of Norfolk's FY 2016-2017 municipal budget.

    This public hearing is for the Mayor, City Council, and citizens to review the City's FY 2016-2017 budget.

    See Enclosure 35.

36. Public hearing to review the City of Norfolk's FY 2016-2017 proprietary budget (water, sewer, and solid waste).

    This public hearing is for the Mayor, City Council, and citizens to review the City's FY 2016-2017 proprietary budget (water, sewer, and solid waste).

37. Consideration of Resolution No. 2016-39 approving the additional 1% increase in restricted fund authority allowed upon the affirmative vote of at least 75% of the Council. **Resolution 2016-39**

    Resolution No. 2016-39 authorizes the additional 1% increase in restricted fund authority allowed under Section 13-519(2) of Nebraska Revised Statutes for fiscal year 2016-2017, and provides unused budget authority carried forward to the fiscal year ending September 30, 2018 which contains this additional 1% increase in restricted fund authority. This does not change the City's budget, but simply maintains maximum flexibility for future budgets.

Staff recommends approval of Resolution No. 2016-39. This resolution must pass with at least six votes to have any effect.

See Enclosure 37.

38. Consideration of Ordinance No. 5426 approving the FY 2016-2017 appropriations, approving the FY 2016-2017 proprietary budget, and approving the strategic plan. **Ordinance No. 5426**

This is the City's annual appropriations ordinance. By passage of this ordinance, the Council will be adopting both the municipal budget and proprietary functions (water, sewer, and solid waste) budget and the strategic plan.

See Enclosure 38.

39. Public hearing to receive comments regarding changing the Vehicle Parking Fund and General Fund tax requests for the 2016-2017 fiscal year from the amounts for the 2015-2016 fiscal year.

Section 77-1601.02 of State Statues requires a public hearing whenever the tax request changes from the prior year.

The Vehicle Parking District levies the maximum 35 cents allowed by law. The assessed valuation of the District increased $436,813 from the prior year resulting in a $1,529 increase in property tax levied, going from $83,751 last year to $85,280 this year.

The proposed budget includes a $219,609 increase in General Fund property tax. If levy rates for the General Fund, Debt Service Fund, and Economic Development Fund were kept the same as the prior year, the increase in valuation would raise an additional $149,202 of property tax. The City's valuation increased $64,115,076 or 4.86% going from $1,319,878,702 last year to $1,383,993,778 this year. The additional property tax for the three funds was added to the General Fund in the proposed budget.

During the City Council budget work sessions, the Council decided to raise property taxes to fund items that would otherwise be left out of the budget. This increased the levy rate about a half cent raising property taxes $70,407 to fund $60,000 for certification that the flood control levee meets Federal Emergency Management Admiration standards, with the balance needed for increasing targeted ending fund balance growth to the goal of 3.5%.

The $219,609 increase takes General Fund property tax from $1,980,814 budgeted in fiscal year 2015-2016 to $2,200,423 budgeted in fiscal year 2016-2017. After adding the 1% County Treasurer's commission and delinquency

allowance, the General Fund property tax levy increases $232,785 going from $2,099,663 last year to $2,332,448 this year.

Debt Service Fund and Economic Development Fund property tax remains unchanged from last year at $732,117 and $424,000 respectively.

40. Consideration of Resolution No. 2016-40 approving the property tax requests for fiscal year 2016-2017 for the Vehicle Parking Fund and General Fund in amounts different than fiscal year 2015-2016. **Resolution 2016-40**

This resolution is required by Section 77-1601.02 of Nebraska Revised Statutes as more fully discussed under agenda item 39.

See Enclosure 40.

REGULAR AGENDA

41. Consideration of Ordinance No. 5427 approving the FY 2016-2017 Classification and Pay Plan. **Ordinance No. 5427**

The salaries listed in the Classification and Pay Plan are included in the FY 2015-2016 municipal budget being considered at this meeting.

See Enclosure 41.

42. Consideration of approval of an Engineering Services contract with Kirkham, Michael & Associates, Inc. for the Southwest Sanitary Sewer Interceptor, Phase 2 project for an amount of $188,630.00. **Motion**

This contract is for design, bidding, easement description, public information, limited environmental, and permit applications for the Southwest Sanitary Sewer Interceptor, Phase 2 project from 13th Street and Monroe Avenue to 25th Street and Omaha Avenue. Staff recommend approval of the $188,630.00 contract with Kirkham, Michael & Associates, Inc.

See Enclosure 42.

43. Consideration of Ordinance No. 5428 enacting a new Section 10-29 of the Code to provide for rental of transfer station trailers. **Ordinance No. 5428**

Consideration of Ordinance No. 5428 enacting a new Section 10-29 of the Code to provide for rental of transfer station trailers.

On November 4, 2013, Council approved a fee to rent Transfer trailers (within the City limits and extraterritorial zoning jurisdiction only) if the Transfer Station has any trailers available.

This Ordinance is a new Section 10-29 of the Code that further defines roles and responsibilities of the renter. For instance, the rental period is not to exceed one (1) week including delivery, pickup, Transfer Station inspection, and hauling to landfill. Other costs associated with the trailer rental that the renter is responsible for:

- Damages that were either caused by neglect or overloading of the trailer while in the renter's possession, including City labor and materials,
- Extra cost of labor to partially unload to meet weight restrictions,
- Labor and costs related to items that are not legal for landfill, such as tires, appliances etc.…and
- Fines that are imposed for an overloaded trailer from the renter's site to the Transfer Station.

Staff recommend approval.

See Enclosure 43.

44. Consideration of Ordinance No. 5429 to amend Section 2-5 of the City Code to correct mechanical permit fees, update transfer station fees, update water rates, update wastewater treatment rates, and update library fees. **Ordinance No. 5429**

Permits and Codes: The decimal point in rate for mechanical permit fees was inadvertently placed incorrectly in the fee ordinance. This change will provide for the correct fee of $0.015 per square foot of conditioned space.

Transfer Station: This section provides for updating and increasing fees for crematory services at the transfer station. The fee ordinance is being updated to reflect current actual billing practices and provides for 5% increase in fees. This is a $2.00 increase in fees for a single animal cremation and a $4.00 increase in fees for a multiple animal cremation.

The fee for disposal of computer/TV monitors is proposed to increase from $10.00 to $15.00. This increase is designed to capture the true costs to the City for recycling these items.

The fee for rental of transfer trailers is being updated to reflect that the City of Norfolk is providing the transportation of waste to the Coalition landfill with its own forces. The current fee ordinance refers to the costs for contract hauling and landfill fees. The updated schedule provides for a fixed fee of $250 for trailer rental and transportation plus the landfill fees.

Water rates: The revised fee schedule provides for an across the board increase of 9%. The increase is necessary to support the capital expenditures approved

in the 2016-17 budget including funding to extend water service south of the Elkhorn River. General water rates were last adjusted on October 1, 2009.

Domestic/Commercial Rate Change (Bimonthly Billing)

	Current	Oct. 1, 2016	Change
Typical Residential	$24.00	$26.10	$2.10
Typical Commercial	$83.65	$90.83	$7.18

Sewer rates: This ordinance provides for increasing sewer rates for residential, commercial and industrial classifications by an average of 8% effective October 1, 2016 and increasing sewer rates for residential, commercial and industrial classifications by an average of 6% effective September 1, 2017.

On July 15, Council met to review and discuss the sewer budget. On this date, the Public Works Director indicated that if a Level 4 budget with all capital items needed were approved, a 20% sewer rate increase is projected. Council approved a level 4 budget as well as an additional 1% for the Administration fee and a rate increase (approximately 8% to 10%), to cover everything except the Hwy 35 interceptor and the Omaha Avenue Lift Station and force main projects.

On July 20, the Council met as a Subcommittee. The Public Works Director explained that upon further analysis of the sewer rates, the increase for FY 2016-2017 will actually average about 13% and not the 8-10% estimated at the budget review session on July 15, 2016. The Public Works Director wanted to make elected officials aware of the percentage increase and provide an opportunity to adjust the amount of infrastructure to be funded in FY 2016-2017 as well as FY2017-2018. The subcommittee recommended continuing with the original infrastructure approved on July 15, 2016.

The Public Works Director and Wastewater Superintendent continuously update the sewer rate program (spreadsheet) to project future sewer revenue needs as well impacts to sewer rates. The rate program takes into account revenues, expenditures, and capital projects to develop a multiyear cash flow projection. The program also allocates the revenue requirements among all residential, commercial, and industrial user classifications based on cost of services principles. The proposed rate adjustments are recommended so that when taking into account cost of service principles that the impact to large commercial customers and the “clean” industrial customers is approximately equal each of the two years at approximately 11%. The increase affects these customers the most since the capital improvements necessitating the increase is for increased collection capacity which primarily affects the flow charge component of the bill and not the base, BOD, SS and TKN.

Average residential bimonthly rates will increase by about $1.86 and commercial by $9.79. In addition, the minimum Special Waste fee has been adjusted from $155.00 to $165.00 to reflect current disposal costs.

Domestic/Commercial Rate Change (Bimonthly Billing)

	Current	Oct. 1, 2016	Change	Sept. 1, 2017	Change
Typical Res	$33.44	$35.30	$1.86	$37.22	$1.92
Typical Com	$105.11	$114.90	$9.79	$125.21	$10.31

Rate Changes

Minimum	$23.57	$24.30	$0.73	$25.11	$0.81
$/ccf >min	$1.67	$1.86	$0.19	$2.05	$0.19
Ind.Vol.%/MG	$2,222.56	$2,474.24	$251.68	$2,740.64	$266.40

Library: This ordinance removes the E-reader late fee and replaces it with the Hotspot late fee. The library never began the E-reader lending program so the fee is not necessary. The library just started lending out Wi-Fi Hotspots and would like to charge a late fee of $5.00 per day, as was planned for the E-Readers a few years ago.

Staff recommend approval of the revised fee ordinance.

See Enclosure 44.

45. Consideration of Resolution No. 2016-41 approving the final plat of Thoendel's Addition. **Resolution 2016-41**

See Enclosure 45.

46. Consideration of Resolution No. 2016-42 approving a sidewalk waiver for Lots 1 & 2, Feilmeier's Eisenhower Avenue Addition. **Resolution 2016-42**

See Enclosure 46.

47. Consideration of approval of Resolution No. 2016-43 adopting the 2017-2026 Capital Improvement Program. **Resolution 2016-43**

On August 16, 2016, the Norfolk Planning Commission reviewed the 2017-2026 Capital Improvement Program (CIP). Included in the agenda packet is the CIP and a letter from the Planning Commission to the Mayor and City Council recommending approval.

See Enclosure 47.

CITY OF NORFOLK, NEBRASKA

The Mayor and City Council of the City of Norfolk, Nebraska met in regular session in the Council Chambers, 309 North 5th Street, Norfolk, Nebraska on the 15th day of August, 2016, beginning at 5:30 p.m.

Following a moment of silence and the Pledge of Allegiance to the flag of the United States of America, Mayor Sue Fuchtman called the meeting to order. Roll call found the following Councilmembers present: Corey Granquist, Jim Lange, Rob Merrill, Shane Clausen, Thad Murren, Josh Moenning, Dave Fauss, and Dick Pfeil. Absent: None.

Staff members present were: City Administrator Shane Weidner, Director of Public Works Dennis Smith, City Attorney Clint Schukei, City Clerk Beth Deck, Finance Officer Randy Gates, Police Chief Bill Mizner, Wastewater Plant Superintendent Todd Boling, Water & Sewer Director Dennis Watts, Communications Director Diane Becker, Prevention Manager Trent Howard, Risk Manager Lyle Lutt, Administrative Secretary/Personnel Tech Deb Johnson, Economic Development Director Andy Colvin, City Planner Val Grimes and City Engineer Mark Dolechek.

The Mayor presided and the City Clerk recorded the proceedings.

The Mayor informed the public about the location of the current copy of the Open Meetings Act posted in the City Council Chambers and accessible to members of the public.

Notice of the meeting was given in advance thereof by publication in the Norfolk Daily News, Norfolk, Nebraska, the designated method of giving notice, as shown by affidavit of publication.

Notice was given to the Mayor and all members of the Council and a copy of their acknowledgement of receipt of notice and agenda is attached to the minutes. Availability of the agenda was communicated in the advance notice and in the notice to the Mayor and Council of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the public.

Agenda Motions

Mayor Fuchtman requested approval of the consent agenda with the following changes: (1) remove Item No. 19, Resolution No. 2016-33, extending the City's LARM participation, from the consent agenda and add to the regular agenda; and (2) delete Item No. 23, Resolution No. 2016-34, West Highway 275 Redevelopment Area Study.

Councilmember Fauss moved, seconded by Councilmember Moenning to amend the consent agenda as follows: (1) remove Item No. 19, Resolution No. 2016-33, extending the City's LARM participation, from the consent agenda and add to the regular agenda; and (2) delete Item No. 23, Resolution No. 2016-34, West Highway 275 Redevelopment Area Study and approve the consent agenda as amended. Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Clausen, Murren, Moenning, Fauss and Pfeil. Nays: None. Absent: None. Motion carried.

Councilmember Merrill moved, seconded by Councilmember Fauss to add Item No. 19, Resolution No. 2016-33, extending the City's LARM participation, to the regular agenda and to adopt the full agenda as amended. Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Clausen, Murren, Moenning, Fauss and Pfeil. Nays: None. Absent: None. Motion carried.

Consent Agenda Items Approved

Minutes of the August 1, 2016, City Council meeting

Minutes of the August 3, 2016, City Council Budget Work Session meeting

Keno report for July 2016

Resolution No. 2016-28 approving the final allocation of levy authority for the Offstreet Parking District for fiscal year 2016-2017 allowing the District to levy a property tax of $85,285 not to exceed $.35 per hundred dollars of assessed valuation

Resolution No. 2016-29 approving the final allocation of levy authority for the Norfolk Airport Authority for fiscal year 2016-2017 allowing the Norfolk Airport Authority to levy a property tax of $440,784

Reappointments of Ben Sun and Danelle McKeown to the Trail Advisory Board for terms expiring September 2019

Plans and specifications on file at the Water Pollution Control Plant and authorization for the City Clerk to advertise for bids for replacement of two trickling filter distributors at the Water Pollution Control Plant

Temporary and permanent easements and a permanent easement deed from CFARM Properties, LLC for property along the Riverfront Trail project for an amount of $100.00

Resolution No. 2016-30 declaring the City's official intent under Internal Revenue Code Regulations to incur indebtedness which includes reimbursement of expenditures for a sanitary sewer main to extend sewer to the northeast portion of the City

Resolution No. 2016-31 extending the current E911 surcharge rate through 2017

Resolution No. 2016-32 submitting an application to the Nebraska Game and Parks Commission for a Recreational Trails Grant for the U.S. Highway 275 Undercrossing and authorizing the Mayor to proceed with the formulation of any and all contracts, documents or other memoranda to effect acceptance of the grant

Special Designated Liquor License for Jim Rutten, Jim's Fine Wine & More, 2001 Market Lane, to serve wine and distilled spirits at Magnolias, 432 W Norfolk Avenue, on Sunday, September 18, 2016 from 1:00 p.m. to 8:00 p.m. for a sampling/tasting event

Mayor's reappointment of Jason Lammli and Sue Haase to the Board of Zoning Adjustment for three-year terms expiring August of 2019, and the appointment of Randy Wilcox, replacing Mike Miller, for the unexpired term ending August 2018

Liberty Centre Services, Inc. (a Nebraska Nonprofit Corporation) agreement for a Color Your Recovery 5K Run/Walk event on Saturday, September 10, 2016 utilizing City streets, sidewalks and trails

ALS in the Heartland, Inc. (a Nebraska Nonprofit Corporation) agreement to hold a community walk event at Skyview Park and Lake on Sunday, September 18, 2016

Bills in the amount of $1,817,339.10

Regular Agenda Items

Modify Downtown Vehicle Parking District Parking Reorganization Plan/Policy
(customer/residential parking stalls)

Councilmember Merrill moved, seconded by Councilmember Fauss to approve a request from the Vehicle Parking District Board of Directors to modify the Downtown Vehicle Parking District Parking Reorganization Plan/Policy to designate some parking stalls as customer/residential.

Connie Geary, on behalf of the Vehicle Parking District (VPD), provided information to elected officials. The Downtown Vehicle Parking District Parking Reorganization Plan/Policy was approved by the City Council on May 20, 2013. Because of additional apartments in downtown Norfolk and, therefore, an increased demand for residential parking, the VPD is requesting to add the following extra residential spaces:

Lot E = +5 residential spaces
Lot F = +6 residential spaces
Lot B1 = +15 residential spaces
Lot D2 = + 4 residential spaces
Lot C1 = + 2 residential spaces
Lot C2 = + 2 residential spaces

Geary said residential signs will be placed below customer parking signs for the additional spaces.

Weidner said enforcement will be difficult with both “Free Customer Parking” and “Residential Parking” signs on the same space.

Geary understands the enforcement concern.

Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Clausen, Murren, Moenning, Fauss and Pfeil. Nays: None. Absent: None. Motion carried.

Ordinance No. 5422
(Amend Section 2-5 of City Code)

Councilmember Lange introduced, seconded by Councilmember Fauss, Ordinance No. 5422 entitled: AN ORDINANCE OF THE CITY OF NORFOLK, NEBRASKA TO AMEND SECTION 2-5 OF THE OFFICIAL CITY CODE TO REMOVE THE FEE FOR DIGITAL ALARM MONITORING; TO AMEND THE BUILDING PERMIT FEE PER SQUARE FOOT FOR UNFINISHED ACCESSORY STRUCTURES; TO INCLUDE A MECHANICAL PERMIT FEE FOR EXHAUST FANS (EXCLUDING ONE- AND TWO-FAMILY DWELLINGS); TO REMOVE AUDITORIUM RENTAL FEES; TO UPDATE FEES FOR SWIMMING LESSONS; TO PROVIDE WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT; AND TO PROVIDE FOR THE PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM and moved that the ordinance be passed on first reading. Said ordinance was then read into the record by title by the City Clerk.

Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Clausen, Murren, Moenning, Fauss and Pfeil. Nays: None. Absent: None. Motion carried. Ordinance No. 5422 passed on first reading.

Councilmember Fauss moved, seconded by Councilmember Merrill, that the statutory rule requiring reading on three different days be suspended.

Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Clausen, Murren, Moenning, Fauss and Pfeil. Nays: None. Absent: None. Motion carried. The motion to suspend the rules was adopted by three-fourths of the Council and the statutory rule requiring reading on three different days was suspended for consideration of said ordinance.

Thereafter Councilmember Fauss moved, seconded by Councilmember Merrill, that the statutory rules requiring reading on three different days be suspended and for final passage of the ordinance. The Mayor then stated the question "Shall Ordinance No. 5422 be passed and adopted?"

Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Clausen, Murren, Moenning, Fauss and Pfeil. Nays: None. Absent: None. Motion carried. The passage and adoption of said ordinance having been concurred in by a majority of all members of the Council, the Mayor signed and approved the ordinance and the City Clerk attested the passage and adoption of the same and affixed her signature thereto. The Mayor then instructed the City Clerk to publish said Ordinance No. 5422 as required by law.

Ordinance No. 5423
(digital alarm system monitoring)

Councilmember Merrill introduced, seconded by Councilmember Granquist, Ordinance No. 5423 entitled: AN ORDINANCE OF THE CITY OF NORFOLK, NEBRASKA TO AMEND SECTION 2.5-4 OF THE OFFICIAL CITY CODE TO REMOVE SUBSECTION (K) RELATED TO DIGITAL ALARM MONITORING; TO PROVIDE WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT; AND TO PROVIDE FOR THE PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM and moved that the ordinance be passed on first reading. Said ordinance was then read into the record by title by the City Clerk.

Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Clausen, Murren, Moenning, Fauss and Pfeil. Nays: None. Absent: None. Motion carried. Ordinance No. 5423 passed on first reading.

Councilmember Fauss moved, seconded by Councilmember Moenning, that the statutory rule requiring reading on three different days be suspended.

Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Clausen, Murren, Moenning, Fauss and Pfeil. Nays: None. Absent: None. Motion carried. The motion to suspend the rules was adopted by three-fourths of the Council and the statutory rule requiring reading on three different days was suspended for consideration of said ordinance.

Thereafter Councilmember Fauss moved, seconded by Councilmember Moenning, that the statutory rules requiring reading on three different days be suspended and for final passage of the

ordinance. The Mayor then stated the question "Shall Ordinance No. 5423 be passed and adopted?"

Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Clausen, Murren, Moenning, Fauss and Pfeil. Nays: None. Absent: None. Motion carried. The passage and adoption of said ordinance having been concurred in by a majority of all members of the Council, the Mayor signed and approved the ordinance and the City Clerk attested the passage and adoption of the same and affixed her signature thereto. The Mayor then instructed the City Clerk to publish said Ordinance No. 5423 as required by law.

Resolution No. 2016-33
(LARM Participation)

Councilmember Fauss moved, seconded by Councilmember Murren to adopt Resolution 2016-33 extending the City's LARM participation an additional year and requiring 180 day notice of intent not to extend LARM participation beyond the September 30, 2019 termination date.

Councilmember Fauss requested this be considered on the regular agenda for discussion. Fauss said this extension will put the LARM participation out seven years since the City's insurance coverage was last reviewed. Fauss is not opposed to the LARM extension this year but will probably want to review insurance next year.

Finance Officer Randy Gates stated the City will pay a total of $714,000 for insurance in 2017, which includes workers comp coverage. This amount is about the same paid in 2012 when the City bid out insurance coverage.

Roll call on Resolution No. 2016-33: Ayes: Granquist, Lange, Merrill, Clausen, Murren, Moenning, Fauss and Pfeil. Nays: None. Absent: None. Motion carried. Resolution No. 2016-33 was adopted.

There being no further business, the Mayor declared the meeting adjourned at 5:55 p.m.

_____
Sue Fuchtman
Mayor

ATTEST:

_____
Elizabeth A. Deck
City Clerk

(S E A L)

I, the undersigned Clerk, hereby certify that the foregoing is the full, true and correct original document of proceedings of Monday, August 15, 2016, had and done by the Mayor and City Council; that all of the subjects included in the proceedings were contained in the agenda for the meeting, kept continually current and available for public inspection at the office of the Clerk; that such subjects were contained in said agenda for at least twenty-four hours prior to the meeting; that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public; that the said minutes were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body; that all news media requesting notification concerning meetings of said body were provided advance notification of the time and place of said meeting and the subjects to be discussed at said meeting.

_____

Elizabeth A. Deck
City Clerk

(S E A L)

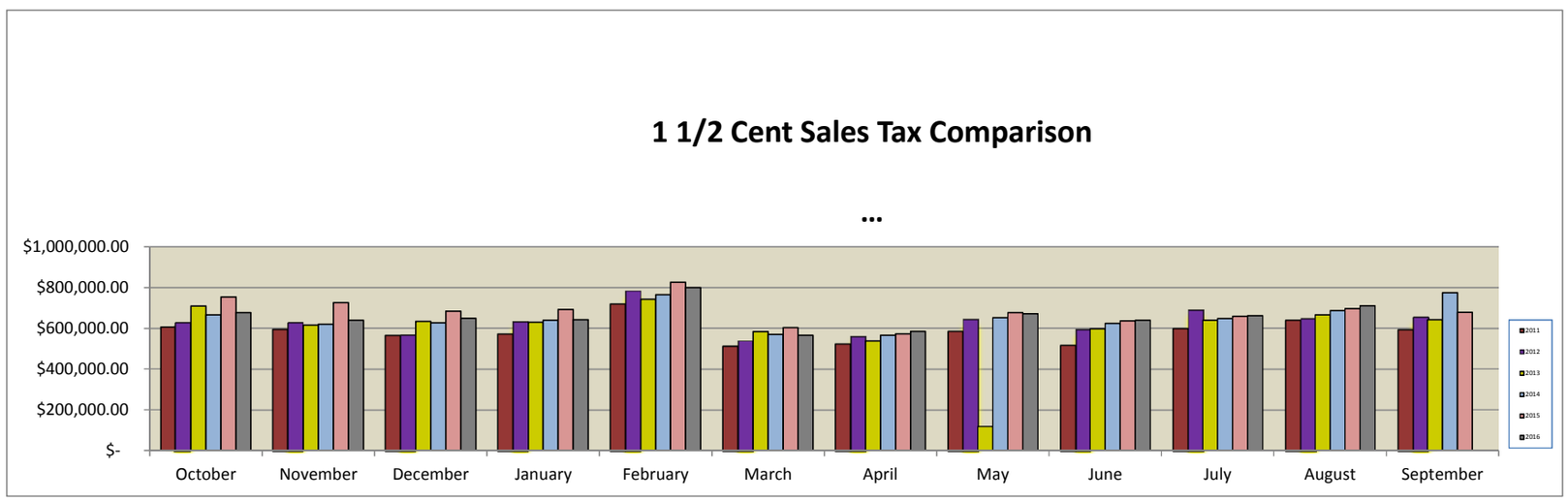
CITY OF NORFOLK

1 1/2 CENT SALES TAX COMPARISON

2011 - 2016

PAYMENT	FISCAL YEARS ENDED SEPTEMBER 30,						2016				FISCAL YEAR 2016		
												LIBRARY	
DATE	2011	2012	2013	2014	2015	2016	BUDGET	CHANGE 2015 TO 2016		BUDGET VARIANCE	1 1/2 CENT	1/2 CENT	TOTAL
October	$ 607,039.72	$ 627,996.26	$ 708,926.01	$ 666,081.29	$ 753,949.42	$ 676,884.35	$ 680,069.00	$ (77,065.07)	-10.22%	$ (3,184.65) -0.47%	$ 676,884.35	$ 225,628.12	$ 902,512.47
November	$ 594,340.94	$ 627,384.34	$ 615,727.65	$ 620,935.50	$ 725,734.65	$ 639,696.03	$ 633,975.15	$ (86,038.62)	-11.86%	$ 5,720.88 0.90%	$ 639,696.03	$ 213,232.01	$ 852,928.04
December	$ 564,907.44	$ 566,564.55	$ 634,256.32	$ 627,781.24	$ 684,327.08	$ 650,060.03	$ 640,964.65	$ (34,267.06)	-5.01%	$ 9,095.37 1.42%	$ 650,060.03	$ 216,686.68	$ 866,746.70
January	$ 571,162.04	$ 632,345.58	$ 630,600.09	$ 639,348.82	$ 692,965.08	$ 642,697.76	$ 652,775.15	$ (50,267.32)	-7.25%	$ (10,077.40) -1.54%	$ 642,697.76	$ 214,232.59	$ 856,930.34
February	$ 717,777.54	$ 781,238.09	$ 742,330.49	$ 765,480.79	$ 825,791.28	$ 800,623.67	$ 781,555.89	$ (25,167.61)	-3.05%	$ 19,067.78 2.44%	$ 800,623.67	$ 266,874.56	$ 1,067,498.22
March	$ 511,249.68	$ 537,636.11	$ 584,083.17	$ 570,155.39	$ 604,219.61	$ 566,286.90	$ 582,128.65	$ (37,932.71)	-6.28%	$ (15,841.75) -2.72%	$ 566,286.90	$ 188,762.30	$ 755,049.20
April	$ 523,047.17	$ 559,899.58	$ 537,991.68	$ 565,999.26	$ 573,693.21	$ 585,739.56	$ 577,885.24	$ 12,046.35	2.10%	$ 7,854.32 1.36%	$ 585,739.56	$ 195,246.52	$ 780,986.08
May	$ 583,874.88	$ 643,159.84	$ 117,784.74	$ 652,084.33	$ 677,743.31	$ 671,526.42	$ 657,058.88	$ (6,216.89)	-0.92%	$ 14,467.54 2.20%	$ 671,526.42	$ 223,842.14	$ 895,368.56
June	$ 516,132.08	$ 593,619.17	$ 598,736.61	$ 624,663.94	$ 636,506.56	* $ 640,120.58	$ 637,781.88	$ 3,614.02	0.57%	$ 2,338.70 0.37%	$ 640,120.58	$ 213,373.53	$ 853,494.11
July	$ 598,473.51	$ 689,833.84	$ 639,257.83	$ 648,215.88	$ 659,979.97	$ 662,828.95	$ 661,828.41	$ 2,848.98	0.43%	$ 1,000.54 0.15%	$ 662,828.95	$ 220,942.98	$ 883,771.93
August	$ 638,532.08	$ 647,105.23	$ 666,987.92	$ 686,846.69	$ 697,205.69	$ 711,339.14	$ 701,270.47	$ 14,133.45	2.03%	$ 10,068.67 1.44%	$ 711,339.14	$ 237,113.05	$ 948,452.19
September	$ 592,339.79	$ 653,341.01	$ 642,679.24	$ 775,410.68	$ 679,600.40	$ -	$ 669,955.19	$ -	0.00%	$ - 0.00%	$ -	$ -	$ -
TOTALS	$7,018,876.87	$7,560,123.60	$7,119,361.75	$7,843,003.81	$ 8,211,716.26	$ 7,247,803.38	$ 7,877,248.56	$ (284,312.48)	-3.77%	$ 40,510.01 0.56%	$ 7,247,803.38	$ 2,415,934.46	$ 9,663,737.84

* All June 2015 motor vehicle sales tax receipts are included with the 1 1/2 cent sales tax receipts.



NORFOLK POLICE DIVISION-MONTHLY REPORT
July
2016

CRIME:	CALLS FOR SERVICE CURR.	PREV.	YTD	CITATIONS/ARRESTS CURR.	PREV.	YTD	PROPERTY LOSS CURR. YTD	PREV. YTD
Arson	1	1	3	1	0	1	$ 1,150	$ 50,001
Burglary	11	5	37	1	0	3	$ 30,532	$ 36,556
Criminal Mischief	17	2	103	4	7	31	$ 11,871	$ 22,610
Theft Auto	3	2	13	0	1	3	$ 65,450	$ 56,871
Theft Shoplifting	7	17	77	4	21	83	$ 11,955	$ 8,462
Theft All Other	35	35	171	11	3	28	$ 51,632	$ 90,611
Robbery	1	1	4	1	1	2	$ 1,470	$ -
Child Abuse/Neglect	20	11	123	2	4	26	---	---
Disturbances	110	102	734	12	12	60	---	---
Forg/Fraud/Bad Cks	5	3	30	0	1	9	---	---
Homicide	0	0	0	0	0	0	---	---
Poss/Sale Of Drugs	25	20	138	46	24	239	---	---
Sexual Assault	3	3	16	0	0	3	---	---
Assault	9	12	58	13	17	85	---	---
Trespassing	10	5	30	7	5	27	---	---
All Other Arrests	---	---	---	75	73	456	---	---
Subtotals	257	219	1537	177	169	1056	---	---
Non-Traffic Warnings	---	---	---	23	46	198	---	---
ALCOHOL ARRESTS:								
MIP	---	---	---	3	6	81	---	---
DWI	---	---	---	11	7	104	---	---
Other	---	---	---	5	0	47	---	---
Subtotals	---	---	---	19	13	232	---	---
JUVENILE ARREST:								
*MIP	---	---	---	2	5	18	---	---
*Drugs	---	---	---	7	4	54	---	---
*DWI	---	---	---	1	0	1	---	---
*Criminal Mischief	---	---	---	1	0	11	---	---
*Curfew	---	---	---	1	5	22	---	---
*Shoplifting	---	---	---	0	4	13	---	---
*Theft-Other	---	---	---	1	1	3	---	---
*All Other Arrests	---	---	---	17	10	92	---	---
* Subtotals				30	29	214	---	---
TRAFFIC:								
Traffic Violations	38	44	264	145	165	1100	---	---
Parking Violations	68	65	619	12	15	163	---	---
Accident - No Report	13	17	147	---	---	---	---	---
Accident - Fatal	0	0	2	---	---	---	---	---
Accident - Injury	14	5	61	---	---	---	---	---
Accident - Non Injury	53	72	381	---	---	---	---	---
Defects	---	---	---	65	59	543	---	---
Parking Warnings	---	---	---	15	10	145	---	---
Traffic Warnings	---	---	---	381	521	2801	---	---
Subtotals	186	203	1474	618	770	4752	---	---
SERVICE REQUESTS:								
Animal Calls	118	148	708					
Assist Citizen	31	28	241					
Assist Other Agency	84	64	553					
Alarms	20	34	201					
Death Investigations	2	4	21					
Emergency Commitals	6	4	64					
Missing Persons	10	3	31					
Recovered Property	40	27	187					
Suspicious Person/Veh	78	89	492					
All Other Calls	940	818	6004					
Subtotals	1329	1219	8502					
Totals	1772	1641	11513	837	998	6238	$ 174,060	$ 265,111

MISCELLANEOUS:	CURR. MONTH	PREV. MONTH	YEAR TO DATE
Prisoners Held	81	65	482
Patrol Mileage	29152	30058	204842
Stolen Amt Rec $	20568	4150	45020
ANIMALS:			
Impounded	29	49	208
Claimed	13	26	91
Adopted	5	2	29
Euthanized	0	3	26

NOT ADDED TO TOTALS

NORFOLK POLICE DIVISION-YEAR TO DATE SUMMARY

July Report

CRIME:	CALLS FOR SERVICE 2015	2016	% CHG	CITATIONS/ARRESTS 2015	2016	% CHG	PROPERTY LOSS 2015 YTD	2016 YTD	% CHG
Arson	3	3	0.00%	1	1	0.00%	$ 50,001	$ 1,150	-97.70%
Burglary	39	37	-5.13%	1	3	200.00%	$ 41,176	$ 31,642	-23.15%
Criminal Mischief	119	103	-13.45%	27	31	14.81%	$ 23,435	$ 11,871	-49.34%
Theft Auto	13	13	0.00%	1	3	200.00%	$ 56,871	$ 65,450	15.09%
Theft Shoplifting	81	78	-3.70%	96	83	-13.54%	$ 9,618	$ 12,086	25.66%
Theft All Other	212	171	-19.34%	38	29	-23.68%	$ 96,222	$ 51,732	-46.24%
Robbery	3	4	33.33%	2	2	0.00%	$ 301	$ 1,470	388.37%
Child Abuse/Neglect	109	123	12.84%	17	27	58.82%	---	---	---
Disturbances	769	733	-4.68%	47	60	27.66%	---	---	---
Forg/Fraud/Bad Cks	23	30	30.43%	17	9	-47.06%	---	---	---
Homicide	0	0	0.00%	0	0	0.00%	---	---	---
Poss/Sale Of Drugs	104	138	32.69%	164	240	46.34%	---	---	---
Sexual Assault	19	16	-15.79%	0	3	100.00%	---	---	---
Assault	71	58	-18.31%	84	86	2.38%	---	---	---
Trespassing	27	30	11.11%	17	27	58.82%	---	---	---
All Other Arrests	---	---	---	443	458	3.39%	---	---	---
Subtotals	1592	1537	-3.45%	955	1062	11.20%			
Non-Traffic Warnings	---	---	---	165	199	20.61%	---	---	---
ALCOHOL ARRESTS:									
MIP	---	---	---	65	81	24.62%	---	---	---
DWI	---	---	---	96	105	9.38%	---	---	---
Other	---	---	---	38	47	23.68%	---	---	---
Subtotals				199	233	17.09%			
JUVENILE ARREST:									
*MIP	---	---	---	16	18	12.50%	---	---	---
*Drugs	---	---	---	26	54	107.69%	---	---	---
*DWI	---	---	---	2	1	-50.00%	---	---	---
*Criminal Mischief	---	---	---	10	11	10.00%	---	---	---
*Curfew	---	---	---	13	22	69.23%	---	---	---
*Shoplifting	---	---	---	17	13	-23.53%	---	---	---
*Theft-Other	---	---	---	7	4	-42.86%	---	---	---
*All Other Arrests	---	---	---	72	92	27.78%	---	---	---
* Subtotals				163	215	31.90%			
TRAFFIC:									
Traffic Violations	228	264	15.79%	1462	1102	-24.62%	---	---	---
Parking Violations	663	619	-6.64%	357	164	-54.06%	---	---	---
Accident - No Report	110	147	33.64%	---	---	---	---	---	---
Accident - Fatal	0	2	100.00%	---	---	---	---	---	---
Accident - Injury	77	61	-20.78%	---	---	---	---	---	---
Accident - Non Injury	430	381	-11.40%	---	---	---	---	---	---
Defects	---	---	---	548	547	-0.18%	---	---	---
Parking Warnings	---	---	---	106	146	37.74%	---	---	---
Traffic Warnings	---	---	---	2506	2808	12.05%	---	---	---
Subtotals	1508	1474	-2.25%	4979	4767	-4.26%			
SERVICE REQUESTS:									
Animal Calls	801	708	-11.61%						
Assist Citizen	204	241	18.14%						
Assist Other Agency	466	553	18.67%						
Alarms	181	201	11.05%						
Death Investigations	14	21	50.00%						
Emergency Commitals	51	64	25.49%						
Missing Persons	35	31	-11.43%						
Recovered Property	196	187	-4.59%						
Suspicious Person/Veh	465	492	5.81%						
All Other Calls	6080	6004	-1.25%						
Subtotals	8493	8502	0.11%						
Totals	11593	11513	-0.69%	6298	6261	-0.59%	$277,624	$ 175,401	-36.82%

	2015	2016	% CHG
MISCELLANEOUS:			
Prisoners Held	458	482	5.24%
Patrol Mileage	195434	204842	4.81%
Stolen Amt Rec $	62162	45020	-27.58%
ANIMALS:			
Impounded	184	208	13.04%
Claimed	104	91	-12.50%
Adopted	29	29	0.00%
Euthanized	27	26	-3.70%

*NOT ADDED TO TOTALS

AGREEMENT

This Agreement is made and entered into the _____ day of _____, 2016, by and between the City of Norfolk, Nebraska, a Municipal Corporation, hereinafter referred to as "CITY", and Alzheimer's Association Nebraska Chapter, hereinafter referred to as "ALZHEIMER'S ASSOCIATION" WITNESSETH:

In consideration of the mutual covenants contained herein, and for other good and valuable consideration, CITY agrees to allow ALZHEIMER'S ASSOCIATION to use CITY's Johnson Park facility in conjunction with a Walk to End Alzheimer's fundraising event subject to the following:

1. FACILITY. CITY, being the owner of the park facility commonly known as Johnson Park, is willing to allow the park to be used in conjunction with ALZHEIMER'S ASSOCIATION's purpose of conducting various activities in conjunction with a Walk to End Alzheimer's fundraiser on Sunday, October 2, 2016, which may include but not be limited to family-friendly activities, silent auction, lunch, kid's zone activities, and ceremony.

2. PARK SET-UP AND CLEAN-UP. Set up activities may commence at 8:00 a.m. on Sunday, October 2, 2016. ALZHEIMER'S ASSOCIATION shall be responsible for cleanup from the event and shall complete said cleanup by 5:00 p.m. on Sunday, October 2, 2016.

3. TENTS. CITY shall allow ALZHEIMER'S ASSOCIATION to erect Nine 9 ~~five (5)~~ tents in the park at locations approved by CITY's park and building maintenance superintendent. At least forty-eight (48) hours prior to Sunday, October 2, 2016, ALZHEIMER'S ASSOCIATION shall contact Nebraska 811 (formerly Diggers Hotline of Nebraska) to ascertain the location of underground utility lines in the areas where the tent is to be placed. After utility lines have been determined by Nebraska 811 and prior to setting any tent stakes, ALZHEIMER'S ASSOCIATION shall coordinate with CITY's park and building maintenance superintendent as to the contemplated location of the tents. CITY will attempt to locate any private underground lines it owns. ALZHEIMER'S ASSOCIATION shall not set any stakes until receiving approval from CITY's park and building maintenance superintendent as to the exact location where the tents are to be placed. ALZHEIMER'S ASSOCIATION shall be responsible for any damage to any underground utility lines or to any unlocated lines.

per Jared D. 8-23-16 DLW

4. GAMBLING/RAFFLES. ALZHEIMER'S ASSOCIATION agrees that any gambling or raffles on the premises shall be conducted in full compliance with the applicable Nebraska Statutes.

5. NONEXCLUSIVE USE. The parties understand that ALZHEIMER'S ASSOCIATION's use of Johnson Park for its event shall be nonexclusive as the park will not be closed to the public during this event.

6. INSURANCE. ALZHEIMER'S ASSOCIATION shall provide CITY with a certificate of general liability insurance in the following minimum amounts:

	General Aggregate	$1,000,000
a.	Bodily Injury/Property Damage	$1,000,000 each occurrence
b.	Personal Injury Damage	$1,000,000 each occurrence
c.	Contractual Liability	$1,000,000 each occurrence
d.	Products Liability & Completed Operations	$1,000,000 each occurrence
e.	Fire Damage	$ 100,000 any one fire
f.	Medical Expense	$ 5,000 any one person

The policy issued shall cover all activities sponsored by ALZHEIMER'S ASSOCIATION for this event with no exclusions. In addition, ALZHEIMER'S ASSOCIATION shall name CITY as an additional insured. Said certificate shall be filed with the Norfolk City Clerk upon execution of this Agreement. Said insurance shall be the primary insurance coverage for ALZHEIMER'S ASSOCIATION's event. In the event the certificate of insurance is not filed by September 22, 2016, then (1) ALZHEIMER'S ASSOCIATION shall pay a late fee to CITY in the amount of $75.00, and (2) this Agreement shall be voidable at the option of CITY's risk manager.

7. RELEASES. In the event that ALZHEIMER'S ASSOCIATION obtains Releases for participation in ALZHEIMER'S ASSOCIATION's event while utilizing CITY's facilities under the terms of this Agreement, said Releases shall include a provision releasing CITY from the same liability and in the same manner that is afforded to other entities being released.

8. HOLD HARMLESS/INDEMNIFICATION. ALZHEIMER'S ASSOCIATION agrees to save, hold harmless, indemnify and defend CITY, its representatives, agents and employees from any loss or damage or claim of loss by ALZHEIMER'S ASSOCIATION or any third party from damage or claim of damage that arises from any of the activities authorized or undertaken as provided in this Agreement and for any loss to CITY that results from ALZHEIMER'S ASSOCIATION failing to perform its obligations under this Agreement or engaging in any activity not authorized by this Agreement.

9. VEHICLE PARKING. Parking of vehicles in the park shall be restricted to currently existing parking areas and to such other areas as are approved for parking at the sole discretion of the CITY's park and building maintenance superintendent or his designee.

10. TEMPORARY SIGNAGE. All informational signage in conjunction with this event may be placed in the park on the day of the event, however, no signs shall be placed on the terrace and no signs shall be placed on any private property without the property owner's permission. Signs shall not in any way obstruct the view of motorists and must be removed at the end of the event.

11. PUBLIC SIDEWALKS. The parties understand that participants in ALZHEIMER'S ASSOCIATION's event will be crossing city streets and utilizing public sidewalks for the

walking portion of their event. ALZHEIMER'S ASSOCIATION shall advise participants in their event to obey all traffic and pedestrian laws while participating in ALZHEIMER'S ASSOCIATION event.

IN WITNESS WHEREOF, the parties hereto have executed the foregoing Agreement in duplicate the day and year first above written. This Agreement may be executed in counterparts. Each such counterpart, executed in duplicate, shall be deemed an original hereof and all such executed counterparts shall together be one and the same instrument.

CITY OF NORFOLK, NEBRASKA,
A Municipal Corporation

ATTEST:

_____ By_____

Elizabeth A. Deck, City Clerk Sue Fuchtman, Mayor

Approved as to Form: _____
Clint Schukei, City Attorney

ALZHEIMER'S ASSOCIATION NEBRASKA CHAPTER

By_____
Title: _____
Printed Name: _____

STATE OF NEBRASKA

LOCAL POLITICAL SUBDIVISION ACQUISITION CONTRACT
TEMPORARY EASEMENT - CORPORATION

Copies to:
1. Right of Way Division, Nebraska Department of Roads
2. Owner
3. Buyer

Project No.: **RTP-2015(001)**
Control No.:
Tract No.: **2, 3**

THIS CONTRACT, made and entered into this 5th day of August, 2016, by and between, **COUNCIL HOLDING COMPANY OF NORFOLK** organized and existing under and by virtue of the laws of the State of **NEBRASKA**, Address: **P.O. Box 1811, Norfolk, Nebraska 68702** hereinafter called the OWNER, and **CITY OF NORFOLK**, hereinafter called the BUYER.

TEMPORARY EASEMENT

WITNESSETH: In consideration of the payment or payments as specified below, the OWNER hereby grants to the BUYER a Temporary Easement to certain real estate described in:

SEE ATTACHED EXHIBIT "A"

It is understood that the easement area(s) may be used for the temporary relocation of utilities during the construction of the project.

The BUYER agrees to purchase the above described Temporary Easement(s) and to pay, therefore, upon the delivery of said executed Temporary Easement(s). If the OWNER so desires, they shall have the right to receive 100% of the final payments due under this contract prior to vacating the premises being acquired.

Approximately	**9,954 SF**	acres at	$	**$1.25/SF**	per acre		$	1,244.00 ®
Approximately		acres at	$		per acre		$	
Approximately		acres at	$		per acre		$	
Moving and replacing approximately		rods of fence at	$		per rod		$	
Moving and replacing approximately		rods of fence at	$		per rod		$	
Other Damages:							$	
							$	
						TOTAL	$	**1,271.00®**

It is agreed and understood that the BUYER is hereby granted an immediate right of entry upon the premises described above.

The above payments shall cover all damages caused by the establishment and construction of the above project except for CROP DAMAGE, if any, which will be paid for in an amount based on the yield from the balance of the field less expenses of marketing and harvesting. CROP DAMAGE shall mean damage to such crops as are required to be planted annually and which were planted at the time of the signing of this contract and which are actually damaged due to construction of this project, but in no case shall damages be paid for more than one year's crop. The OWNER agrees to make a reasonable attempt to harvest any crop so as to mitigate the crop damage.

If any other party shall hold any encumbrance against the aforementioned property at the time of delivery of the aforementioned property, such payments as are due under this contract shall be made to the OWNER jointly with the party or parties holding such encumbrance, unless said party or parties holding such encumbrance shall have in writing waived their right to receive such payment.

Expenses for partial release of mortgages will be paid by the BUYER, if required.

This contract shall be binding on both parties as soon as it is executed by both parties, but should none of the above real estate be required, this contract shall terminate upon the payment of $10.00 by the BUYER to the OWNER.

This contract may be executed in more than one copy, each copy of which, however, shall serve as an original for all purposes, but all copies shall constitute but one and the same contract.

REMARKS

THIS IS A LEGAL AND BINDING CONTRACT - READ IT.

The representative of the BUYER, in presenting this contract has given me a copy and explained all its provisions. A complete understanding and explanation has been given of the terminology, phrases, and statements contained in this contract. It is understood that no promises, verbal agreements or understanding, except as set forth in this contract, will be honored by the BUYER.

OWNER: COUNCIL HOLDING COMPANY OF NORFOLK

BY: James Arens Pres'd ATTEST: _____

CORPORATE ACKNOWLEDGMENT

STATE OF Nebraska)
) SS
COUNTY OF Madison)

Dated this 5th day of August, 2016, before me, a General Notary Public duly commissioned and qualified, came James Arens President the duly authorized representative(s) of **COUNCIL HOLDING COMPANY OF NORFOLK**, who acknowledged that he, she or they held the position or title set forth in the instrument, that he, she or they signed the instrument on behalf of the corporation by proper authority and that the instrument was the act of the corporation and are to me known to be said duly authorized representative or representatives and the identical person or persons who signed the foregoing instrument and acknowledged the execution thereof to be his, her or their voluntary act and deed.

WITNESS my hand and Notarial Seal the day and year above written.

(S E A L)

GENERAL NOTARY - State of Nebraska
DANIEL L. MORFELD
My Comm. Exp. Oct. 30, 2016

_____
NOTARY PUBLIC

BUYER: CITY OF NORFOLK

BY: _____

STATE OF NEBRASKA)
) SS
COUNTY OF MADISON)

Dated this _____ day of _____, 2016, before me, a General Notary Public, duly commissioned and qualified, personally came _____

_____

to me known to be the identical person(s) whose name(s) affixed to the foregoing instrument as buyer(s) and acknowledged the same to be a voluntary act and deed.

WITNESS my hand and Notarial Seal the day and year last above written.

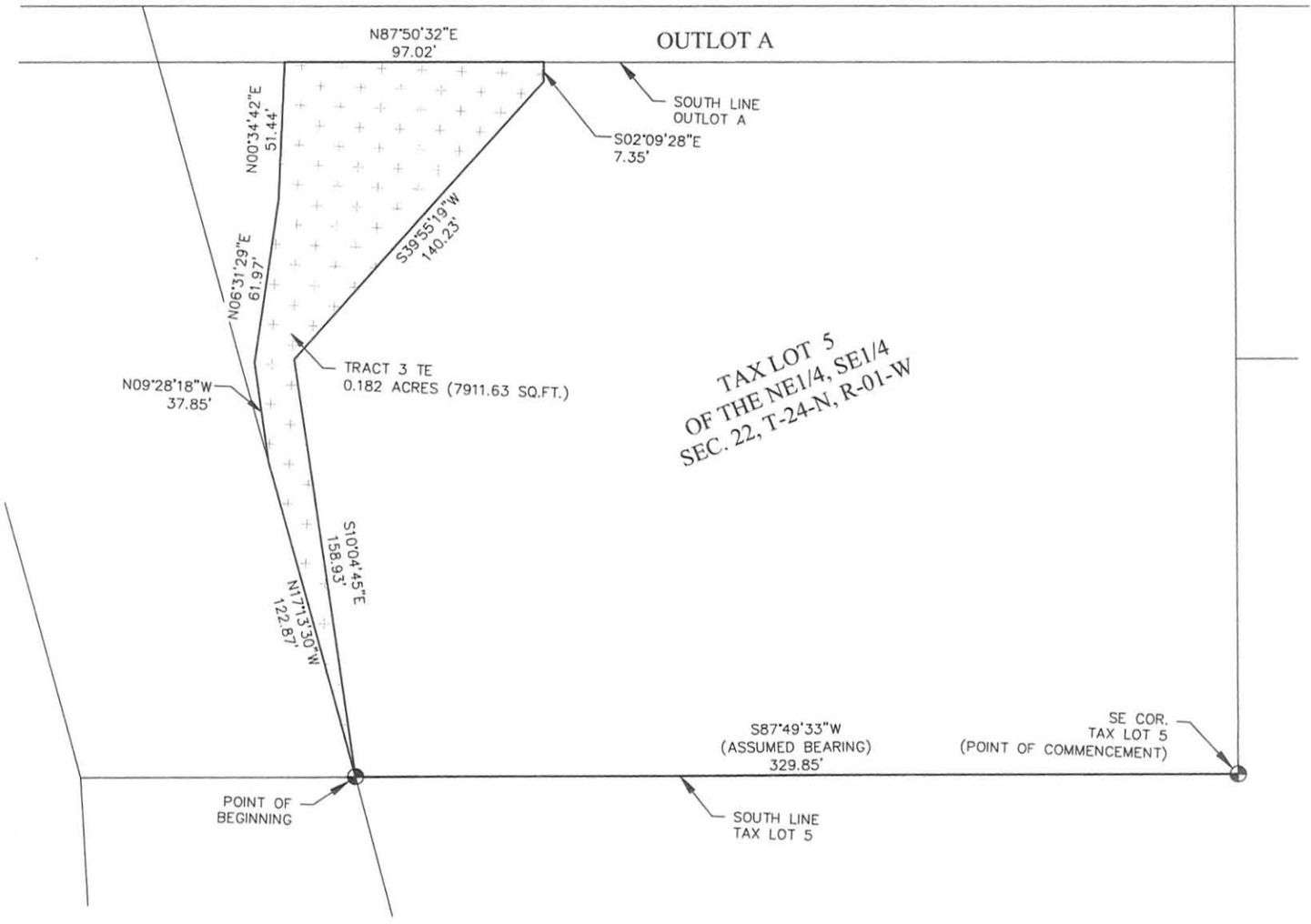
(S E A L)

_____
NOTARY PUBLIC

TEMPORARY CONSTRUCTION EASEMENT
TRACT 3 TE

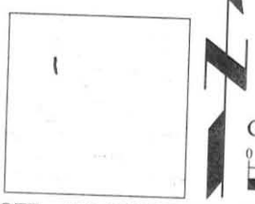
EXHIBIT "A"
1 of 2

ELM AVENUE



VICINITY SKETCH

MADISON COUNTY
NEBRASKA



GRAPHIC SCALE

0 10 20 40

NOTE: ALL BEARINGS ARE ASSUMED.

LEGEND

- MONUMENT FOUND
- MONUMENT SET
- O CALCULATED POINT
- D DEEDED DISTANCE
- C COMPUTED DISTANCE
- M MEASURED DISTANCE
- P PLATTED DISTANCE
- R RECORDED DISTANCE

DATE	2/16/2016
SCALE	1"=60'
DRAWN	RMO
JOB NO.	140394
FIELD BOOK	FIELD BOOK
FIELD WORK	CP/BB
SHEET	1 OF 1
FILE NO.	

JEO CONSULTING GROUP INC
800.723.8567
Norfolk, NE 402.371.6416
www.jeo.com

LEGAL DESCRIPTION TEMPORARY CONSTRUCTION EASEMENT:

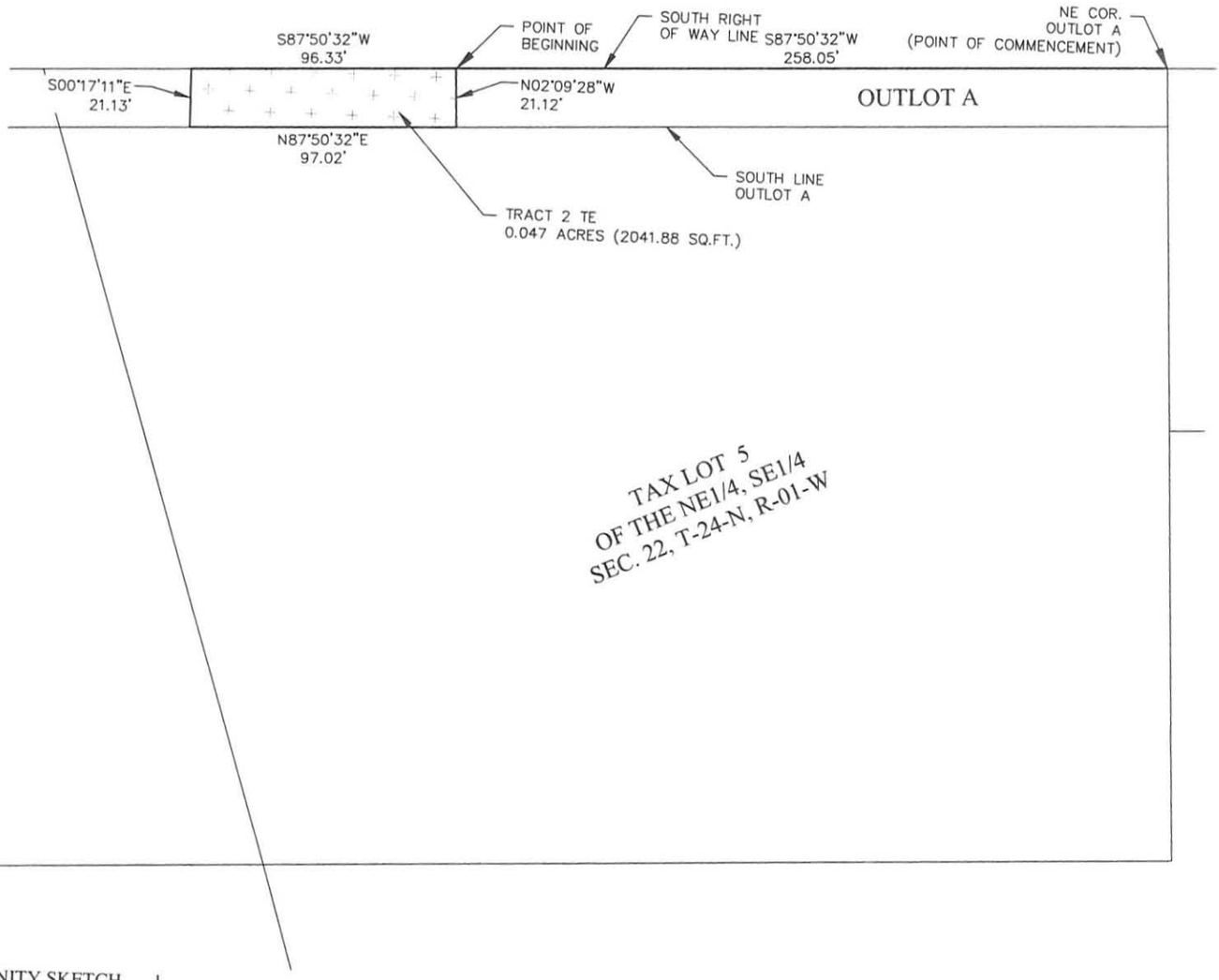
TRACT 3 TE

TEMPORARY CONSTRUCTION EASEMENT LOCATED IN TAX LOT FIVE OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 22, TOWNSHIP 24 NORTH, RANGE 01 WEST OF THE 6TH P.M., MADISON COUNTY, NEBRASKA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF SAID TAX LOT 5; THENCE S87°49'33"W (ASSUMED BEARING) ON THE SOUTH LINE OF SAID TAX LOT 5, A DISTANCE OF 329.85 FEET TO THE POINT OF BEGINNING; THENCE N17°13'30"W, A DISTANCE OF 122.87 FEET; THENCE N09°28'18"W, A DISTANCE OF 37.85 FEET; THENCE N06°31'29"E, A DISTANCE OF 61.97 FEET; THENCE N00°34'42"E, A DISTANCE OF 51.44 FEET TO THE SOUTH LINE OF OUTLOT A OF EDGEWATER PARK ADDITION, AS SURVEYED, PLATTED AND RECORDED IN SAID COUNTY; THENCE N87°50'32"E ON SAID SOUTH LINE, A DISTANCE OF 97.02 FEET; THENCE S02°09'28"E, A DISTANCE OF 7.35 FEET; THENCE S39°55'19"W, A DISTANCE OF 140.23 FEET; THENCE S10°04'45"E, A DISTANCE OF 158.93 FEET TO THE POINT OF BEGINNING CONTAINING 0.182 ACRES (7911.63 SQ.FT.), MORE OR LESS, SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

P:\Engineering\140394.00 - Norfolk Riverfront Trail - Project RTP-2015(001)\6 Survey\Drawings\SV-140394.00-Row Plats.dwg, on 2/16/2016 10:42 AM.

TEMPORARY CONSTRUCTION EASEMENT
TRACT 2 TE

EXHIBIT "A"
2 of 2



VICINITY SKETCH

MADISON COUNTY
NEBRASKA

GRAPHIC SCALE

0 15 30 60

NOTE: ALL BEARINGS ARE ASSUMED.

LEGEND

- MONUMENT FOUND
- MONUMENT SET
- O CALCULATED POINT
- D DEEDED DISTANCE
- C COMPUTED DISTANCE
- M MEASURED DISTANCE
- P PLATTED DISTANCE
- R RECORDED DISTANCE

DATE	1/11/2016
SCALE	1"=60'
DRAWN	RMO
JOB NO.	140394
FIELD BOOK	FIELD BOOK
FIELD WORK	CP/BB
SHEET	1 OF 1
FILE NO.	

JEO CONSULTING GROUP INC
800.723.8567
Norfolk, NE 402.371.6416
www.jeo.com

LEGAL DESCRIPTION TEMPORARY CONSTRUCTION EASEMENT:

TRACT 2 TE

TEMPORARY CONSTRUCTION EASEMENT LOCATED IN OUTLOT A OF EDGEWATER PARK ADDITION, AS SURVEYED, PLATTED AND RECORDED IN, MADISON COUNTY, NEBRASKA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF SAID OUTLOT A; THENCE S87°50'32"W (ASSUMED BEARING) ON THE SOUTH RIGHT OF WAY LINE OF ELM AVENUE, A DISTANCE OF 258.05 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING S87°50'32"W ON SAID SOUTH LINE, A DISTANCE OF 96.33 FEET; THENCE S00°17'11"E, A DISTANCE OF 21.13 FEET TO THE SOUTH LINE OF SAID OUTLOT A; THENCE N87°50'32"E ON SAID SOUTH LINE, A DISTANCE OF 97.02 FEET; THENCE N02°09'28"W, A DISTANCE OF 21.12 FEET TO THE POINT OF BEGINNING, CONTAINING 0.047 ACRES (2041.88 SQ.FT.), MORE OR LESS, SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

P:\Eng\Projects\140394.00 - Norfolk Riverfront Trail - Project RTP-2015(001)\6 Survey\Drawings\SV-140394.00-Row Plats.dwg, on 2/16/2016 10:06 AM.

STATE OF NEBRASKA

LOCAL POLITICAL SUBDIVISION ACQUISITION CONTRACT
PERMANENT EASEMENT - CORPORATION

Copies to:
1. Right of Way Division, Nebraska Department of Roads
2. Owner
3. Buyer

Project No.: **RTP-2015(001)**
Control No.:
Tract No.: **2, 3**

THIS CONTRACT, made and entered into this 5th day of AUGUST, 2016, by and between, **COUNCIL HOLDING COMPANY OF NORFOLK** organized and existing under and by virtue of the laws of the State of **NEBRASKA**, Address: **P.O. Box 1811, Norfolk, Nebraska 68702** hereinafter called the OWNER, and **CITY OF NORFOLK**, hereinafter called the BUYER.

PERMANENT EASEMENT

WITNESSETH: In consideration of the payment or payments as specified below, the OWNER hereby agrees to execute to the BUYER, a Permanent Easement which will be prepared and furnished by the BUYER, to certain real estate described in:

SEE ATTACHED EXHIBIT "A"

It is understood that the easement area(s) may be used for the temporary relocation of utilities during the construction of the project.

The BUYER agrees to purchase the above described Permanent Easement(s) and to pay, therefore, upon the delivery of said executed Permanent Easement Deed. If the OWNER so desires, they shall have the right to receive 100% of the final payments due under this contract prior to vacating the premises being acquired.

Approximately	**4,292 SF**	acres at	$ **$1.25/SF**	per acre		$	4,829.00 ®
Approximately		acres at	$	per acre		$	
Approximately		acres at	$	per acre		$	
Moving and replacing approximately		rods of fence at	$	per rod		$	
Moving and replacing approximately		rods of fence at	$	per rod		$	
Other Damages:						$	
						$	
					TOTAL	$	**4,829.00**

It is agreed and understood that the BUYER is hereby granted an immediate right of entry upon the premises described above.

The above payments shall cover all damages caused by the establishment and construction of the above project except for CROP DAMAGE, if any, which will be paid for in an amount based on the yield from the balance of the field less expenses of marketing and harvesting. CROP DAMAGE shall mean damage to such crops as are required to be planted annually and which were planted at the time of the signing of this contract and which are actually damaged due to construction of this project, but in no case shall damages be paid for more than one year's crop. The OWNER agrees to make a reasonable attempt to harvest any crop so as to mitigate the crop damage.

If any other party shall hold any encumbrance against the aforementioned property at the time of delivery of the aforementioned property, such payments as are due under this contract shall be made to the OWNER jointly with the party or parties holding such encumbrance, unless said party or parties holding such encumbrance shall have in writing waived their right to receive such payment.

Expenses for partial release of mortgages will be paid by the BUYER, if required.

This contract shall be binding on both parties as soon as it is executed by both parties, but should none of the above real estate be required, this contract shall terminate upon the payment of $10.00 by the BUYER to the OWNER.

This contract may be executed in more than one copy, each copy of which, however, shall serve as an original for all purposes, but all copies shall constitute but one and the same contract.

REMARKS

THIS IS A LEGAL AND BINDING CONTRACT - READ IT.

The representative of the BUYER, in presenting this contract has given me a copy and explained all its provisions. A complete understanding and explanation has been given of the terminology, phrases, and statements contained in this contract. It is understood that no promises, verbal agreements or understanding, except as set forth in this contract, will be honored by the BUYER.

OWNER: COUNCIL HOLDING COMPANY OF NORFOLK

BY James Arens, PRcd ATTEST

CORPORATE ACKNOWLEDGMENT

STATE OF Nebraska)
) SS
COUNTY OF Madison)

Dated this 5th day of August, 2016, before me, a General Notary Public duly commissioned and qualified, came James Arens, President the duly authorized representative(s) of **COUNCIL HOLDING COMPANY OF NORFOLK**, who acknowledged that he, she or they held the position or title set forth in the instrument, that he, she or they signed the instrument on behalf of the corporation by proper authority and that the instrument was the act of the corporation and are to me known to be said duly authorized representative or representatives and the identical person or persons who signed the foregoing instrument and acknowledged the execution thereof to be his, her or their voluntary act and deed.

WITNESS my hand and Notarial Seal the day and year above written.

GENERAL NOTARY - State of Nebraska
DANIEL L. MORFELD
My Comm. Exp. Oct. 30, 2016

NOTARY PUBLIC

BUYER: CITY OF NORFOLK

BY: _____

STATE OF NEBRASKA)
) SS
COUNTY OF MADISON)

Dated this _____ day of _____, 2016, before me, a General Notary Public, duly commissioned and qualified, personally came _____

_____

to me known to be the identical person(s) whose name(s) affixed to the foregoing instrument as buyer(s) and acknowledged the same to be a voluntary act and deed.

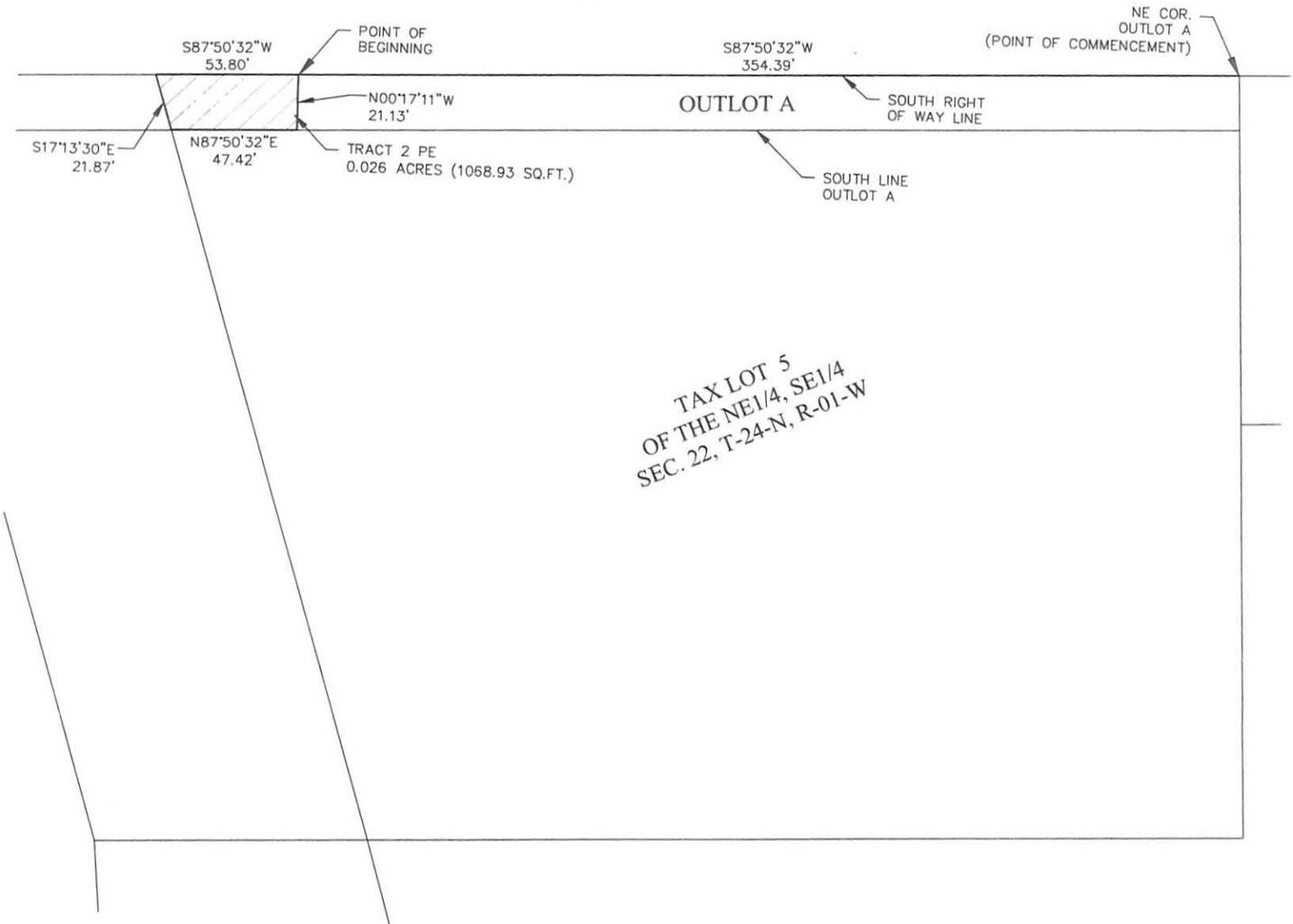
WITNESS my hand and Notarial Seal the day and year last above written.

(S E A L)

_____
NOTARY PUBLIC

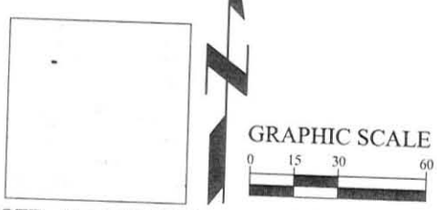
PERMANENT EASEMENT
TRACT 2 PE

EXHIBIT "A"
1 of 2



VICINITY SKETCH

MADISON COUNTY
NEBRASKA



NOTE: ALL BEARINGS ARE ASSUMED.

LEGEND

- MONUMENT FOUND
- MONUMENT SET
- O CALCULATED POINT
- D DEEDED DISTANCE
- C COMPUTED DISTANCE
- M MEASURED DISTANCE
- P PLATTED DISTANCE
- R RECORDED DISTANCE

LEGAL DESCRIPTION PERMANENT EASEMENT:

TRACT 2 PE

PERMANENT EASEMENT LOCATED IN OUTLOT A OF EDGEWATER PARK ADDITION, AS SURVEYED, PLATTED AND RECORDED IN, MADISON COUNTY, NEBRASKA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF SAID OUTLOT A; THENCE S87°50'32"W (ASSUMED BEARING) ON THE SOUTH RIGHT OF WAY LINE OF ELM AVENUE, A DISTANCE OF 354.39 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING S87°50'32"W ON SAID SOUTH RIGHT OF WAY LINE, A DISTANCE OF 53.80 FEET; THENCE S17°13'30"E, A DISTANCE OF 21.87 FEET TO THE SOUTH LINE OF SAID OUTLOT A; THENCE N87°50'32"E ON SAID SOUTH LINE, A DISTANCE OF 47.42 FEET; THENCE N00°17'11"W, A DISTANCE OF 21.13 FEET TO THE POINT OF BEGINNING, CONTAINING 0.026 ACRES (1068.93 SQ.FT.), MORE OR LESS, SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

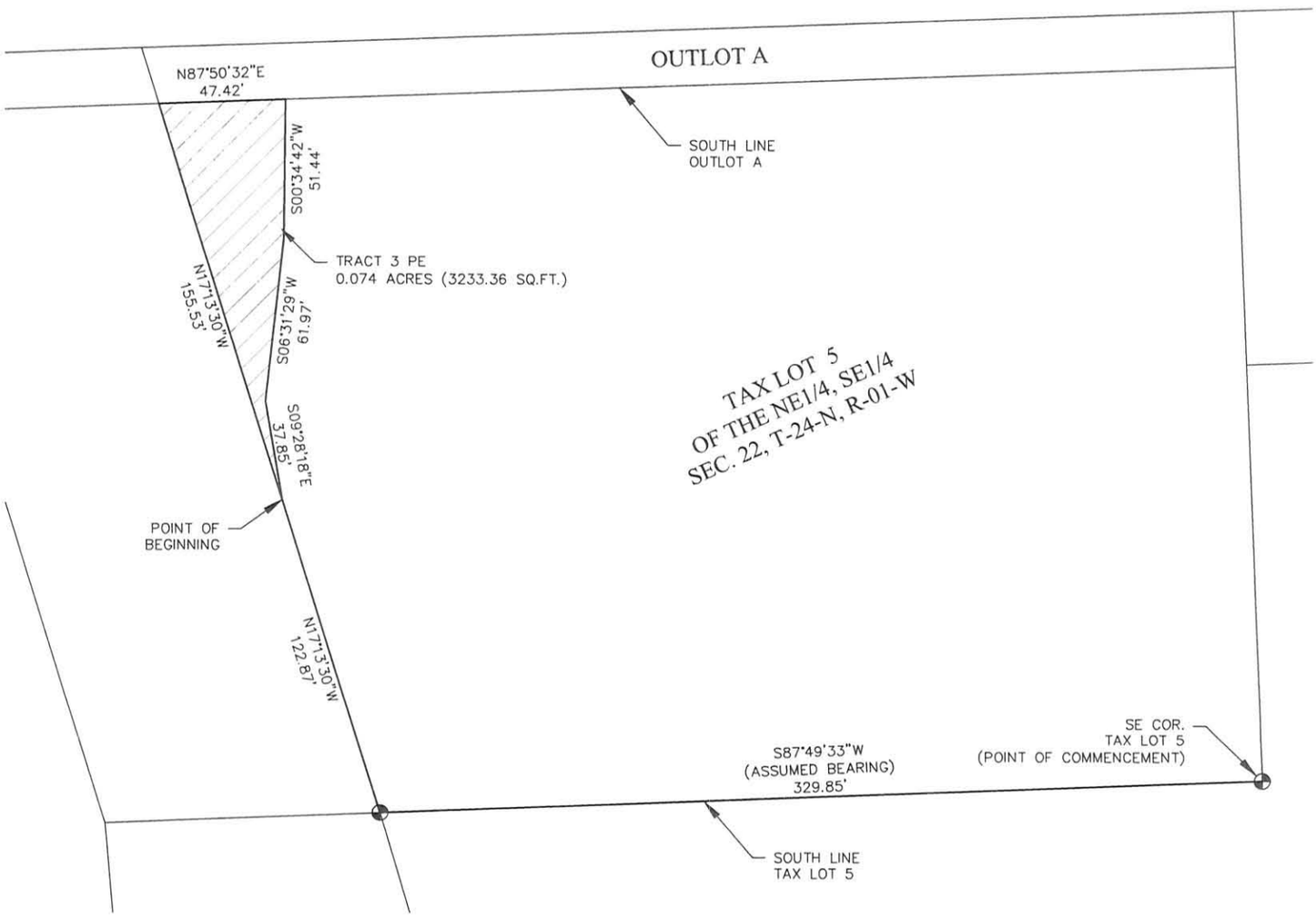
DATE	1/11/2016
SCALE	1"=60'
DRAWN	RMO
JOB NO.	140394
FIELD BOOK	FIELD BOOK
FIELD WORK	CP/BB
SHEET	1 OF 1
FILE NO.	

JEO CONSULTING GROUP INC.
800.723.8567
Norfolk, NE 402.371.6416
www.jeo.com

P:\Engineering\140394.00 - Norfolk Riverfront Trail - Project RTP-2015(001)\6 Survey\Drawings\SV-140394.00-Row Plats.dwg, on 2/16/2016 10:03 AM.

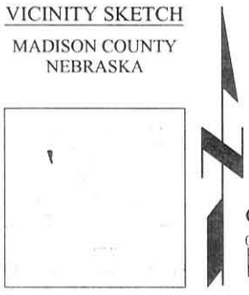
PERMANENT EASEMENT
TRACT 3 PE

EXHIBIT "A"
2 of 2



VICINITY SKETCH

MADISON COUNTY
NEBRASKA



GRAPHIC SCALE

0 15 30 60

NOTE: ALL BEARINGS ARE ASSUMED.

LEGEND

- ◓ MONUMENT FOUND
- ● MONUMENT SET
- ○ CALCULATED POINT
- D DEEDED DISTANCE
- C COMPUTED DISTANCE
- M MEASURED DISTANCE
- P PLATTED DISTANCE
- R RECORDED DISTANCE

DATE	2/16/2016
SCALE	1"=60'
DRAWN	RMO
JOB NO.	140394
FIELD BOOK	FIELD BOOK
FIELD WORK	CP/BB
SHEET	1 OF 1
FILE NO.	

JEO CONSULTING GROUP INC
800.723.8567
Norfolk, NE 402.371.6416
www.jeo.com

LEGAL DESCRIPTION PERMANENT EASEMENT:

TRACT 3 PE

PERMANENT EASEMENT LOCATED IN TAX LOT 5 OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 22, TOWNSHIP 24 NORTH, RANGE 01 WEST OF THE 6TH P.M., MADISON COUNTY, NEBRASKA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF SAID TAX LOT 5; THENCE S87°49'33"W (ASSUMED BEARING) ON THE SOUTH LINE OF SAID TAX LOT 5, A DISTANCE OF 329.85 FEET; THENCE N17°13'30"W, A DISTANCE OF 122.87 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING N17°13'30"W, A DISTANCE OF 155.53 FEET TO THE SOUTH LINE OF OUTLOT A OF EDGEWATER PARK ADDITION, AS SURVEYED, PLATTED AND RECORDED IN SAID COUNTY; THENCE N87°50'32"E ON SAID SOUTH LINE, A DISTANCE OF 47.42 FEET; THENCE S00°34'42"W, A DISTANCE OF 51.44 FEET; THENCE S06°31'29"W, A DISTANCE OF 61.97 FEET; THENCE S09°28'18"E, A DISTANCE OF 37.85 FEET TO THE POINT OF BEGINNING CONTAINING 0.074 ACRES (3233.36 SQ.FT.), MORE OR LESS, SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

RETURN TO: City of Norfolk, Attention: Public Works Director, 309 North 5th Street, Norfolk, Nebraska 68701

PERMANENT EASEMENT
POLITICAL SUB-DIVISION - CORPORATION

PROJECT: City of Norfolk Riverfront Trail **C.N.:** _____ **TRACT:** 2,3

KNOW ALL MEN BY THESE PRESENTS:

THAT **COUNCIL HOLDING COMPANY OF NORFOLK**

hereinafter known as the Grantor, whether one or more, for and in consideration of the sum of **FOUR THOUSAND and EIGHT HUNDRED TWENTY NINE and NO/100 DOLLARS ($4,829.00)** in hand paid does hereby grant, and convey unto the **CITY OF NORFOLK**, and to its successors and assigns the following described permanent easement for the purpose of trail construction and grading, storm sewer installation, and appurtenances thereto, and the subsequent maintenance of same and the subsequent maintenance of same, situated in Madison County, and State of Nebraska, to-wit;

SEE ATTACHED EXHIBIT 'A'

The abandonment of said permanent easement for the purposes described herein shall render this conveyance void and cause said permanent easement to revert to said Grantor and to his, her or their heirs, successors and assigns.

Duly executed this 5th day of August, 2016.

GRANTOR: **COUNCIL HOLDING COMPANY OF NORFOLK**

BY: James Arens Pres. ATTEST: _____

CORPORATE ACKNOWLEDGMENT

STATE OF Nebraska)
)ss.
COUNTY OF Madison)

Dated this 5th day of August, 2016, before me, a General Notary Public duly commissioned and qualified, came James Arens, President the duly authorized representative(s) of COUNCIL HOLDING COMPANY OF NORFOLK a Corporation, who acknowledged that he, she or they held the position or title set forth in the instrument, that he, she or they signed the instrument on behalf of the corporation by proper authority and that the instrument was the act of the corporation and are to me known to be said duly authorized representative or representatives and the identical person or persons who signed the foregoing instrument and acknowledged the execution thereof to be his, her or their voluntary act and deed.

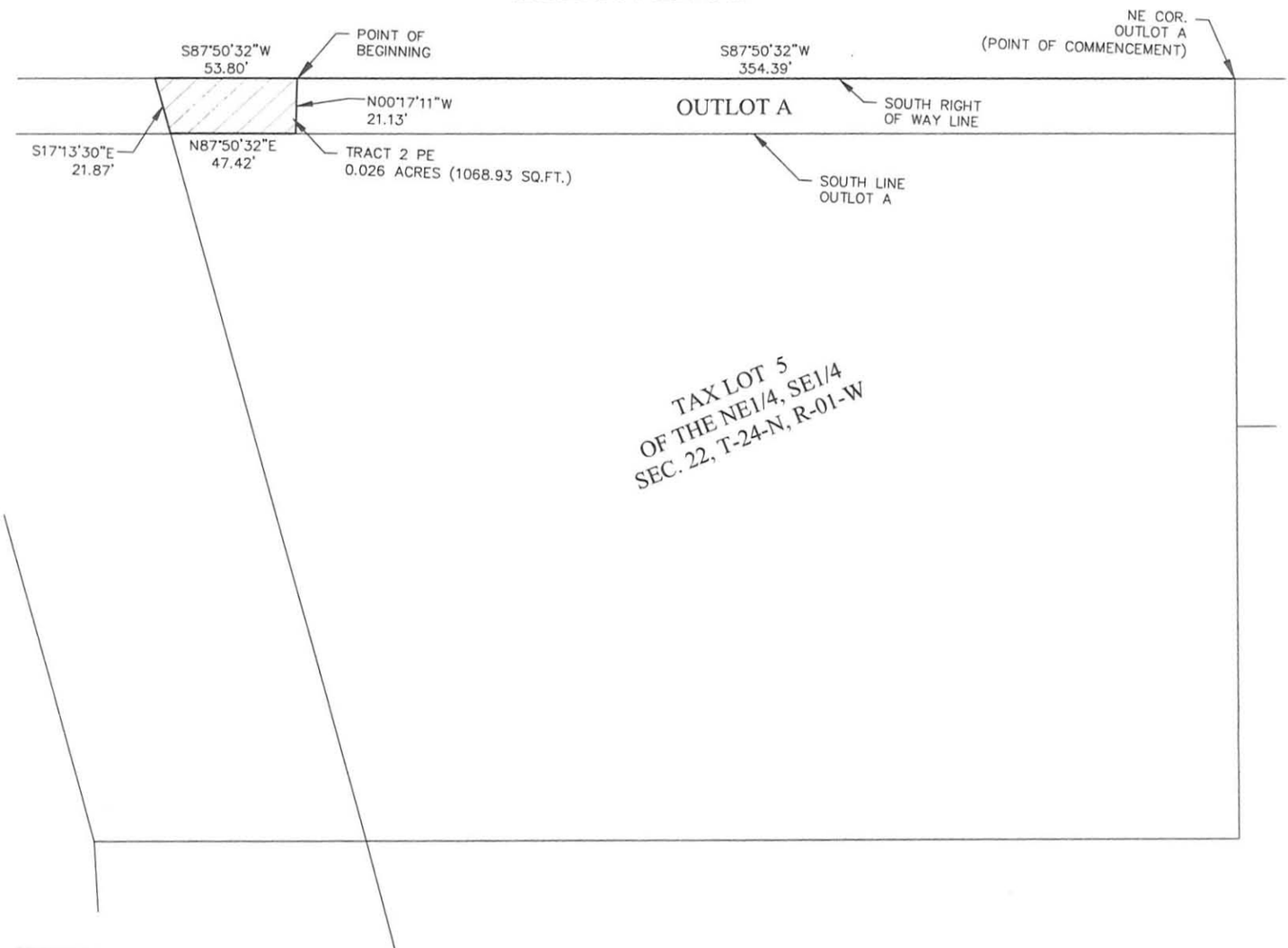
WITNESS my hand and Notarial Seal the day and year above written.

(SEAL)
GENERAL NOTARY - State of Nebraska
DANIEL L. MORFELD
My Comm. Exp. Oct. 30, 2016

_____
Notary Public

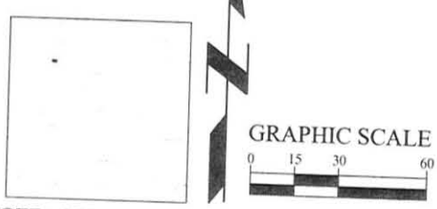
PERMANENT EASEMENT
TRACT 2 PE

EXHIBIT "A"
1 of 2



VICINITY SKETCH

MADISON COUNTY
NEBRASKA



GRAPHIC SCALE
0 15 30 60

NOTE: ALL BEARINGS ARE ASSUMED.

LEGEND

- MONUMENT FOUND
- MONUMENT SET
- O CALCULATED POINT
- D DEEDED DISTANCE
- C COMPUTED DISTANCE
- M MEASURED DISTANCE
- P PLATTED DISTANCE
- R RECORDED DISTANCE

LEGAL DESCRIPTION PERMANENT EASEMENT:

TRACT 2 PE

PERMANENT EASEMENT LOCATED IN OUTLOT A OF EDGEWATER PARK ADDITION, AS SURVEYED, PLATTED AND RECORDED IN, MADISON COUNTY, NEBRASKA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF SAID OUTLOT A; THENCE S87°50'32"W (ASSUMED BEARING) ON THE SOUTH RIGHT OF WAY LINE OF ELM AVENUE, A DISTANCE OF 354.39 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING S87°50'32"W ON SAID SOUTH RIGHT OF WAY LINE, A DISTANCE OF 53.80 FEET; THENCE S17°13'30"E, A DISTANCE OF 21.87 FEET TO THE SOUTH LINE OF SAID OUTLOT A; THENCE N87°50'32"E ON SAID SOUTH LINE, A DISTANCE OF 47.42 FEET; THENCE N00°17'11"W, A DISTANCE OF 21.13 FEET TO THE POINT OF BEGINNING, CONTAINING 0.026 ACRES (1068.93 SQ.FT.), MORE OR LESS, SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

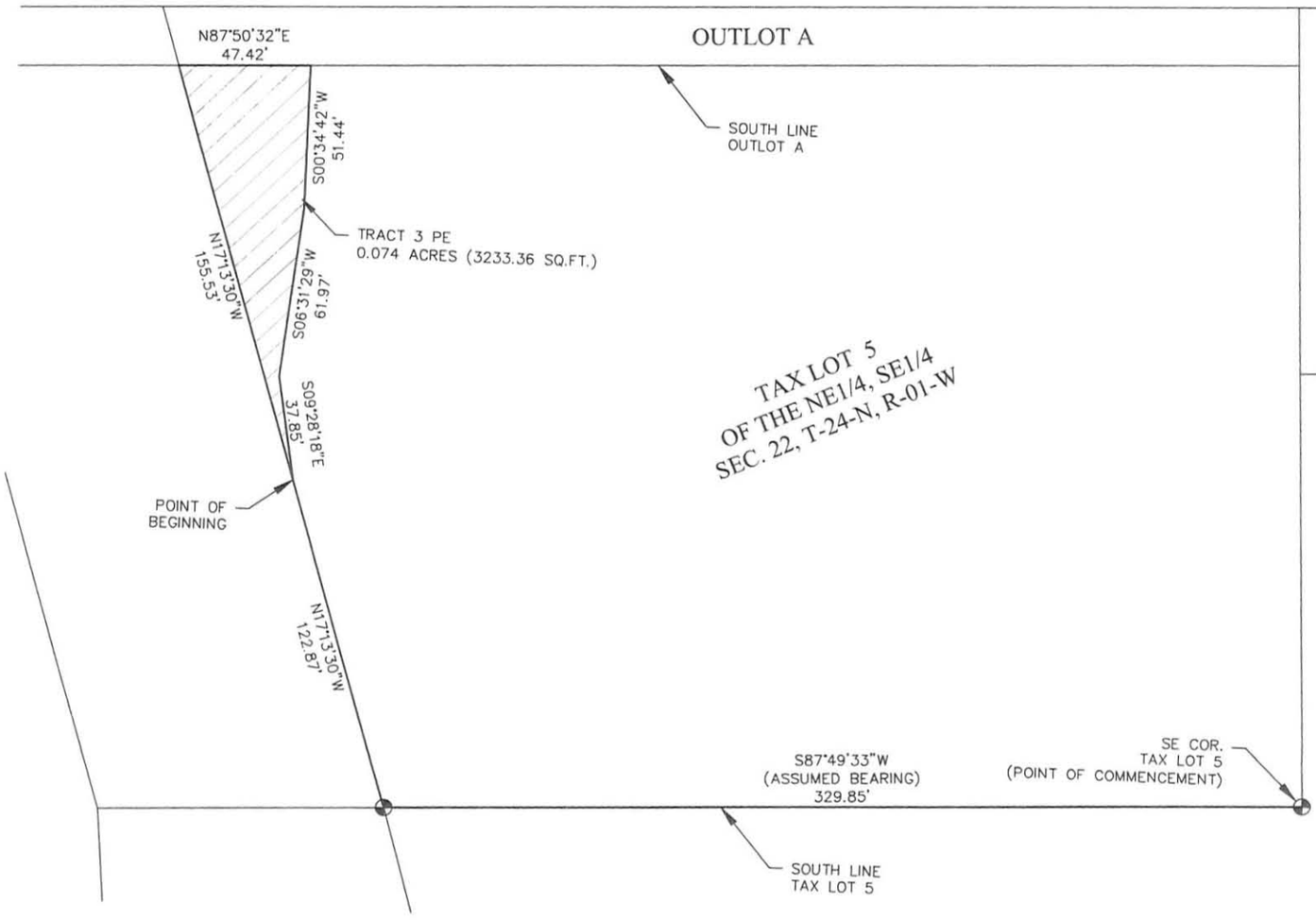
DATE	1/11/2016
SCALE	1"=60'
DRAWN	RMO
JOB NO.	140394
FIELD BOOK	FIELD BOOK
FIELD WORK	CP/BB
SHEET	1 OF 1
FILE NO.	

JEO CONSULTING GROUP INC
800.723.8567
Norfolk, NE 402.371.6416
www.jeo.com

PERMANENT EASEMENT
TRACT 3 PE

EXHIBIT "A"
2 of 2

ELM AVENUE



VICINITY SKETCH

MADISON COUNTY
NEBRASKA

GRAPHIC SCALE

0 15 30 60

NOTE: ALL BEARINGS ARE ASSUMED.

LEGEND

- MONUMENT FOUND
- MONUMENT SET
- O CALCULATED POINT
- D DEEDED DISTANCE
- C COMPUTED DISTANCE
- M MEASURED DISTANCE
- P PLATTED DISTANCE
- R RECORDED DISTANCE

DATE	2/16/2016
SCALE	1"=60'
DRAWN	RMO
JOB NO.	140394
FIELD BOOK	FIELD BOOK
FIELD WORK	CP/BB
SHEET	1 OF 1
FILE NO.	

JEO CONSULTING GROUP INC
800.723.8567
Norfolk, NE 402.371.6416
www.jeo.com

LEGAL DESCRIPTION PERMANENT EASEMENT:

TRACT 3 PE

PERMANENT EASEMENT LOCATED IN TAX LOT 5 OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 22, TOWNSHIP 24 NORTH, RANGE 01 WEST OF THE 6TH P.M., MADISON COUNTY, NEBRASKA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF SAID TAX LOT 5; THENCE S87°49'33"W (ASSUMED BEARING) ON THE SOUTH LINE OF SAID TAX LOT 5, A DISTANCE OF 329.85 FEET; THENCE N17°13'30"W, A DISTANCE OF 122.87 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING N17°13'30"W, A DISTANCE OF 155.53 FEET TO THE SOUTH LINE OF OUTLOT A OF EDGEWATER PARK ADDITION, AS SURVEYED, PLATTED AND RECORDED IN SAID COUNTY; THENCE N87°50'32"E ON SAID SOUTH LINE, A DISTANCE OF 47.42 FEET; THENCE S00°34'42"W, A DISTANCE OF 51.44 FEET; THENCE S06°31'29"W, A DISTANCE OF 61.97 FEET; THENCE S09°28'18"E, A DISTANCE OF 37.85 FEET TO THE POINT OF BEGINNING CONTAINING 0.074 ACRES (3233.36 SQ.FT.), MORE OR LESS, SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

APPLICATION FOR LIQUOR LICENSE
RETAIL

NEBRASKA LIQUOR CONTROL COMMISSION
301 CENTENNIAL MALL SOUTH
PO BOX 95046
LINCOLN, NE 68509-5046
PHONE: (402) 471-2571
FAX: (402) 471-2814
Website: www.lcc.nebraska.gov/

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AUG 03 2016
NEBRASKA LIQUOR
CONTROL COMMISSION

RETAIL LICENSE(S) — Application Fee $400 (nonrefundable)

X	A	BEER, ON SALE ONLY
	B	BEER, OFF SALE ONLY
	C	BEER, WINE, DISTILLED SPIRTS, ON AND OFF SALE
	D	BEER, WINE, DISTILLED SPIRITS, OFF SALE ONLY
	I	BEER, WINE, DISTILLED SPIRITS, ON SALE ONLY
	AB	BEER, ON AND OFF SALE
	AD	BEER ON SALE ONLY, BEER, WINE, DISTILLED SPIRITS OFF SALE
	IB	BEER, WINE, DISTILLED SPIRITS ON SALE, BEER OFF SALE ONLY

X Class K Catering license (requires catering application form 106) $100.00

Additional fees will be assessed at city/village or county level when license is issued

Class C license term runs from November 1 – October 31
All other licenses run from May 1 – April 30
Catering license (K) expires same as underlying retail license

CHECK TYPE OF LICENSE FOR WHICH YOU ARE APPLYING

	Individual License (requires insert 1 FORM 104)
	Partnership License (requires insert 2 FORM 105)
	Corporate License (requires insert 3a FORM 101 & 3c FORM 103)
X	Limited Liability Company (LLC) (requires form 3b FORM 102 & 3c FORM 103)

Name_____ Phone number:_____

Firm Name_____

Trade Name (doing business as) Smokin Stan's BBQ, LLC

Street Address #1 114 Madison Ave.

Street Address #2

City Norfolk County Madison (1) Zip Code 68701

Premises Telephone number 402-316-3459

Business e-mail address Stan@smokinstans.com

Is this location inside the city/village corporate limits: YES X NO

Mailing address (where you want to receive mail from the Commission)

Name Smokin Stan's BBQ

Street Address #1 114 Madison Ave

Street Address #2

City Norfolk State NE Zip Code 68701

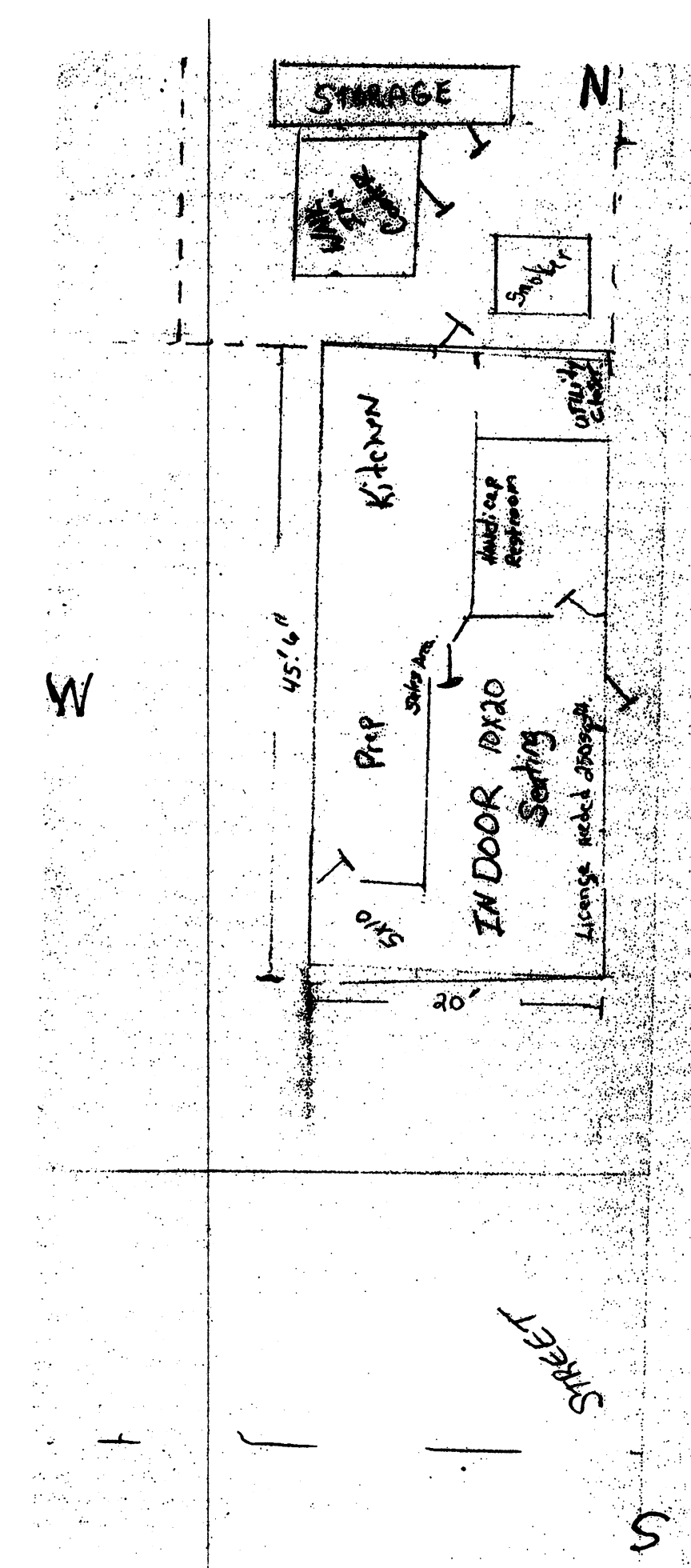
In the space provided or on an attachment draw the area to be licensed. This should include storage areas, basement, outdoor area, sales areas and areas where consumption or sales of alcohol will take place. If only a portion of the building is to be covered by the license, you must still include dimensions (length x width) of the licensed area as well as the dimensions of the entire building. No blue prints please. **Be sure to indicate the direction north and number of floors of the building.**

**For on premises consumption liquor licenses minimum standards must be met by providing at least two restrooms

Building: length 45 x width 20 in feet
Is there a basement? Yes _____ No X If yes, length _____ x width _____ in feet
Is there an outdoor area? Yes _____ No X If yes, length _____ x width _____ in feet

PROVIDE DIAGRAM OF AREA TO BE LICENSED BELOW OR ATTACH SEPARATE SHEET

RECEIVED
AUG 03 2016
NEBRASKA LIQUOR
CONTROL COMMISSION



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NEBRASKA LIQUOR
CONTROL COMMISSION

APPLICATION FOR LIQUOR LICENSE
LIMITED LIABILITY COMPANY (LLC)
INSERT - FORM 3b

NEBRASKA LIQUOR CONTROL COMMISSION
301 CENTENNIAL MALL SOUTH
PO BOX 95046
LINCOLN, NE 68509-5046
PHONE: (402) 471-2571
FAX: (402) 471-2814
Website: www.lcc.nebraska.gov

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NEBRASKA LIQUOR CONTROL COMMISSION

All members including spouse(s), are required to adhere to the following requirements:
1) **All members spouse(s) must be listed**
2) **Managing/Contact member and all members holding over 25% interest and their spouse(s) (if applicable) must submit fingerprints. See Form 147 for further information, this form MUST be included with your application.**
3) **Managing/Contact member and all members holding over 25 % shares of stock and their spouse (if applicable) must sign the signature page of the Application for License form 100 (even if a spousal affidavit has been submitted)**

Attach copy of Articles of Organization (must show electronic stamp or barcode receipt by Secretary of States office)

Name of Registered Agent: Stanley A Kiepke

Name of Limited Liability Company that will hold license as listed on the Articles of Organization
Smokin Stan's BBQ LLC

LLC Address: 114 W Madison Ave

City: Norfolk State: NE Zip Code: 68701

LLC Phone Number: 402-316-3459 LLC Fax Number N/A

Name of Managing/Contact Member
Name and information of contact member must be listed on following page

Last Name: Kiepke First Name: Stanley MI: A

Home Address: City:

State: Zip Code: Home Phone Number:

Stanley A Kiepke
Signature of Managing/Contact Member

ACKNOWLEDGEMENT

State of Nebraska
County of Madison
The foregoing instrument was acknowledged before me this
July 29, 2016 **by** Stanley A. Kiepke
Date **name of person acknowledge**
MacKenzie K Doerr

Affix Seal

GENERAL NOTARY - State of Nebraska
MACKENZIE K. DOERR
My Comm. Exp. Dec. 11, 2017

RECEIVED

MANAGER APPLICATION
INSERT - FORM 3c

Office Use

AUG 03 2016

NEBRASKA LIQUOR CONTROL COMMISSION

NEBRASKA LIQUOR CONTROL COMMISSION
301 CENTENNIAL MALL SOUTH
PO BOX 95046
LINCOLN, NE 68509-5046
PHONE: (402) 471-2571
FAX: (402) 471-2814
Website: www.lcc.nebraska.gov

MUST BE:

- ✓ Citizen of the United States. Include copy of US birth certificate, naturalization paper or current US passport
- ✓ Nebraska resident. Include copy of voter registration card or print out document from Secretary of State website
- ✓ Fingerprinted. See form 147 for further information, read form carefully to avoid delays in processing, this form **MUST** be included with your application
- ✓ 21 years of age or older

Name of Corporation/LLC: Smokin Stan's BBQ LLC

Liquor License Number: _____ Class Type _____ (if new application leave blank)

Premise Trade Name/DBA: Smokin Stan's BBQ LLC

Premise Street Address: 114 W Madison Ave

City: Norfolk County: Madison Zip Code: 68701

Premise Phone Number: 402-316-3459

Premise Email address: stan@smokinstans.com

The individual whose name is listed as a corporate officer or managing member as reported on insert form 3a or 3b or listed with the Commission. To see authorized officers or members search your license information here.

SIGNATURE REQUIRED BY CORPORATE OFFICER / MANAGING MEMBER
(Faxed signatures are acceptable)

Manager's information must be completed below - PLEASE PRINT CLEARLY

Last Name: Kiepke First Name: Stan MI: A

Home Address:

City: County: Zip Code: 68701

Home Phone Number:

Driver's License Number & State:

Social Security Number:

Date Of Birth: Place Of Birth:

Email address:

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CONTROL COMMISSION

☒ YES ☐ NO

Spouses Last Name: First Name: MI:

Social Security Number:

Driver's License Number & State:

Date Of Birth: Place Of Birth:

CITY & STATE	YEAR FROM	YEAR TO	CITY & STATE	YEAR FROM	YEAR TO

City of Norfolk
NEBRASKA
right at home.

309 N 5th Street
Norfolk, NE 68701-4092
P402-844-2000 F402-844-2001
www.ci.norfolk.ne.us

September 7, 2016

NE Liquor Control Commission
Attn: Licensing
Email: brenda.hiland@nebraska.gov

Dear Brenda:

On August 15, 2016, the City of Norfolk received the Class AK liquor license application of Class AK (beer, on sale only, and catering) liquor license application for Smokin Stan's BBQ, LLC, dba Smokin Stan's BBQ, 114 West Madison Avenue, and the manager application of Stan A. Kiepke. The City Council, on September 6, 2016, approved forwarding a letter of no recommendation on the liquor license application.

Sincerely,

CITY OF NORFOLK

Sue Fuchtman
Mayor

Enclosure

cc: Stan Kiepke

202 N. 7th Street
Norfolk, NE 68701
402-644-8700
www.ci.norfolk.ne.us

William L. Mizner
Chief of Police

bmizner@ci.norfolk.ne.us

TO: Beth Deck
City Clerk

FROM: Bill Mizner
Chief of Police

RE: Smokin Stan's BBQ Background Investigation

DATE: August 19, 2016

CASE REF: 16-1614

The Police Division conducted a background investigation on the liquor license application of Smokin Stan's BBQ, LLC, doing business as Smokin Stan's BBQ, located at 114 W. Madison Avenue in Norfolk, Nebraska. The manager listed on the application is Stanley A. Kiepke, age 52, who resides in Norfolk, Nebraska. Kiepke is married to Deonne M. Naticchioni, age 58, also of Norfolk, Nebraska.

A check of the Division's records showed no contacts for either person. A check of the Nebraska Criminal Justice Information System found Kiepke was issued a traffic citation in 2000, and that both subjects were listed as plaintiffs in a civil action.

A check of the Nebraska Liquor Control Commission website indicated that Smokin Stan's BBQ was assigned AK license #119771. There is little history and no violations.

APPLICATION FOR LIQUOR LICENSE
RETAIL

NEBRASKA LIQUOR CONTROL COMMISSION
301 CENTENNIAL MALL SOUTH
PO BOX 95046
LINCOLN, NE 68509-5046
PHONE: (402) 471-2571
FAX: (402) 471-2814
Website: www.lcc.nebraska.gov/

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CONTROL COMMISSION

CLASS OF LICENSE FOR WHICH APPLICATION IS MADE AND FEES
CHECK DESIRED CLASS

RETAIL LICENSE(S) Application Fee $400 (nonrefundable)

_____	A	BEER, ON SALE ONLY
_√_	B	BEER, OFF SALE ONLY
_____	C	BEER, WINE, DISTILLED SPIRTS, ON AND OFF SALE
_____	D	BEER, WINE, DISTILLED SPIRITS, OFF SALE ONLY
_____	I	BEER, WINE, DISTILLED SPIRITS, ON SALE ONLY
_____	AB	BEER, ON AND OFF SALE
_____	AD	BEER ON SALE ONLY, BEER, WINE, DISTILLED SPIRITS OFF SALE
_____	IB	BEER, WINE, DISTILLED SPIRITS ON SALE, BEER OFF SALE ONLY

_____ Class K Catering license (requires catering application form 106) $100.00

Additional fees will be assessed at city/village or county level when license is issued

Class C license term runs from November 1 – October 31
All other licenses run from May 1 – April 30
Catering license (K) expires same as underlying retail license

CHECK TYPE OF LICENSE FOR WHICH YOU ARE APPLYING

_____ Individual License (requires insert 1 FORM 104)
_____ Partnership License (requires insert 2 FORM 105)
_√_ Corporate License (requires insert 3a FORM 101 & 3c FORM 103)
_____ Limited Liability Company (LLC) (requires form 3b FORM 102 & 3c FORM 103)

NAME OF ATTORNEY OR FIRM ASSISTING WITH APPLICATION (if applicable)
Commission will call this person with any questions we may have on this application

Name Rhonda Bartlebaugh Phone number: 405-463-8604

Firm Name Love's Travel Stops & Country Stores, Inc.

PREMISES INFORMATION

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NEBRASKA LIQUOR CONTROL COMMISSION

Trade Name (doing business as) Love's Travel Stop #680

Street Address #1 1300 W. Monroe Avenue

Street Address #2

City Norfolk County Madison Zip Code 68701

Premises Telephone number Not Assigned Yet

Business e-mail address storelicensing@loves.com

Is this location inside the city/village corporate limits: YES √ NO

Mailing address (where you want to receive mail from the Commission)

Name Love's Travel Stops & Country Stores, Inc.

Street Address #1 Attn: Licensing

Street Address #2 P.O. Box 26210

City Oklahoma City State OK Zip Code 73126-0210

DESCRIPTION AND DIAGRAM OF THE STRUCTURE TO BE LICENSED
READ CAREFULLY

In the space provided or on an attachment draw the area to be licensed. This should include storage areas, basement, outdoor area, sales areas and areas where consumption or sales of alcohol will take place. If only a portion of the building is to be covered by the license, you must still include dimensions (length x width) of the licensed area as well as the dimensions of the entire building. No blue prints please. Be sure to indicate the direction north and **number of floors** of the building.

**For on premises consumption liquor licenses minimum standards must be met by providing at least two restrooms

Building: length 98' 6" x width 81' 11 1/2" in feet
Is there a basement? Yes _____ No √ If yes, length _____ x width _____ in feet
Is there an outdoor area? Yes _____ No √ If yes, length _____ x width _____ in feet

PROVIDE DIAGRAM OF AREA TO BE LICENSED BELOW OR ATTACH SEPARATE SHEET

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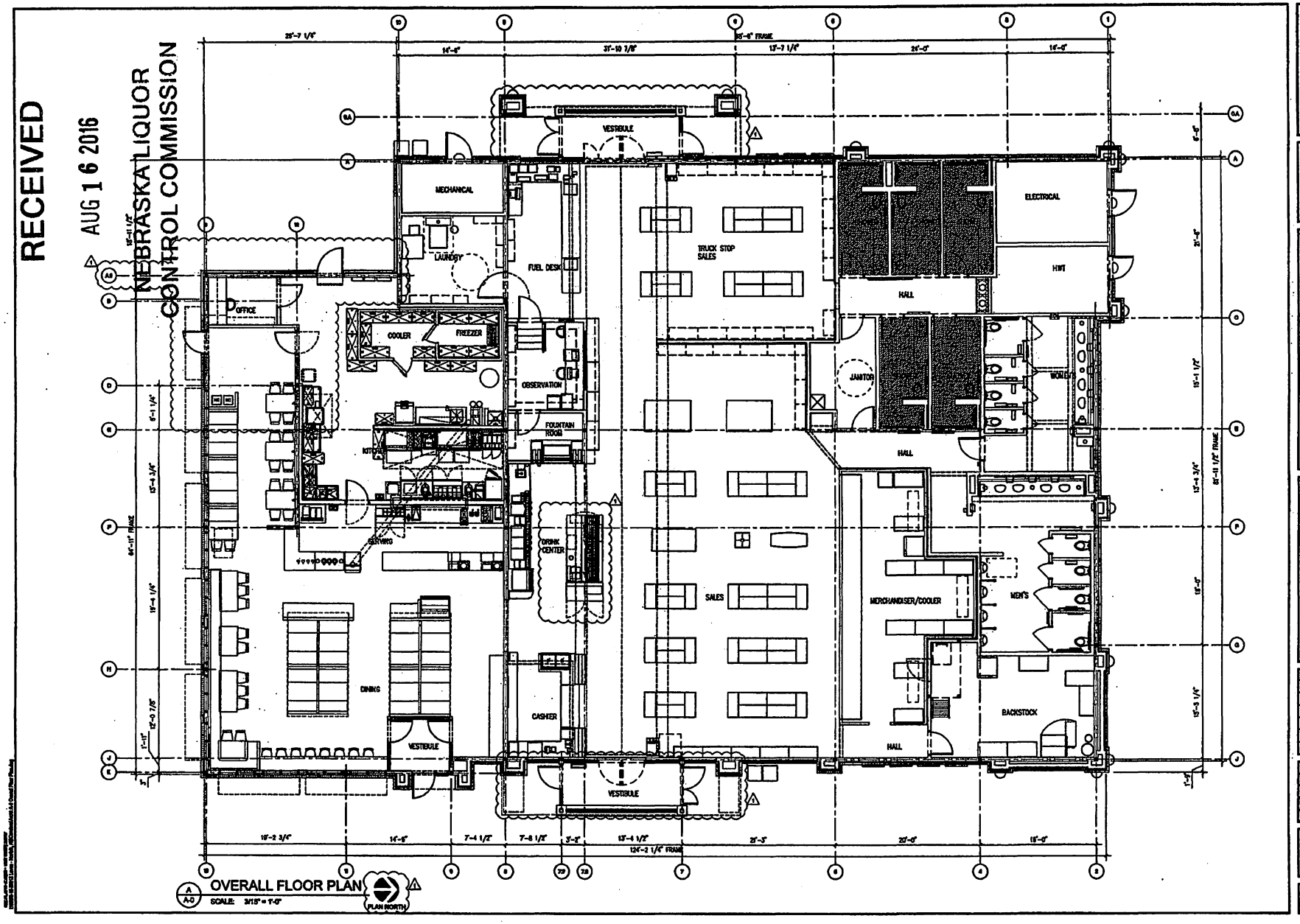
NEBRASKA LIQUOR
CONTROL COMMISSION



HFA
HARRISON FRANCIS & ASSOCIATES, LTD

US HIGHWAY 81 & MONROE AVENUE, NORFOLK, NE

NEW TRAVEL STOP

Love's Travel Stops

NEW TRAVEL STOP
STORE NO 680

ARCHITECT
LANCE E. LOTT, INCOG
STATE OF NEBRASKA

MAR 25 2016

ISSUE BLOCK

	DESCRIPTION	ADD 1

STORE NO. 680
DOCUMENT DATE: 02/19/16
CHECKED BY: CMP
DRAWN BY: LLM
PRINT CYCLE: THEN 8 - 100

OVERALL FLOOR PLAN

SHEET: A-0

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NEBRASKA LIQUOR CONTROL COMMISSION

APPLICANT INFORMATION

1. **READ CAREFULLY. ANSWER COMPLETELY AND ACCURATELY §53-125(5)**
Has anyone who is a party to this application, or their spouse, EVER been convicted of or plead guilty to any charge? Charge means any charge alleging a felony, misdemeanor, violation of a federal or state law, violation of a local law, ordinance or resolution. List the nature of the charge, where the charge occurred and the year and month of the conviction or plea. Also list any charges pending at the time of this application. If more than one party, please list charges by each individual's name. Include traffic violations. Commission must be notified of any arrests and/or convictions that may occur after the date of signing this application.

__X__ YES _____ NO
If yes, please explain below or attach a separate page

Name of Applicant	Date of Conviction (mm/yyyy)	Where Convicted (city & state)	Description of Charge	Disposition
See Attached List				

2. Are you buying the business of a current retail liquor license?

_____YES __X__NO

If yes, give name of business and liquor license number_____
a) Submit a copy of the sales agreement
b) Include a list of alcohol being purchased, list the name brand, container size and how many
c) Submit a list of the furniture, fixtures and equipment

3. Was this premise licensed as liquor licensed business within the last two (2) years?

_____YES __X__NO

If yes, give name and license number_____

4. Are you filing a temporary operating permit (TOP) to operate during the application process?

_____YES __X__NO

If yes:
a) Attach temporary operating permit (TOP) (form 125)
b) TOP will only be accepted at a location that currently holds a valid liquor license.

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NEBRASKA LIQUOR
CONTROL COMMISSION

5. Are you borrowing any money from any source, include family or friends, to establish and/or operate the business?

_____YES __X__NO

If yes, list the lender(s)_____

6. Will any person or entity, other than applicant, be entitled to a share of the profits of this business?

_____YES __X__NO

If yes, explain. (all involved persons must be disclosed on application)

No silent partners

7. Will any of the furniture, fixtures and equipment to be used in this business be owned by others?

_____YES __X__NO

If yes, list such item(s) and the owner._____

8. Is premises to be licensed within 150 feet of a church, school, hospital, home for the aged or indigent persons or for veterans, their wives, and children, or within 300 feet of a college or university campus?

_____YES __X__NO

If yes, provide name and address of such institution and where it is located in relation to the premises (Neb. Rev. Stat. 53-177)(1)
Provide letter of support or opposition, see FORM 134 – church or FORM 135 - campus

9. Is anyone listed on this application a law enforcement officer?

_____YES __X__NO

If yes, list the person, the law enforcement agency involved and the person's exact duties.

10. List the primary bank and/or financial institution (branch if applicable) to be utilized by the business.
a) List the individual(s) who will be authorized to write checks and/or withdrawals on accounts at this institution.

JP Morgan Chase Bank, N.A., Oklahoma City, OK - Carol Willett, Authorized Signer

11. List all past and present liquor licenses held in Nebraska or any other state by any person named in this application. Include license holder name, location of license and license number. Also list reason for termination of any license(s) previously held.

See Attached List

APPLICATION FOR LIQUOR LICENSE
CORPORATION
INSERT - FORM 3a

NEBRASKA LIQUOR CONTROL COMMISSION
301 CENTENNIAL MALL SOUTH
PO BOX 95046
LINCOLN, NE 68509-5046
PHONE: (402) 471-2571
FAX: (402) 471-2814
Website: www.lcc.nebraska.gov

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NEBRASKA LIQUOR
CONTROL COMMISSION

Officers, directors and stockholders holding over 25% shares of stock, including spouses, are required to adhere to the following requirements:

1) **All officers, directors and stockholders must be listed**
2) **President/CEO and stockholders holding over 25% and their spouse(s) (if applicable) must submit fingerprints. See Form 147 for further information, this form MUST be included with your application.**
3) **Officers, directors and stockholders holding over 25 % shares of stock and their spouse (if applicable) must sign the signature page of the Application for License Form 100 (even if a spousal affidavit has been submitted)**

Attach copy of Articles of Incorporation (must show electronic stamp or barcode receipt by Secretary of States Office)

Name of Registered Agent: CT Corporation

Name of Corporation that will hold license as listed on the Articles

Love's Travel Stops & Country Stores, Inc.

Corporation Address: 10601 North Pennsylvania Avenue

City: Oklahoma City State: OK Zip Code: 73120

Corporation Phone Number: 405-751-9000 Fax Number

Total Number of Corporation Shares Issued:

Name and notarized signature of President/CEO (Information of president must be listed on following page)

Last Name: Stussi First Name: Douglas MI: J.

Home Address: City:

State: Zip Code: Home Phone Number:

Signature of President/CEO Douglas J. Stussi, Executive Vice President - CFO

ACKNOWLEDGEMENT

State of ~~Nebraska~~ Oklahoma
County of Oklahoma **The foregoing instrument was acknowledged before me this**

July 26, 2016 **by** Douglas J. Stussi
Date **name of person acknowledge**

Affix Seal

RHONDA A. BARTLEBAUGH NOTARY PUBLIC # 14007467 EXP. 08/21/18 STATE OF OKLAHOMA

MANAGER APPLICATION
INSERT - FORM 3c

NEBRASKA LIQUOR CONTROL COMMISSION
301 CENTENNIAL MALL SOUTH
PO BOX 95046
LINCOLN, NE 68509-5046
PHONE: (402) 471-2571
FAX: (402) 471-2814
Website: www.lcc.nebraska.gov

Office Use

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NEBRASKA LIQ.
CONTROL COMM.

MUST BE:

- ✓ Citizen of the United States. Include copy of US birth certificate, naturalization paper or current US passport
- ✓ Nebraska resident. Include copy of voter registration card or print out document from Secretary of State website
- ✓ Fingerprinted. See form 147 for further information, read form carefully to avoid delays in processing, this form **MUST** be included with your application
- ✓ 21 years of age or older

Corporation/LLC information

Name of Corporation/LLC: Love's Travel Stops & Country Stores, Inc.

Premise information

Liquor License Number: _____ Class Type _____ (if new application leave blank)

Premise Trade Name/DBA: Love's Travel Stop #680

Premise Street Address: 1300 W. Monroe Avenue

City: Norfolk County: Madison Zip Code: 68701

Premise Phone Number: Not Yet Assigned

Premise Email address: store680@loves.com

The individual whose name is listed as a corporate officer or managing member as reported on insert form 3a or 3b or listed with the Commission. To see authorized officers or members search your license information here.

SIGNATURE REQUIRED BY CORPORATE OFFICER / MANAGING MEMBER
(Faxed signatures are acceptable)

Manager's information must be completed below PLEASE PRINT CLEARLY

Last Name: Porter First Name: Walter MI: Dewayne

Home Address:

City: County: Zip Code:

Home Phone Number:

Driver's License Number & State:

Social Security Number:

Date Of Birth: Place Of Birth:

Email address: storelicensing@loves.com

RECEIVED
AUG 16 2016
NEBRASKA LIQUOR
CONTROL COMMISSION

Are you married? If yes, complete spouse's information (Even if a spousal affidavit has been submitted)

☒ YES ☐ NO

Spouse's information

Spouses Last Name: First Name: MI:

Social Security Number:

Driver's License Number & State:

Date Of Birth: Place Of Birth:

APPLICANT & SPOUSE MUST LIST RESIDENCE(S) FOR THE PAST TEN (10) YEARS

APPLICANT **SPOUSE**

CITY & STATE	YEAR FROM	YEAR TO	CITY & STATE	YEAR FROM	YEAR TO

City of Norfolk
NEBRASKA
right at home.

309 N 5th Street
Norfolk, NE 68701-4092
P402-844-2000 F402-844-2001
www.ci.norfolk.ne.us

September 7, 2016

NE Liquor Control Commission
Attn: Licensing
Email: brenda.hiland@nebraska.gov

Dear Brenda:

On August 18, 2016, the City of Norfolk received the Class AK liquor license application of Class B (beer, off sale only) liquor license application for Love's Travel Stops & Country Stores, Inc., dba Love's Travel Stop 680, 1300 West Monroe Avenue, and the manager application of Walter Dewayne Porter. The City Council, on September 6, 2016, approved forwarding a letter of no recommendation on the liquor license application.

Sincerely,

CITY OF NORFOLK

Sue Fuchtman
Mayor

Enclosure

cc: Walter Porter, Love's Travel Stops

202 N. 7th Street
Norfolk, NE 68701
402-644-8700
www.ci.norfolk.ne.us

William L. Mizner
Chief of Police

bmizner@ci.norfolk.ne.us

TO: Beth Deck
City Clerk

FROM: Bill Mizner
Chief of Police

RE: Love's Travel Stop #680 Background Investigation

DATE: August 25, 2016

CASE REF: 16-1656

The Police Division conducted a background investigation on the liquor license application of Love's Travel Stops and Country Stores, Inc., doing business as Love's Travel Stop #680, located at 1300 W. Monroe Avenue in Norfolk, Nebraska. The corporation is based in Oklahoma City, Oklahoma. The location on Monroe Avenue is currently under construction.

Eleven applicants and spouses are listed on the application. A check of Division records and the Nebraska Criminal Justice Information System indicated no contacts or records for these individuals.

The manager of the Norfolk Store will be Walter D. Porter, age 46, of Omaha, Nebraska. His spouse is listed as Kelly D. Porter, age 46, of Omaha, Nebraska. A check of their names in the Nebraska Criminal Information System indicated no records other than having an operator's license.

A check of Division records showed no contacts with either individual.

A check of the Nebraska Liquor Control Commission website indicated liquor license # 119789 has been assigned to Love's Travel Stop #680, effective 08-19-2016.

Request for Bids

Sealed bids will be received by the City of Norfolk, Norfolk, Nebraska, until **1:00 p.m. on Thursday, September 22, 2016**, for the replacement of the Aeration Building Motor Control Center and related underground ductbank wiring at the Water Pollution Control Plant.

Bids may be mailed or delivered to arrive at the City offices, 309 N 5th Street, Norfolk, Nebraska 68701 prior to 1:00 p.m. on said date. Faxed bids are not acceptable. Specifications may be obtained from the Wastewater Superintendent, 610 East Monroe Avenue, Norfolk, NE 68701.

The City reserves the right to reject any or all bids, or any portion thereof, or to waive informality in any bid.

By order of the Mayor and City Council this 6th day of September, 2016.

Elizabeth A. Deck
City Clerk

Publish (September 8 & 15, 2016)
1 P.O.P.

INVITATION FOR BIDS

Sealed bids for the construction of the Norfolk Avenue Paving and Bridge Improvements, Norfolk, Nebraska 2016 will be received by the City of Norfolk offices, at 309 North 5th Street, Norfolk, Nebraska, until 10:00 a.m. local time on Thursday, September 29, 2016, at which time the Bids received will be publicly opened and read.

The project consists of: reconstruction of approximately 1,000 feet of Norfolk Avenue from 1st Street to Cottonwood Street, including construction of a new bridge structure, construction of approximately 1,500 feet of bike trail along drainage channel, and all other associated work as indicated on the drawings and within the specifications. The roadway reconstruction will include approximately 11,500 square yards of concrete pavement for roadways, sidewalks, bike trail, and driveways, storm sewer pipe and structures, 900 feet of gravity block retaining wall, decorative fencing, pedestrian lighting, street lighting, landscaping, and 800 feet of water main which includes directional drilling. The bridge construction includes removal of existing 3-span steel bridge and construction of a new single-span prestressed concrete girder bridge with steel alternate (100-foot span by 85-foot wide on a 20-degree skew). The bridge will have aesthetic enhancements such as concrete formliner, lighting and coatings.

Bids shall be on a Unit Price basis.

A pre-bid conference will be held at 10:00 a.m. local time on Tuesday, September 20, 2016, at the Norfolk city office, 309 N. 5th Street, Norfolk, Nebraska. Attendance at the pre-bid conference is highly encouraged, but is not mandatory.

Bid security shall be furnished in accordance with the Instruction to Bidders. The check(s) or bond(s) shall be made payable to the City of Norfolk, 309 N. 5th Street, Norfolk, Nebraska 68701, as security that the bidder(s) to whom the award(s) are made will enter into contract to build the improvements bid upon and furnish the required bonds and insurance. The envelopes containing bids shall be marked as follows:

City of Norfolk
Proposal For: Norfolk Avenue Paving and
Bridge Improvements
Norfolk, Nebraska 2016
Bids Received: September 29, 2016
10:00 a.m. Local Time
309 N. 5th Street
Norfolk, Nebraska 68701

The Issuing Office for the Bidding Documents is: Olsson Associates, 201 E 2nd Street, Grand Island, Nebraska 68801. Questions should be directed to Matt Rief, Engineer, at 308-382-8750.

Bidding Documents also may be examined at:

- Olsson Associates, 201 E 2nd Street, Grand Island, Nebraska 68801
- City of Norfolk, 309 N. 5th Street, Norfolk, Nebraska 68701
- Norfolk Builders Exchange, 609 West Norfolk Avenue, PO Box 386, Norfolk, NE 68702
- Grand Island Plan Service, 309 W 2nd Street, Grand Island, Nebraska 68801
- Lincoln Builder's Bureau, 5910 S. 58th Street, Suite C, Lincoln, Nebraska 68516
- Omaha Builders Exchange, 4255 So. 94th Street, Omaha, Nebraska 68127
- Master Builders of Iowa, 221 Park Street, Des Moines, Iowa 50309

A complete set of electronic plans, specifications, contract documents and proposal form may be obtained from www.questcdn.com for a fee of $20.00 (non-refundable). Once logged into the site, insert eBidDoc project number 4655305 – Norfolk Avenue Paving and Bridge Improvements - 2016.

A complete set of electronic plans, specifications, contract documents and proposal form on a CD may be obtained from the Issuing office for a non-refundable charge of $40.00.

A complete set of printed plans, specifications, contract documents and proposal form may be obtained from the Issuing office for a non-refundable charge of $55.00. Unsuccessful bidders are requested to return the plans and specifications.

Each successful bidder shall supply a Performance Bond and a Payment Bond executed by a corporate surety licensed in the State of Nebraska in an amount equal to 100 percent of the contract price as part of his contract.

The City of Norfolk, Nebraska reserves the right to accept any bid which it deems most advantageous to the City, and to reject any or all bids submitted and to hold as many bids as it desires for consideration for a period of sixty (60) days after the bids are open.

Owner: City of Norfolk, Nebraska

By: Elizabeth A. Deck

Title: City Clerk

Date: Published in the *Norfolk Daily News,* September 8th, 15th and 22nd, 2016.

OLSSON ®
ASSOCIATES

LETTER AGREEMENT
AMENDMENT #2
August 30, 2016
OA Project No. 014-3322

This AMENDMENT ("Amendment") shall amend and become a part of the Letter Agreement for Professional Services dated December 5th, 2014 between the City of Norfolk ("Client") and Olsson Associates, Inc. ("Olsson") providing for professional services for the following Project (the "Agreement"):

PROJECT DESCRIPTION AND LOCATION

Project is located at: Norfolk, Nebraska – Norfolk Avenue between 1st Street and Cottonwood Street

Project Description: This project includes work associated with additional engineering design services required to produce Final Construction Plans and Specifications to improve East Norfolk Avenue between N. 1st Street and N. Cottonwood Street. The project shall include additional work which includes the 1st Street and Norfolk Avenue intersection and 1st Street reconstruction from just north of Norfolk Avenue to the south near the first alley on the east. The required services shall include additional field survey, phasing design, roadway design, traffic design, and lighting. In addition, the previous scope of work shall be expanded to include additional design and project coordination items. The required scope of work shall include expanded public involvement and stakeholder coordination, pedestrian lighting at the bridge, storm sewer outlet near the bridge, and water relocation. Also included in this amendment are construction phase services.

SCOPE OF SERVICES

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

ADDITIONAL DESIGN SERVICES $73,870

TASK I. PROJECT MANAGEMENT

1. GENERAL PROJECT MANAGEMENT

201 East Second Street
Grand Island, NE 68801
TEL 308.384.8750
FAX 308.384.8752
www.olssonassociates.com

2. **PROGRESS MEETINGS (2)**
Olsson will conduct two (2) additional progress meetings with the Client at different stages in the project to discuss project documents, status, resolve specific items as necessary, and in the interest of maintaining clear lines of communication throughout the design process. Olsson will prepare and distribute minutes of the meetings.

TASK II. PUBLIC INVOLVEMENT

1. **STAKEHOLDER BUSINESSES AND COUNCIL MEETINGS (3)**
Conduct three (3) additional stakeholder meetings to address specific objections. Investigate culvert concept. Investigate means to expedite construction. Discuss timeframes with contractors. Prepare formal memos which describe recommendations or commentary to address stakeholder concerns. Present to City Council.

TASK III. ADDITIONAL ROADWAY DESIGN FOR 1ST STREET

1. **TOPOGRAPHIC SURVEY**
This task includes additional survey related to construction at the intersection of 1st Street & Norfolk Avenue.

2. **DATA COLLECTION AND REVIEW**
For gathering, reviewing and organizing data for the project.

3. **ROADWAY HORIZONTAL & VERTICAL ALIGNMENT**
This task includes the design and drafting of the horizontal and vertical alignment(s) and/or adjustment of alignment(s). This task includes development of plan and profile sheets.

4. **ROADWAY CROSS-SECTIONS**
Develop the templates necessary to process cross sections and develop the cross sections sheets.

5. **LIMITS OF CONSTRUCTION**
The Consultant will define and draft the limits of construction on the plan sheets. These limits will be used to determine environmental impacts.

6. **ROADWAY GEOMETRIC DESIGN**
This task includes the geometric design of all roadway alignments, intersections, driveways, etc., which includes setting up all the geometric sheets for the project and labeling. Labeling the geometric points with Station and Offsets will not be completed in this phase. This task includes development of joints and grades at each intersection, driveways, and all tie-in points to existing roadway sections. This also included developing grades for alley and sidewalk at NE Development District.

7. **ADA SIDEWALK DESIGN**
Designing curb ramps, sidewalks and trails for ADA compliance.

8. **CONSTRUCTION AND REMOVAL**
Development of separate Removal plan sheets and Construction plan sheets with appropriate notes detailing construction and removal items not specifically identified elsewhere in this scope.

9. **MARKING/SIGNING PLAN**
The Consultant will prepare plans showing pavement markings for traffic and pedestrian markings. A separate signing plan will be developed for the city street department to install signs.

10. **CONSTRUCTION PHASING**
The Consultant will prepare plans showing construction phasing with additional consideration to the 1st Street and Norfolk Avenue intersection. We are assuming full closure of Norfolk Avenue to reconstruct the bridge and design of a temporary signal will be considered additional services.

11. **CONSTRUCTION TRAFFIC CONTROL/BARRICADE PLAN**
The Consultant will prepare plans showing traffic control for each construction phase for intersection of 1st Street and Norfolk Avenue.

12. **TRAFFIC SIGNAL DESIGN**
This task includes development of construction plans for traffic signal reconstruction.

TASK IV. ADDITIONAL ROADWAY/BRIDGE DESIGN TASKS

1. **WEST BANK STABILAZATION AND STORM SEWER OUTFALL**
This task includes additional design related to necessary storm sewer outfall and investigation and design of additional grading measures.

2. **BOX CULVERT REPAIRS**
This task includes investigating the condition of the box culvert and then developing details and specifications to repair the box culvert.

3. **STREET/PEDESTRIAN LIGHTING DESIGN**
This task includes the design of additional pedestrian lighting on the bridge and under the bridge at the trail underpass. This task includes lighting calculations, and electrical details. Lighting will be a similar style to new roadway lighting. Anticipated fixture counts are four (4) roadway poles/fixtures on the bridge and 3 pedestrian fixtures mounted to the bottom of the bridge.

4. **RETAINING WALL DESIGN**
This task includes development of construction plans for approximately 200 feet of additional retaining wall for the west bank of the channel.

5. **WATER MAIN DESIGN**
This task includes development of construction plans and specifications for approximately 800 feet of 16" water main. This will include design of directional drilling a new main under the channel and tie-in to existing mains. This will also include abandoning a 6" main and tying services back to the 16" main.

TASK VI. RIGHT-OF-WAY SERVICES

1. **TITLE SEARCHES**

2. **RIGHT OF WAY/EASEMENT EXHIBITS**
Complete aerial exhibits, legal surveys and easement exhibits for the required right of way and easements for the project (3 tracts).

3. **NEGOTIATIONS**
Olsson will assist the city with negotiations. The City will complete the agreements for the required right of way and easements.

CONSTRUCTION SERVICES $433,130

TASK I. CONSTRUCTION SERVICES

1. **CONSTRUCTION ADMINISTRATION**
Olsson shall perform the following construction administration services:
   a) Conduct a pre-construction meeting. Olsson will prepare and distribute minutes of the meeting.
   b) Receive, log and review contractor submittals (i.e. shop drawings, cut sheets).
   c) Review contractor pay applications.
   d) Answer contractors' questions and interpret construction documents.
   e) Prepare Change Orders as necessary during construction and submit to the City for review and approval.
   f) Utility Coordination.

2. **Construction Progress Meetings**
Conduct construction progress meetings on a bi-weekly basis with the City/Contractor. (assume 20 meetings)

3. **Construction Pre-Construction Public Meeting**
Schedule, plan, advertise, and conduct a Public Meeting with the Contractor and City prior to the start of project. Consultant will prepare exhibits and brief presentation.

4. **Construction Phasing**
Review construction and develop signing plans.

5. **Construction Staking**
Construction staking of the roadway and bridge improvements.

6. **Construction Observation and Material Testing**
Olsson is to provide a Resident Project Representative (RPR) and any assistants. The duties and responsibilities of the RPR (and assistants) are set forth in Exhibit C, Duties, Responsibilities and Limitation of Authority of Resident Project Representatives. Assume approximately 44 weeks of full time construction observation averaging 48 hours per week during paving & bridge construction. An additional RPR is anticipated for 12 weeks of full time construction observation averaging 48 hours per week during the peak construction period. Observation will include normal moisture/density and concrete cylinder testing as well. Laboratory testing will be provided to include standard proctors, gradations, and concrete compressive strength testing. This is an anticipated construction duration. Should the contractor's schedule extend significantly beyond this timeframe, Olsson reserves the right to negotiate additional fees.

7. **Project Close Out**
Olsson will conduct a final walkthrough of the project. A "punch list" of deficiencies will be prepared and distributed.

8. **Record Drawings**
Olsson will prepare record drawings, based on contractors' "red lines." A PDF version of the record drawings will be submitted to the Client.

9. **Warranty Walk-through**
Olsson will conduct a Warranty walk-through with the Client and contractor(s) to remedy deficiencies prior to the expiration of the warranty period. A "punch list" of deficiencies will be prepared and distributed.

COMPENSATION

For the additional Scope of Services specifically set forth in this Amendment, Client shall pay Olsson the following fee in addition to the fee(s) set forth in the Agreement:

Client shall pay to Olsson for the performance of the Scope of Services, the actual time of personnel performing such services on an hourly cost basis times a factor of 3.085 for services rendered by our principals and employees engaged directly on the Project, and all actual reimbursable expenses in accordance with Reimbursable Expense Schedule attached to this Agreement. Olsson shall submit invoices on a monthly basis and payment is due within 45 calendar days of invoice date.

Olsson's Scope of Services will be provided on a time and expense basis not to exceed **$507,000.00.**

TERMS AND CONDITIONS OF SERVICE

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

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

OLSSON ASSOCIATES, INC.

By _____ By _____

Matt Rief, PE Jeff Palik, PE

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

CITY OF NORFOLK, NEBRASKA

By _____
Signature

Printed Name _____

Title _____ Dated: _____

F:\projects\014-3322\Documents\Contracts\16-06-28_2B_Letter Agreement Amendment 2 .doc

AGREEMENT

THIS AGREEMENT made and entered into this 6 day of September, 2016, by and between the City of Norfolk, Nebraska, a Municipal Corporation, hereinafter referred to as **CITY** and Norfolk Lions Club, Inc., a Nebraska Nonprofit Corporation, hereinafter referred to as **ORGANIZATION**. WITNESSETH:

WHEREAS: **ORGANIZATION** is desirous of conducting a parade and;

WHEREAS: **CITY** is the owner of streets and rights-of-ways upon which the parade will occur, and consents to allowing **ORGANIZATION** use of the property for the purpose of the parade in accordance with Norfolk City Code Section 22-130;

NOW THEREFORE, in consideration of the above recitals, and the following terms and conditions, the parties hereto agree as follows:

1. The route of the parade shall be: Riverside Boulevard from Benjamin Avenue to Elm Avenue as staging area. South on Riverside Boulevard/4th Street to Madison Avenue, west on Madison Avenue to 5th Street, north on 5th Street to Walnut Avenue.

2. The date of the parade shall be: September 24, 2016 from 8:00 a.m. to 1:00 p.m.

3. **ORGANIZATION/INDIVIDUAL** agrees to provide, not less than one (1) week prior to the closure of the street or lot, a certificate of insurance indicating the existence of a liability policy naming the City of Norfolk as an additional insured on said policy and providing the following coverages:

General Aggregate		$1,000,000
a.	Bodily Injury/Property Damage	$1,000,000 each occurrence
b.	Personal Injury Damage	$1,000,000 each occurrence
c.	Contractual Liability	$1,000,000 each occurrence
d.	Products Liability & Completed Operations	$1,000,000 each occurrence
e.	Fire Damage	$ 100,000 any one fire
f.	Medical Expense	$ 5,000 any one person

If said certificate is not furnished as set forth above, this Agreement shall be void and without force and effect.

4. **ORGANIZATION** agrees to hold **CITY** harmless, indemnify and defend **CITY,** its agents and employees from any and all liabilities or obligations that may arise as a result of this agreement.

5. **ORGANIZATION** shall erect moveable white and orange Type I, Type II or Type III barricades or orange and white drums, all meeting the requirements of the Manual on Uniform Traffic Control Devices which completely barricade the closed street or lot.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

CITY OF NORFOLK, NEBRASKA
A Municipal Corporation

_____
Sue Fuchtman, Mayor

Norfolk Lions Club, Inc.
A Nebraska Nonprofit Corporation

_____
Adam Thompson, President

_____
Gary Johnson, Treasurer

APPROVED AS TO FORM: _____

APPROVED AS TO FORM: _____

Section B: Application for Event

This application must be filed with the Norfolk City Clerk at 309 N. 5th Street, Norfolk, NE at least 60 days prior to the date of the event. Fees may be applicable.

(Will accept scanned form emailed to bdeck@ci.norfolk.ne.us)

Date of Event: 9-24-16 **Event Name:** NORFOLK LIONS CLUB ANNUAL PARADE

Contact Person: GARY JOHNSON **Phone:** 371-7657 OR 750-7489

Address: PO BOX 392, NORFOLK, NE 68702

Email: gjohnson2111@cableone.net **Daytime Phone:** 750-7489

Name of Organization Hosting Event: NORFOLK LIONS CLUB

Type of Organization (Please select from the following):

- [x] Corporation
- [ ] LLC
- [ ] Individual
- [ ] Individual representing informal organization
- [ ] Other _____

Organization Address: SAME

Organization Email: SAME **Organization Phone:** SAME

Type of Event: PARADE

Example: Football, Gun Show, Running, Biking, Parade, Music in the Park

Please describe activities included in this event:

PARADE WITH FLOATS, VEHICLES, BIKES, ETC

Event Location: RIVERSIDE TO 4TH ST TO MADISON TO 5TH & WALNUT

Before an event is scheduled on City owned property, it must receive prior City approval. The event should not be held on a public street or roadway. Consider use of off-street trails such as the Levee Trail, the Cowboy Trail, or the Skyview Lake Trail for a running or biking event. Please attach map of route of any such event. SEE ATTACHMENT "A"

Start Time of Event: 10 AM **End Time of Event:** 12:00 EST

Recd 6-15-16

Start Time Needed to Set up and Access Facility: 8:30 AM

Ending Time Needed to Clean up and Access Facility: 12:00 EST
In respect for residents in the neighborhood of the event, note the following time schedules:
Sunday-Thursday events end at 10:00 pm ---- Friday and Saturday events end at 12:00 am.

Estimated number of participants or teams: 140 ENTRIES
Is there an entry fee for participants? ☑ Yes ☐ No ☐ NA
Entry fee amount: $20
Is there a gate fee for attendees? ☐ Yes ☑ No ☐ NA
Gate fee amount: _____

Is this a fundraiser? ☑ Yes ☐ No

How will parking be handled? 24 LION MEMBERS

Will alcoholic beverages be present as part of event? ☐ Yes ☑ No
If yes, please contact the Norfolk City Clerk at 402-844-2000 for more information.

Will there be guns at the event (Example: a gun show)? ☐ Yes ☑ No

Will gambling/raffles be part of the event? ☐ Yes ☑ No

Will food vendors or other vendors be at the event? ☐ Yes ☑ No
If food vendors
Do they have City vendor permits? ☐ Yes ☐ No
Do they have City occupation tax permits? ☐ Yes ☐ No
Do they have State sales tax permits? ☐ Yes ☐ No

Please describe any other type of vendors: _____
Do they have City vendor permits? ☐ Yes ☐ No
Do they have State sales tax permits? ☐ Yes ☐ No
Please see insurance requirements in Section C pertaining to required insurance coverage for vendors.

Will there be portable toilets on the premises? ☑ Yes ☐ No
If adequate permanent toilets are not available, you will be required to provide portable toilets for groups over 200. Please attach diagram as to where portable toilets will be placed.

Will there be a fireworks display at the event? ☐ Yes ☑ No
If yes, has City of Norfolk Fire Division issued a permit? ☐ Yes ☐ No

Will a portable stage be used? ☑ Yes ☐ No
Will tents be placed on the premises? ☑ Yes ☐ No **If so, how many?** 1

Will an electrical connection be required? (Fees may be applicable) ☐ Yes ☑ No

Are amplifiers or loudspeakers to be used at the event? ☑ Yes ☐ No

Please list any other special provisions requested: SEE ATTACHMENT "A"

Do you require exclusive use of the facility for your event? ☐ Yes ☐ No
If yes, explain: _____

Are you planning any activities that represent a special/unusual hazard?
☐ Yes ☑ No If yes, describe: _____

Are participants required to sign a release or waiver? ☐ Yes ☑ No
If so, please attach a copy of the release or waiver. Any releases or waivers used by contracting party shall include a provision releasing City from liability on all releases or waivers obtained for participation in contracting party's event while utilizing City's facilities.

Are you planning any activities for which your insurance excludes coverage? ☐ Yes ☑ No
If yes, describe: _____

Name of Insurance Provider: LIONS CLUBS INT'L

Name of Insurance Agent: JOHN ADAMS

Agent Address: DSP INS, 1900 E. GOLF RD, STE 650, SCHAUMBURG, IL 60173

Agent Email: LIONSCLUBS@DSPINS.COM **Agent Phone:** 800-316-6705

☑ **Please check if you have read and understand the above information including the insurance requirements in Section C.**

Printed Name of Applicant GARY L JOHNSON, TRES

Signature of Applicant _____ **Date:** 6/15/16

There may be fees for use of City of Norfolk facilities or services.
For more information about the Event Guide and Application contact the Norfolk City Clerk at 402-844-2000.

"A"

POLICEMAN 8:30 AM

SEPT 24, 2016

NORFOLK LIONS CLUB

PARADE ROUTE MAP

NEED 48 CONES AT KINGS LOT

STAGING AREAS

1.) Riverside Blvd.
Even numbers, east-side
Odd numbers, west-side
Enter from Benjamin Ave.

2.) North side Walnut Ave.
Enter from West Walnut Ave.

3.) Tennis court parking lot
Enter from Walnut Ave.

4.) King's Lane parking lot
Enter from Benjamin Ave.

5.) Behind MAYTAG
Enter from Benjamin Ave.

6.) Parking Lot East of High School
Enter From Benjamin Ave.

57) Start of Parade, 4th. Street & Elm
Enter from Walnut Ave.

P Porta Potty Locations

X - PARADE ROUTE

POLICEMAN 9-10 AM THEN START PARADE

NORTH

BARRICADES NEED BY 8:30 AM AT THESE LOCATIONS

YOUR ENTRY NUMBER IS:

YOUR STAGING AREA IS:

LION MEMBERS WILL SET UP BARRICADES ACROSS STREETS & TAKE DOWN AFTER PARADE

NORFOLK LIONS CLUB

MEETING WEDNESDAY NIGHTS

WE SERVE

P.O. BOX 392
NORFOLK, NE 68702-0392
REPLY TO:

June 15, 2016

To: Norfolk City Council

The Norfolk Lions Club is requesting permission to hold its Annual Parade this year. The event will take place on Saturday September 24, 2016.

As in the past, the parade route would be Riverside Blvd from Benjamin Ave to Elm Street as staging area, south on 4th Street to Madison Ave, west on Madison Ave to 5th Street, north on 5th Street to Walnut Ave.

Thank you for your consideration of this request.

Sincerely,

Gary L. Johnson
Norfolk Lions Club Parade Chairman
PO Box 392
Norfolk, NE 68702
371-7657
750-7489

APPLICATION FOR SPECIAL DESIGNATED LICENSE

NEBRASKA LIQUOR CONTROL COMMISSION
301 CENTENNIAL MALL SOUTH
PO BOX 95046
LINCOLN, NE 68509-5046
PHONE: (402) 471-2571
FAX: (402) 471-2814
Website: www.lcc.nebraska.gov/
Email Applications: michelle.porter@nebraska.gov

DO YOU NEED POSTERS? YES [X] NO [ ]

NON PROFIT APPLICANTS
(Check one that best applies)

Municipal [ ] Political [ ] Fine Arts [ ] Fraternal [ ] Religious [X] Charitable [ ] Public Service [ ]

LIQUOR LICENSE HOLDERS

Liquor license number and class (i.e. C-055441)

COMPLETE ALL QUESTIONS

1. Type of alcohol to be served and/or consumed: Beer [X] Wine [X] Distilled Spirits [X]

2. Licensee name (last, first,), corporate name or limited liability company (LLC) name
(As it reads on your liquor license)

NAME: Sacred Heart Parish

ADDRESS: 204 South 5th Street

CITY Norfolk, NE ZIP 68701

3. Location where event will be held; name, address, city, county, zip code

BUILDING NAME Sacred Heart Parish Activities Center

ADDRESS: 2301 Madison Avenue CITY Norfolk

ZIP 68701 COUNTY and COUNTY # Madison

a. Is this location within the city/village limits? YES [X] NO [ ]

b. Is this location within the 150' of church, school, hospital or home for aged/indigent or for veterans and/or wives? YES [X] NO [ ]

c. Is this location within 300' of any university or college campus? YES [ ] NO [X]

Reid
8-25-16

4. Date(s) and Time(s) of event (no more than six (6) **consecutive** days on one application)

Date	Date	Date	Date	Date	Date
NOV 5, 2016					
Hours	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**
From	From	From	From	From	From
5:00 pm					
To	To	To	To	To	To
1:00 am					

a. Alternate date: none

b. Alternate location: none

(Alternate date or location must be specified in local approval)

5. Indicate type of activity to be carried on during event:

Dance ☐ Reception ☐ Fund Raiser ☒ Beer Garden ☐ Sampling/Tasting ☐

Other _____

6. Description of area to be licensed
Inside building, dimensions of area to be covered **IN FEET** 165' x 179'
(not square feet or acres)
*Outdoor area dimensions of area to be covered **IN FEET** _____ x _____
***SKETCH OF OUTDOOR AREA (or attach copy of sketch) (sample sketch)**

If outdoor area, how will premises be enclosed?
☐ Fence; ☐ snow fence ☐ chain link ☐ cattle panel
☐ Tent ☐ other _____

7. How many attendees do you expect at event? 475

8. If over 150 attendees. Indicate the steps that will be taken to prevent underage persons from obtaining alcohol beverages. (Attach separate sheet if needed)
This event is by RSVP/invitation only. Minors are not invited and will not be present to help with this event.

9. Will premises to be covered by license comply with all Nebraska sanitation laws? YES ☒ NO ☐

a. Are there separate toilets for both men and women? YES ☒ NO ☐

10. **Where will you be purchasing your alcohol?**

Wholesaler ☒ **Retailer** ☐ (Includes wineries) **Both** ☐ **BYO** ☐

11. Will there be any games of chance operating during the event? YES ☒ NO ☐

If so, describe activity Cash Raffle

NOTE: Only games of chance approved by the Department of Revenue, Charitable Gaming Division are permitted. All other forms of gambling are prohibited by State Law: There are no exceptions for Non Profit Organizations or any events raising funds for a charity. This is only an application for a Special Designated License under the Liquor Control Act and is not a gambling permit application.

12. Any other information or requests for exemptions: _____

13. Name and **telephone number/cell phone number** of immediate **supervisor.** This person will be at the location of the event when it occurs, able to answer any questions from Commission and/or law enforcement before and during the event, and who will be responsible for ensuring that any applicable laws, ordinances, rules and regulations are adhered to. **PLEASE PRINT LEGIBLY**

Print name of Event Supervisor Leisa A. Piper

Signature of Event Supervisor Leisa A Piper

Event Supervisor phone: Before 402 841 2486 During 402 841 2486

Email address leisapiper@sacredheartnorfolk.com

Consent of Authorized Representative/Applicant

14. I declare that I am the authorized representative of the above named license applicant and that the statements made on this application are true to the best of my knowledge and belief. I also consent to an investigation of my background including all records of every kind including police records. I agree to waive any rights or causes of action against the Nebraska Liquor Control Commission, the Nebraska State Patrol or any other individual releasing said information to the Liquor Control Commission or the Nebraska State Patrol. I further declare that the license applied for will not be used by any other person, group, organization or corporation for profit or not for profit and that the event will be supervised by persons directly responsible to the holder of this Special Designated License.

sign here _____ Pastor 8-18-16

Authorized Representative/Applicant — Title — Date

Rev. Dan Andrews

Print Name

This individual must be listed on the application as an officer or stockholder unless a letter has been filed appointing an individual as the catering manager allowing them to sign all SDL applications.

The law requires that no special designated license provided for by this section shall be issued by the Commission without the approval of the local governing body. For the purposes of this section, the local governing body shall be the city or village within which the particular place for which the special designated license is requested is located, or if such place is not within the corporate limits of a city or village, then the local governing body *shall be the county within which the place for which the special designated license is requested is located.*

This page is required to be completed by Non Profit applicants only.

Application for Special Designated License
Under Nebraska Liquor Control Act
Affidavit of Non-Profit Status

I HEREBY DECLARE THAT THE CORPORATION MAKING APPLICATION FOR A SPECIAL DESIGNATED LICENSE UNDER THE NEBRASKA LIQUOR CONTROL ACT IS EITHER A MUNICIPAL CORPORATION, A FINE ARTS MUSEUM INCORPORATED AS A NONPROFIT CORPORATION, A RELIGIOUS NONPROFIT CORPORATION WHICH HAS BEEN EXEMPTED FROM THE PAYMENT OF FEDERAL INCOME TAXES, A POLITICAL ORGANIZATION WHICH HAS BEEN EXEMPTED FROM THE PAYMENT OF FEDERAL INCOME TAXES, OR ANY OTHER NONPROFIT CORPORATION, THE PURPOSE OF WHICH IS FRATERNAL, CHARITABLE, OR PUBLIC SERVICE AND WHICH HAS BEEN EXEMPTED FROM THE PAYMENT OF FEDERAL INCOME TAXES AS PER §53-124.11(1).

AS SIGNATORY I CONSENT TO THE RELEASE OF ANY DOCUMENTS SUPPORTING THIS DECLARATION AND ANY DOCUMENTS SUPPORTING THIS DECLARATION WILL BE PROVIDED TO THE NEBRASKA LIQUOR CONTROL COMMISSION, THE NEBRASKA STATE PATROL OR ANY AGENT OF THE LIQUOR CONTROL COMMISSION IMMEDIATELY UPON DEMAND. I ALSO CONSENT TO THE INVESTIGATION OF THIS CORPORATE ENTITY TO DETERMINE IT'S NONPROFIT STATUS.

I AGREE TO WAIVE ANY RIGHTS OR CAUSES OF ACTION AGAINST THE NEBRASKA LIQUOR CONTROL COMMISSION, THE NEBRASKA STATE PATROL OR ANY PARTY RELEASING INFORMATION TO THE AFOREMENTIONED PARTIES.

Sacred Heart Church of Norfolk
NAME OF CORPORATION

47-0380694
FEDERAL ID NUMBER

SIGNATURE OF TITLE OF CORPORATE OFFICERS

THE ABOVE INDIVIDUAL STATES THAT THE STATEMENT ABOVE IS TRUE AND CORRECT: IF ANY FALSE STATEMENT IS MADE ON THIS APPLICATION, THE APPLICANT SHALL BE DEEMED GUILTY OF PERJURY AND SUBJECT TO PENALTIES PROVIDED BY LAW. (SEC. §53-131.01) NEBRASKA LIQUOR CONTROL ACT

SUBSCRIBED IN MY PRESENCE AND SWORN TO BEFORE ME THIS 18 DAY OF August, 2016.

GENERAL NOTARY - State of Nebraska
REGINA V. LONG
My Comm. Exp. June 30, 2020

NOTARY PUBLIC SIGNATURE & SEAL

Norfolk Catholic School
an apostolate of Sacred Heart Parish

August 17, 2016

Beth Deck
City Clerk
309 N 5th Street
Norfolk, NE 68701

Dear Beth:

Enclosed, please find the Application for Special Designated Liquor License for the purpose of our annual Spirit Gala Fundraiser.

Should you have any questions regarding this application, feel free to contact me at any time:
Cell Phone: 402-841-2486
Office: 402-371-9256
e-mail: leisapiper@sacredheartnorfolk.com

Thank you for your consideration of this application.

Sincerely,

Leisa Piper
Advancement Director

Encl: Application
$40 check payable to the Nebraska Liquor Control Commission

Rec'd
8-25-16

SUBDIVISION APPLICATION

FORM A

1. Subdivision Name: Tollefson's Addition to the City of Norfolk, Madison County, NE
2. Subdivision Location: Lot 12 & the West 40' of Lot 13, Block 1, Mathewson's Add. to the City of Norfolk, Madison County, NE
3. Owner's Name: John L. Tollefson
4. Owner's Home Address: 108 W Madison Avenue, Nebraska, NE 68701
5. Telephone Number Work
   Home 402-371-0170 (Widhalm)
   Cell 402-640-0119 (Widhalm)
6. Developer's Name: Bill & Lois Widhalm
7. Developer's Address: 84171 561 Ave., Norfolk, NE 68701
8. Engineer: Schroeder Land Surveying, Norfolk, NE Phone: 402-371-7400
9. Present use of property: Residential
10. Desired use of property: Residential & Parking
11. Present Zoning: C-2
12. Legal Description: See attached sheet
13. Area of subject property, square feet and/or acres: Lot One: 7471 sq. ft.; Lot Two: 3773 sq. ft.

RECEIVED
AUG - 1 2016

Signature of Owner

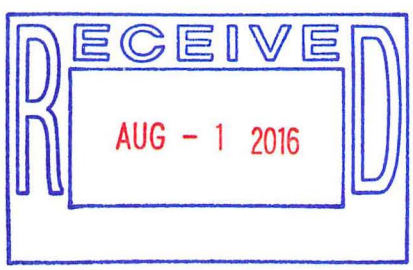
OR

Signature of Authorized Agent

Return Completed forms to: Norfolk Planning Commission; 701 Koenigstein; Norfolk, NE 68701 Rev: 02-2004

Legal Description:

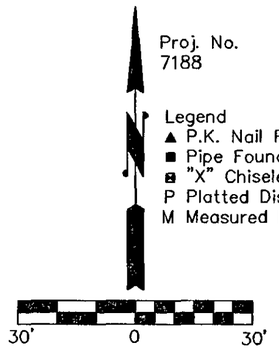
Lot 12 and the West 40.00 feet of Lot 13, Block 1, Mathewson's Addition to the City of Norfolk, Madison County, Nebraska.



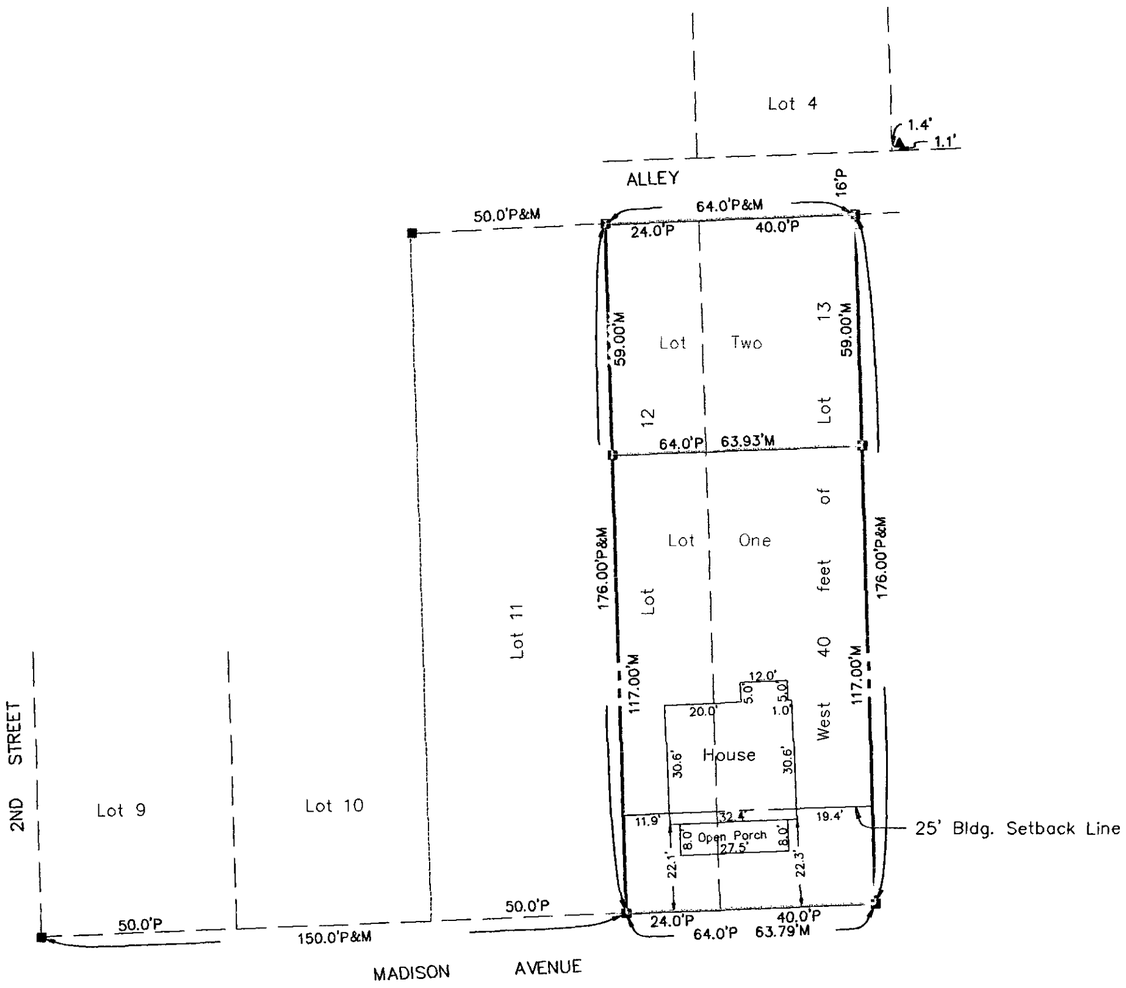
TOLLEFSON'S ADDITION
to the City of Norfolk, Madison County, Nebraska

RECEIVED
JUL 29 2016

Notes:
1) Bearings are based on Grid North (US/NAD83/NE Datum) based on direct observation using G.P.S. equipment.
2) Distances shown on the Plat are Horizontal Ground Distances.
3) There are no utility easements shown on the original plat of Mathweson's Addition to the City of Norfolk, Madison County, Nebraska dated February 25, 1873.



Lot	Area	Address	Parcel ID
One	7471 sq ft	108 W Madison Avenue	590083848
Two	3773 sq ft		590083848



Surveyors Statement
I, LaVern F. Schroeder, Registered Land Surveyor in the State of Nebraska, have made a survey of TOLLEFSON'S ADDITION to the City of Norfolk, Madison County, Nebraska; that the Plat attached hereto is the original, accurate, true and correct plat of said TOLLEFSON'S ADDITION to the City of Norfolk, Madison County, Nebraska; that said plat accurately and correctly reflects all of the lots, blocks, streets, avenues, alleys, parks, commons, and other grounds in said TOLLEFSON'S ADDITION, all of which are correctly designated and shown on the attached plat; that I surveyed and platted said TOLLEFSON'S ADDITION consisting of Lots One & Two at the instance and request of the owner.
The tract of land comprising said Addition is more particularly described as follows:
Lot 12 and the West 40 feet of Lot 13, Block 1, Mathewson's Addition to the City of Norfolk, Madison County, Nebraska

I hereby state that I have executed this instrument on this 26th day of July, 2016.

_____
LaVern F. Schroeder
Registered Land Surveyor #312

Owners Certificate
I, John L. Tollefson, Trustee of hte Tollefson Family Revocable Trust, sole owner of the real estate described in the Surveyors Statement, have caused said real estate to be platted into Lots One & Two, to be known hereinafter as TOLLEFSON'S ADDITION to the City of Norfolk, Madison County, Nebraska; do hereby dedicate the streets, avenues, drives, roads, and alleys and other public grounds to the use and benefit of the public and provided further are easements as shown on this plat.

_____
John L. Tollefson, Trustee of the
Tollefson Family Revocable Trust

State of Nebraska)
County of Madison)
The foregoing instrument was acknowledged before me this _____ day of _____, 2016, by John L. Tollefson, Trustee of the Tollefson Family Revocable Trust.

My commission expires: _____ _____
Notary Public

APPROVAL
The foregoing and within plat, dedication and instrument was approved by the Planning Commission of the City of Norfolk, Madison County, Nebraska on this _____ day of _____, 2016.

_____
Chairman

APPROVAL
The foregoing and within plat, dedication and instrument was approved by the Honorable Mayor of the City of Norfolk, Madison County, Nebraska, by resolution duly passed on this _____ day of _____, 2016.

Attest: _____ _____
City Clerk Mayor

WAIVER
I, John L. Tollefson, Trustee of the Tollefson Family Revocable Trust, am the owner of the real estate described hereon and hereby waive any right of claims as a result of damages occasioned by the establishment of grades or alterations of the surface.

_____
John L. Tollefson, Trustee of the
Tollefson Family Revocable Trust

Treasurer's Certificate
I certify that there are no regular or special taxes due or delinquent against the property described in the Surveyors Statement on this _____ day of _____, 2016.

_____
Madison County Treasurer

State of Nebraska)
County of Madison)
This is to certify that this instrument was filed for record by the Register of Deeds Office at _____ __M on this _____ day of _____, 2016.

_____
Register of Deeds

By the City of Norfolk, 309 N. 5th Street, Norfolk, NE 68701

RESOLUTION NO. 2016 - 35

BE IT RESOLVED BY THE CITY COUNCIL of the City of Norfolk, Nebraska, that the final plat of Tollefson's Addition to the City of Norfolk, Madison County, Nebraska, more particularly described as follows:

Lot 12 and the West 40 feet of Lot 13, Block 1, Mathewson's Addition to the City of Norfolk, Madison County, Nebraska.

duly made, acknowledged and certified, be and the same is hereby approved and ordered, filed and recorded in the office of Register of Deeds, Madison County, Nebraska.

PASSED AND APPROVED this _____ day of _____, 20____.

_____
Sue Fuchtman, Mayor

ATTEST:

_____ (SEAL)
Elizabeth A. Deck, City Clerk

Approved as to form: _____
Clint Schukei, City Attorney

The foregoing instrument was acknowledged before me this _____ day of

_____, 20_____ by _____,_____

_____
Signature of Notary Public

_____
Printed Name of Notary Public

City of Norfolk
NEBRASKA
progress. right at home.

309 N 5th St
Norfolk, NE 68701
P402-844-2280 F402-844-2028
www.ci.norfolk.ne.us

August 16, 2016

Honorable Mayor
and
City Council

Dear Mayor and Council:

On August 16, 2016 the Norfolk Planning Commission reviewed the final plat of Tollefson's Addition located east of 2nd Street on the north side of Madison Avenue.

All items required for the final plat approval have been submitted.

The Planning Commission recommends approval of the final plat of Tollefson's Addition with a vote of (7-0).

Sincerely,

Brian Lundy

Brian Lundy, Chair
Norfolk Planning Commission

SUBDIVISION APPLICATION
FORM A

1. Subdivision Name Reynoldson's Addition
2. Subdivision Location 900 Benjamin Avenue/1301 North 9th Street
3. Owner's Name Reynoldson's Coffee L.L.C.
4. Owner's Home Address 905 South 13th Street
5. Phone #1 (402)-379-3388

   Phone #2 _____

   Email Address: _____
6. Developer's Name Mike Reynoldson
7. Developer's Address 905 South 13th Street
8. Engineer Richard C. Johnson Phone (402)-371-1255
9. Present use of property Vacant
10. Desired use of property Coffee Shop
11. Present Zoning C-3, Service Commercial District
12. Legal Description

Lots 1 and 2, Huber's Replat of Lots 1 and 2, Block 57 and the North 1/2 of Vacated Custer Street, all in Queen City Place Addition to the City of Norfolk, Madison County, Nebraska

13. Area of subject property square feet and/or acres 23201 Sq. Ft.

RECEIVED
AUG - 8 2016

_____
Signature of owner

or

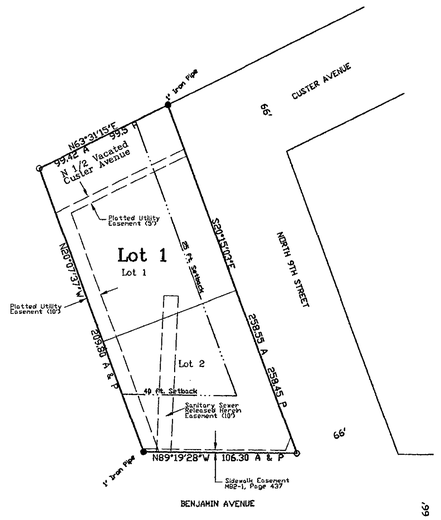
_____
Signature of Authorized Agent

Return Completed forms to: Norfolk Planning Commission; 309 N 5th Street; Norfolk, NE 68701

REYNOLDSON'S ADDITION

TO THE CITY OF NORFOLK, MADISON COUNTY, NEBRASKA CONSISTING OF LOTS 1 AND 2 HUBER'S REPLAT AND THE NORTH 1/2 OF VACATED CUSTER AVENUE ADJACENT THERETO, ALL IN THE CITY OF NORFOLK, MADISON COUNTY, NEBRASKA

RECEIVED
AUG - 8 2016



LOT AREAS	STREET ADDRESSES
LOT 1 – 23,201 SQ. FT.	LOT 1 – 900 West Benjamin Avenue 1301 North 9th Street

SURVEYOR'S CERTIFICATE

I, RICHARD C. JOHNSON, REGISTERED LAND SURVEYOR IN THE STATE OF NEBRASKA, HAVE DIRECTED AND SUPERVISED THE SURVEY OF TWO TRACTS OF LAND DESCRIBED AS FOLLOWS:

TRACT 1: LOT 1 OF HUBER'S REPLAT OF LOTS 1 AND 2, BLOCK 57, AND THE VACATED CUSTER STREET, QUEEN CITY PLACE ADDITION TO THE CITY OF NORFOLK, MADISON COUNTY, NEBRASKA.
ALSO KNOWN AS:
LOT 1 OF AND THE NORTH 1/2 OF THE VACATED CUSTER STREET OF HUBER'S REPLAT OF LOTS 1 AND 2, BLOCK 57, AND THE SOUTH HALF OF THE VACATED CUSTER STREET, QUEEN CITY PLACE ADDITION TO THE CITY OF NORFOLK, MADISON COUNTY, NEBRASKA.

TRACT 2: LOT 2 OF HUBER'S REPLAT OF LOTS 1 AND 2, BLOCK 57, AND THE SOUTH HALF OF VACATED CUSTER STREET IN CITY PLACE ADDITION TO THE CITY OF NORFOLK, MADISON COUNTY, NEBRASKA.

I HAVE SUBDIVIDED THE ABOVE DESCRIBED TRACTS OF LAND INTO LOT 1 TO BE HEREINAFTER KNOWN AS REYNOLDSON'S ADDITION TO THE CITY OF NORFOLK, MADISON COUNTY, NEBRASKA CONSISTING OF LOTS 1 AND 2 HUBER'S REPLAT AND THE NORTH 1/2 OF VACATED CUSTER AVENUE ADJACENT THERETO, IN THE CITY OF NORFOLK, MADISON COUNTY, NEBRASKA.
COUNTY, NEBRASKA.

I HEREBY CERTIFY THAT THE PLAT HEREIN IS THE ORIGINAL, ACCURATE, AND CORRECT PLAT OF SAID REYNOLDSON'S ADDITION AND THAT SAID PLAT ACCURATELY AND CORRECTLY REFLECTS ALL OF THE LOTS, BLOCKS, ROADS, STREETS, AVENUES, ALLEYS, PARKS, COMMONS, AND OTHER GROUNDS IN SAID SUBDIVISION, ALL OF WHICH HAVE BEEN CORRECTLY STAKED OFF AND MARKED AND ARE SHOWN AND DESIGNATED ON THE PLAT HEREIN. I CERTIFY THAT THE SURVEY AND PLAT WERE MADE AT THE INSTANCE AND REQUEST OF THE OWNERS WHO ARE HEREIN NAMED.

I CERTIFY THAT I HAVE EXECUTED THE ABOVE INSTRUMENT THIS _____ DAY OF _____, 2016.

_____
RICHARD C. JOHNSON, L.S. NO. 429

N

SCALE 1"=50'

LEGEND

●	CORNER FOUND (3/4" IRON PIPE OR AS SHOWN)
○	CORNER SET (3/4" IRON PIPE)
A	ACTUAL (MEASURED) DIMENSION
P	PLATTED (RECORD) DIMENSION
D	DEEDED (RECORD) DIMENSION
_____	FRONT SETBACK (BENJAMIN AVENUE)--40 FT.
_ _ _ _	SETBACK (NORTH 9TH STREET)--25 FT.
— — — —	EXISTING UTILITY EASEMENT (AS SHOWN)

NOTE: A four (4) foot sidewalk shall be constructed by the owner on the street side or sides of each lot in the addition abutting on a platted street as provided for by Ordinance No. 3780 of the City of Norfolk passed and approved on April 1, 1991.

VICINITY SKETCH
NOT TO SCALE

APPROVAL

THE FOREGOING AND WITHIN PLAT, APPROVED BY THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF NORFOLK, MADISON COUNTY, NEBRASKA BY RESOLUTION DULY PASSED THIS _____ DAY OF _____, 2016.

ATTEST:

THE CITY OF NORFOLK HEREBY RELEASES THE SANITARY SEWER EASEMENT AS PLATTED ON THE FINAL PLAT OF HUBER'S REPLAT FILED IN CABINET 1 OF PLATS, PAGE 125A IN THE OFFICE OF THE REGISTER OF DEEDS OF MADISON COUNTY, NEBRASKA.

_____ _____
ELIZABETH A. DECK, CLERK SUE FUCHTMAN, MAYOR

APPROVAL

THE FOREGOING AND WITHIN PLAT APPROVED BY THE PLANNING COMMISSION OF THE CITY OF NORFOLK, MADISON COUNTY, NEBRASKA THIS 19th DAY OF July, 2016.

_____
BRIAN LUNDY, CHAIRMAN

OWNERS' CERTIFICATE

WE, REYNOLDSON'S COFFEE, L.L.C., A NEBRASKA LIMITED LIABILITY COMPANY, ARE THE SOLE OWNERS OF THE TRACTS OF LAND DESCRIBED IN THE SURVEYOR'S CERTIFICATE AND WE HAVE CAUSED TO BE MADE A SURVEY AND PLAT OF SAID LOTS TO BE HEREINAFTER KNOWN AS REYNOLDSON'S ADDITION TO THE CITY OF NORFOLK, MADISON COUNTY, NEBRASKA, CONSISTING OF LOTS 1 AND 2 HUBER'S REPLAT AND THE NORTH 1/2 OF VACATED CUSTER AVENUE ADJACENT THERETO, IN THE CITY OF NORFOLK, MADISON COUNTY, NEBRASKA.

REYNOLDSON'S COFFEE, L.L.C.
A NEBRASKA LIMITED LIABILITY COMPANY

_____ _____
MICHAEL A. REYNOLDSON, MEMBER CINDY L. REYNOLDSON, MEMBER

ACKNOWLEDGEMENT OF NOTARY

STATE OF NEBRASKA)
) S.S.
COUNTY OF MADISON)

THE FOREGOING WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2016 BY MICHAEL A. REYNOLDSON AND CINDY L. REYNOLDSON, MEMBERS OF REYNOLDSON COFFEE, L.L.C., A NEBRASKA LIMITED LIABILITY COMPANY.

_____
NOTARY PUBLIC

_____
NOTARY PUBLIC (PRINTED NAME)

MY COMMISSION EXPIRES ON THE _____ DAY OF _____, 20_____, A.D.

CONSENT OF LIEN HOLDER

WE, BANKFIRST, BEING A LIEN HOLDER ON THE TRACTS OF LAND DESCRIBED HEREIN, DO HEREBY AGREE AND CONSENT TO THE PLATTING OF SAID PROPERTY AS SHOWN HEREIN.

MADISON COUNTY BANK

_____
(SIGNATURE)

_____
(PRINTED NAME & TITLE)

ACKNOWLEDGEMENT OF NOTARY

STATE OF NEBRASKA)
) S.S.
COUNTY OF MADISON)

ON THIS _____ DAY OF _____, 2016, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, CAME _____ OF COUNTY BANK, PERSONALLY KNOWN TO ME TO BE THE IDENTICAL PERSON WHOSE NAME IS AFFIXED TO THE FOREGOING INSTRUMENT AND HE HAS ACKNOWLEDGED THE EXECUTION THEREOF TO BE HIS VOLUNTARY ACT AND DEED AND THE VOLUNTARY ACT AND DEED OF MADISON COUNTY BANK.

WITNESS MY HAND AND OFFICIAL SEAL THE LAST DATE AFORESAID.

_____
NOTARY PUBLIC

_____
NOTARY PUBLIC (PRINTED NAME)

MY COMMISSION EXPIRES ON THE _____ DAY OF _____, 20 , A.D.

By the City of Norfolk, 309 N. 5th Street, Norfolk, NE 68701

RESOLUTION NO. 2016 - 36

BE IT RESOLVED BY THE CITY COUNCIL of the City of Norfolk, Nebraska, that the final plat of Reynoldson's Addition to the City of Norfolk, Madison County, Nebraska, consisting of Lots 1 and 2 Huber's replat and the North ½ of vacated Custer Avenue adjacent thereto, all in the City of Norfolk, Madison County, Nebraska, more particularly described as follows:

Tract 1: Lot 1 of Huber's replat of Lots 1 and 2, Block 57, and the vacated Custer Street, Queen City Place Addition to the City of Norfolk, Madison County, Nebraska.
Also known as: Lot 1 of' and the North 1/2 of the vacated Custer Street of Huber's replat or Lots 1 and 2, Block 57, and the south half of the vacated Custer Street, Queen City Place Addition to the City of' Norfolk, Madison County, Nebraska.

Tract 2: Lot 2 of' Huber's replat of Lots 1 and 2, Block 57, and the south half of vacated Custer Street in Queen City Place Addition to the City of Norfolk, Madison County, Nebraska.

duly made, acknowledged and certified, be and the same is hereby approved and ordered, filed and recorded in the office of Register of Deeds, Madison County, Nebraska.

PASSED AND APPROVED this _____ day of _____, 20____.

_____
Sue Fuchtman, Mayor

ATTEST:

_____ (SEAL)
Elizabeth A. Deck, City Clerk

Approved as to form: _____
Clint Schukei, City Attorney

The foregoing instrument was acknowledged before me this _____ day of

_____, 20_____ by _____,_____

_____
Signature of Notary Public

_____
Printed Name of Notary Public

City of Norfolk
NEBRASKA
progress. right at home.

309 N 5th St
Norfolk, NE 68701
P402-844-2280 F402-844-2028
www.ci.norfolk.ne.us

August 16, 2016

Honorable Mayor
and
City Council

Dear Mayor and Council:

On August 16, 2016 the Norfolk Planning Commission reviewed the final plat of Reynoldson's Addition located on the northwest corner of Benjamin Avenue and N. 9th Street.

All items required for the final plat approval have been submitted.

The Planning Commission recommends approval of the final plat of Reynoldson's Addition with a vote of (7-0).

Sincerely,

Brian Lundy

Brian Lundy, Chair
Norfolk Planning Commission

SUBDIVISION APPLICATION
FORM A

1. Subdivision Name Feilmeier's Eisenhower Avenue Addition
2. Subdivision Location 3105-3209 Eisenhower Avenue
3. Owner's Name Paul & Betsy Feilmeier
4. Owner's Home Address 3105 West Eisenhower Avenue
5. Phone #1 (402)-371-3243

   Phone #2 _____

   Email Address: _____
6. Developer's Name Paul & Betsy Feilmeier
7. Developer's Address 3105 West Eisenhower Avenue
8. Engineer Richard C. Johnson Phone (402)-371-1255
9. Present use of property Residential & Vacant
10. Desired use of property Residential
11. Present Zoning R-R, Rural Residential District
12. Legal Description

See Attached

13. Area of subject property square feet and/or acres 10.26 Acres

RECEIVED
JUL 1 1 2016

_____
Signature of owner

or

_____
Signature of Authorized Agent

Return Completed forms to: Norfolk Planning Commission; 309 N 5th Street; Norfolk, NE 68701

LEGAL DESCRIPTION

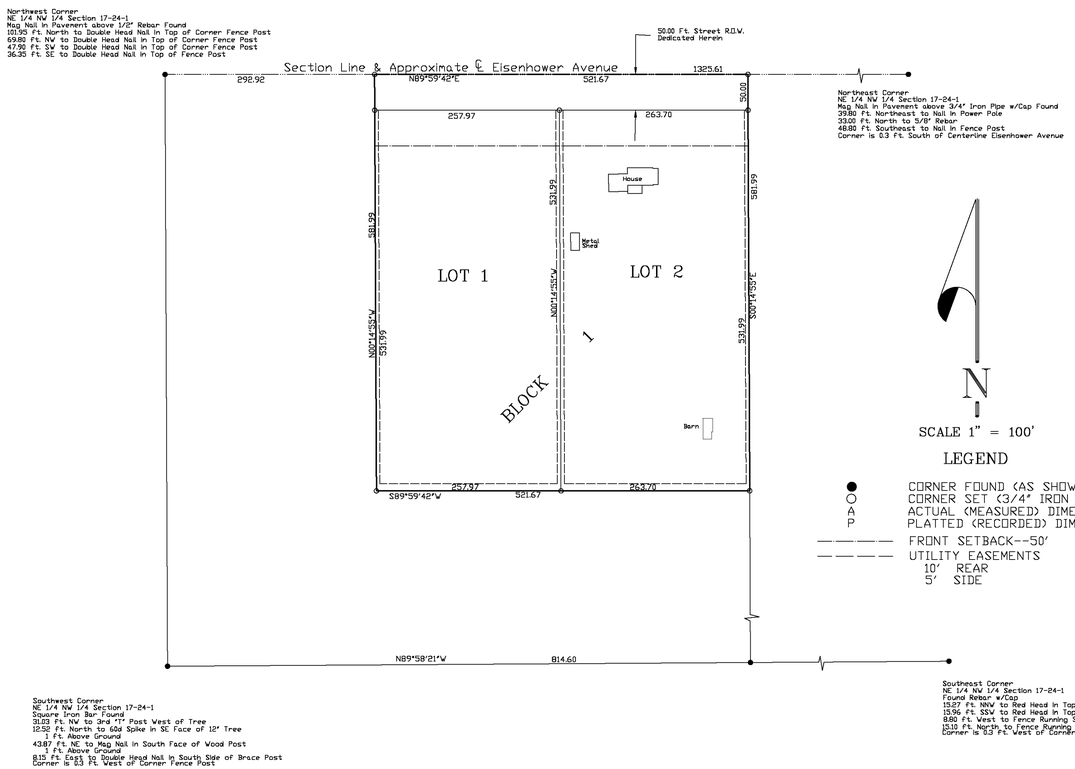
A tract of land lying wholly the West 814.60 ft. of the NE 1/4 of the NW 1/4 of Section 17, Township 24 North, Range 1 West of the 6th P.M., Madison County, Nebraska. Said tract of land is more particularly described as follows:

Referring to the Northwest Corner of the NE 1/4 of the NW 1/4 of said Section 17, thence proceeding East, along the North line of the NE 1/4 of the NW 1/4 of said Section 17, on an assumed bearing of North 89 degrees 59 minutes 42 seconds East, 47.00 feet to the point of beginning; thence continuing North 89 degrees 59 minutes 42 seconds East, along the North line of the NE 1/4 of the NW 1/4 of said Section 17, 767.60 feet; thence South 00 degrees 14 minutes 55 seconds East, 581.99 feet; thence South 89 degrees 59 minutes 42 seconds West, 767.60 feet to a point which is 47.00 feet East of the West line of the NE 1/4 of the NW 1/4 of said Section 17; thence North 00 degrees 14 minutes 55 seconds West, 581.99 feet to the point of beginning. Said tract of land contains 10.26 acres, more or less.

FEILMEIER'S EISENHOWER AVENUE ADDITION

MADISON COUNTY, NEBRASKA

CONSISTING OF PART OF THE WEST 814.60 FEET OF THE NE 1/4 OF THE NW 1/4 OF SECTION 17, TOWNSHIP 24 NORTH, RANGE 1 WEST OF THE 6TH P.M., MADISON COUNTY, NEBRASKA



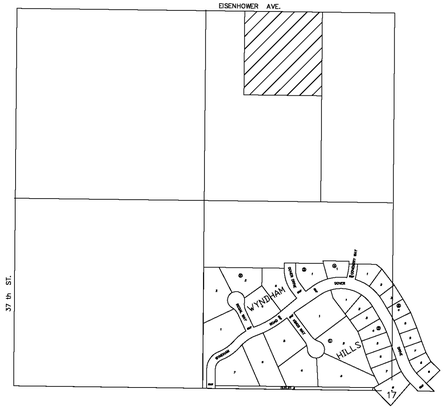
N

SCALE 1" = 100'

LEGEND

●	CORNER FOUND (AS SHOWN)
O	CORNER SET (3/4" IRON PIPE)
A	ACTUAL (MEASURED) DIMENSION
P	PLATTED (RECORDED) DIMENSION
— — — —	FRONT SETBACK--50'
— — — —	UTILITY EASEMENTS
	10' REAR
	5' SIDE

NW 1/4 SECTION 17-24-1



VICINITY SKETCH

Not to Scale

LOT AREAS	STREET ADDRESSES
BLOCK 1	BLOCK 1
LOT 1 - 3.16 ACRES	LOT 1 - 3201 West Eisenhower Avenue
LOT 2 - 3.22 ACRES	LOT 2 - 3105 West Eisenhower Avnue

NOTE: A four (4) foot sidewalk shall be constructed by the owner on the street side or sides of each lot in the addition abutting on a platted street as provided for by Ordinance No. 3780 of the City of Norfolk passed and approved on April 1, 1991.

SURVEYOR'S CERTIFICATE

I, RICHARD C. JOHNSON, REGISTERED LAND SURVEYOR IN THE STATE OF NEBRASKA, HAVE DIRECTED AND SUPERVISED THE SURVEY OF A TRACT OF A LAND LYING WHOLLY IN THE WEST 814.60 FEET OF THE NE 1/4 OF THE NW 1/4 OF SECTION 17, TOWNSHIP 24 NORTH, RANGE 1 WEST OF THE 6TH P.M., MADISON COUNTY, NEBRASKA. SAID TRACT OF LAND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

REFERRING TO THE NORTHWEST CORNER OF THE NE 1/4 OF THE NW 1/4 OF SAID SECTION 17; THENCE PROCEEDING EAST, ALONG THE NORTH LINE OF THE NE 1/4 OF THE NW 1/4 OF SAID SECTION 17, ON AN ASSUMED BEARING OF N89°59'42"E, 292.92 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING N89°59'42"E, ALONG THE NORTH LINE OF THE NE 1/4 OF THE NW 1/4 OF SAID SECTION 17, 521.67 FEET; THENCE S00°14'55"E, 581.99 FEET; THENCE S89°59'42"W, 521.67 FEET TO A POINT WHICH IS 292.92 FEET EAST OF THE WEST LINE OF THE NE 1/4 OF THE NW 1/4 OF SAID SECTION 17; THENCE N00°14'55"W, 581.99 FEET TO THE POINT OF BEGINNING. SAID TRACT OF LAND CONTAINS 6.97 ACRES, MORE OR LESS.

I HAVE SUBDIVIDED SAID TRACT OF LAND INTO LOTS 1 AND 2, BLOCK 1 TO BE HEREINAFTER KNOWN AS FEILMEIER'S EISENHOWER AVENUE ADDITION, MADISON COUNTY, NEBRASKA, CONSISTING OF PART OF THE WEST 814.60 FEET OF THE NE 1/4 OF THE NW 1/4 OF SECTION 17, TOWNSHIP 24 NORTH, RANGE 1 WEST OF THE 6TH P.M., MADISON COUNTY, NEBRASKA AS SHOWN ON THE PLAT HEREIN.

I CERTIFY THAT THE PLAT HEREIN IS THE ORIGINAL, ACCURATE AND CORRECT PLAT OF SAID FEILMEIER'S EISENHOWER AVENUE ADDITION AND THAT SAID PLAT ACCURATELY AND CORRECTLY REFLECTS ALL OF THE LOTS, BLOCKS, ROADS, STREETS, AVENUES, ALLEYS, PARKS, COMMONS, AND OTHER GROUNDS IN SAID ADDITION, ALL OF WHICH ARE CORRECTLY AND ACCURATELY STAKED OFF AND MARKED AND ARE DESIGNATED AND SHOWN ON THE PLAT HEREIN.

I CERTIFY THAT THE SURVEY AND PLAT WERE MADE AT THE INSTANCE AND REQUEST OF THE OWNERS OF SAID TRACT OF LAND WHO ARE HEREIN NAMED.

I CERTIFY THAT I HAVE EXECUTED THE ABOVE INSTRUMENT THIS _____ DAY OF _____, 2016.

_____
RICHARD C. JOHNSON, L.S. NO. 429

APPROVAL

THE FOREGOING AND WITHIN PLAT, APPROVED BY THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF NORFOLK, MADISON COUNTY, NEBRASKA BY RESOLUTION DULY PASSED THIS _____ DAY OF _____, 2016.

ATTEST:

_____ _____
ELIZABETH A. DECK, CLERK SUE FUCHTMAN, MAYOR

APPROVAL

THE FOREGOING AND WITHIN PLAT APPROVED BY THE PLANNING COMMISSION OF THE CITY OF NORFOLK, MADISON COUNTY, NEBRASKA THIS _____ DAY OF _____, 2016.

_____
BRIAN LUNDY, CHAIRMAN

DEDICATION & WAIVER

WE, PAUL FEILMEIER AND BETSY FEILMEIER, HUSBAND AND WIFE, ARE THE SOLE OWNERS OF THE TRACT OF LAND DESCRIBED HEREIN. WE HAVE CAUSED TO BE MADE A SURVEY AND PLAT OF SAID TRACT OF LAND TO BE HEREINAFTER KNOWN AS FEILMEIER'S EISENHOWER AVENUE ADDITION, MADISON COUNTY, NEBRASKA, CONSISTING OF PART OF THE WEST 814.60 FEET OF THE NE 1/4 OF THE NW 1/4 OF SECTION 17, TOWNSHIP 24 NORTH, RANGE 1 WEST OF THE 6TH P.M., MADISON COUNTY, NEBRASKA. WE DO HEREBY DEDICATE THE STREETS, AVENUES, DRIVES, ROADS, AND PUBLIC GROUNDS DESIGNATED UPON AND REFERRED TO ON THE PLAT TO THE USE AND BENEFIT OF THE PUBLIC.

WE DO HEREBY PROVIDE EASEMENTS FOR THE CONSTRUCTION AND MAINTENANCE OF UTILITIES OF 5 FEET ALONG THE SIDE LOT LINES AND 10 FEET ALONG THE REAR LINE OF EACH LOT IN THE ADDITION AS SHOWN SHOWN ON THE PLAT HEREIN.

WE HEREBY WAIVE ANY RIGHT TO CLAIMS AS A RESULT OF DAMAGES OCCASIONED BY THE ESTABLISHMENT OF GRADES OR ALTERATIONS OF THE SURFACE OF ANY PORTION OF STREETS AND ALLEYS TO CONFORM TO ESTABLISHED GRADES.

_____ _____
BETSY FEILMEIER PAUL FEILMEIER

ACKNOWLEDGEMENT OF NOTARY

STATE OF NEBRASKA)
) S.S.
COUNTY OF MADISON)

THE FOREGOING WAS AGKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2016. BY PAUL FEILMEIER AND BETSY FEILMEIER, HUSBAND AND WIFE.

_____
NOTARY PUBLIC

_____
NOTARY PUBLIC (PRINTED NAME)

MY COMMISSION EXPIRES ON THE _____ DAY OF _____ , 20_____ , A.D.

CONSENT OF LIEN HOLDER

I, LARRY SCHOENFELDT, BEING A LIEN HOLDER ON THE TRACT OF LAND DESCRIBED IN THE SURVEYOR'S CERTIFICATE, DO HEREBY AGREE AND CONSENT TO THE PLATTING OF SAID TRACT OF LAND AS SHOWN HEREIN.

_____
LARRY SCHOENFELDT

ACKNOWLEDGEMENT OF NOTARY

STATE OF NEBRASKA)
) S.S.
COUNTY OF MADISON)

THE FOREGOING WAS AGKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2016. LARRY SCHOENFELDT.

_____
NOTARY PUBLIC

_____
NOTARY PUBLIC (PRINTED NAME)

MY COMMISSION EXPIRES ON THE _____ DAY OF _____ , 20_____ , A.D.

City of Norfolk
309 North 5th Street
Norfolk, Nebraska 68701

SUBDIVISION AGREEMENT
FEILMEIER'S EISENHOWER AVENUE ADDITION,
Madison County, Nebraska,
Being a part of the West 814.60 Feet of the NE 1/4 of the NW 1/4 of Section 17,
Township 24 North, Range 1 West of the 6th P.M., Madison County, Nebraska

This agreement is made and entered into this _____ day of _____, 2016 by and between the **City of Norfolk, Nebraska**, a municipal corporation, hereinafter referred to as the "**the City**" and **Paul and Betsy Feilmeier,** husband and wife, hereinafter referred to as **"the Developers"**.

WHEREAS, the Developers are the Owners of certain property situated the within extraterritorial zoning jurisdiction of the City of Norfolk, Madison County, Nebraska and legally described as follows:

> A tract of land lying wholly the West 814.60 ft. of the NE 1/4 of the NW 1/4 of Section 17, Township 24 North, Range 1 West of the 6th P.M., Madison County, Nebraska. Said tract of land is more particularly described as follows:
>
> Referring to the Northwest Corner of the NE 1/4 of the NW 1/4 of said Section 17, thence proceeding East, along the North line of the NE 1/4 of the NW 1/4 of said Section 17, on an assumed bearing of North 89 degrees 59 minutes 42 seconds East, 292.92 feet to the point of beginning; thence continuing North 89 degrees 59 minutes 42 seconds East, along the North line of the NE 1/4 of the NW 1/4 of said Section 17, 521.67 feet; thence South 00 degrees 14 minutes 55 seconds East, 581.99 feet; thence South 89 degrees 59 minutes 42 seconds West, 521.67 feet to a point which is 292.92 feet East of the West line of the NE 1/4 of the NW 1/4 of said Section 17; thence North 00 degrees 14 minutes 55 seconds West, 581.99 feet to the point of beginning. Said tract of land contains 6.97 acres, more or less.

WHEREAS, the Developers wish to plat said property and hereby submit to the City as provided by law, an accurate subdivision plat of the addition to be known as, **FEILMEIER'S EISENHOWER AVENUE ADDITION,** Madison County, Nebraska, Being a part of the West 814.60 Feet of the NE 1/4 of the NW 1/4 of Section 17, Township 24 North, Range 1 West of the 6th P.M., Madison County, Nebraska; and

WHEREAS, new subdivisions are subject to certain required minimum improvements as specified by City Ordinances,

IT IS THEREFORE AGREED by the parties contained herein as follows:

GENERAL CONDITIONS:

1. GRADING: The parties agree that no grading is required for this addition except as follows.

Lot 1: The Developers agree that at the time of development of Lot 1 in the addition, the Best Management Practice (BMP) for the addition, as required by Section 26-190(a)(i) of the Norfolk City Code, will be built in accordance with the plans entitled "Feilmeier' s Eisenhower Avenue Addition, Proposed Best Management Practice (BMP) prepared by Johnson Engineering Company and dated August 8, 2016. The Developers agree that the owners of Lot 1 in the addition will maintain the BMP as required by City Code. The Developers further agree that concurrent with development on Lot 1, grading for a future sidewalk along Eisenhower Avenue will be completed.

Lot 2: The Developers agree that at the time of any development on Lot 2 in the addition, a Best Management Practice (BMP) for the addition, as required by Section 26-190(a)(i) of the Norfolk City Code, will be built. Said BMP will be sized to detain 0.82 acres located generally in the southeast part of Lot 2. The BMP will be built generally along the east line of said Lot 2 at approximately the mid-point of said east line. The Developers agree that the owners of Lot 2 will maintain the BMP as required by City Code. The Developers further agree that concurrent with development on Lot 2, grading for a future sidewalk along Eisenhower Avenue will be completed

2. SANITARY SEWER: All lots in the addition will be served by individual septic tank systems which meet the requirements of the Nebraska Department of Environmental Quality. There will be no cost to the City for individual septic tank system construction.

The Developers understand that, in the future, any or all lots may be assessed for City sanitary sewer improvements. Lots will be assessed at a cost per front foot for sanitary sewer improvements. The Developers will make future buyers of lots aware of this possibility in the purchase agreement.

3. WATER SUPPLY: All lots in the addition will be served by individual wells meeting the requirements of the Nebraska Department of Health. There will be no cost to the City for construction of individual wells.

The Developers understand that, in the future, any or all lots in the addition may be assessed for City water main improvements. Anticipated water main improvements will be along Eisenhower Avenue. Lots will be assessed at a cost per front foot for water main improvements. The Developers will make future buyers of lots aware of this possibility in the purchase agreement.

4. STREET IMPROVEMENTS: The parties agree that no new street improvements are required as a result of the platting of this subdivision.

5. STREET SIGNS: The parties agree that no new street signs are required as a result of the platting of the addition.

6. SIDEWALKS: At the time of future development of either Lot 1 or Lot 2, a sidewalk shall be installed along public road right-of-way unless a waiver is approved in accordance with City Code. The Developers agree to grade for a future sidewalk along Eisenhower Avenue as described above.

MISCELLANEOUS:

1. The Developers agree to pay all interest and principal on any special assessments levied by the City on the property being so subdivided as same shall become due until such time as the property is sold. At the time any lot is conveyed to a third party, any special assessments remaining unpaid against said property being transferred shall be paid in full at the time of closing of the conveyance of said lot at which time the City will release the Developers from any future obligations, assessments, or special assessments against said lot. If the Developers fail to keep special assessments current, the City may seek to collect the amount not paid by any remedy at law or in equity.

2. The Developers agree to hold the City of Norfolk harmless from any liability and claims arising out of and relative to the development of this subdivision, to and including, but not limited to, the determination of wetlands as defined in the Federal Clean Water Act and the Water Quality permits required by the Nebraska Department of Environmental Quality.

3. The parties agree that building permits and occupancy permits for lots in this subdivision may be issued with the proposed infrastructure in place, if applicable. The Developers further agree to specifically comply with Section 23-45(j)-3 of the Norfolk City Code which states that:

> "Forty-eight (48) hours' notice shall be given to the City Engineer prior to the start of construction on any improvements. The Developer's Engineer shall provide the City with a signed certification, assuring that improvements have been installed in accordance with the approved plans and specifications."

4. The Developers agree that they will install conduit for electrical wires in the addition, including the conduit necessary for street lights. Conduit for street lights will be installed concurrently with other electrical conduit in the addition. There will be no cost to the City for installation of electrical conduit.

5. The Developers agree to keep the public Right-of-way free from accumulation of water, waste material, weeds or rubbish, and to maintain the finished street surfaces free from dirt caused during development of the subdivision.

6. This agreement, and the terms and duties set forth herein, shall run with the land and shall be binding upon the parties hereto, their successors in interest in the real estate described herein, their heirs, personal representatives, and assigns.

CITY OF NORFOLK,
A Municipal Corporation

THE DEVELOPERS

_____
Sue Fuchtman, Mayor

_____
Paul Feilmeier

Attest:

_____
Elizabeth A. Deck, City Clerk

_____
Betsy Feilmeier

Approved as to form: _____
Clint Schukei, City Attorney

ACKNOWLEDGMENT

STATE OF NEBRASKA)
) s.s.
COUNTY OF MADISON)

The foregoing instrument was acknowledged before me this _____ day of _____, 2016, by Sue Fuchtman, Mayor and Elizabeth A. Deck, City Clerk on behalf of the City of Norfolk, Nebraska, a Municipal Corporation.

_____
Notary Public

_____
Notary Public (Printed Name)

ACKNOWLEDGMENT

STATE OF NEBRASKA)
) s.s.
COUNTY OF MADISON)

The foregoing instrument was acknowledged before me this _____ day of _____, 2016, by Paul Feilmeier and Betsy Feilmeier, husband and wife.

_____
Notary Public

_____
Notary Public (Printed Name)

CONSENT OF LIEN HOLDER

I, Larry Schoenfeldt, being a lien holder on the tract of land described herein do agree and consent to the terms of this agreement.

Madison County Bank

_____
Signature

_____
Printed Name and Title

ACKNOWLEDGEMENT OF NOTARY

State of Nebraska)
) s.s.
County of Madison)

The foregoing instrument was acknowledged before me this _____ day of _____, 2016 by Larry Schoenfeldt.

_____
Notary Public

_____
Notary Public (Printed Name)

By the City of Norfolk, 309 N. 5th Street, Norfolk, NE 68701

RESOLUTION NO. 2016 - 37

BE IT RESOLVED BY THE CITY COUNCIL of the City of Norfolk, Nebraska, that the final plat of Feilmeier's Eisenhower Avenue Addition, Madison County, Nebraska, being a part of the West 814.60 Feet of the NE 1/4 of the NW 1/4 of Section 17, Township 24 North, Range 1 West of the 6th P.M., Madison County, Nebraska, more particularly described as follows:

> A tract of land lying wholly the West 814.60 ft. of the NE ¼ of the NW ¼ of Section 17, Township 24 North, Range 1 West of the 6th P.M., Madison County, Nebraska. Said tract of land is more particularly described as follows:
>
> Referring to the Northwest corner of the NE 1/4 of the NW 1/4 of said Section 17; thence proceeding East, along the North line of the NE 1/4 of the NW 1/4 of said Section 17, on an assumed bearing of N89°59'42"E, 292.92 feet to the point of beginning; thence continuing N89°59'42"E, along the North line of the NE 1/4 of the SE 1/4 of said Section 17, 521.67 feet; thence S00°14'55"E, 581.99 feet; thence S89°59'42"W, 521.67 feet to a point which is 292.92 feet East of the West line of the NE 1/4 of the NW 1/4 of said Section l7; thence N00°14'55"W, 581.99 feet to the point of beginning. Said tract of land contains 6.97 acres, more or less.

and its accompanying subdivision agreement, duly made out, acknowledged and certified, be and the same is hereby approved and ordered, filed and recorded in the office of Register of Deeds, Madison County, Nebraska.

PASSED AND APPROVED this _____ day of _____, 20____.

_____
Sue Fuchtman, Mayor

ATTEST:

_____ (SEAL)
Elizabeth A. Deck, City Clerk

Approved as to form: _____
Clint Schukei, City Attorney

The foregoing instrument was acknowledged before me this _____ day of

_____, 20_____ by _____, _____

_____
Signature of Notary Public

_____
Printed Name of Notary Public

BID TABULATION - WPC Trickling Filter Distributors

August 30, 2016 @ 1 P.M.

				Rutjens Construction		Christiansen Construction		Industrial Process Technology			
		QUANTITY		Bid Bond Y/N	TOTAL	Bid Bond Y/N	TOTAL	Bid Bond Y/N	TOTAL	Bid Bond Y/N	TOTAL
Option 1	**WesTech Brand RDS10A**	1	L.S.		$280,650.00		**$261,300.00**		$359,000.00		
Option 2	Ovivo EWT™ Mast Type Rotary Distributor	1	L.S.	y	$328,344.00	y	$304,000.00	y	$407,975.00		
Option 3	Trick liking Filter distributor equal to WesTech or Ovivo	1	L.S.		No Bid		No Bid		No Bid		

CITY OF NORFOLK

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

NOTE: As an applicant for a City Board, Commission or Committee, your name, address, and phone number will be available to the press and the public. You will be contacted before any action is taken on your appointment. Incumbents whose term expires are automatically considered for reappointment unless they indicate non-interest.

(Please type or print clearly) DATE: 08/23/2016

NAME: Tom Skaff TELEPHONE: (402) 370-3120 (H)

ADDRESS: 2111 Skyline Drive (402) 644-3312 (O)

E-MAIL ADDRESS: taskaff@nppd.com

OCCUPATION: Electrical Engineer

(If retired, please indicate former occupation or profession.)

EDUCATION: B.S. Electrical Engineering

PROFESSION AND/OR COMMUNITY ACTIVITIES:

Please return this form to:

Office of the Mayor
309 N 5th St
Norfolk, NE 68701

I am interested in serving on the:
(Please Check)

(•) Board of Zoning Adjustment
(•) Building Code of Appeals/Property Maintenance Board of Appeals
( ) Business Improvement District
( ) Civil Service Commission
( ) Edward I. Vrzal Award Committee
( ) Housing Authority Board
( ) Library Advisory Board
( ) Planning Commission
( ) Plumbing Board
(•) Property Tax Compliance and Review & 5% LID Committee
( ) Tree Advisory Board

Tom Skaff
(Signature of Applicant)

Rev 2012-04

PROCLAMATION

WHEREAS, infrastructure that brings water to and from homes and businesses is essential to the quality of life and economic vitality of the City of Norfolk; and

WHEREAS, Norfolk residents on average utilize 150 gallons of water per person, per day; and

WHEREAS, managing water responsibly is critical to our nation's environmental health and to a high quality of life through economic commerce, power generation, and recreation; and

WHEREAS, investing in drinking water and wastewater systems will secure a bright and prosperous future for generations to come; and

WHEREAS, innovation in water conservation and water reuse will drive job growth, economic development, and establish a 21st century paradigm of water management in the United States; and

WHEREAS , the City of Norfolk is dedicated to investing in water and wastewater infrastructure and calls on federal partners to bring much-needed funding and innovation to protect and restore the City's critical water infrastructure; and

WHEREAS, the "Imagine a Day Without Water" campaign being held September 15, 2016, is an organized effort to highlight the critical importance of reliable access to clean water in our lives and the investment in infrastructure that is necessary to protect this valuable resource.

NOW, THEREFORE, BE IT RESOLVED that I, Sue Fuchtman, Mayor of the City of Norfolk, do hereby proclaim September 15, 2016 as:

"IMAGINE A DAY WITHOUT WATER DAY"

in the City of Norfolk, Nebraska and urge each individual in our community to recognize that water is essential to the quality of life and economic competitiveness and acknowledge the importance of educating the public about the value of water through the "Imagine a Day Without Water" campaign.

_____

Mayor

September 6, 2016

SEAL

Proclamation for "Family Day"

Whereas, **the use of illegal and prescription drugs and the abuse of alcohol and nicotine constitute the greatest threats to the well-being of America's children; and**

Whereas, **scientific evidence demonstrates that teen alcohol and drug use interferes with brain development and can inflict serious, sometimes irreversible brain damage in the long term; and**

Whereas, **the prevention or delaying of teens using alcohol, tobacco or other drugs for as long as possible is crucial to their health and safety; and**

Whereas, **a child who gets through their mid-twenties without smoking, misusing alcohol or using illicit drugs is virtually certain never to do so; and**

Whereas, **the earlier and more often an adolescent smokes, drinks or uses illegal drugs, the likelier that adolescent is to become addicted; and**

Whereas, **children of hands-on parents are far less likely to smoke, drink or use other drugs.**

NOW, THEREFORE, I, SUE FUCHTMAN, Mayor of the City of Norfolk, Nebraska, by the power vested in me, do hereby proclaim September 26, 2016 as:

"FAMILY DAY – BE INVOLVED. STAY INVOLVED."

in the City of Norfolk and encourage all citizens recognize and participate in its observance.

_____ ***September 6, 2016***

MAYOR

Seal

City of Norfolk
NEBRASKA
right at home.

309 N 5th Street
Norfolk, NE 68701-4092
P402-844-2012 F402-844-2028
www.ci.norfolk.ne.us

Beth Deck
City Clerk

bdeck@ci.norfolk.ne.us

Notice

The Mayor and City Council of the City of Norfolk, Nebraska, will hold a public hearing on Tuesday, September 6, 2016, beginning at 5:30 p.m. in the City Council Chambers, 309 N 5th Street, Norfolk, Nebraska, to comply with the provisions of N.R.S. 18-1755 to acquire properties at the following addresses: 309 S 9th Street and 411 S 2nd Street, both in Norfolk, Nebraska.

Elizabeth Deck
City Clerk

Publish (August 26, 2016)
1 P.O.P.

EQUAL HOUSING OPPORTUNITY

Notice of Public Hearing on Application for Community Development Block Grant Program

The Mayor and City Council of the City of Norfolk, Nebraska will hold a public hearing on Tuesday, September 6, 2016 at 5:30 p.m. in the Council Chambers, 309 North 5th Street, Norfolk, Nebraska, concerning an application to the Nebraska Department of Economic Development for a Community Development Block Grant (CDBG). This grant is available to local governments for community/ economic development activities.

The City of Norfolk is requesting $26,400 of CDBG Comprehensive Development (CD) Phase I funds of which $23,400 a planning study to determine future project(s) and $3,000 for general administration of the grant. Local matching funds of $12,600 will be provided by the City of Norfolk. The total project cost is $39,000. All activities will be conducted within the low-to-moderate (LMI) target area. All CDBG funds will benefit LMI persons in the community. No persons will be displaced as a result of this project. The grant will also require an additional leverage of $12,600 within the target area and to benefit LMI persons.

The grant application will be available for public inspection at City Hall, 309 North 5th Street, Norfolk, Nebraska. All interested parties are invited to attend this public hearing at which time you will have an opportunity to be heard regarding the grant application. Written and verbal testimony will also be accepted at the public hearing scheduled for 5:30 p.m., September 6, 2016, in the Council Chambers, 309 North 5th Street. Written comments addressed to Elizabeth Deck at 309 North 5th Street will be accepted if received on or before Tuesday, September 6, 2016.

Individuals requiring physical or sensory accommodations including interpreter service, Braille, large print, or recorded materials, please contact Elizabeth Deck at 309 North 5th Street no later than Friday, September 2, 2016. Accommodations will be made for persons with disabilities and non-English speaking individuals provided that 4 day notice is received by the City of Norfolk.

****

Please publish August 26 2016

Provide 2 Proofs of Publication and Invoice as follows:

Elizabeth Deck	Tina M. Engelbart
City Clerk	NENEDD
309 N 5th ST	111 S 1st ST
Norfolk, NE 68701	Norfolk, NE 68701

EXHIBIT A

COMPREHENSIVE DEVELOPMENT (CD) APPLICATION

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Nebraska Department of Economic Development (DED) 2016

PART I. GENERAL INFORMATION

DED USE ONLY
Application Number 16-CD-
Date Received

1. APPLICANT IDENTIFICATION

Applicant Name	**City of Norfolk**
Mailing Address	**309 North 5th Street**
City, State, Zip	**Norfolk, NE 68701**
Local Government Contact	**Elizabeth Deck**
Telephone	**402-844-2000**
Fax Number	**402-844-2028**
Federal ID #	**47-6006293**
DUNS#	**078024494**
Email Address	**bdeck@ci.norfolk.ne.us**

2. PERSON PREPARING APPLICATION

Name	**NENEDD – Tina Engelbart**
Address	**111 S 1st Street**
City, State, Zip	**Norfolk, NE 68701**
Telephone #	**402-379-1150**
Federal ID	**47-6034922**
Email Address	**tina@nenedd.org**

Application Preparer (Check one)

☐ Local Staff ☐ Out-of-State Consultant

☐ In-State Consultant ☐ Non-Profit

☒ Economic Development District

3. ACTIVITY TYPE

☒ CD Phase I (Pre-development)

☐ CD Phase II (Implementation Year 1)

5. APPLICATION TYPE

☒ Individual

6. SERVICE AREA

City _Norfolk, County Madison_____

Legislative District__19___ Congressional District__1____

. 4. FUNDING SOURCES

CDBG Funds Requested	$ **26,400**
Other Funds	$ **12,600**
Total Project Funds	$ **39,000**

7. PROJECT NAME AND LOCATION

CDBG Comprehensive Development Phase I

8. PROJECT SUMMARY: Brief quantitative description of the project for which CDBG funds are requested.

The City of Norfolk is requesting $26,400 of CDBG Comprehensive Development (CD) Phase I funds of which $23,400 to conduct a planning study to determine future project(s) and $3,000 for general administration of the grant. Local matching funds of $12,600 will be provided by the City of Norfolk. The total project cost is $39,000. All activities will be conducted within the low-to-moderate (LMI) target area. All CDBG funds will benefit LMI persons in the community. No persons will be displaced as a result of this project. The grant will also require an additional leverage of $12,600 within the target area and to benefit LMI persons.

9. CERTIFYING OFFICIAL: Chief elected officer of local government requesting CDBG funds

To the best of my knowledge and belief, data and information in this application are true and correct, including any commitment of local or other resources. This application has been duly authorized by the governing body of the applicant following an official public hearing. This applicant will comply with all federal and state requirements governing the use of CDBG funds.

Signature in Blue Ink	Sue Fuchtman, Mayor	September 6, 2016 Date Signed
Attest	Elizabeth Deck, City Clerk	September 6, 2016 Date Signed

PART II. FUNDING SUMMARY CD PHASE I (Pre-development)

(Round amounts to the nearest dollar)

Activity Code-Activity	*National Objective	CDBG Funds	Matching Funds	Total Funds	Sources of Matching Funds
0630 Planning	LMA	$23,400	$12,600	$36,000	
0180 Total Non-Administration		$23,400	$12,600	$36,000	
0181 General Administration		$3,000	0	$3,000	
1000 TOTAL PROGRAM COSTS		$26,400	$12,600	$39,000	

***NATIONAL OBJECTIVE:** Enter single most appropriate national objective code for each activity.
List application page number or numbers for source/narrative documentation: _____.
Refer to Part III Project Description, Item 4 National Objective Impact and Section 2.01.

☒ **LMA**: Benefit Low/Moderate Income Persons on an area basis.
Proposed total number of people benefiting 5,830
Number LMI 3,240.
Census Data 55.57%

☐ **LMC**: Benefit Low/Moderate Income Persons on a limited clientele basis

☐ **LMH**: Benefit Low/Moderate Income Households**.** Number of LMI Households _____.

☐ **SBA**: Activities benefiting slums/blight on an area basis
Designated: (year) Re-designated (when available): (year)

☐ **SBS**: Activities benefiting slums/blight on a spot basis
Designated: (year) Re-designated (when available): (year)

Using the activity code number and description provided on the Funding Summary, enter the CDBG National Objective code for each activity (as identified on the Application Form).

ONE PAGE PROJECT SUMMARY

The City of Norfolk is requesting $26,400 of Community Development Block Grant (CDBG) Comprehensive Development (CD) Phase I funds of which $23,400 for a planning study and $3,000 for general administration of the grant. Local matching funds of $12,600 will be provided by the City of Norfolk. The total project cost is $39,000. All activities will be conducted within the low to moderate income (LMI) target area. All CDBG funds will benefit low-to-moderate income persons in the community. No persons will be displaced as a result of this project. The grant will also require an additional leverage of $12,600 within the target area and to benefit LMI persons.

This project will be Phase I of the Comprehensive Development program which will be the pre-development phase that includes the completion of a pre-development study that will define specific desired outcomes with goals and action steps for improvements to a defined LMI target area. The pre-development study will include: proposed redevelopment plans; proposed activities that will be completed during project implementation (Phase II); activity priorities selected for each project; and reasons for those priorities. The primary goal of the pre-development study will be to create a solid working document that will allow for efficient implementation of project activities once funds for the implementation phase (Phase II) are provided.

The purpose of the Comprehensive Development (CD) Program Category is to provide flexible investments in housing and infrastructure to carry out a comprehensive strategy of revitalization to stabilize, support, and enhance clearly defined residential neighborhoods with concentrations of persons with lower incomes. The focus is to foster a greater capacity for local community and economic development initiatives that will carry out an enhanced and stable comprehensive revitalization strategy principally benefiting low/moderate income residents of the community. The CD Program combines the Comprehensive Revitalization (CR) and Comprehensive Investment & Stabilization (CIS) into a single, competitive program.

City of Norfolk NEBRASKA
right at home.

309 N 5th Street
Norfolk, NE 68701-4092
P402-844-2000 F402-844-2001
www.ci.norfolk.ne.us

RESOLUTION AUTHORIZING CHIEF ELECTED OFFICIAL TO SIGN AN APPLICATION FOR CDBG FUNDS

Whereas, the City of Norfolk Nebraska, is an eligible unit of a general local government authorized to file an application under the Housing and Community Development Act of 1974 as amended for Small Cities Community Development Block Grant Program, and,

Whereas, the City of Norfolk, Nebraska, has obtained its citizens' comments on community development and housing needs; and has conducted public hearing(s) upon the proposed application and received favorable public comment respecting the application which for an amount of 26,400 of CDBG Comprehensive Development (CD) Phase I funds of which $23,400 will be to conduct a planning study and $3,000 for general administration of the grant. Local matching funds of $12,600 will be provided by the City of Norfolk. Leverage of $12,600 will also be provided. The estimated total project cost is $39,000. All activities will be conducted within the LMI target area. All CDBG funds will benefit low-to-moderate income persons in the community. No persons will be displaced as a result of this project.

and, NOW, THEREFORE, BE IT RESOLVED BY

The City Council of the City of Norfolk that the Mayor be authorized and directed to proceed with the formulation of any and all contracts, documents or other memoranda between City of Norfolk and the Nebraska Department of Economic Development so as to effect acceptance of the grant application.

_____
Signed

Mayor
Title

September 6, 2016
Date

EXHIBIT B

City of Norfolk NEBRASKA
right at home.

309 N 5th Street
Norfolk, NE 68701-4092
P402-844-2000 F402-844-2001
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APPLICANT'S STATEMENT OF ASSURANCES AND CERTIFICATIONS

The City of Norfolk (Applicant) hereby assures and certifies to the Nebraska Department of Economic Development regarding an application for Community Development Block Grant (CDBG) funds, the following:

THRESHOLD CERTIFICATIONS

1. There are no significant unresolved audit findings relating to any prior grant award from the federal and/or state government that would adversely affect the administration of this grant.

2. No legal actions are underway or being contemplated that would significantly impact the Applicant's capacity to effectively administer the program, and to fulfill the CDBG program; and

3. No project costs have been incurred that have not been approved in writing by the Department.

FEDERAL COMPLIANCE CERTIFICATIONS

4. It will adopt and follow a residential anti-displacement and relocation assistance plan that will minimize displacement as a result of activities assisted with CDBG funds.

5. It will conduct and administer its programs in conformance with:
   a. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and the regulations issued pursuant thereto (24 CFR Part 1).

   b. Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing, and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing and the provision of brokerage services.

   c. The Fair Housing Act of 1988 (42 USC 3601-20) and will affirmatively further fair housing.

6. It will not attempt to recover any capital costs of public improvements assisted in whole or part by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (1) grant funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than grant funds, or (2) for purposes of assessing any amount against properties owned and occupied by persons of LMI who are not persons of very-low income, the recipient certifies to the state that it lacks sufficient grant funds to comply with the requirements of clause (1).

7. It will comply with all provisions of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.

CITIZEN PARTICIPATION PLAN CERTIFICATION

8. It certifies that a detailed citizen participation plan is on file which includes:
   a. Providing and encouraging citizen participation with particular emphasis on participation by lower income persons who are residents of slum and blight areas in which funds are proposed to be used to include target areas as identified in the application.

   b. Providing citizens with reasonable and timely access to local meetings, information, and records relating to the Applicant's proposed and actual use of CDBG funds.

   c. Furnishing citizens with information, including but not limited to, the amount of CDBG funds expected to be made available for the current fiscal year, including CDBG funds and anticipated program income; the range of activities that may be undertaken with CDBG funds; the estimated amount of CDBG funds to be used for activities that will meet national objective of benefit to low- and moderate-income people, and the proposed CDBG activities likely to result in displacement and the grantee's anti-displacement and relocation plans.

EXHIBIT C-1

d. Providing technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals. The level and type of assistance is to be identified within the plan.

e. Providing for public hearings at different stages of the program, for the purpose of obtaining citizen's views and responding to proposals and questions. The hearings must cover community development and housing needs, development of proposed activities and review of program performance. The hearing to cover community development needs must be held before submission of an application to the state. The hearing on program performance must be held during the implementation of the CDBG awarded grant. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings are to be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can be expected to participate.

f. Providing citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in the application to the state and for grants already made, activities that are added to, deleted or substantially changed from the application to the state. Substantially changed is defined in terms of purpose, scope, location or beneficiaries defined by the state established criteria.

g. Providing citizens the address, phone number and acceptable hours for submitting complaints and grievances and providing timely written responses to written complaints and grievances within 15 working days where practicable.

SPECIAL REQUIREMENTS AND ASSURANCES.

9. The Applicant will comply with the administrative requirements of the program, those applicable items in the 1995 Consolidated Plan, Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended, and 24 CFR Part 570 (including parts not specifically cited below), and the following laws, regulations and requirements, both federal and state, as the pertain to the design, implementation and administration of the local project, if approved:

CIVIL RIGHTS AND EQUAL OPPORTUNITY PROVISIONS

- Public Law 88-352, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d), et. seq.) (24 CFR Part 1)
- Section 109 of the Housing and Community Development Act of 1974, As Amended
- Age-Discrimination Act of 1975, As Amended (42 U.S.C. 6101, et. seq.)
- Section 504 of the Rehabilitation Act of 1973, As Amended (29 U.S.C. 794) and the Americans with Disability Act
- Executive Order 11246, As Amended
- Executive Order 11063, As Amended by Executive Order 12259 (24 CFR Part 107)

ENVIRONMENTAL STANDARDS AND PROVISIONS

- Section 104(f) of the Housing and Community Development Act of 1974, As Amended
- Title IV of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4831) and the Implementing Regulations found at 24 CFR Part 35
- The National Environmental Policy Act of 1969 (42 U.S.C. Section 4321, et. seq., and 24 CFR Part 58)
- The Clean Air Act, As Amended (42 U.S.C. 7401, et. seq.)
- Farmland Protection Policy Act of 1981, (U.S.C. 4201, et. seq.)
- The Endangered Species Act of 1973, As Amended (16 U.S.C. 1531, et. seq.)
- The Reservoir Salvage Act of 1960 (16 U.S.C. 469, et. seq.), Section 3 (16 U.S.C. 469 a-1), As Amended by the Archaeological and Historic Preservation Act of 1974
- The Safe Drinking Water Act of 1974 [42 U.S.C. Section 201, 300(f), et. seq., and U.S.C. Section 349 as Amended, particularly Section 1424(e) (42 U.S.C. Section 300H-303(e)]
- The Federal Water Pollution Control Act of 1972, As Amended, including the Clean Water Act of 1977, Public Law 92-212 (33 U.S.C. Section 1251, et. seq.)
- The Solid Waste Disposal Act, As Amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901, et. seq.)
- The Fish and Wildlife Coordination Act of 1958, As Amended, (16 U.S.C. Section 661, et. seq.)
- EPA List of Violating Facilities
- HUD Environmental Standards (24 CFR, Part 51, Environmental Criteria and Standards and 44 F.R. 40860-40866, July 12, 1979)
- The Wild and Scenic Rivers Act of 1968, As Amended (16 U.S.C. 1271, et. seq.)
- Flood Insurance
- Executive Order 11988, May 24, 1978: Floodplain Management (42 F.R. 26951, et. seq.)
- Executive Order 11990, May 24, 1977: Protection of Wetlands (42 F.R. 26961, et. seq.)
- Environmental Protection Act, NEB. REV. STAT. 81-1501 to 81-1532 (R.R.S. 1943)
- Historic Preservation

LABOR STANDARDS AND PROVISIONS

- ! Section 110 of the Housing and Community Development Act of 1974, As Amended
- ! Fair Labor Standards Act of 1938, As Amended, (29 U.S.C. 102, et. seq.)
- ! Davis-Bacon Act, As Amended (40 U.S.C. 276-a - 276a-5); and Section 2; of the June 13, 1934 Act., As Amended (48 Stat. 948.40 U.S.C. 276(c), popularly known as The Copeland Act
- ! Contract Work Hours and Safety Standards Act (40 U.S.C. 327, et. seq.)
- ! Section 3 of the Housing and Urban Development Act of 1968 [12 U.S.C. 1701(u)]

FAIR HOUSING STANDARDS AND PROVISIONS

- * Section 104(a)(2) of the Housing and Community Development Act of 1974, As AmendedPublic Law 90-284, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601, et. seq.). As Amended by the Fair Housing Amendments Act of 1988
- * Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, As Amended (42 U.S.C. 4630) and the Implementing Regulations Found at 49 CFR Part 24
- * Relocation Assistance Act, NEB. REV. STAT. 76-1214 to 76-1242 (R.S. Supp. 1989)
- * Nebraska Civil Rights Act of 1969 20-105 to 20-125, 48-1102 and 48-1116
  Uniform Procedures for Acquiring Private Property for Public Use, NEB. REV. STAT. 25-2501 to 25-2506 (R.R.S. 1943)

ADMINISTRATIVE AND FINANCIAL PROVISIONS

- * 78 FR 78589 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards "Cost Principles"
- * 78 FR 78589 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards "Administrative Requirements"
- * 24 CFR 570.503 - Grant Administration Requirements for Use of Escrow Accounts for Property Rehabilitation Loans and Grants
- * 24 CFR 570.488 to 570.499a - States Program: State Administration of CDBG Nonentitlement Funds
- * Community Development Law, NEB. REV. STAT. 18-2101 to 18-2144 (R.S. Supp. 1982)
- * Public Meetings Law, NEB. REV. STAT. 18-1401 to 18-1407 (R.R.S. 1943)
- * 24 CFR Subtitle A (4-1-98 Edition) – 85 Administrative requirements for grants and cooperative agreements to State, local and federally recognized Indian tribal governments

MISCELLANEOUS.

- * Hatch Act of 1938, As Amended (5 U.S.C. 1501, et. seq.)

The Applicant hereby certifies that it will comply with the above stated assurances.

Signed _____

Mayor
Title

September 6, 2016
Date

EXHIBIT C-1

City of Norfolk NEBRASKA
right at home.

309 N 5th Street
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Citizen Participation Plan

City of Norfolk, Nebraska

A. Participation by Citizens

All citizens, including low- and moderate-income citizens, shall be requested and encouraged to participate in the assessment of community issues, problems and needs; the identification of potential solutions; and priority to such issues, problems and needs, as follows:

1. All citizens shall be periodically requested to complete a community needs survey to identify community and neighborhood issues, problems and needs.
2. All citizens shall be notified by publication and posting of all meetings to discuss the identified needs, potential solutions and solution priorities.
3. All citizens, particularly low and moderate-income citizens, shall be afforded the opportunity to serve on various community improvement task forces established by the City of Norfolk.

B. Access to Meetings, Information and Records

Notice of public meetings conducted by the City of Norfolk at the City Office shall be published or posted within a reasonable number of days prior to such meetings.

Agendas of all such meetings shall be available at the City Office for public inspection.

All meetings where CDBG projects or applications are to be discussed shall be published or posted 6 days prior to such meetings and all information and records concerning such CDBG projects or applications shall be available for public inspection at the City Office.

All meetings will be held at a time and location convenient to potential or actual beneficiaries which will be accessible to all citizens. The building and site will also be accessible to persons with disabilities.

C. Specific CDBG Project Information

All citizens shall be provided with information regarding specific CDBG projects through public meetings and publication of notices which provide all pertinent information regarding any CDBG project including, but not limited to:

1. The amount of CDBG funds expected to be made available to the City of Norfolk for the current fiscal year, including CDBG funds and anticipated program income;
2. The specific range of activities that may be undertaken with CDBG funds;
3. The estimated amount of CDBG funds to be used for activities that will meet the national objective of benefit to low-and moderate-income persons, and;
4. A description of any proposed CDBG funded activities that are likely to result in displacement of persons along with the City of Norfolk anti-displacement and relocation plans.

D. Provisions for Technical Assistance to Citizens

The City Clerk shall maintain current information of available resources for community improvement efforts and CDBG programs available and provide such information upon request by any citizen or group representing any citizen or group of citizens and the City Clerk shall provide assistance in developing proposals to address issues, problems and needs identified by such citizen or citizens.

E. Public Hearing on CDBG Activities

The City Council shall enact a minimum of two (2) public meetings or hearings to be conducted with regard to any CDBG application. At least one meeting or hearing shall be conducted prior to the submission of any such application and a second public hearing shall be held near the completion of any CDBG funded activity to obtain citizen input, comments or opinions with regard to such application(s) and to program or project performance.

EXHIBIT C-2

The City Clerk shall act as the contact person for all questions, comments or concerns expressed by any citizen with regard to any CDBG program or project and shall forward any such questions, comments or concerns to the City Council at the next regular meeting of the City of Norfolk immediately following expression of such questions, comments or concerns. The City Clerk shall also be responsible for transmitting the City of Norfolk response to any such question, comment or concerns to the citizen or citizens expressing the same.

F. Needs of Non-English Speaking Citizens

The City Council shall conduct the public hearings in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate, the City Clerk shall arrange for oral or written translation of information regarding any CDBG program, application or project upon request by such non-English speaking persons or representatives of such persons.

G. Compliance/Grievance Procedures

The City Clerk shall post a notice at the City Office that provides name, telephone number, address and office hours of the City of Norfolk for citizens who wish to file a complaint or grievance regarding any CDBG program, project or application.

Individuals wishing to submit a complaint or file a grievance concerning activities, of or application for, CDBG funds may submit a written complaint or grievance to the City Clerk

The City Clerk shall present such complaint or grievance to the City Office at the next regular meeting of the City of Norfolk, where it be reviewed by the Board members. The individual submitting such complaint or grievance shall be notified of such meeting and shall be given the opportunity to make further comments at such meeting. The City of Norfolk shall issue a written response to any complaint or grievance within fifteen (15) days following the meeting at which a response is formulated. Such response shall be mailed to the individual citizen(s) submitting the complaint or grievance by the City Clerk to the last known address of said citizen(s).

In the event that the nature of the complaint or grievance is determined to be a matter requiring immediate action, a special meeting of the City of Norfolk shall be called to review the matter within ten (10) days of receipt of such complaint or grievance.

H. Adoption

This Citizen Participation Plan is hereby adopted by action of the City Council of the City of Norfolk, Nebraska.

Sue Fuchtman, Mayor

Attest: Elizabeth Deck, City Clerk

September 6, 2016
Date

EXHIBIT C-2

City of Norfolk NEBRASKA
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309 N 5th Street
Norfolk, NE 68701-4092
P402-844-2000 F402-844-2001
www.ci.norfolk.ne.us

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

The City of Norfolk will replace all occupied and vacant occupiable low-moderate-income dwelling units demolished or converted to a use other than as low-moderate-income housing as a direct result of activities assisted with Community Development Block Grant (CDBG) funds provided under the Housing and Community Development Act of 1974, as amended.

All replacement housing will be provided within three (3) years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the City of Norfolk will make public and submit to DED the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low-moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and
6. The basis for concluding that each replacement dwelling unit will remain a low-moderate-income dwelling unit for at least ten (10) years from the date of initial occupancy.

The City of Norfolk will provide relocation assistance, according to either the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (49 CFR Part 24) or 24 CFR 570.496a(c) to each low/moderate-income family displaced by the demolition of housing, or the conversion of a low-moderate-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the CDBG program, the City of Norfolk will take the following steps to minimize the displacement of persons from their homes:

1. Maintain current data on the occupancy of houses in areas targeted for CDBG assistance.
2. Review all activities prior to implementation to determine the effect, if any, on occupied residential properties.
3. Include consideration of alternate solutions when it appears an assisted project will cause displacement, if implemented.
4. Require private individuals and businesses to consider other alternatives to displacement causing activities, if they are requesting CDBG assistance.

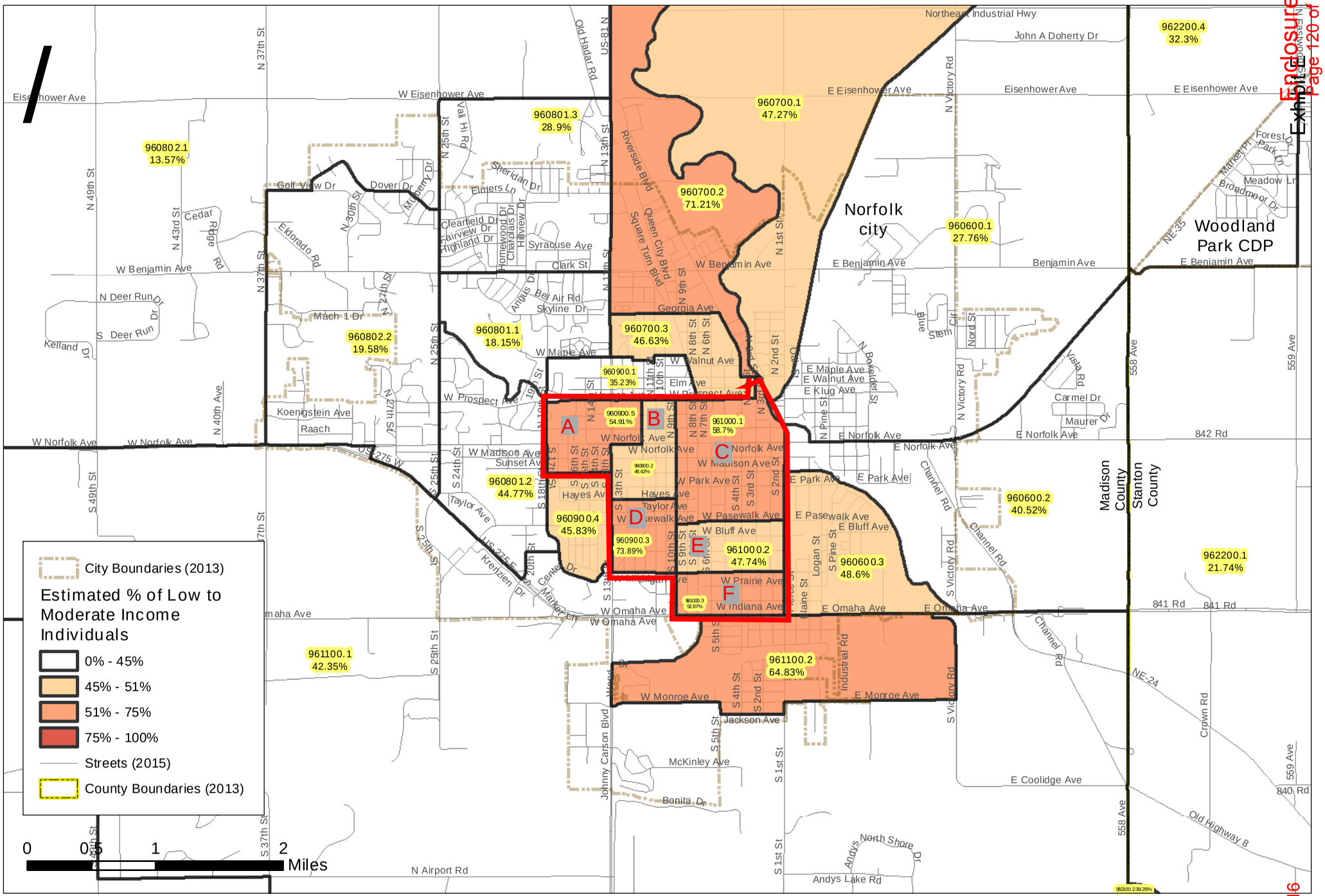
Signed _____

Title Mayor

Date September 6, 2016

EXHIBIT D

Estimated Percentage of Low to Moderate Income Individuals in Norfolk city



Sources: U.S. Department of Housing and Urban Development FY 2015 LMISD by State - All Block Groups, Based on 2006-2010 American Community Survey
ESRI Business Analyst 2013-15 | Navteq 2015 Q1

Norfolk CD target A-F - 55.57% LMI (see attached data)

Exhibit E

9/6/2016

Area Identifier	GEOID	geoname	stusab	countyname	state	county	tract	blkgrp	low	lowmod	LMMI	lowmoduniv	lowmod_pct
A	311199609005	Block Group 5, Census Tract 9609, Madison County, Nebraska	NE	Madison County	31	119	960900	5	265	475	675	865	0.5491
B	311199609002	Block Group 2, Census Tract 9609, Madison County, Nebraska	NE	Madison County	31	119	960900	2	95	460	820	950	0.4842
C	311199610001	Block Group 1, Census Tract 9610, Madison County, Nebraska	NE	Madison County	31	119	961000	1	560	860	1125	1465	0.587
D	311199609003	Block Group 3, Census Tract 9609, Madison County, Nebraska	NE	Madison County	31	119	960900	3	485	580	690	785	0.7389
E	311199610002	Block Group 2, Census Tract 9610, Madison County, Nebraska	NE	Madison County	31	119	961000	2	220	635	1130	1330	0.4774
F	311199610003	Block Group 3, Census Tract 9610, Madison County, Nebraska	NE	Madison County	31	119	961000	3	145	230	335	435	0.5287
				Sum of the combined target area (A-F)						**3240**		**5830**	**0.5557**

Data Source: https://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-block-groups-places/

Enclosure 29
Exhibit E
Page 121 of 424
9/6/2016

RESOLUTION NO. 2016-38

Whereas, the City of Norfolk, Nebraska, is an eligible unit of a general local government authorized to file an application under the Housing and Community Development Act of 1974 as amended for Small Cities Community Development Block Grant Program, and,

Whereas, the City of Norfolk, Nebraska, has obtained its citizens' comments on community development and housing needs; and has conducted public hearing(s) upon the proposed application and received favorable public comment respecting the application which for an amount of $26,400 of CDBG Comprehensive Development (CD) Phase I funds of which $23,400 will be to conduct a planning study and $3,000 for general administration of the grant. Local matching funds of $12,600 will be provided by the City of Norfolk. Leverage of $12,600 will also be provided. The estimated total project cost is $39,000. All activities will be conducted within the LMI target area. All CDBG funds will benefit low-to-moderate income persons in the community. No persons will be displaced as a result of this project, and

NOW, THEREFORE, BE IT RESOLVED BY the City Council of the City of Norfolk, NE, that the Mayor be authorized and directed to proceed with the formulation of any and all contracts, documents or other memoranda between the City of Norfolk, NE and the Nebraska Department of Economic Development so as to effect acceptance of the grant application.

Passed and approved this _____ day of September, 2016.

_____
Mayor

ATTEST:

_____
City Clerk

(S E A L)

Approved as to form: _____
City Attorney

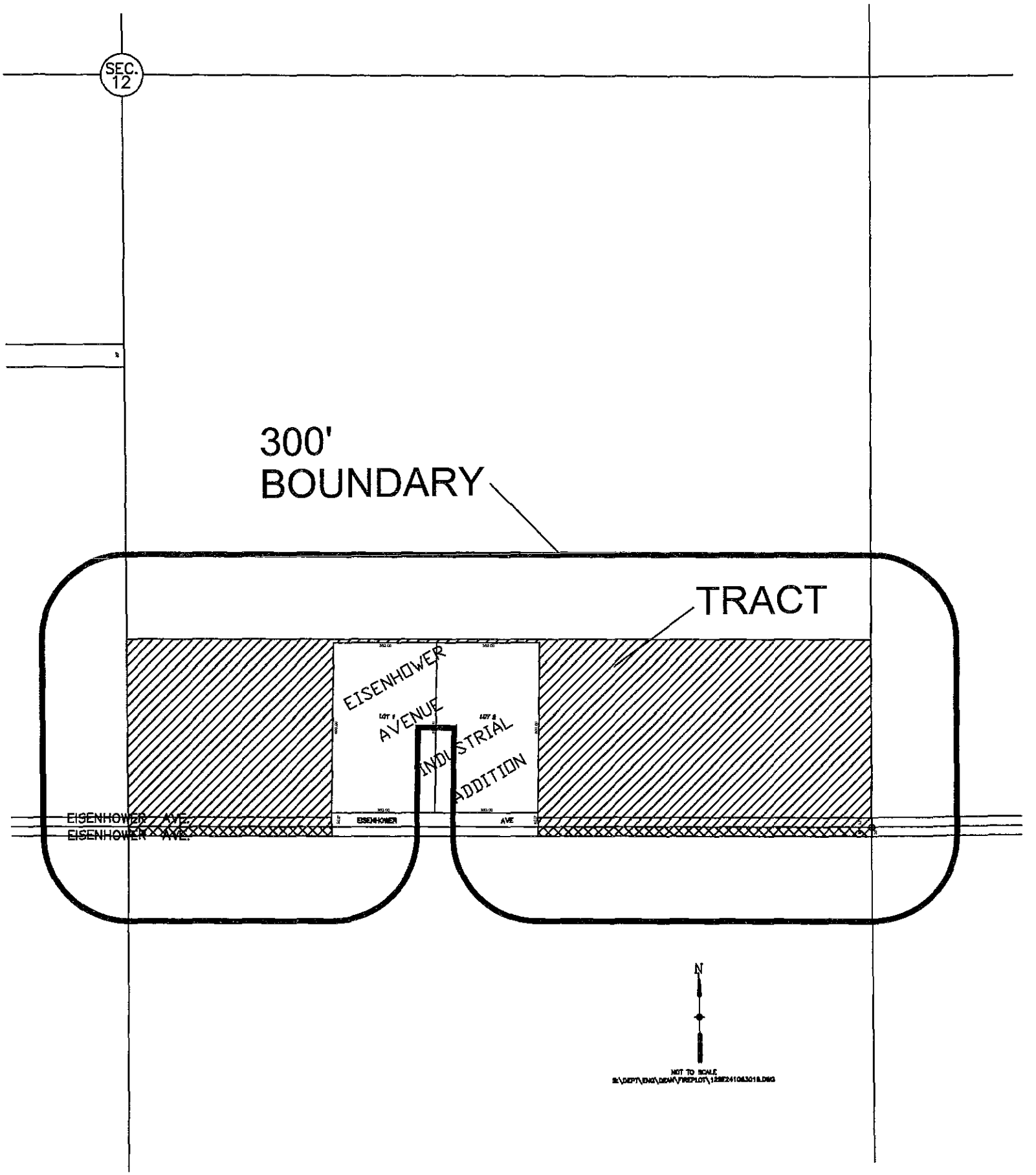
City of Norfolk NEBRASKA
progress. right at home.

309 N 5th St
Norfolk, NE 68701
P402-844-2280 F402-844-2028
www.ci.norfolk.ne.us

Public Hearing

The Norfolk Planning Commission will hold a public hearing on Tuesday, August 16, 2016 at 7:30 a.m. in the City Council Chambers, 309 N 5th Street, Norfolk, Nebraska to consider the feasibility of an amendment to the Norfolk Comprehensive Plan from Agriculture / Open Space to Industrial on the property generally located on Eisenhower Avenue ½ mile east of Victory Road.

Publish (August 5, 2016)
1 P.O.P.


SEC. 12
300' BOUNDARY
TRACT
EISENHOWER AVENUE INDUSTRIAL ADDITION
EISENHOWER AVE.
EISENHOWER AVE.
N
NOT TO SCALE

City of Norfolk
NEBRASKA
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309 N 5th St
Norfolk, NE 68701
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www.ci.norfolk.ne.us

August 16, 2016

Honorable Mayor
and
City Council

Dear Mayor and Council:

The Norfolk Planning Commission held a public hearing on August 16, 2016 to consider amending the City of Norfolk's Comprehensive Plan from agriculture / open space to industrial on the property generally located on Eisenhower Avenue ½ mile east of Victory Road.

J. Paul and Eleanor McIntosh applied for a rezone of this property which requires an amendment to the City's Comprehensive Plan.

The Planning Commission recommends approval of the amendment with a 7-0 vote.

Sincerely,

Brian Lundy

Brian Lundy, Chair
Norfolk Planning Commission

ORDINANCE NO. 5424

AN ORDINANCE OF THE CITY OF NORFOLK, MADISON COUNTY, NEBRASKA; AMENDING THE COMPREHENSIVE PLAN AND FUTURE LAND USE MAP OF THE CITY OF NORFOLK, NEBRASKA; PROVIDING WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT; AND PROVIDING FOR THE PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORFOLK, NEBRASKA:

Section 1. That the Comprehensive Plan and Future Land Use Map of the City of Norfolk, Nebraska, is hereby amended from the present agriculture / open space designation to industrial on the following piece of real estate:

> The S 1/2 of the S 1/2 of the SE 1/4 of Section 12, Township 24 North, Range 1 West of the 6th P.M., Madison County, Nebraska LESS THAT PART platted as Eisenhower Avenue Industrial Addition. Said tract of land is described by metes and bounds as follows:
>
> Beginning at the S 1/4 Corner of said Section 12; thence proceeding East, along the South line of said Section 12 on an assumed bearing of North 89 degrees 52 minutes 14 seconds East, 720.00 feet to the Southwest Corner of Eisenhower Avenue Industrial Addition; thence North 00 degrees 28 minutes 36 seconds East, along the West line of said Eisenhower Avenue Industrial Addition, 650.00 feet to the Northwest Corner of Lot 1 of said Eisenhower Avenue Industrial Addition; thence North 89 degrees 52 minutes 14 seconds East, along the North line of said Eisenhower Avenue Industrial Addition, 726.00 feet to the Northeast Corner of Lot 2 of said Eisenhower Avenue Industrial Addition; thence South 00 degrees 28 minutes 36 seconds West, 650.00 feet to the Southeast Corner of said Eisenhower Avenue Industrial Addition, said point being on the South line of said Section 12; thence North 89 degrees 52 minutes 14 seconds East, along the South line of said Section 12, 1176.54 feet to the Southeast Corner of said Section 12; thence North 00 degrees 23 minutes 32 seconds West, along the East line of said Section 12, 661.12 feet to the Northeast Corner of the S 1/2 of the S 1/2 of the SE 1/4 of said Section 12; thence South 89 degrees 54 minutes 08 seconds West, along the North line of

the S 1/2 of the S 1/2 of the SE 1/4 of Section 12, 2626.47 feet to the Northwest Corner of the S 1/2 of the S 1/2 of the SE 1/4 of Section 12, said point being on the West line of the SE 1/4 of said Section 12; thence South 00 degrees 43 minutes 53 seconds East, 662.60 feet to the point of beginning.

Section 2. That this ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as required by law.

PASSED AND APPROVED this_____ day of_____, 2016.

_____
Mayor

ATTEST:

_____
City Clerk

(SEAL)

Approved as to form:_____
City Attorney

ZONING CHANGE
APPLICATION-FORM A

1. Applicant's Name **J. Paul & Eleanor McIntosh**
2. Applicant's Address **P.O. Box 1366 Norfolk, NE 68701**
3. Phone Numbers:

   Home _____ Business **(402)-371-1380** Cell **(402)-649-0246**
4. E-Mail Address _____
5. Contact other than applicant **Richard C. Johnson**

   Phone **(4020_371-1255** Address **701 Michigan Avenue**
6. Current Zoning **A, Agricultural** Requested Zoning **I-1, Light Industrial**
7. Location of Property **Eisenhower Avenue 1/2 Mi East of Victory Rd**
8. Legal Description **See Attached**

9. Property area **29.04 Acres**
10. Use of adjoining properties

    North **Pasture** South **Vacant-Pasture**

    East **Pasture** West **Vacant/Pasture**

Signature of Owner _____

Printed Name _____

or

Authorized Agent _____

Printed Name **Richard C. Johnson**

E-Mail Address **rcj@cableone.net**

RECEIVED
AUG - 1 2016

Return Completed forms to: Norfolk Planning Commission; 309 N 5th Street; Norfolk, NE 68701

ZONING CHANGE
JUSTIFICATION - FORM B

1. What type of development does the Norfolk Comprehensive Plan recommend for this area?

   Agricultural/Open Space

2. Does the zone change request require an amendment to the Comprehensive Plan?

   Yes

3. Is the proposed property in the Flood Plan Hazard area as delineated under the Federal Flood Insurance program? **No**

4. What is the reason for the zone change request?
   To provide I-1 zoning along Eisenhower Avenue

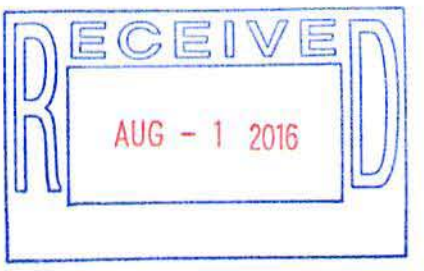
5. How would this zoning district conform with adjacent properties' zoning?
   Adjacent properties north, south and east are zoned Agricultural. Part of property adjacent to subject property is zoned I-1.

6. What is the general character of the area?
   Generally, the area is undeveloped pasture land with industries to the north and some industrial uses near the area.

7. Is adequate sewer and water available?
   Yes. Sewer would be by individual septic tank and laterals. Water would be by private well.

8. Does the change affect any proposed public projects?

   No.



LEGAL DESCRIPTION

The S 1/2 of the S 1/2 of the SE 1/4 of Section 12, Township 24 North, Range 1 West of the 6th P.M., Madison County, Nebraska LESS THAT PART platted as Eisenhower Avenue Industrial Addition. Said tract of land is described by metes and bounds as follows:

Beginning at the S 1/4 Corner of said Section 12; thence proceeding East, along the South line of said Section 12 on an assumed bearing of North 89 degrees 52 minutes 14 seconds East, 720.00 feet to the Southwest Corner of Eisenhower Avenue Industrial Addition; thence North 00 degrees 28 minutes 36 seconds East, along the West line of said Eisenhower Avenue Industrial Addition, 650.00 feet to the Northwest Corner of Lot 1 of said Eisenhower Avenue Industrial Addition; thence North 89 degrees 52 minutes 14 seconds East, along the North line of said Eisenhower Avenue Industrial Addition, 726.00 feet to the Northeast Corner of Lot 2 of said Eisenhower Avenue Industrial Addition; thence South 00 degrees 28 minutes 36 seconds West, 650.00 feet to the Southeast Corner of said Eisenhower Avenue Industrial Addition, said point being on the South line of said Section 12; thence North 89 degrees 52 minutes 14 seconds East, along the South line of said Section 12, 1176.54 feet to the Southeast Corner of said Section 12; thence North 00 degrees 23 minutes 32 seconds West, along the East line of said Section 12, 661.12 feet to the Northeast Corner of the S 1/2 of the S 1/2 of the SE 1/4 of said Section 12; thence South 89 degrees 54 minutes 08 seconds West, along the North line of the S 1/2 of the S 1/2 of the SE 1/4 of Section 12, 2626.47 feet to the Northwest Corner of the S 1/2 of the S 1/2 of the SE 1/4 of Section 12, said point being on the West line of the SE 1/4 of said Section 12; thence South 00 degrees 43 minutes 53 seconds East, 662.60 feet to the point of beginning.

RECEIVED
AUG - 1 2016

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Norfolk, NE 68701
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www.ci.norfolk.ne.us

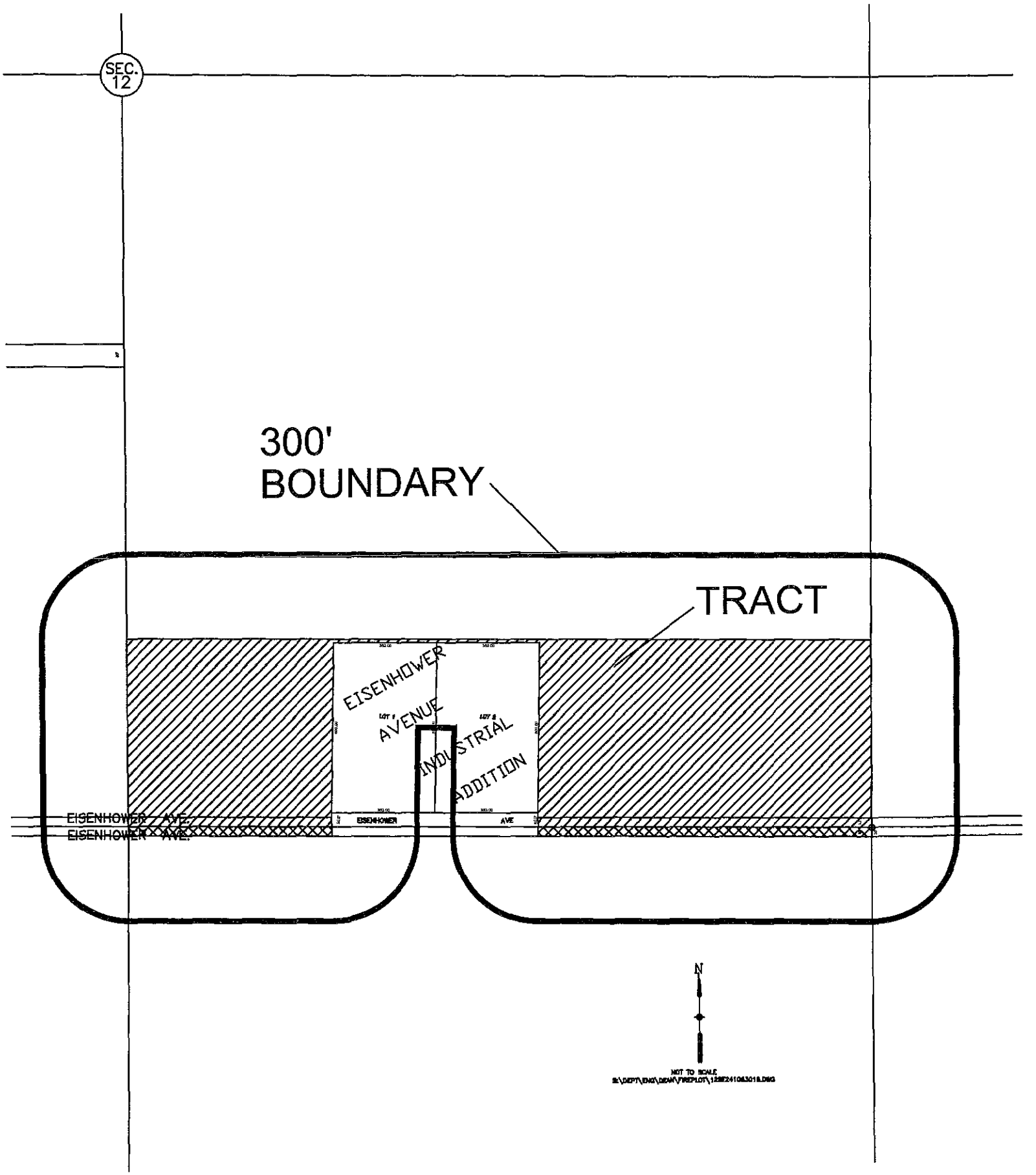
Public Hearing

The Norfolk Planning Commission will hold a public hearing on Tuesday, August 16, 2016 at 7:30 a.m. in the City Council Chambers, 309 N 5th Street, Norfolk, Nebraska at the request of J. Paul and Eleanor McIntosh, to consider a zoning change from A (Agricultural District) to I-1 (Light Industrial District), on property generally located on Eisenhower Avenue ½ mile east of Victory Road, described as follows:

The S 1/2 of the S 1/2 of the SE 1/4 of Section 12, Township 24 North, Range 1 West of the 6th P.M., Madison County, Nebraska LESS THAT PART platted as Eisenhower Avenue Industrial Addition. Said tract of land is described by metes and bounds as follows:

Beginning at the S 1/4 Corner of said Section 12; thence proceeding East, along the South line of said Section 12 on an assumed bearing of North 89 degrees 52 minutes 14 seconds East, 720.00 feet to the Southwest Corner of Eisenhower Avenue Industrial Addition; thence North 00 degrees 28 minutes 36 seconds East, along the West line of said Eisenhower Avenue Industrial Addition, 650.00 feet to the Northwest Corner of Lot 1 of said Eisenhower Avenue Industrial Addition; thence North 89 degrees 52 minutes 14 seconds East, along the North line of said Eisenhower Avenue Industrial Addition, 726.00 feet to the Northeast Corner of Lot 2 of said Eisenhower Avenue Industrial Addition; thence South 00 degrees 28 minutes 36 seconds West, 650.00 feet to the Southeast Corner of said Eisenhower Avenue Industrial Addition, said point being on the South line of said Section 12; thence North 89 degrees 52 minutes 14 seconds East, along the South line of said Section 12, 1176.54 feet to the Southeast Corner of said Section 12; thence North 00 degrees 23 minutes 32 seconds West, along the East line of said Section 12, 661.12 feet to the Northeast Corner of the S 1/2 of the S 1/2 of the SE 1/4 of said Section 12; thence South 89 degrees 54 minutes 08 seconds West, along the North line of the S 1/2 of the S 1/2 of the SE 1/4 of Section 12, 2626.47 feet to the Northwest Corner of the S 1/2 of the S 1/2 of the SE 1/4 of Section 12, said point being on the West line of the SE 1/4 of said Section 12; thence South 00 degrees 43 minutes 53 seconds East, 662.60 feet to the point of beginning.

Publish (August 5, 2016)
1 P.O.P.


SEC. 12
300' BOUNDARY
TRACT
EISENHOWER AVENUE INDUSTRIAL ADDITION
EISENHOWER AVE.
EISENHOWER AVE.
N
NOT TO SCALE

City of Norfolk NEBRASKA
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Norfolk, NE 68701
P402-844-2280 F402-844-2028
www.ci.norfolk.ne.us

August 16, 2016

Honorable Mayor
and
City Council

Dear Mayor and Council:

The Norfolk Planning Commission held a public hearing on August 16, 2016 at the request of J. Paul and Eleanor McIntosh, to consider a zoning change from A (Agricultural District) to I-1 (Light Industrial District), on property generally located on Eisenhower Avenue ½ mile east of Victory Road.

The Planning Commission recommends approval of the request with a 7-0 vote.

Sincerely,

Brian Lundy

Brian Lundy, Chair
Norfolk Planning Commission

ORDINANCE NO. 5425

AN ORDINANCE OF THE CITY OF NORFOLK, MADISON COUNTY, NEBRASKA; AMENDING THE ZONING DISTRICT MAP OF THE CITY OF NORFOLK, NEBRASKA; PROVIDING WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT; AND PROVIDING FOR THE PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORFOLK, NEBRASKA:

Section 1. That the Agricultural District zoning on the following described real estate, to wit:

The S 1/2 of the S 1/2 of the SE 1/4 of Section 12, Township 24 North, Range 1 West of the 6th P.M., Madison County, Nebraska LESS THAT PART platted as Eisenhower Avenue Industrial Addition. Said tract of land is described by metes and bounds as follows:

Beginning at the S 1/4 Corner of said Section 12; thence proceeding East, along the South line of said Section 12 on an assumed bearing of North 89 degrees 52 minutes 14 seconds East, 720.00 feet to the Southwest Corner of Eisenhower Avenue Industrial Addition; thence North 00 degrees 28 minutes 36 seconds East, along the West line of said Eisenhower Avenue Industrial Addition, 650.00 feet to the Northwest Corner of Lot 1 of said Eisenhower Avenue Industrial Addition; thence North 89 degrees 52 minutes 14 seconds East, along the North line of said Eisenhower Avenue Industrial Addition, 726.00 feet to the Northeast Corner of Lot 2 of said Eisenhower Avenue Industrial Addition; thence South 00 degrees 28 minutes 36 seconds West, 650.00 feet to the Southeast Corner of said Eisenhower Avenue Industrial Addition, said point being on the South line of said Section 12; thence North 89 degrees 52 minutes 14 seconds East, along the South line of said Section 12, 1176.54 feet to the Southeast Corner of said Section 12; thence North 00 degrees 23 minutes 32 seconds West, along the East line of said Section 12, 661.12 feet to the Northeast Corner of the S 1/2 of the S 1/2 of the SE 1/4 of said Section 12; thence South 89 degrees 54 minutes 08 seconds West, along the North line of the S 1/2 of the S 1/2 of the SE 1/4 of Section 12, 2626.47 feet to the Northwest Corner of the S 1/2 of the S 1/2 of the SE 1/4 of Section 12, said point being on the West line of the SE 1/4 of said Section 12; thence South 00 degrees 43 minutes 53 seconds East, 662.60 feet to the point of beginning.

is hereby changed to I-1 (Light Industrial District).

Section 2. That this ordinance shall be in full force and effect from and after its passage,

approval, and publication in pamphlet form according to law.

PASSED AND APPROVED this _____ day of _____, 2016.

_____
Mayor

ATTEST:

_____
City Clerk

(SEAL)

Approved as to form: _____
City Attorney

CITY OF NORFOLK, NEBRASKA
ANNUAL BUDGET

FISCAL YEAR
2016-2017

CITY OF
NORFOLK, NEBRASKA

FISCAL YEAR 2016-2017
ANNUAL BUDGET
SUMMARY

MAYOR
Sue Fuchtman

COUNCILPERSONS
Jim Lange
Dick Pfeil
Shane Clausen
Corey Granquist
Dave Fauss
Rob Merrill
Thad Murren
Josh Moenning

CITY ADMINISTRATOR
Shane Weidner

COVER
The City of Norfolk was established in 1866 so it held a 150 years celebration on July 4th weekend.

City of Norfolk

Mayor and City Council

Mayor Sue Fuchtman

Councilmember
Dick Pfeil

Councilmember
Corey Granquist

Councilmember
Dave Fauss

Councilmember
Jim Lange

Councilmember
Josh Moenning

Councilmember
Rob Merrill

Councilmember
Shane Clausen

Councilmember
Thad Murren

Section

1 Introductory Section

Readers Guide 5

Organizational Chart 6

Department to Fund Relationship 7

Principal Officials 8

Personnel Summary 9

Boards/Commissions/Agencies 10

Distinguished Budget Award Certificate 11

History/Facts 12 to 14

Budget Message 15 to 45

Strategic Plan
- Mission Statement 46
- Vision Statement 46
- Goals & Action Steps 47 to 54

Long-term Financial Plan 55 to 57

Council Ordinance, State Forms, & LID Committee Review 58 to 64

Budget Process
- Fund Description 65 to 67
- Financial Policy & Basis of Budgeting 68 to 69
- Debt Policy 70
- Capital Improvement Policy 71
- Budget Calendar 72 to 74
- Budget Preparation 75

2 Summary Budgets

Comprehensive City Budget 77 to 79

General Fund 80 to 128

Special Revenue Funds
- City Highway Allocation Fund(CHAF) 129
- Vehicle Parking Fund 130 to 131
- Community Development Block Grant(CDBG) 132
- Specialized Narcotics Abuse Reduction Effort Fund(SNARE) 133 to 135
- 911 Fund 136
- Region 11 Emergency Management Fund 137 to 140
- Storm Water Management Fund 141
- LB 840 Economic Development Fund 142
- Wireless 911 Fund 143
- Economic Development Operations 144 to 146

Debt Service Fund 147

Capital Projects Fund 148

Special Assessments Funds 149

Enterprise Fund 150 to 166

Internal Service Fund 167

3 Debt & Capital Improvement

Debt Summary 169 to 173

Capital Improvement Summary 174 to 190

4 Statistical Data & Glossary of Terms/Acronyms

Statistical Data 191 to 202

Glossary of Terms/Acronyms 203 to 212

How To Use This Book

The City of Norfolk Budget provides the City Council and residents a funding plan for the fiscal year 2016/2017. The City of Norfolk's budget is a comprehensive decision making-document, designed to present an accurate description of how the City operates, its policies, goals and services provided.

Organization of this Book
The City of Norfolk's annual budget is divided into 4 sections:

Introductory – This section contains the Organizational chart, list of principal officials, boards/commissions/agencies, distinguished budget award certificate, a brief history and miscellaneous statistics, budget message, Citywide Mission & Goals, Council ordinance, state forms & LID committee review, and the budget process.

Summary Budgets - This section contains a comprehensive City budget and summary budgets for the General, Special Revenue, Debt Service, Capital Project, Special Assessment, Enterprise and Internal Service Funds.

Debt and Capital Improvement - This section contains schedules of bonded indebtedness and detailed Capital Improvements Projects.

Statistical Data and Glossary This section contains different tables with statistical information and a list of the terminology used in this document along with a short entry that defines it within the context of which it is used.

Mission of document

Policy Document - The budget reflects decisions about a variety of policy issues such as whom to tax, what to tax, what programs to fund or reduce or when to issue debt. In this context the budget acts as a policy document in that decisions are made within the budget reflect the general principles or plans that guide actions taken for the future.

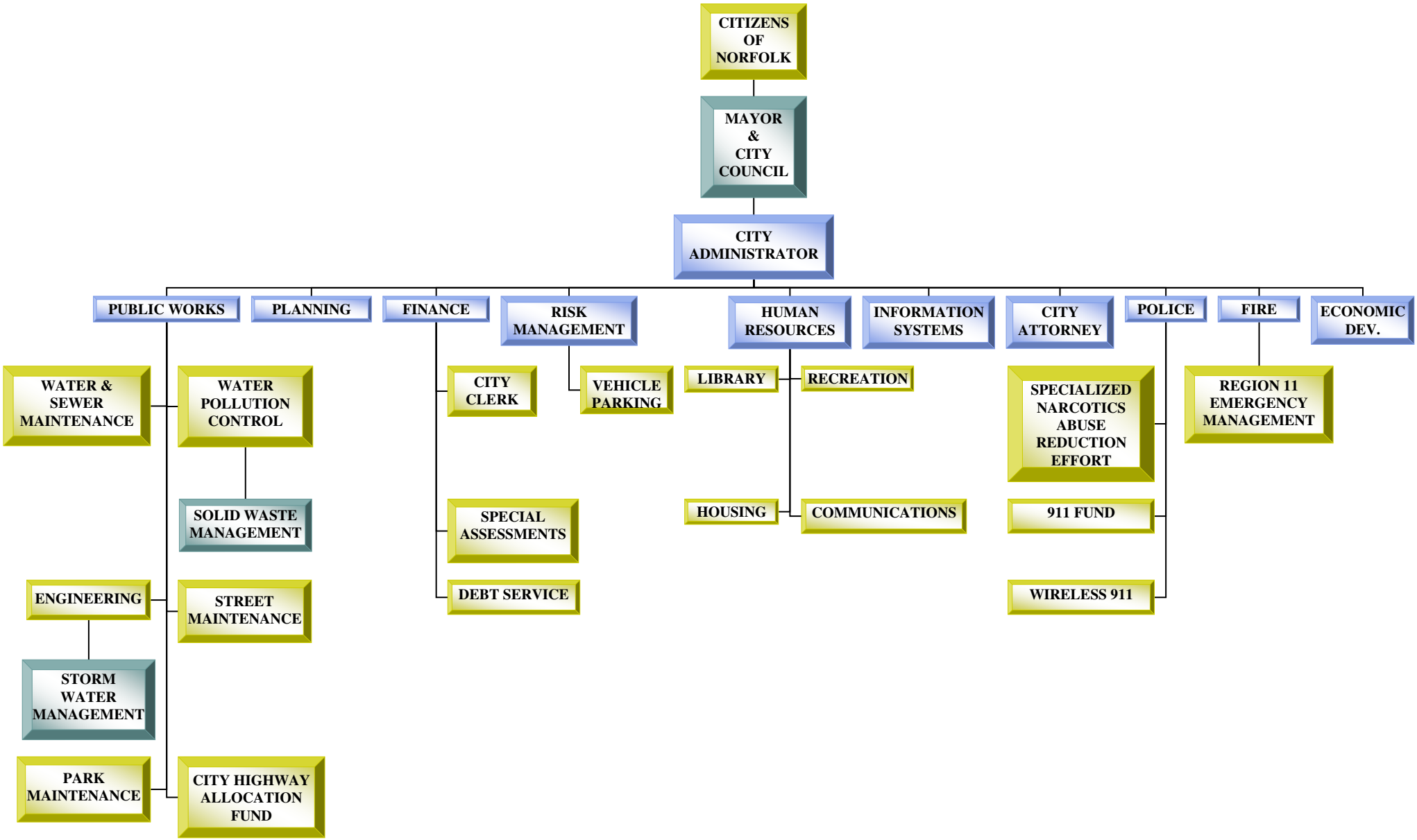
Financial Plan – The budget details the costs associated with providing municipal services and how the services will be funded. In the Introductory Section we explain the accounting structure and budgetary policies. In the Summary Budgets section explanations are given on how we estimate our revenues and expenditures for the different departments.

Operations Guide –The budget informs the readers of all activities, services and functions carried out by each department. The budget provides information on debt management, staff levels, capital spending plans and performance measures.

Communication Device –The budget includes the Budget Message Section which provides readers with a condensed synopsis of the fiscal plans for the upcoming fiscal year. The document also includes a table of contents and a glossary to make it easy to find and understand the contents. In every section there are charts, graphs, tables and texts to consolidate the information as much as possible.

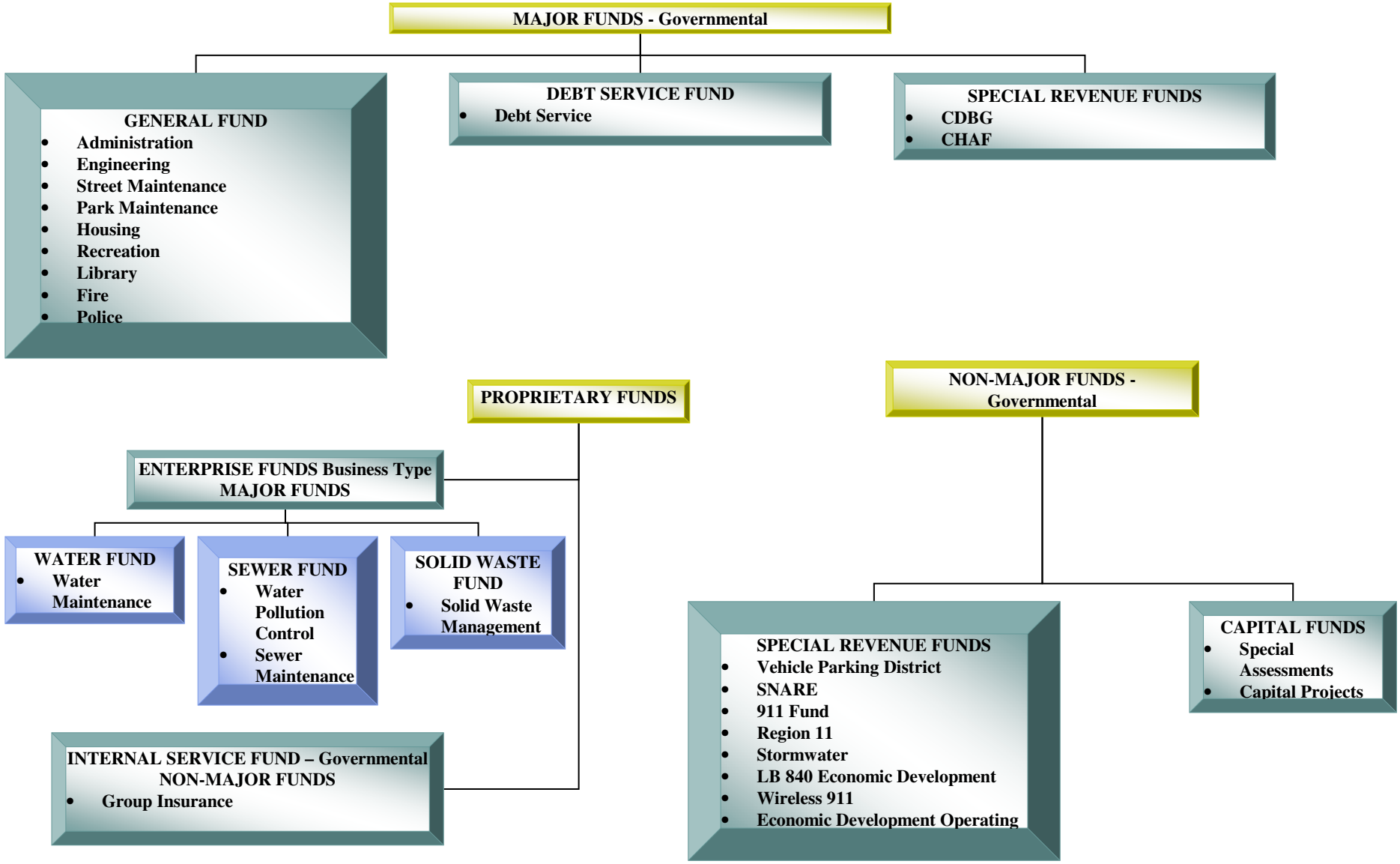
In addition to the above functions, the budget process affords both an interesting and challenging opportunity to reassess objectives, goals, means of accomplishing them and the direction of the City. Through this effort the budget is the single most important policy document produced each year.

City of Norfolk, Nebraska
Organizational Chart



Department to Fund Relationship of Budgeted Funds

The graphic below shows the relationship between the City's functional units (departments) and its major, non-major, and proprietary funds.



CITY OF NORFOLK, NEBRASKA
List of Principal Officials
October 1, 2016

Title	Name
Mayor	Sue Fuchtman
Council Member	Joshua Moenning
Council Member	Corey Granquist
Council Member	Dave Fauss
Council Member	Jim Lange
Council Member	Shane Clausen
Council Member	Dick Pfeil
Council Member	Rob Merrill
Council Member	Thad Murren
City Administrator	Shane Weidner
City Attorney	Clint Schukei
City Clerk	Elizabeth A. Deck
City Planner	Valerie Grimes
Director of Public Works	Dennis J. Smith
Economic Development Director	Andy Colvin
Finance Officer	Randy Gates
Fire Chief	Scott Cordes
Housing Director	Gary Hilkemann
Human Resources Director	Sheila Schukei
Information Systems Manager	Jim McKenzie
Library Director	Jessica Chamberlain
Operations Manager	Jim Dooley
Risk Manager	Lyle Lutt
Park & Building Maintenance Superintendent	Pat Mrsny
Police Chief	William Mizner
Wastewater Plant Superintendent	Todd Boling
Water and Sewer Director	Dennis Watts

CITY OF NORFOLK, NEBRASKA

PERSONNEL EMPLOYEE COUNT

DIVISION	APPROVED 2013-2014	APPROVED 2014-2015	APPROVED 2015-2016	APPROVED FY 2016-2017
Administration	25.88	26.88	29	29
Engineering	5	6	6	6
Street Maintenance	23.25	23.25	22.62	22.62
Park Maintenance	22	20	20	19
Housing	5.75	5.75	6	6
Recreation	2	2	2	2
Library	15.38	15.38	15.21	15.64
Fire	37	37	36.05	36.05
Region 11 Emergency Management Fund	1	1	0.95	0.95
Police	58	60	60	60.5
Specialized Narcotics Abuse Reduction Effort Fund	0.13	0.13	0.13	0.13
Economic Development Operating Fund	3	3	3	3
Water	11	11	11	11
Sewer Maintenance	4	4	4	4
Water Pollution Control	9	9	8.5	8.5
Solid Waste	6.38	5.38	6.38	7.38
Grand Total City	**228.77**	**229.77**	**230.84**	**231.77**

BOARDS/COMMISSIONS/AGENCIES

AGENCIES:	# of Members
Community Development Agency(CDA)	9
Norfolk Housing Agency Board of Directors	8
BOARDS:	
Building Code Appeals/Property Maintenance Board of Appeals	6
Library Advisory Board	5
Trail Advisory Board	5
Tree Advisory Board	5
Vehicle Parking District Advisory Board	9
Vehicle Parking District Loan Advisory Board	5
Zoning Board of Adjustment	5
COMMISSIONS:	
Civil Service Commission	3
Planning Commission	9
COMMITTEES:	
Property Tax Compliance Review (LID Committee)	5
CITY-CREATED NOT FOR PROFIT CORPORATION:	
City of Norfolk Facilities Corporation	3

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Norfolk, Nebraska for its annual budget for the fiscal year beginning October 1, 2015.

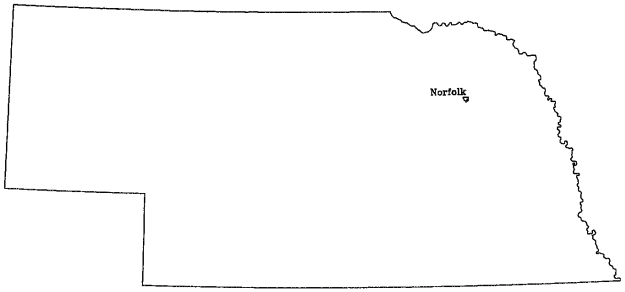
In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications device.

This award is valid for a period of one year only. The City of Norfolk has received a Distinguished Budget Presentation Award for the last twenty-three consecutive fiscal years. We believe our current budget continues to conform to program requirements and we are submitting it to GFOA to determine its eligibility for another award.

History/Facts of Norfolk, Nebraska

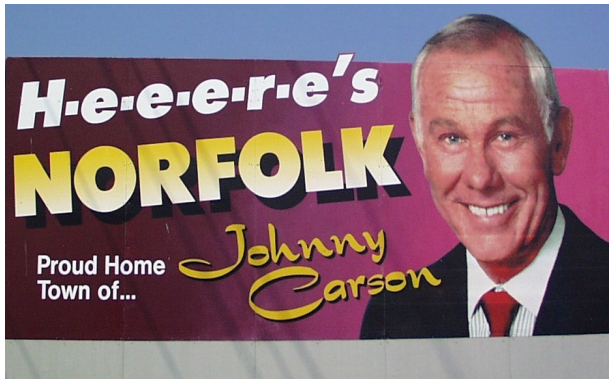
The history of Norfolk begins on July 17, 1866 with the arrival of 44 German families from the Wisconsin area at the junction of the Elkhorn and North Fork Valleys. The rich open land attracted them for settlement. These pioneers along with others from Wisconsin form the community to become known as Norfolk. Others including some from New England soon arrived and established a water powered grist mill using water from the North Fork River. Soon a mill store was opened to serve as the location of the town.

By 1881 settlers organized the town of Norfolk. Legend states the original name as "Norfork" after the North Fork River. However, Postal authorities assumed the name was misspelled and changed the spelling to "Norfolk". To this day, it is still a mystery what the founders intended the name to be.



Norfolk with a present population of 24,444 is located in northeast Nebraska in the Elkhorn River Valley of Madison County. U.S. Highways 81 and 275 and Nebraska Highways 24 and 35 intersect in Norfolk. U.S. Highways 81 and 275 are designated for development as four-lane expressways. Norfolk is 119 miles northwest of Omaha, 129 miles northwest of Lincoln, and 84 miles southwest of Sioux City, Iowa.

Norfolk is the economic center for an area encompassing six counties. Basic economic activities of Norfolk are manufacturing, agriculture (both livestock and grain farming), education, retailing, and wholesaling. Norfolk is the major retail trade center for Northeast Nebraska. Norfolk is the location for more than 50 manufacturing plants employing more than 5,000 people. Based on 2016 figures, Madison County's total labor force is 19,627. About 80 wholesale firms and 250 retail firms are also based in Norfolk.



Norfolk stakes its claim to fame as the hometown of the world-renowned talk show host, Johnny Carson. Early in his entertainment career, he was employed by a local radio station. When Mr. Carson closed his office in California, he donated a multitude of artifacts of great importance to the world, the television industry and the people in Norfolk and the surrounding area to the local museum. These artifacts include numerous awards, including his Emmy awards, Kennedy Center Honor Award, Medal of Freedom (the highest civilian honor given by the Television Academy of Arts and Sciences), Peabody Award, Variety Club award, plus many more awards, framed magazine covers, and other pictures and memorabilia. In the past, Mr. Carson has also made major contributions to the Public High School Theater and to the local hospital.

Norfolk has also been the recipient of various awards and recognitions in the past year. The City has been the recipient of both of GFOA's Certificate of Achievement of Excellence in Financial Reporting for twenty-seven years and The Distinguished Budget Presentation Award for twenty-three consecutive years. The

Insurance Services Office ranks the City of Norfolk's Public Protection Classification at Class 2. This rating puts Norfolk in the top .7 percent of all U.S. cities and results in lower insurance premiums paid for fire protection.

CITY OF NORFOLK, NEBRASKA
MISCELLANEOUS STATISTICS
2015

Date of Incorporation	September 12, 1881
Form of Government	Mayor/Council
Location	Northeast Nebraska
Elevation	1,544
Area in square miles	10.89
Average annual rail fall (inches)	25.15
Average annual snow fall (inches)	26.9
Average growing season (days)	153
Number of employees (excluding police officers and firefighters):	
Full time	137
Part time	8
Seasonal	96
City of Norfolk facilities and services:	
Miles of streets	145.09
Number of street lights	2,277
Parks and recreation:	
Number of parks	13
Area of parks in acres	414
Swimming pools	2
Tennis courts	5
Fire protection:	
Number of stations	2
Number of firemen:	
Full time	30
Reserve	28
Police protection:	
Number of stations	1
Number of police officers	39
Water and sewer system:	
Number of customers	9,696
Number of water treatment plants	2
Number of sewage treatment plants	1
Miles of sanitary sewers	131
Miles of water mains	126
Libraries	1
Facilities and services not included in the reporting entity:	
Education:	
Number of schools:	
Elementary	8
Junior High	1
Middle School	1
Senior High	4
College	1
Number of students:	
Elementary	2,267
Middle/Junior/Senior High	2,823
College:	
Full time students	2,083
Part time students	2,968
Number of instructors:	
Elementary/Middle/Junior/Senior High	386
College	119
Hospitals:	
Number of hospitals	1
Number of patient beds	227

Principal Area Employers

Employer	Type of Business	# of Employees
Faith Regional Health Services	Health Care	1,185
Northeast Community College	Education	704
Affiliated Foods Cooperative	Wholesale Grocery	654
Norfolk Public Schools	Education	604
Nucor Steel, Division of Nucor	Steel angles, rounds, flats and channels	490
Vulcraft, a Division of Nucor	Mfg. steel joists, metal deck	515
Covidien	Disposable hypodermic syringes	385
Veyance (Goodyear Tire & Rubber)	Hydraulic high-pressure hose	362
Wal-Mart	Retail	339
Norfolk Iron & Metal Co.	Wholesale steel distribution	320

Source: Chamber of Commerce

Principal Taxpayers

Taxpayers	Type of Business	2015 Assessed Valuation	Percentage of Total Assessed Valuation of $1,319,878,702
N S P LLC	Shopping Mall	$13,165,843	1.00%
Wal-Mart Stores, Inc.	Retail Store	$9,792,578	0.74%
Faith Regional Health Services	Medical Offices	$9,329,320	0.71%
Heartland Pantry Inc. (Hy-Vee)	Retail Store	$8,800,461	0.67%
Heritage of Norfolk Inc.	Nursing Home	$6,565,133	0.50%
Menard Inc.	Retail Store	$6,244,800	0.47%
TIMM Village Green LLC	Apartments	$5,808,872	0.44%
Wis-Pak of Norfolk Inc.	Bottling Distributing	$5,717,857	0.43%
Union Pacific Railroad Co.	Railroad	$5,501,104	0.42%
Sabra Healthcare Holdings III LLC	Nursing Home	$4,721,642	0.36%
Total		**$75,647,610**	**5.74%**

Demographic Statistics
Last Ten Fiscal Years

Fiscal Year	Population (1)	Personal Income (2) (000s)	Per Capita Income (2)	School Enrollment (3)	Unemployment Rate (4)
2006	23,865	1,067,230	29,407	3,941	3.5%
2007	23,146	1,134,031	30,066	3,803	2.7%
2008	22,940	1,176,748	31,413	3,830	3.0%
2009	23,355	1,198,153	33,843	3,891	4.2%
2010	24,210	1,213,230	34,728	4,023	3.8%
2011	24,248	1,305,431	37,372	4,009	3.6%
2012	24,332	1,380,610	39,836	4,110	3.2%
2013	24,523	1,506,700	42,709	4,148	2.9%
2014	24,444	-	-	4,069	2.7%
2015	-	-	-	4,084	2.9%

Sources:

(1) These figures are estimates compiled from the most recent data available from the Bureau of Census and the Nebraska Department of Labor. 2015 numbers are unavailable.

(2) State of Nebraska, NE Department of Economic Development. 2015 and 2014 numbers are unavailable for Personal Income and for Per Capita Personal Income.

(3) Norfolk Public Schools, PreK -12.

(4) State of Nebraska, NE Department of Labor

City of Norfolk
NEBRASKA
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309 N 5th Street
Norfolk, NE 68701-4092
P402-844-2000 F402-844-2001
www.ci.norfolk.ne.us

M E M O

To: Citizens of Norfolk
Mayor and City Council

From: Randy Gates
Finance Officer

Subject: FY 2016-2017 Budget

Date: August 26, 2016

PLANNING & BUDGETING PROCESS

The City's budgeting process starts with long-term financial planning. The Council selected the City's top priorities at a Council/Staff Retreat. These priorities are incorporated into the capital improvement program (CIP), budget, and long-term financial plan (LTFP). The LTFP monitors the effect of large capital projects, revenue and expenditure trends out ten years along with expected levy rates. The City's LTFP is discussed in detail in a separate section of this budget document.

The City annually prepares a ten-year CIP. This program outlines capital needs for the next ten years and identifies potential funding sources. These projects are prioritized in the categories of urgent, necessary, desirable or deferrable. The CIP is prepared so that capital items do not exceed funding sources provided in the revenue and expenditure trends. The CIP can change from year to year as the revenue and expenditure trends change. The Council determines its top goals and works with City staff to develop strategies to achieve these goals. An action plan is created and specifics are incorporated into the budget to carry out the action plan. The City also developed Water and Sewer Master Plans. These plans were updated several years ago by Black and Veatch.

Each year City departments and divisions submit their budget requests in four service levels. The first level assumes a 1% increase in funding authorized in the prior year. The second level assumes a 2% increase. Both of these levels are reduced service levels since budgets must absorb inflation and growth to maintain service. The third level is a 3.5% increase over the prior year and is the maintenance level. This increase should approximately match growth and inflation over the long-term. The fourth level normally allows an increase of up to 6% and is the level the department or division head feels is ideal.

In addition to the City's budget document, the City's website contains brief, one-page summaries

of each division or fund budget updated with any changes. The City's budget calendar and budget meeting schedule are also posted on the website. The address for the City's website is http://www.ci.norfolk.ne.us/.

The City prepares a summary budget document for citizens who are not interested in the detail contained in the full budget document.

MAYOR AND COUNCIL PRIORITIES

This year Mayor and Council are focusing on the same goals as last year. Progress has been made on the goals over the past year but there are still steps left to complete. One of the Mayor and Council goals is a library expansion. A half-cent sales tax increase was approved at the November 2014 general election. This raises the City's sales tax rate from 1.5% to 2%. The sales tax increase will be in effect for 36 months and will provide funding for a $7.4 million library expansion and renovation. The project includes a 2,500 square feet addition, expanded parking, drive-up access to the book drop, improvements to the children's and teen's areas, expanded meeting rooms, and updated work spaces for the Library and Information Services staff. Construction is anticipated to begin in early 2017.

Economic development continues to be a priority of the Mayor and Council. Increasing the capacity of natural gas flowing to Norfolk has been a goal for a number of years. As explained in the next section, Black Hills Energy is in the process of constructing an eight inch natural gas pipeline from Bancroft to Norfolk. To support economic development the Mayor and Council plan to extend water and sewer lines to industrial areas. The Mayor and Council also want to increase area planning efforts and resources. A few of ways they plan to do this is by doing industrial site assessment and analysis, developing TIF guidelines, and conducting a housing study.

Another of the Mayor and Council goals is recreation. The Council desires adding more trails and have the additional trails connect existing trails. A trail advisory board was formed whose responsibility is to help identify, promote, and seek funding for new and expanding trails in and around Norfolk. The City recently completed a trail loop at Ta-Ha-Zouka Park and is in the process of constructing a 5,115 feet long trail in Johnson Park and along the north fork of the Elkhorn River. In addition to trails the Mayor and Council desire adding more soccer fields. They support efforts for an indoor recreation space for the whole community and support fundraising efforts to build a new skate park.

Street maintenance continues to be a goal of the Mayor and Council. This year's goal includes reconstructing the Norfolk Avenue bridge over the North Fork of the Elkhorn River and a roundabout at 37th & Norfolk Avenue as well as improvements to Prospect Avenue and Pasewalk Avenue. Staff

will look into hiring seasonal help for streets and identify streets for upgrade or repair possibly utilizing Armor coating. Studying costs to expand Benjamin Avenue into five lanes is also a goal.

Other Mayor and Council goals include: supporting efforts to expand Highway 275 to four lanes, increasing emergency cash reserves, and improving community engagement and public relations by identifying and implementing new and creative ways to engage citizens. Another goal is to develop and implement a long-term engineered solution to manage the Elkhorn River and hydraulically move the river back into a sustainable alignment. Fire continues to identify and inspect dilapidated properties in the City with a Council goal of enforcing the property maintenance code in an aggressive and consistent manner.

ECONOMIC CONDITION

Low grain prices have slowed the rural agricultural economy. This has contributed to stagnant sales tax receipts in Norfolk. Sales tax for the first ten months of fiscal year 2016 is down from the same period in the prior year, excluding the additional half cent for the library renovation. Despite the downturn in the agricultural economy, Norfolk continues to have low unemployment. The unemployment rate for Madison County was 3.2% in June 2016 compared to the national average of 4.9%.

Real estate values are increasing in Norfolk. For the third year in a row there is a significant increase in assessed valuation. Norfolk's 2016 assessed valuation increased 4.86% and the 2015 assessed valuation increased 4.81%, most of which was due to increased value of existing property. This comes after 4 years of little increase in assessed valuation.

On October 28, 2015 OCT Pipe announced its plans to locate a new manufacturing plant in Norfolk. Original plans were to construct a facility that was more than 1-million-square-foot with an investment of over $100 million creating at least 180 jobs. Plans have grown and now include constructing a 1.3 million square foot main building and two additional buildings, one about 100,000 square foot and the other about 200,000 square foot. This significantly increases the dollar amount of investment. Dirt work has started on the project and construction is expected to begin soon. OCT Pipe will produce and sell drilling and production pipe to major oil and gas production companies. The expanded plans add to the product line to include premium pipe products, couplings and special threaded pipe. The local Nucor steel mill is expected to be a major supplier of raw materials to the plant supplying 350,000 tons of steel annually. OCT Pipe anticipates manufacturing the first pipe near the end of 2017 or the first quarter of 2018.

Making this project even more significant is the decision by Black Hills Energy to build a 50 mile natural gas pipeline to Norfolk from the east,

connecting to the Northern Natural Gas interstate pipeline near Bancroft. This addresses one of Norfolk's biggest economic development roadblocks, a lack of natural gas capacity. With construction of the Black Hills pipeline, Norfolk will be served by two different pipeline companies, one providing service from the west and the other from the east.

The City entered into a funding assistance agreement with Black Hills Energy to provide $5 million for construction of this pipeline when certain conditions are met. $3.6 million is from the City's LB 840 economic development program approved by Norfolk citizens at the May, 2010 primary election. This program provides $400,000 of property tax annually for 10 years to be used for economic development and allows for bonds to be issued in anticipation of these tax receipts. On June 4, 2014 the City issued a $2,365,000 economic development fund bond. Bond proceeds, along with $1,235,000 of cash held in the Economic Development Fund was disbursed to Black Hills Energy in May 2016 after construction of the pipeline commenced. The other $1.4 million will come from grant proceeds from the State of Nebraska from its Site and Building Development Fund. Black Hills Energy anticipates completion of the pipeline this fall.

The City and Community Development Agency approved a Redevelopment Agreement in January 2016 which provides for using tax increment financing for infrastructure development at the site of OCT Pipe's manufacturing plant to be located in northeast Norfolk at the southwest corner of the intersection of Eisenhower Avenue and Victory Road. The Community Development Agency anticipates issuing an $11 million tax increment financing bond to reimburse the developer for infrastructure costs. The City has also entered into an agreement with OCT Pipe to provide up to $1 million of Keno lottery proceeds to OCT Pipe as an incentive to complete the project and create new jobs in Norfolk. Funds will be paid to OCT Pipe on a reimbursement basis for construction of a public water main, public sanitary sewer main, storm sewers, and railroad improvements.

The Norfolk area is experiencing a housing shortage. A 2011 study found that with modest growth, Norfolk would need 873 more housing units over the next 10 years. Actual construction has lagged far behind. Both single-family and multi-family housing is lacking. A housing task force was formed to address the housing shortage. The task force has discussed ideas to encourage speculative housing construction and the use of tax increment financing to build streets, water, and sewer in the area. The City's Economic Development staff is also focusing on this issue, as it is difficult to recruit new businesses to the area if there is no supply of housing. The City and Community Development Agency approved a Redevelopment Contract which provides for using tax increment financing for infrastructure

development in the area located south of Benjamin Avenue and bordered by Meadow Ridge Development. The redeveloper plans to construct single family attached units and single family detached units for a total of 53 housing units. The Redevelopment Contract provides for a maximum of $900,000 of tax increment financing bonds. A few houses have been constructed and others are currently under construction at this time.

Other economic indicators appear mixed. Norfolk's population decreased from an estimated 24,444 in 2014 to an estimated 24,366 in 2015. Madison County's unemployment rate increased 0.3% from 2.9% in June 2015 to 3.2% in June 2016. Public school enrollment increased from 4,069 in 2014 to 4,244 in 2015. Construction permits were 53 valued at $24.2 million in FY 2013-2014 compared to 37 valued at $24.5 million in FY 2014-2015. The most recent assessed valuation which was released August 19, 2016, shows taxable property in Norfolk valued at $1,383,993,778 a 4.86% increase from the prior year.

MUNICIPAL BUDGETED PROPERTY TAX COMPARISON

The following is a yearly property tax comparison from FY 2007-2008 to FY 2016-2017:

YEARS	GENERAL FUND	DEBT SERVICE FUND	ECONOMIC DEVELOPMENT FUND	VEHICLE PARKING FUND	TOTAL
FY 2007-2008	475,001	690,676	-	77,044	1,242,721
FY 2008-2009	742,907	690,676	-	78,626	1,512,209
FY 2009-2010	1,497,907	690,676	-	79,576	2,268,159
FY 2010-2011	1,497,907	690,676	400,000	77,736	2,666,319
FY 2011-2012	1,497,907	690,676	400,000	74,642	2,663,225
FY 2012-2013	1,497,907	690,676	400,000	77,351	2,665,934
FY 2013-2014	1,497,907	690,676	400,000	76,605	2,665,188
FY 2014-2015	1,839,941	690,676	400,000	78,693	3,009,310
FY 2015-2016	1,980,814	690,676	400,000	79,010	3,150,500
FY 2016-2017	2,200,423	690,676	400,000	80,453	3,371,552

The levy for the Vehicle Parking Fund is applied only to the taxable property within Parking District #1, which is comprised of the downtown business district. This levy does not apply to any other property.

The City's property tax increases $221,052, going from $3,150,500 last year to $3,371,552 this year, a 7.02% increase. Debt Service Fund and Economic Development Fund property tax is unchanged. The Parking District levies the maximum $.35 allowed by statutes. An increase in assessed valuation this year increases their property tax $1,443.

General Fund property tax increases $219,609. As described in the General Fund section of this memo, General Fund revenues, other than property taxes, are essentially flat. As the cost of services rise, programs have to be cut or revenues have to be increased to maintain a balanced budget. This is consistent with what is showing on the City's LTFP. During the City Council budget work sessions, the Council decided to raise property taxes to fund items that would otherwise be left out of the budget. This increased the levy rate about a half cent raising property taxes $70,407 to fund $60,000 for certification that the flood control levee meets Federal Emergency Management Administration standards, with the balance needed for increasing targeted ending fund balance growth to the goal of 3.5%. The City's assessed valuation increased 4.86% this year. The City is allowing its General Fund property tax to increase for any increase in assessed valuation to partially offset inflation during the years the property tax asking remained constant. This increases property tax budgeted by $149,202.

Based on levy rates of Nebraska' first class cities last year, Norfolk will have the fourth lowest levy rate of the thirty first class cities ahead of York, Kearney, and Scottsbluff.

The following table compares the municipal property tax levy for FY 2015-2016 to FY 2016-2017.

Tax Valuation of Home	FY 2015-2016 Municipal Property Tax 0.246673 per $100	FY 2016-2017 Municipal Property Tax 0.252065 per $100
$50,000	$123.34	$126.03
$60,000	$148.01	$151.24
$70,000	$172.67	$176.45
$80,000	$197.34	$201.65
$90,000	$222.01	$226.86
$100,000	$246.67	$252.07
$150,000	$370.01	$378.10
$200,000	$493.34	$504.13

REVENUE HIGHLIGHTS

The following compares by major revenue source the FY 2015-2016 budget with the FY 2016-2017 proposed budget:

SOURCE	BUDGET FY 2015-2016	BUDGET FY 2016-2017	Dollar Increase (Decrease)	Percentage Increase (Decrease)
Balance Brought Forward	38,288,393	36,187,256	(2,101,137)	(5.49%)
Taxes	16,784,998	17,043,634	258,636	1.54%
Licenses & Permits	230,225	284,505	54,280	23.58%
Inter-Govern. Revenue	7,331,605	6,486,985	(844,620)	(11.52%)
Charges for Service	13,029,689	13,660,853	631,164	4.84%
Rent & Other Revenue	5,783,452	5,509,268	(274,184)	(4.74%)
Interest Income	61,410	108,506	47,096	76.69%
Transfers	5,043,427	4,730,288	(313,139)	(6.21%)
Proceeds of Debt	17,000,000	15,315,000	(1,685,000)	(9.91%)
Special Assess. Levied	76,195	68,554	(7,641)	(10.03%)
Non-revenue Receipts	31,048	25,906	(5,142)	(16.56%)
TOTAL	103,660,442	99,420,755	(4,239,687)	(4.09%)

Beginning balance decreases $2,101,137 or 5.49% going from $38,288,393 last year to $36,187,256 this year. Payment to Black Hills Energy for construction of the natural gas pipeline caused a decrease in beginning fund balance in the LB840 Economic Development Fund of $3.5 million. Spending the proceeds of bond anticipation notes issued in July for a sewer assessment district to extend a sewer line south of the Elkhorn River decreases beginning fund balance $1.6 million. Debt Service Fund beginning fund balance decreases just over $1 million due to using accumulated occupation tax to pay down the Recreation Facility Bonds during the refunding in January 2016. Partially offsetting these decreases is a $1.3 million increase in the Capital Projects Fund beginning fund balance resulting from sales tax received for the library renovation and expansion. Beginning fund balance in the City Highway Allocation Fund increases about $1.9 million due to unspent highway allocation receipts from the prior year. Group Insurance Fund beginning fund balance increases about $800,000. As explained in the Group Insurance Fund section of this memo it is preferred to maintain a high enough balance in this fund so that if in a given year claims reach the aggregate retention this fund would remain solvent.

Taxes include property, occupation, franchise, sales, and other miscellaneous taxes. Taxes increase $258,636 or 1.54%. This increase is primarily due to an increase in General Fund property tax. Sales tax, the General Fund's largest revenue source, remains relatively flat decreasing $9,416 or 0.09%. Food and beverage and lodging occupation taxes in the Debt Service Fund increase $72,000 or 4.16%.

Licenses and permits consist of construction permits such as building and moving, mechanical, excavation, and electrical permits. Also included are liquor licenses, dog and cat fines, and other licenses and permits. Licenses and permits increase $54,280 or 23.58% due to an increase in construction related permits as construction activity grows.

Intergovernmental revenue consists of revenue received from other governmental entities. Examples of intergovernmental revenue include: highway allocation, community development block grants, county funding for economic development, and miscellaneous federal grants. Intergovernmental revenue decreases $844,620 or 11.52% going from $7,331,602 last year to $6,486,985 this year. The biggest reason for this decrease is because last year there was a $1.4 million Site and Building Development Fund Grant budgeted from the State of Nebraska for construction of the natural gas pipeline. Partially offsetting this decrease is a $340,000 increase in highway allocation in the City Highway Allocation Fund. Effective January 1, 2016 the fixed rate component of the State's gas tax going to cities and counties increases from 2.8 cents to 3.8 cents per gallon resulting in more highway allocation receipts.

Approximately 62% of the charges for services are use fees for water, sewer, and solid waste. Other charges for services include: city and employee share of health costs budgeted as revenue in the Group Insurance Fund, ambulance charges, administration fees, and other various admissions and fees. Charges for services increase $631,164 or 4.84%. The majority of the increase is from an increase in use fees for water, sewer, and solid waste. Water rates increase 9% resulting in an increase in use fees of $46,000. The increase in rates is partially offset by a decrease in usage. Sewer rates increase 8% resulting in an increase in use fees of $204,000. Solid waste use fees increase $212,350 due to an increase in tonnage. Group Insurance Fund billings increase $69,520 primarily due to a 2% increase in both employee and employer health insurance rates.

Rent and other revenue decreases $274,184 or 4.74%. Approximately 82% of rent and other revenue is lease revenue from NPPD. NPPD pays the City 12% of their revenues for use of the City-owned electrical distribution system. NPPD is not planning a rate increase next year and lease revenue is therefore budgeted the same as last year's expected receipts which are $98,751 or 2.14% under budget. Rent and other revenue decreases $187,500 in the Special Assessment Fund. In the prior year there was a contribution from an industrial business for a sewer district to extend sewer south of the Elkhorn River.

Interest income consists primarily of interest budgeted at .30% on average balance available for investment, up from .15% budgeted last year. It also includes interest on special assessments. Interest income increases $47,096 or 76.69%. Of this increase, $18,938 is interest on special assessments due to assessing four paving districts last year. The remaining increase is the result of the increase in budgeted interest rate.

Transfers are transfers between funds such as keno funds and property tax transferred from the General Fund to the Capital Projects Fund for capital outlay. Other significant transfers are transfers to the General Fund from the City Highway Allocation Fund for street maintenance and from the 911 Fund to the General Fund to reimburse a portion of personnel expense. For 36 months sales tax is transferred from the General Fund to the Capital Projects Fund for a library expansion and renovation. Transfers decrease $313,139 or 6.21%, going from $5,043,427 last year to $4,730,288 this year. The decrease is primarily due to a decrease in the transfer from the Water Fund to the Sewer Fund of $300,000. In the prior year $300,000 of bond proceeds and the related debt were budgeted to be transferred from the Water Fund to the Sewer Fund to be used for sewer capital projects. A $4 million 2012 bond issue was split evenly between the Water and Sewer Fund; however Sewer Fund capital projects were proceeding faster resulting in the cash being needed in the Sewer Fund. Both $300,000 of cash and debt were to be transferred, resulting in no

change in fund balance on an accrual basis; however in this cash basis budget, a transfer is necessary. Transfers from the General Fund to the Capital Projects Fund decreases $7,888 primarily due to a decrease in keno revenue and a decrease in the transfer for CIP items which is partially offset by a $26,000 transfer for the City's portion of a trail under Omaha Avenue.

Proceeds of debt is primarily debt issued to finance capital outlay. It also can include proceeds of refunding bonds. Proceeds of debt decreases $1,685,000 going from $17,000,000 last year to $15,315,000 this year. The prior year included $11,220,000 of refunding bonds to refund the Series 2010 Recreation Facility Bonds. The Series 2010 Bonds were called in January 2016 at which time the City paid off a portion of the bonds with accumulated food and beverage occupation taxes and issued $9,420,000 of refunding bonds. This year significant water and sewer extension projects require the use of proceeds of debt. Sewer Fund proceeds of debt increases $6,475,000 and Water Fund proceeds of debt increases $2,475,000. The water and sewer extension projects are explained later in this memo. Other proceeds of debt includes: 480,000 for public safety tax anticipation bonds, 855,000 for flood control bonds, $3,080,000 for bond anticipation notes to fund special assessment projects, and $250,000 for lease purchase to cover radios for Engineering, Street, and Park Divisions.

Special assessments levied is revenue collected from special assessments levied for paving, water, or sewer districts. Special assessments levied decreases $7,641. Four paving districts were levied in 2015-2016, which increases the amount to be received. But as current assessments are paid, it reduces the amount of future collections from these assessments, which offsets the increase from the new paving districts.

Non-revenue receipts consist of loan repayments in the Community Development Block Grant Fund and the Vehicle Parking Fund. Non-revenue receipts decrease $5,142 or 16.56% due to a loan that was paid off in the Vehicle Parking Fund.

EXPENDITURE HIGHLIGHTS

The following compares by major expenditure object the FY 2015-2016 budget with the FY 2016-2017 proposed budget:

OBJECT	BUDGET FY 2015-2016	BUDGET FY 2016-2017	Dollar Increase (Decrease)	Percentage Increase (Decrease)
Personnel	21,107,034	21,638,487	531,453	2.52%
Operations & Maintenance	16,787,447	12,206,789	(4,580,658)	(27.29%)
Capital Expenditure	23,986,953	35,086,295	11,099,342	46.27%
Debt Service	16,705,415	4,498,995	(12,206,420)	(73.07%)
Transfers	5,043,427	4,730,288	(313,139)	(6.21%)
Fund Ending Balance	20,030,166	21,259,901	1,229,735	6.14%
TOTAL	103,660,442	99,420,755	(4,239,687)	(4.09%)

Personnel cost increases $531,453 or 2.52%. The budget contains a 2% cost of living adjustment along with normal merit pay increases. Group health insurance premiums also increase 2%. All sworn police officers were bumped up a pay grade to maintain comparability with other cities. There were few changes in personnel positions this year. A maintenance worker in the Parks Division was moved to half-time at the Library Division and half-time at the Police Division. Also in the Parks Division was the elimination of one Park Caretaker position. A Library Technology Specialist was added to the Library Division and other positions were changed to result in a net increase of .43 full-time equivalent employees in the Library Division. A position was added in the Solid Waste Division as a result of the City hauling garbage to the landfill instead of contracting it out. In the Water Division a Maintenance Worker position was eliminated, but a Plant Operator I position was added. The Client Services Specialists in the Housing Division were reclassified to Client Support Assistants. The net result of the personnel changes is an increase of .93 full-time equivalent employees, going from 230.84 last year to 231.77 this year.

Operations and maintenance decreases $4,580,658 or 27.29%. The decrease is primarily due to the economic development project to increase natural gas supply to Norfolk. As discussed earlier $3.6 million of LB 840 economic development program funds were disbursed to Black Hills Energy to construct a natural gas pipeline. This was budgeted in the LB 840 Economic Development Fund last

year. Also related to the project was a $1.4 million Site and Building Development Fund Grant budgeted in the Community Development Block Grant Fund last year. Operations and maintenance in the Sewer Fund increases $321,266 primarily due to an increase in bond issuance costs and an increase in building, ground, and plant maintenance at the Water Pollution Control plant.

The largest expenditure category, capital expenditures, increases $11,099,342 or 46.27% going from $23,986,953 last year to $35,086,295 this year. Over half of the increase is in the Sewer Fund which goes from $3,891,650 last year to $9,893,100, an increase of $6,001,450. The Water Fund also has a significant increase, going from $1,208,400 last year to $4,548,240 this year. The City plans to extend water and sewer mains to promote economic development. A lift station and interceptor are budgeted in the Sewer Fund to accommodate the flow from OCT Pipe for $3.8 million. A water industrial tank at Victory Road and Benjamin Avenue for $2.3 million will serve industrial businesses. Also proposed is extending water south of the Elkhorn River for about $1.8 million. A sewer extension from 13th Street and Monroe to 25th Street and Omaha Avenue is budgeted for $2.45 million.

Debt service decreases $12,206,420 going from $16,705,415 last year to $4,498,995 this year. In the prior year there was $14,333,659 budgeted for debt service on the Recreation Facility Bonds due to the planned refunding. Partially offsetting this decrease is an increase in debt service in the Water and Sewer Funds of approximately a combined $500,000 due to the new debt issues budgeted for water and sewer extensions. Debt service increases slightly in the Debt Service Fund due to increasing annual debt service on the Recreation Facility Refunding Bonds to match food and beverage and lodging occupation tax receipts.

Transfers decrease $313,139 or 6.21% as explained in the revenue highlights section of this memo.

Ending fund balance increases $1,229,735 or 6.14%. Ending fund balance in the Capital Projects Fund increases $1,155,618. The increase is primarily sales tax for the library addition and renovation transferred in from the General Fund. Construction on the library is anticipated to begin in early 2017 and span two fiscal years. Ending fund balance in the Debt Service Fund increases $589,845 as occupation tax is accumulated to pay debt service on the Series 2016 Recreation Facility Refunding Bonds. The Group Insurance Fund ending fund balance increases $725,829 due to a $776,152 increase in beginning fund balance and a 2% increase in both the City's share and employee's share of health insurance. Partially offsetting these increases is a $1,528,116 decrease in Water Fund ending fund balance. Use fees accumulated in prior years are budgeted to fund capital outlay projects this year, specifically a $2.3 million project for an industrial tank.

BUDGET SUMMARIES

The following is a fund comparison of the FY 2015-2016 budget with the FY 2016-2017 budget. The City's total budget decreases 4.09% primarily due to $11.22 million of refunding bonds to refund the Recreation Facility Bonds budgeted last year. Also decreasing the City's total budget is $5 million budgeted last year for the natural gas pipeline. These decreases are partially offset by an increase in capital outlay in the Water and Sewer Funds.

FUND	Budgeted 2015-2016	Budgeted 2016-2017	Dollar Increase (Decrease)	Percentage Increase (Decrease)
General Fund	27,594,918	27,646,078	51,160	0.19%
CHAF	4,783,469	7,019,945	2,236,476	46.75%
Community Dev. Block Grant	3,740,906	2,325,382	(1,415,524)	(37.84%)
Vehicle Parking Fund	249,066	227,734	(21,332)	(8.56%)
SNARE	232,113	245,772	13,659	5.88%
911 Fund	264,473	237,435	(27,038)	(10.22%)
Region 11 Emergency Mgmt. Fund	307,934	358,925	50,991	16.56%
Storm Water Management	155,283	173,749	18,466	11.89%
LB 840 Economic Development Fund	4,400,418	880,494	(3,519,924)	(79.99%)
Wireless 911 Fund	265,799	306,791	40,992	15.42%
Economic Development Operating Fund	418,113	615,514	197,401	47.21%
Debt Service Fund	18,231,709	6,012,536	(12,219,173)	(67.02%)
Capital Construction Fund	9,310,398	11,262,836	1,952,438	20.97%
Special Assessments	5,524,461	4,000,573	(1,523,888)	(27.58%)
Water Fund	6,535,348	9,371,261	2,835,913	43.39%
Sewer Fund	12,239,783	18,148,779	5,908,996	48.28%
Solid Waste Management	2,272,226	2,597,144	324,918	14.30%
Group Insurance Fund	7,134,025	7,989,807	855,782	12.00%
TOTAL	103,660,442	99,420,755	(4,239,687)	(4.09%)

GENERAL FUND

General Fund beginning balance decreases $191,206 or 3.63%. Slow growth in the General Fund's two largest revenue sources caused the first decrease in beginning balance since fiscal year 2011. Receipts from the City's 1 ½ cent sales tax for fiscal year 2016 are estimated to be 3.9% less than the prior year, primarily due to a major hail storm in 2014. NPPD lease revenue for fiscal year 2016 is estimated to be 1.1% less than the prior year. With the exception of the half-cent sales tax for the library addition that is transferred to the Capital Projects Fund, there is little change in the remaining revenue accounts from the prior year. Meanwhile, estimated expenditures for fiscal year 2016 are 14.27% more than prior year actual. A large portion of the increase is transfers of sales tax for the library addition. Even without these transfers there is a large increase in estimated expenditures over prior year actual expenditures; however, this is usually the case due to conservative budgeting.

The largest increase in General Fund revenue is a $215,193 or 1.58% increase in taxes. As explained earlier most of this is an increase in property taxes due to an increase in assessed valuations and funding items that would have otherwise been left out of the budget. Motor vehicle property tax increases $20,000 which is partially offset by a $15,000 decrease in telecommunications occupation tax. Sales tax decreases $9,416 or 0.09%, which may be due to the downturn in the local agricultural economy.

Also increasing is charges for services and licenses and permits. Licenses and permits increase $54,280 or 23.58% due to an increase in construction related permits. Charges for services increase $49,294 or 2.46% primarily due to an increase in administration fess from the Enterprise Funds. Previously the Water and Sewer Funds were paying the General Fund 5% of use fees for administration of the funds and the Solid Waste Fund was paying the General Fund 2% of use fees. This year the administration fees increase to 6% of use fees for the Water and Sewer Funds and 2.5% for the Solid Waste Fund.

Intergovernmental revenue increases $21,950 or 4.35% primarily due to an increase in in-lieu of tax. Interest income increases $7,400 due to a .15% increase in budgeted interest rate.

There was a decrease in the remaining two General Fund revenue categories. Rent and other revenue decreases $85,751 or 1.62% primarily due to a $98,751 decrease in NPPD lease revenue. Non-revenue receipts decreases $20,000 due to a decrease in the transfer from the 911 Fund as less funds are available to transfer to reimburse a portion of personnel expense.

Total General Fund expenditures are budgeted to increase just $31,537 or 0.13% this year. Due to decreases in the two largest General Fund revenue

sources, the City Administrator recommended the department and divisions present their Level 2 budgets to the Mayor and Council for consideration during budget work sessions. The Level 2 budgets normally allow a 2% increase in expenditures, but due to lack of revenue some items had to be cut from the Level 2 budgets to avoid increasing the levy rate in the budgets presented at the Council work sessions. During the work sessions the Council decided to add a couple of the items back in the budget to be funded by a property tax increase. This increased the levy rate about a half cent raising property taxes $70,407 to fund $60,000 for certification that the flood control levee meets Federal Emergency Management Administration standards, with the balance needed for increasing targeted ending fund balance growth to the goal of 3.5%.

The Police Division had the largest increase in expenditures, increasing $85,702 or 1.51%. All sworn police officers were bumped up a pay grade to maintain comparability with other cities. Total Police personnel costs increase $179,923. This was partially offset by a decrease in capital outlay of $140,790. The Street Division had the largest decrease in expenditures, decreasing $56,440 or 1.90%. Deferrable capital expenditures were eliminated from the budget decreasing capital outlay $108,198.

The City is able to increase budgeted ending General Fund balance from $2,841,026 last year to $2,860,649 this year an increase of $19,623. $402,225 of this is either restricted or held by the County Treasurer resulting in unrestricted General Fund cash budgeted at about $2.5 million or 12% of operating expenditures. The Government Finance Officers Association recommends minimum General Fund unrestricted cash reserves of two months, or about 16% of operating expenditures, and the City has been increasing budgeted General Fund ending balance for the last eight years. Most similar sized Nebraska cities and area governmental entities have a much higher ratio of ending fund balance to expenditures.

CITY HIGHWAY ALLOCATION FUND (CHAF)

Beginning fund balance increases $1,891,976 going from $2,251,669 in the prior year to $4,143,645 in the current year primarily due to unspent highway allocation receipts from the prior year. Highway allocation receipts increase $340,000 or 13.44%. Effective January 1, 2016 the fixed rate component of the State's gas tax going to cities and counties increases from 2.8 cents to 3.8 cents per gallon resulting in more highway allocation receipts. Interest income increases $4,500 due to an increase in fund balance and a .15% increase in budgeted interest rate. Capital outlay is budgeted at $6,560,000 compared to $4,261,000 last year. Capital outlay includes: $2,525,000 to reconstruct the bridge on Norfolk Avenue, and $600,000 for improvements to Prospect Avenue between 27th Street and Ridgeway Drive. Capital outlay also

includes $3,435,000 for street maintenance projects. The $62,524 decrease in ending fund balance is due to the increase in capital outlay.

VEHICLE PARKING FUND

Beginning fund balance decreases $5,081 or 4.49% primarily due to a lease payment to the Downtown Norfolk Association for a digital sign in fiscal year 2015-2016. Property tax increases $1,443 due to valuations increasing $436,813. The Vehicle Parking District levies the maximum $.35 per $100 of property valuation. Rent and other revenue decreases $12,000 due to a decrease in advertising income on the digital sign. Non-revenue receipts decrease $5,142 now that a loan from the revolving loan fund was paid off in fiscal year 2015-2016. Total expenditures decrease $22,126 or 10.79% going from $205,019 last year to $182,893 this year. The largest decrease is in public relations, which decreases $15,000, as the Downtown Norfolk Association has started funding the downtown events that were previously funded by the Vehicle Parking District. Utilities and maintenance decreases $5,500 due to a decrease in landscaping maintenance. Ending fund balance remains relatively unchanged, increasing $794 or 1.80%.

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Beginning fund balance increases $41,218 or 4.87% primarily due to the accumulation of program income. Intergovernmental revenues decrease $1,457,742 going from $2,872,742 last year to $1,415,000 this year. In the prior year there was a $1.4 million grant from the State of Nebraska to fund a portion of the natural gas pipeline. This year the City is budgeting $605,000 for Community Revitalization Grants, $380,000 for a Downtown Revitalization Grant, $30,000 for a Comprehensive Development Grant, and $400,000 for other grants for economic development and housing. Other operating costs decrease $1,521,952 due to expenditure of the grant for the natural gas pipeline budgeted in the prior year. Other administration and overhead increases $106,428 due to the planning phases of the Community Revitalization and Comprehensive Development grants and an increase in administration fees for housing management. Once again, all available funds are expected to be spent resulting in no ending fund balance.

SPECIALIZED NARCOTICS ABUSE REDUCTION EFFORT (SNARE) FUND

SNARE is a drug enforcement program funded with federal grant revenue received through the Nebraska Crime Commission. SNARE has been in existence since the early 1990s, and the City of Norfolk was the original grantee agency. The primary focus of SNARE is to address the drug problem in a ten county area in Northeast Nebraska. The contributing members are the Nebraska State Patrol, Antelope, Butler, Colfax, Knox, Madison, Nance,

Pierce, Platte, Polk, and Stanton County Sheriff Departments; Columbus, Norfolk, Schuyler, and Wayne Police Departments. The larger communities covered by the SNARE Task Force are Columbus, Madison, Norfolk, Schuyler and Wayne. SNARE serves an area of Northeast Nebraska with a population base in excess of 110,000. The program is expected to receive $10,000 of grant funds this year, the same as last year. Local match is budgeted at $36,900, the same as last year. Total expenditures remain relatively the same as last year, increasing just $80 going from $76,827 last year to $76,907 this year. Personnel costs increase $110 due to a 2% cost of living adjustment while other administration and overhead decreases $30 due to a decrease in insurance. Ending fund balance increases $13,579 or 8.74% primarily due to an increase in beginning fund balance caused by a significant amount of forfeitures received in the prior year.

911 FUND

This fund accounts for the monthly surcharge of $1.00 on each local telephone line that physically terminates within the City's designated 911-telephone service area. In September 2006 the City expanded revenue subject to the City's 3% occupation tax to include revenue from cell phones and other telecommunication services to offset declining 911 surcharges and telephone occupation tax. The Council directed two-thirds of the expanded telecommunications occupation tax go to the 911 Fund with the remaining one-third to the General Fund. The almost $30,000 decrease in revenue is due to a decrease in telecommunications occupation tax. Expenditures from the fund are for operation of the City E-911 service covering parts of four counties. The primary expenditure is a transfer to the General Fund to reimburse a portion of dispatcher personnel costs. This transfer is budgeted to decrease $20,000 as a result of the decrease in revenue. Utilities and maintenance and other administration and overhead expenses are shared between the 911 Fund and the Wireless 911 Fund based on the landline/wireless call ratio. In 2015-2016 the ratio was 21% landline/79% wireless. In 2016-2017 the ratio changes to 19% landline/81% wireless. This decreases the cost allocated to the 911 Fund but is partially offset by an increase in costs due to inflation. There is no capital outlay budgeted this year compared to last year's capital outlay budget of $5,355 for a long-term recorder. Once again, almost all available revenue is expected to be spent resulting in ending fund balance of $9,347 compared to $9,750 budgeted last year.

REGION 11 EMERGENCY MANAGEMENT FUND

This fund was created pursuant to an interlocal agreement approved in January of 2005. This interlocal agreement between Antelope, Madison, and Pierce Counties and the City of Norfolk formed the Region 11 Emergency Management Agency

providing emergency management services in these jurisdictions. Norfolk's Assistant Fire Chief is the administrator of this program and the City's Emergency Management Coordinator conducts day to day operations under the agreement. Region 11 receives funding from both federal grants and contributions made by participating agencies. Beginning fund balance is budgeted to remain relatively unchanged, decreasing $4,091 or 2.06%. Miscellaneous federal grants consist of $20,000 for a Homeland Security Haz Mat grant and $45,000 for an EMPG grant, an increase in grants of $50,000. The remaining intergovernmental revenue is local funding from Antelope, Madison, and Pierce Counties which increases $2,870. Non-revenue receipts, which is the City's contribution to the fund, increases $1,912. Total expenditures increase $4,565 or 3.28%. This increase is primarily due to an increase in operating supplies and materials and legislative affairs, which is partially offset by a decrease in capital outlay. Operating supplies and materials increase $9,668 due to the addition of small apparatus such as: calibration kit, non-sparking tool set, and system sensor monitors. Legislative affairs increase $3,800 due to an increase in emergency management training. Capital outlay of $10,200 is to replace the cascade system for Haz Mat. Ending fund balance increases $46,426 or 27.48% primarily due to the increase in revenues.

STORM WATER MANAGEMENT FUND

This fund was budgeted for the first time in FY 2007-2008 and is used to account for implementation of the storm water management plan required by the Nebraska Legislature in 2006. The Nebraska Department of Environmental Quality provides grant funding to cities for implementation of the storm water plan according to population size and requires a 20% match from the community. Beginning fund balance increases $18,366 or 18.43% due to unspent grant funds from the prior year. State funding of $46,296 is expected in 2016-2017, which is the same as the prior year. This requires a $9,259 City match. Total expenditures increase $20,793 or 15.68%. The increase is primarily due to a $23,000 increase in administration and overhead, $20,000 in consultant costs and $3,000 in office supplies. Capital outlay consists of $25,000 for GIS stormwater tracking software. Ending fund balance decreases $2,327 going from $22,663 last year to $20,336 this year primarily due to the increase consultant costs.

LB 840 ECONOMIC DEVELOPMENT FUND

This fund was budgeted for the first time in 2010-2011 after Norfolk voters approved an LB 840 economic development program at the May 2010 primary. LB 840 was the legislative bill approved by the Nebraska Legislature in 1991 adopting the Local Option Municipal Economic Development Act. This Act authorizes cities to spend local

revenue for economic development including offering incentives to attract business. This program authorizes collecting $400,000 from property tax each year for ten years starting in fiscal year 2010-2011 to be used for economic development. Beginning fund balance decreases $3,514,326 going from $3,964,445 last year to $450,119 this year. During fiscal year 2015-2016 $3.6 million was paid to Black Hills Energy, as part of an assistance agreement, to construct a natural gas pipeline. Total revenues decrease $5,598 or 1.28%. Interest income decreases $4,731 due to the decrease in fund balance and due to a decrease in interest on loans as an LB840 loan to a business was paid off. Total expenditures decrease $3,600,200. There are no funds available in this program this year for economic development. The only expenditure budgeted is debt service which remains relatively constant, decreasing only $200. Ending fund balance goes from $417,628 last year to $497,904 this year, an increase of $80,276 which is primarily property tax accumulated to pay future debt service.

WIRELESS 911 FUND

This fund was created pursuant to an agreement with the Nebraska Public Service Commission in 2010 to track receipt and expenditure of the City's allocation of wireless 911 funds. The funds are used for equipment, software, maintenance, and any other expenditures necessary for the provision of wireless 911 service. Beginning fund balance increases $40,900 due to accumulating wireless 911 funds for future capital outlay. Intergovernmental revenue, which is the City's allocation of wireless 911 funds, remains relatively unchanged decreasing $308 or 0.34%. Interest income increases $400 due to an increase in fund balance and a .15% increase in budgeted interest rate. Expenditures decrease $19,155 going from $53,639 last year to $34,484 this year. The decrease is primarily due to a long-term recorder budgeted in the prior year for $20,145. Utilities and maintenance increase $3,624 due to the change in the landline/wireless call ratio, an increase in costs due to inflation, and the addition of 911 recorder maintenance. The wireless portion changed from 79% last year to 81% this year. Administration and overhead decreases $2,634 due to a decrease in telephone expense. Ending fund balance increases $60,147 due to the increase in beginning fund balance and reserving a portion of current year wireless 911 funds to be used for future capital outlay.

ECONOMIC DEVELOPMENT OPERATING FUND

This fund was budgeted for the first time in 2012-2013 to account for Madison County partnering with the City to enhance economic development efforts. Madison County and the City both contribute to fund personnel costs, travel, and other necessary operating expenses relating to economic development. Beginning fund balance increases $144,213, which is contributions remaining from prior years. Revenues increase $53,188 or 17.47%.

The City was awarded a Workforce Partnership Marketing grant in which the City receives $50,000 annually for three years. Both the City and Madison County increased their contributions to the fund by $1,294 according to the annual CPI adjustment in the interlocal agreement. Total expenditures increase $50,108 or 14.74%. Turnover in personnel decreases personnel costs $18,173 or 6.45% since the new Economic Development Director was hired at a lower pay rate than the former Economic Development Director. Offsetting this decrease is a $56,692 increase in administration and overhead. Expending the Workforce Partnership Marketing grant is budgeted here. Legislative affairs increases $11,589 due to an increase in travel and training. Ending fund balance increases $147,293, going from $78,180 last year to $225,473 this year, primarily due to the increase in beginning fund balance.

DEBT SERVICE FUND

Beginning fund balance is budgeted to decrease $1,073,933 or 24.36% going from $4,408,638 last year to $3,334,705 this year. In the prior year the City refunded the Recreation Facility Bonds and used $2 million of cash to reduce the size of the refunding issue. The $72,000 increase in taxes is a $1,000 increase in lodging occupation tax and a $71,000 increase in food and beverage occupation tax. The ordinance imposing these occupation taxes requires these taxes be used for debt service on the Recreation Facility Bonds. Last year's budget included $11,220,000 of refunding bonds to refund the Recreation Facility Bonds. This refunding is the primary reason total expenditures decrease $12,809,018 going from $15,177,079 in the prior year to $2,368,061 in the current year. There was $14,333,659 budgeted last year for debt service on the Recreation Facility Bonds. This also decreases other professional fees $43,560 for bond issuance costs budgeted in the prior year. Transfers out, which consist of transfers to the Special Assessment s Fund for the general obligation portion of special assessments, increase $12,783 or 17.76% due to issuing permanent financing for four paving districts. Ending fund balance increases $589,945 or 19.31% primarily due to accumulating occupation tax to pay debt service on the Recreation Facility Bonds. Ending restricted fund balance goes from $1,256,115 last year to $1,629,345 this year. Unrestricted fund balance increases $216,614 from the prior year.

CAPITAL PROJECTS FUND

This fund accounts for large capital outlays funded by transfers from other funds, grants, and bond issues. Beginning fund balance increases $1,344,743 primarily due to sales tax transferred in for the library renovation and expansion. Intergovernmental revenues increase $279,183. The City was awarded a $750,000 grant from the State of Nebraska for the library renovation and expansion. It is anticipated to be received over two years, $375,000 each year. Partially offsetting this

grant is a $121,817 decrease in federal grants. The City received a $561,373 federal grant to fund the North Fork Riverfront trail project. Most of this grant was received last year. Partially offsetting this is a $208,000 federal grant budgeted for the flood control trail undercrossing of Omaha Avenue. This project requires a 20% match of $52,000, half of which is coming from the Lower Elkhorn Natural Resources District, increasing other intergovernmental revenue $26,000. Interest income increases $6,700 due to an increase in fund balance and a .15% increase in budgeted interest rate. Non-revenue receipts increase $322,112 primarily due to an increase in proceeds of debt for flood control bonds. Other professional fees decrease $145,700 due to a delay in industrial site planning. Last year $300,000 of Keno lottery proceeds was budgeted for industrial site planning. With the $1,000,000 incentive for OCT Pipe that is to come from Keno, this project was delayed and spread over the next two fiscal years. Capital outlay of $9,360,215 includes: $270,000 for land for Victory Road detention cell, $56,000 for trail extension along North Fork of Elkhorn River from the alley south of Norfolk Avenue to Philip Avenue, $105,000 for decorative street lighting on Norfolk Avenue from 1st Street to Cottonwood Street, $66,000 for unspecified council priority projects, $154,000 to complete Spring Branch Drainage improvements, $40,000 for entrance signs, $52,500 for Johnson Park enhancements, $292,000 for North Fork Riverfront trail project in Johnson Park and upstream to Elm Avenue, $5,274,000 for library renovation and expansion, $250,000 for skatepark rebuild, $500,000 for improvements to the park west of the YMCA, $235,545 for a rural tanker, $625,360 for radio upgrades, $85,000 for a tractor, $105,000 for a snow plow, $99,400 for three defibrillators, $655,000 for drainage at Victory Road/Sunrise Addition, $235,410 for landscaping, brick pavers and decorative pedestrian lighting on Norfolk Avenue from 1st Street to Cottonwood Street, and $260,000 for the flood control trail undercrossing of Omaha Avenue. Ending fund balance increases $1,155,618 going from $586,503 last year to $1,742,121 this year. The increase is primarily sales tax transferred in for the library renovation and expansion to be spent in the following year.

SPECIAL ASSESSMENTS FUND

Beginning fund balance decreases 68.22% going from $2,348,312 last year to $746,233 this year. In July 2015 $2.25 million of bond anticipation notes were issued for a sewer assessment district to extend a sewer line south of the Elkhorn River. This caused a large beginning balance in the prior year. The majority of the bond anticipation note proceeds was spent this past year, decreasing budgeted beginning fund balance $1,602,079. Special assessments levied decreases $7,641 or 10.03%. Water special assessments decreases $28,523 as all water special assessments have been paid off. Paving special assessments increase $20,882 due to assessing four paving districts in

March 2016. Interest on these assessments increases other interest income $5,549. Rent and other revenue decreases $187,500 due to a contribution from an industrial business for the sewer project last year. Non-revenue receipts increase $267,783 primarily due to an increase in proceeds of debt. Minimal debt was issued last year so most of the proceeds of debt is a carryover from the prior year. Capital outlay consists of $400,000 for street paving, $224,000 for a sidewalk district along Victory Road, and $2,379,340 to extend water and sewer to industrial sites. Debt service increases $56,247 due to issuing permanent financing for the four paving districts assessed in March 2016. Ending fund balance increases $259,525 going from $387,688 last year to $647,213 this year primarily due to accumulating special assessment receipts for future debt service.

WATER FUND

Beginning fund balance increases $368,746 going from $3,781,185 last year to $4,149,931 this year. The increase is due to accumulating use fees for future capital outlay. The budget includes a 9% increase in water rates. Because of a decrease in usage, use fees only increase $46,000 or 1.79%. Intergovernmental revenues decrease $81,000 due to a federal grant for a water main along Madison Avenue in the prior year. Rent and other income increases $23,867 due to an increase in farm rent and tower lease income. Other interest income increases $3,300 due to an increase in interest rate. Non-revenue receipts consist of $2,475,000 of proceeds of debt to fund large capital outlay projects this year.

Expenditures increase $4,364,029 going from $3,608,633 last year to $7,972,662 this year. The increase is primarily due to a $4,548,240 increase in capital outlay. This year's large capital outlay items include: $2,300,000 for an industrial tank at Victory Road and Benjamin Avenue, $1,150,000 for water mains on 1st Street and 13th Street to the south side of Elkhorn River, $620,000 to connect the 1st Street extension to the 13th Street extension, and $705,000 for water main improvements at Omaha Avenue and Victory Road. Transfers out decrease $300,000. In the prior year $300,000 of bond proceeds and the related debt were budgeted to be transferred from the Water Fund to the Sewer Fund to be used for sewer capital projects. Utilities and maintenance decrease $84,609 or 10.45% primarily due to tuck pointing the west plant main building and repairing the east plant parapet in the prior year. The issuance of debt budgeted this year is the primary reason for the increase in debt service of $119,607 and the increase in administration and overhead of $70,324 due to bond issuance costs. Ending fund balance decreases from $2,926,715 last year to $1,398,599 this year, a decrease of $1,528,116, primarily due to the large capital outlay projects.

SEWER FUND

Beginning fund balance decreases $464,304 or 7.05% due to completion of the project to extend sewer south of the Elkhorn River. Sewer use fees include an 8% rate increase, which increases use fees $204,000. Rent and other revenue decreases $62,500 due to a contribution budgeted last year from a business as part of the project to extend sewer south of the Elkhorn River. Non-revenue receipts increase $6,175,000 due an increase in proceeds of debt, which is partially offset by a $300,000 decrease in transfers from the Water Fund. The Sewer Fund is budgeting $8,175,000 for proceeds of debt. Similar to the Water Fund, the Sewer Fund has large capital outlay projects to be funded with proceeds of debt.

Water Pollution Control Plant expenditures increase $441,043 or 14.27%. Capital outlay goes from $663,900 last year to $973,400 this year, an increase of $279,500. This year's large capital outlay items include: $350,000 for trickling filter distributor replacement, $230,000 for raw lift pump replacements, and $200,000 for aeration building motor control center replacement. Utilities and maintenance increase $119,915 primarily due to budgeting an electrical cable tray for the solids handling building, a conveyor belt replacement, and converting the belt press to hydraulic.

Sewer Maintenance Division expenditures increase $6,293,020 going from $4,048,780 last year to $10,341,800 this year. Capital outlay goes from $3,197,750 last year to $8,919,700 this year, an increase of $5,721,950. This year's large capital outlay items include: $2,750,000 for Omaha Avenue lift station and force main, $2,450,000 to extend sanitary sewer form 13th Street and Monroe to 25th Street and Omaha Avenue, $1,065,000 for Highway 35 interceptor, and $1,440,000 for northeast industrial sewer main extension. Debt service increases $401,300 primarily due to the proceeds of debt budgeted this year. Administration and overhead increases $171,337 primarily due to an increase in bond issuance costs and an increase in administration fees for services provided by the General Fund.

Ending fund balance decreases $825,067 going from $5,099,327 last year to $4,274,260 this year primarily due the large capital outlay projects. Restricted fund balance accounts for $3,292,251 of the ending fund balance with the remaining $982,009 being unrestricted.

SOLID WASTE FUND

Beginning fund balance increases $110,968 or 20.09% primarily due to the accumulation of use fees. Use fees increase $212,350 or 12.35% due to an increase in budgeted tonnage. Budgeted tonnage goes from 30,700 tons last year to 34,492 tons this year. Tipping fees remain at $56.00 per ton. The only other revenue budgeted is interest income, which increases $1,600 due to an increase in fund

balance and a .15% increase in budgeted interest rate.

Expenditures decrease $224,299 or 10.97% primarily due to a $256,188 decrease in capital outlay. Last year the City started hauling all garbage from the City's Transfer Station to the landfill near Clarkson, Nebraska. Previously the City contracted with a trucking company to do the hauling. Due to this change, last year two trucks were budgeted. This year personnel increases $70,500 or 15.36% with the addition of a Solid Waste Operator to keep up with the workload from the City doing its own hauling. This also increases operating supplies and materials $22,830 for uniforms and truck fuel. Garbage fees decrease $88,466 or 9.43% due to the decrease in contracted hauling costs. Other administration and overhead increases primarily due to budgeting a master site plan for $25,000 and an increase in administration fees for services provided by the General Fund. The master site plan will aid the Solid Waste Division in siting a truck maintenance facility that it plans to construct in the future. Capital outlay includes $74,500 for a trailer and $24,000 for radio upgrades. Ending fund balance increases $549,217 going from $228,167 last year to $777,384 due to increased tonnage and the savings from the City doing its own hauling.

GROUP INSURANCE FUND

Beginning fund balance increases $776,152 or 19.34%. It is preferred to maintain a high enough balance in this fund so that if in a given year claims reach the aggregate retention this fund would remain solvent. Internal service fund billing increases $69,520 because of a 2% increase in both the City's share and employee's share of health insurance. Personnel costs increase $74,516 due to an increase in reinsurance costs. Other administration and overhead increases $55,437 primarily due to the addition of bundle service administration. The net result of the changes is a $725,829 or 19.62% increase in ending fund balance going from $3,699,968 last year to $4,425,797 this year.

GFOA SUBMITTAL AND ACKNOWLEDGMENTS

The City received the Government Finance Officers Association's Award for Distinguished Budget Presentation for the last twenty-three years. The City also will submit the FY 2016-2017 budget to the awards program. Administrative and Engineering Division staffs compile a budget document worthy of the high standards of the awards program. The elected officials and staff thank Senior Accountant Sheila Rios and Engineering Secretary Kelli Svitak who compiled much of the information contained in the budget document.

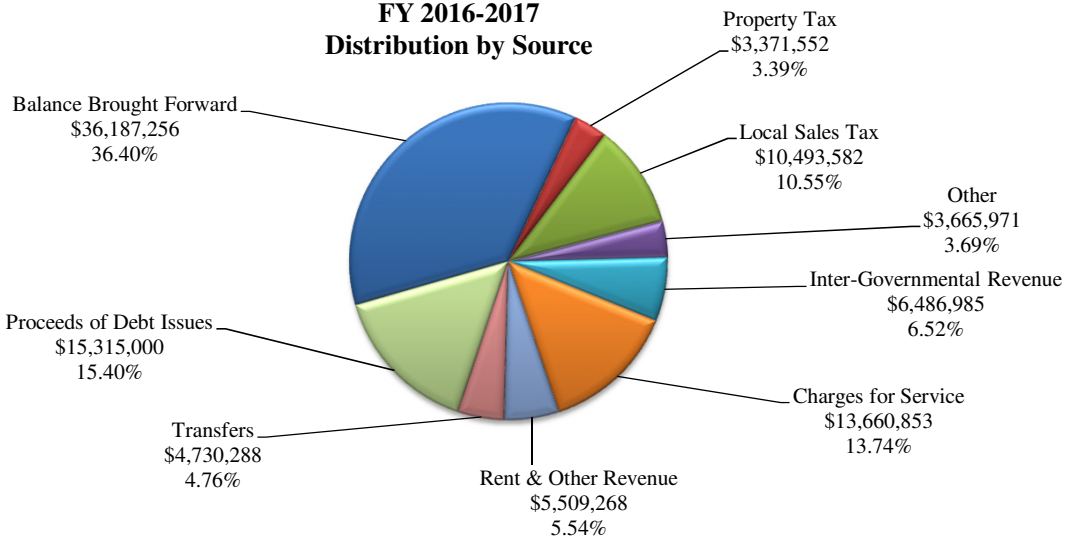
CITY OF NORFOLK, NE

REVENUE/EXPENDITURE SUMMARY

Fiscal Year 2016-2017

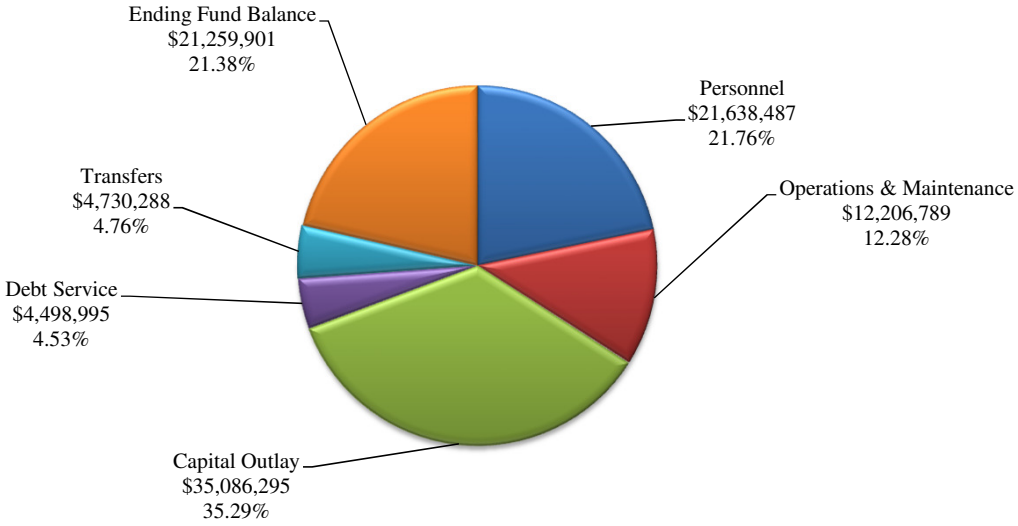
		Special Revenue Funds													Enterprise Funds				
	General Fund	CHAF	Veh. Pking.	CDBG	SNARE	911 Fund	Region 11	Storm Water	LB 840 Econ. Dev.	Wireless 911	Econ. Dev. Oper.	Debt Service	Capital Project Fund	Special Assess. Fund	Water	Sewer	Solid Waste	Internal Service Fund	Total
Beginning Fund Balance	5,080,302	4,143,645	107,988	888,182	198,872	12,395	194,569	117,994	450,119	215,205	257,850	3,334,705	4,710,605	746,233	4,149,931	6,126,179	663,394	4,789,088	36,187,256
Revenues:																			
Property Tax	2,200,423	-	80,453	-	-	-	-	-	400,000	-	-	690,676	-	-	-	-	-	-	3,371,552
Local Sales Tax	10,493,582	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,493,582
Other Taxes	1,147,800	-	300	-	-	225,000	-	-	1,400	-	-	1,804,000	-	-	-	-	-	-	3,178,500
Licenses and Permits	284,505	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	284,505
Intergovern. Revenue	526,269	2,870,000	-	1,415,000	46,900	-	124,254	46,296	27,000	90,886	153,482	40,000	1,146,898	-	-	-	-	-	6,486,985
Charges for Service	2,053,459	-	-	-	-	-	-	-	-	-	-	-	-	-	2,667,000	3,826,000	1,931,550	3,182,844	13,660,853
Rent & Other Revenue	5,213,738	-	33,000	-	-	-	-	-	-	-	50,000	-	135,500	-	71,030	6,000	-	-	5,509,268
Interest Income	11,000	6,300	987	1,300	-	40	600	200	1,975	700	700	10,000	9,700	21,029	8,300	15,600	2,200	17,875	108,506
Transfers	635,000	-	-	-	-	-	39,502	9,259	-	-	153,482	133,155	3,675,133	84,757	-	-	-	-	4,730,288
Proceeds of Debt Issues	-	-	-	-	-	-	-	-	-	-	-	-	1,585,000	3,080,000	2,475,000	8,175,000	-	-	15,315,000
Special Assess. Levied	-	-	-	-	-	-	-	-	-	-	-	-	-	68,554	-	-	-	-	68,554
Non-Revenue Receipts	-	-	5,006	20,900	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,906
Total Revenue	22,565,776	2,876,300	119,746	1,437,200	46,900	225,040	164,356	55,755	430,375	91,586	357,664	2,677,831	6,552,231	3,254,340	5,221,330	12,022,600	1,933,750	3,200,719	63,233,499
Total Funds Available	27,646,078	7,019,945	227,734	2,325,382	245,772	237,435	358,925	173,749	880,494	306,791	615,514	6,012,536	11,262,836	4,000,573	9,371,261	18,148,779	2,597,144	7,989,807	99,420,755
Expenditures:																			
Personnel	15,698,989	-	-	-	5,805	-	90,772	-	-	-	263,757	-	-	-	871,113	943,522	529,413	3,235,116	21,638,487
Operations & Maint.	4,736,609	10,000	121,875	2,325,382	71,102	8,088	42,568	128,413	-	34,484	126,284	36,080	160,500	44,000	1,084,829	1,755,834	1,191,847	328,894	12,206,789
Capital Outlay	339,300	6,560,000	40,000	-	-	-	10,200	25,000	-	-	-	-	9,360,215	3,003,340	5,756,640	9,893,100	98,500	-	35,086,295
Debt Service	-	-	21,018	-	-	-	-	-	382,590	-	-	2,247,224	-	306,020	260,080	1,282,063	-	-	4,498,995
Transfers	4,010,531	415,000	-	-	-	220,000	-	-	-	-	-	84,757	-	-	-	-	-	-	4,730,288
Total Expenditures	24,785,429	6,985,000	182,893	2,325,382	76,907	228,088	143,540	153,413	382,590	34,484	390,041	2,368,061	9,520,715	3,353,360	7,972,662	13,874,519	1,819,760	3,564,010	78,160,855
Ending Balance	2,860,649	34,945	44,841	-	168,865	9,347	215,385	20,336	497,904	272,307	225,473	3,644,475	1,742,121	647,213	1,398,599	4,274,260	777,384	4,425,797	21,259,900

TOTAL REVENUES
FY 2016-2017
Distribution by Source



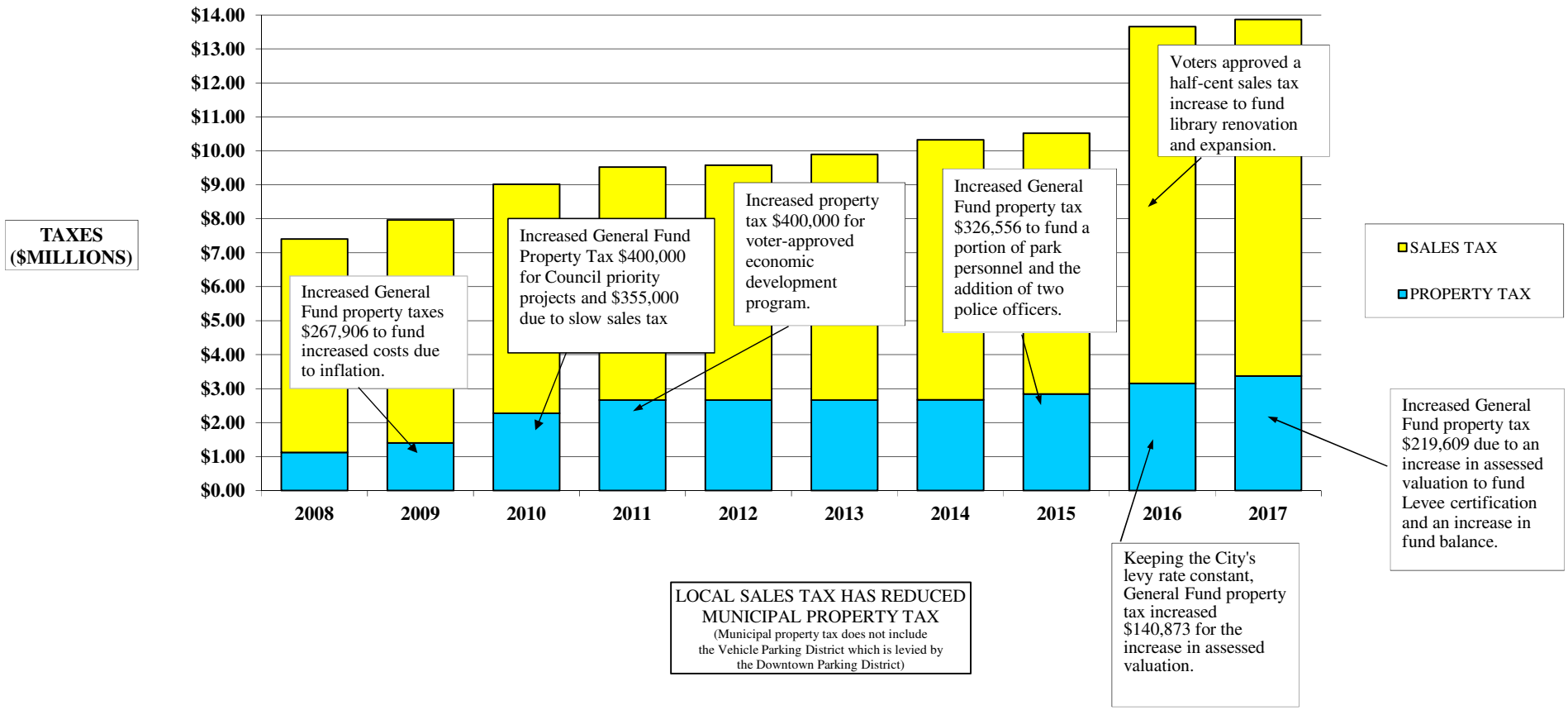
Property Tax increases $221,052 or 7.02% due to increases in tax in the General Fund and Vehicle Parking Fund. Local Sales Tax budgeted decreases $9,416 or 0.09% due to a decline in the local agricultural economy. Other taxes increase $47,000 or 1.50% due to increases in the lodging and food & beverage occupation taxes. Licenses and Permits increase $54,280 or 23.58% due to budgeting more for building and mechanical permits. Intergovernmental Revenue decreases $844,620 or 11.52% primarily due to the elimination of state grants in the Community Development Block Grant Fund. Charges for Service increase $631,164 or 4.84% primarily due to administration fee increases in the general fund, water and sewer rate increases, increased tons for solid waste use fees, and an increase in health insurance premiums in the Group Insurance Fund. Proceeds of Debt decrease $1,685,000 or 9.91% primarily due to refunding Series 2010 Recreation Facilities bonds the previous year, which is partially offset by bond issues in the water and sewer funds to cover capital projects.

TOTAL EXPENDITURES
FY 2016-2017
Distribution by Major Object

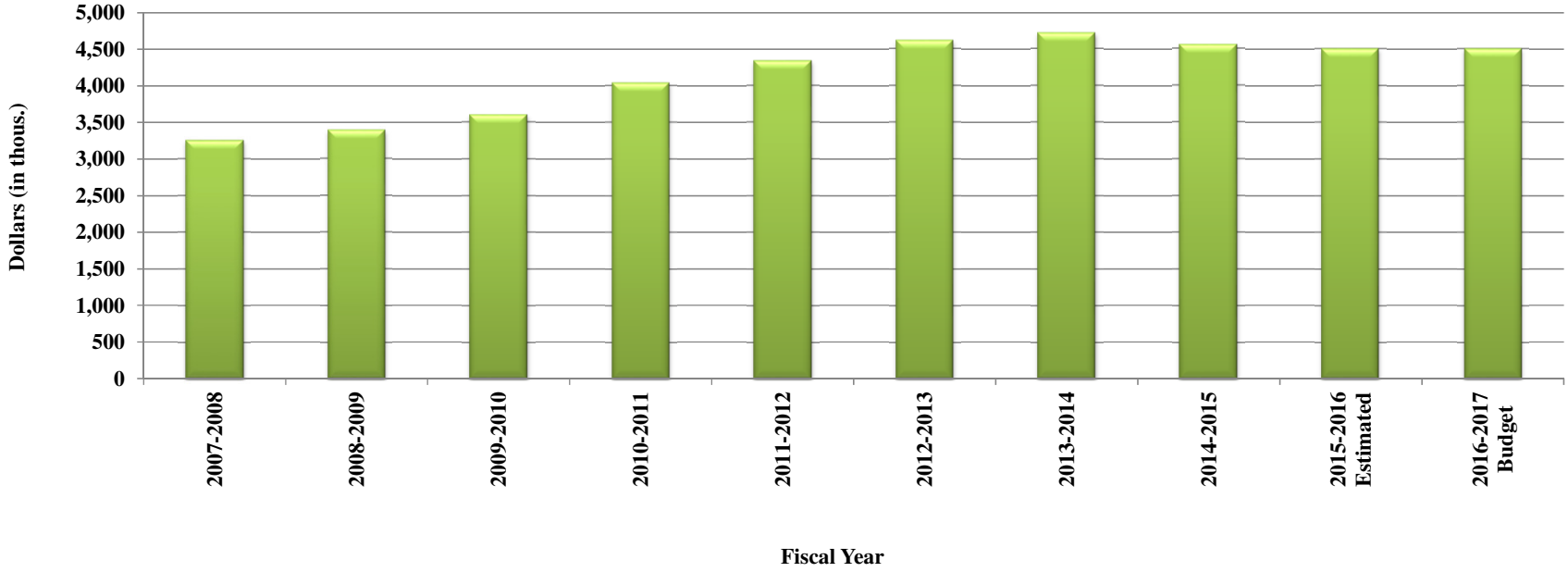


Personnel increases $531,453 or 2.52% primarily due to the addition of a Solid Waste Operator, a 2% cost of living adjustment, a 2% increase in health insurance premiums, and uniformed police officers moving up a grade. Operations and Maintenance decrease $4,580,658 or 27.29% due primarily to the natural gas pipeline payment being made in FY 2015-2016, elimination of grants in the CDBG fund, and a decrease in site development in the Capital Projects fund. Capital Outlay increases $11,099,342 or 46.27% primarily due to budgeting additional capital items in the CHAF, Capital Projects, Water and Sewer funds. Debt service decreases $12,206,420 or 73.07% primarily due to budgeting to refund the recreation facilities bonds for a lower interest rate the previous year.

MUNICIPAL PROPERTY TAX LEVIED AND SALES TAX BUDGETED BY FISCAL YEARS

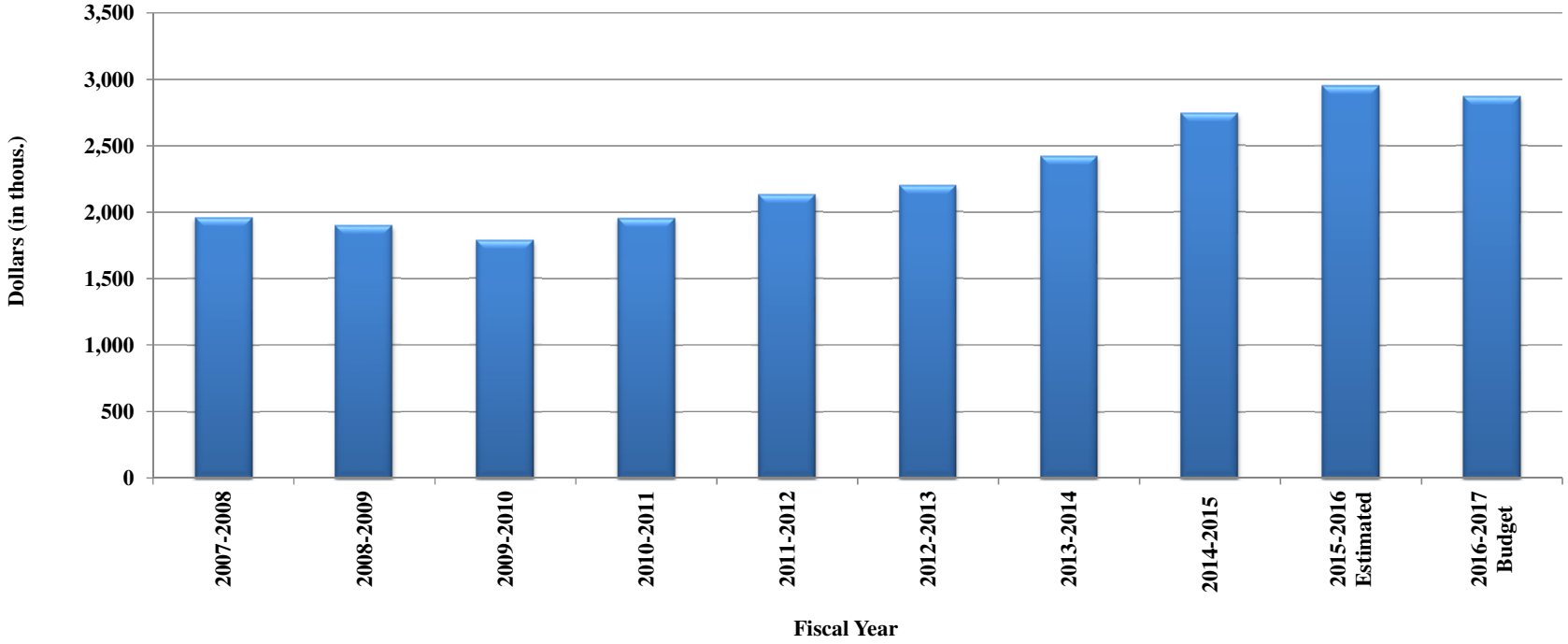


CITY OF NORFOLK, NE
Major Revenue Trends
Nebraska Public Power District (NPPD) Lease



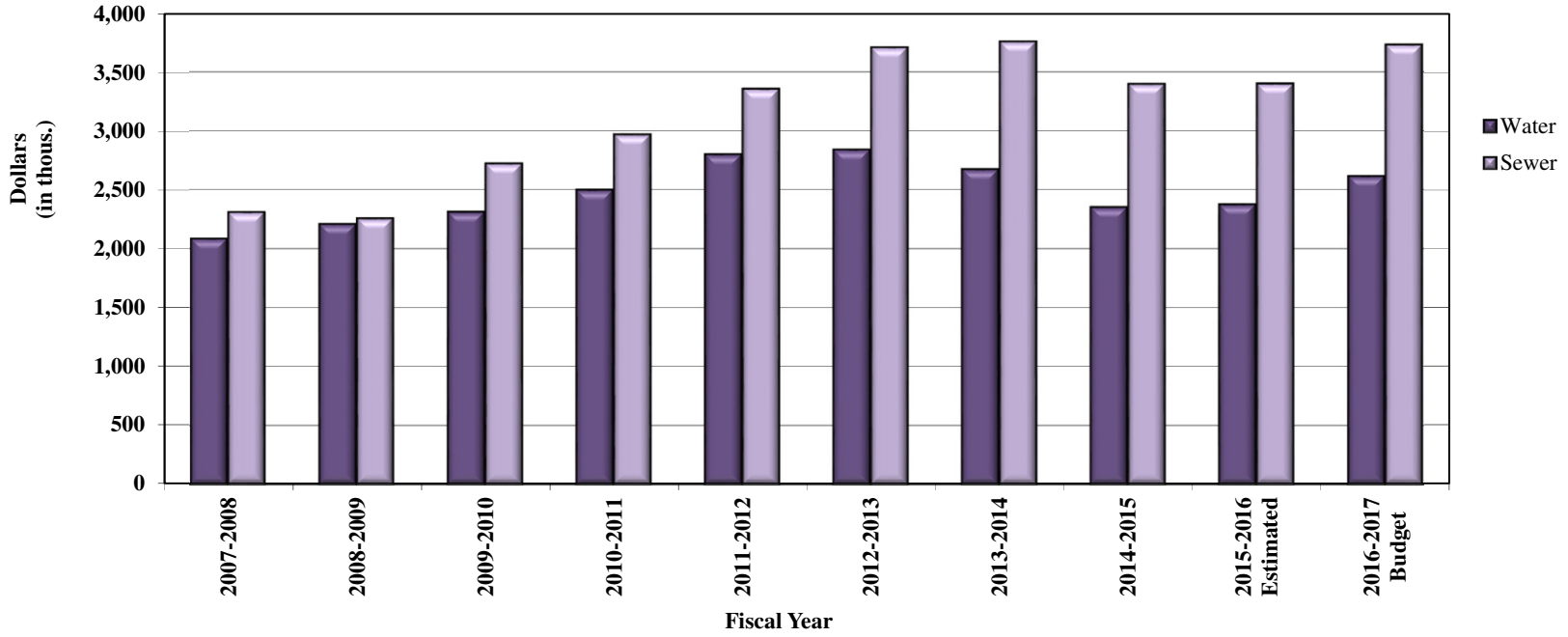
NPPD leases the city-owned electrical distribution system for 12% of the systems revenues. NPPD implemented a 5.33% retail rate increase May 1, 2008, a 5.7% rate increase January 1, 2010, a 10% rate increase January 1, 2011, a 6.5% rate increase January 1, 2012 and a 3.75% rate increase January 1, 2013.

CITY OF NORFOLK, NE
Major Revenue Trends
City Highway Allocation Fund (CHAF)



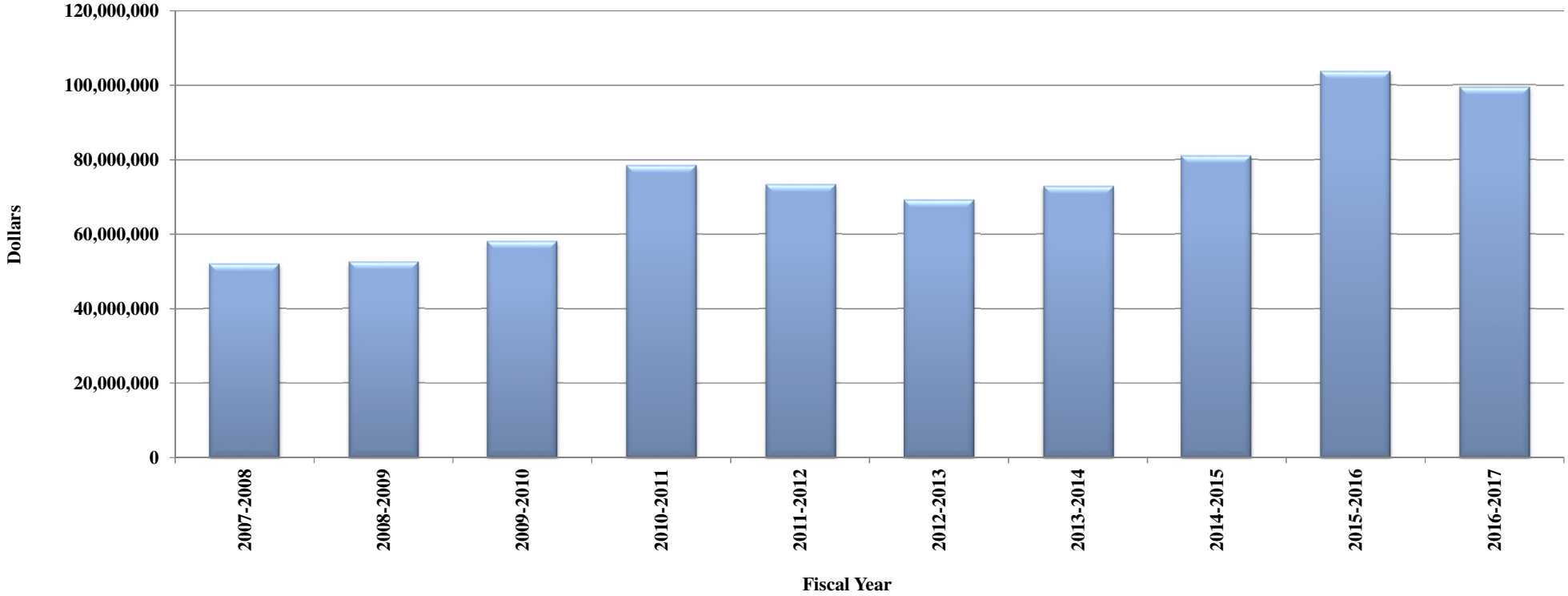
This revenue is received from proceeds of the State gasoline tax and is to be used for street expenditures.
This allocation is based on population, motor vehicle registration and lane miles of streets.
CHAF is budgeted conservatively.

CITY OF NORFOLK, NE
Major Revenue Trends
Water and Sewer Use Fees



Water and sewer rates increased 10% on October 1, 2009 to fund capital improvements. Milk Specialties Company began operations at the former Protient plant in December 2009 also increasing sewer revenue. To fund capital improvements, sewer rates increased 7.5% on October 1, 2010, 7% on October 1, 2011, and 4% on October 1, 2012. Water usage was up in FY 2011 2012 and FY 2012-2013 because of the extremely dry summer of 2012. Sewer usage was down in FY 2014-2015 due to an industrial customer cleaning up their waste stream. Sewer rates increased 6% on September 1, 2015. Water rates are budgeted to increase 9% and sewer rates are budgeted to increase 8% effective October 1, 2016.

CITY OF NORFOLK, NE
History of Total Budget



The increase in FY 2009-2010 is primarily due to large capital projects in the Enterprise Funds including the Benjamin Avenue/Victory Road booster station, water transmission main from the West Plant, and the southwest interceptor sewer. The 35.33% increase in FY 2010-2011 is primarily due to the $16.4 million bond issue to fund baseball, football, and swimming improvements at Veterans Memorial Park and Ta-Ha-Zouka Park. Also contributing to the increase is paying off $1,490,000 of water utility bonds and refunding $3,550,000 of flood control bonds and $2,005,000 of utilities bonds. In FY 2011-2012 approximately $9.2 million of bond proceeds carries over from the prior year for the recreation project. In FY 2012-2013 the budget is reduced by completion of the following projects: 25th Street Reconstruction, Veterans Memorial Field and AquaVenture water park. The increase in FY 2013-2014 is primarily from an increase in capital outlay in the Capital Projects Fund for public safety, streets, and parks and an increase in the General Fund for normal operations. The increase in FY 2014-15 is primarily from increases in the CDBG and LB840 Funds as well as increases in capital projects in the Special Assessments and Capital Projects Funds. The increase in FY 2015-16 is primarily due to the 1/2 cent sales tax for the library renovation and expansion and $11.22 million of refunding bonds to refund the Recreation Facilities Bonds. The sales tax for the library renovation and expansion is budgeted first in the General Fund and then again when it is transferred to the Capital Projects Fund. FY 2016-2017 budget decreased slightly due to the elimination of some CDBG grant funds, natural gas payment being made the previous year, and refunding recreation facility bonds the previous year, which was partially offset by budgeting bond issues to fund capital expenditures in the water and sewer funds.

STRATEGIC PLAN

The City of Norfolk's Strategic Plan is designed to be a 5-year "living" document that defines the mission and vision for the community. It is adjusted and updated as the action plan is worked, existing goals are refined and completed, and new goals are established. The Mayor and City Council, along with senior staff members, meet at least annually in a strategic planning session to review the status of the goals set at previous sessions and to look toward the future to establish new goals and initiatives. These sessions are the beginning of the annual budget process and incorporate the capital improvement program and the refinement of the impact analysis completed by each city division lead and reviewed by the city administrator and the city council. The strategic plan provides information on how the city is organized, along with a short history of the community and how it is supported by the employers and taxpayers. Norfolk city government is designed to serve the community with a high level of quality public services with confidence, expertise, and honesty.

Mission Statement

The mission of the City of Norfolk is to provide quality public services.

Vision Statement

Norfolk is a community of strength that takes pride in being a clean, safe, friendly, prosperous, united city with modern municipal facilities.

Norfolk is a healthy community with state of the art medical facilities, abundant water resources and environmentally friendly practices.

Norfolk is a vibrant growing community offering shovel-ready industrial sites, a network of transportation corridors, abundant low cost utilities, diverse education opportunities and quality workforce.

Norfolk is an oasis of recreational, entertainment and cultural opportunities.

Goal 1 – Economic Development		
Objectives	**Completed Action Steps**	**Remaining Action Steps & Departmental Responsibility**
Increase the capacity of natural gas flowing to Norfolk	• Continue dialogue with natural gas stakeholders and action items from their viewpoint • Set meeting with federal delegation and economic development personnel while on D.C. trip • Encourage "Open Season" to support the industrial coalition firming up natural gas supply • Recruit an industry with enough natural gas need and help negotiate a second gas line to the community	• Installation of an eight inch natural gas line to Norfolk **(Finance Officer page 85)**
Increase Norfolk area planning efforts and resources	• Develop Request for Qualifications (RFQ) for planning consultant • Select consultant • Explore and develop Community Planner job description and present to Council for discussion and action • Hire Planner • Negotiate contract for consultant to begin industrial site assessment	• Continue working with Nebraska Public Power District industrial site analysis team • Continue industrial site development for Norfolk area **(Economic Development page 144)** • Review codes concerning telecommunications and aerial locations • Develop a TIF Guiding Document
Infrastructure development to support continued community growth	• Installation of southwest water interceptor	• Continue sewer development south of river (completion Fall 2016) **(Engineering page 97)** • Begin sewer design for northeast expansion to Nucor and industrial area (Fall 2016) **(Engineering page 97, Sewer Maintenance page 160)** • Development and installation of water line to northeast industrial area as identified by need. **(Engineering page 97)** • Look into creative ways of sharing the assessment burden of development – i.e. connection districts, utilities/financing **(Finance Officer page 85)**

Goal 1 – Economic Development		
Objectives	**Completed Action Steps**	**Remaining Action Steps & Departmental Responsibility**
Retail development in the community to grow as a regional retail hub		• Assess potential sites • Evaluate area in west and southwest Norfolk for possible annexation study • Conduct annexation study if warranted • Discuss annexation with property owner(s) • Annex property • Conduct blighted and substandard study – if appropriate • Offer Tools to attract Destination retail
Housing study		• Hire Hanna Keenan to do housing study

Goal 2 – Recreation		
Objectives	**Completed Action Steps**	**Remaining Action Steps & Departmental Responsibility**

Design a plan to complete Ta-Ha-Zouka Phase 3 additional soccer fields	• Compile list of available property
	  ○ FEMA buyout property
	  ○ Hupp Property
		• Identify potential funding sources
		  ○ Keno
		  ○ Grant opportunities
		  ○ Property tax increase

Refine community trail plan	• Identify potential funding sources
	  ○ "Seed" money in budget every year
	  ○ Grant opportunities
	• Establish/Assign Trails Committee
	• Continue working with private groups, i.e. Trails committee, Riverwalk, Game and Parks, Lower Elkhorn Natural Resources District (LENRD)
	• Make small improvements each year
	• Install new trails
	  ○ Secure easements
	  ○ Install trails – North Park/3rd Street Trail and Elkhorn River
	• Un-signalized pedestrian crosswalk at Cedar Avenue and Victory Road
	• Install trails – Omaha Avenue to Bluff Avenue Trail
	• Complete Ta-Ha-Zouka Trail Loop Proposal and present to Council for review and action
	• Johnson Park Improvements including the possibility of closing Nebraska Avenue
	• Complete Ta-Ha-Zouka Trail Loop
	• Review options and do a cost impact analysis for installation of a sidewalk along Victory Road
	  ○ Explore special assessment funding in combination with debt service
		• Identify potential funding sources
		  ○ Council – priority dollars
		  ○ Landscape funding
		  ○ Property tax increase
		  ○ Keno
		(Finance Officer page 85)
		• Install new trails
		  ○ Complete engineering and design bid process
		(Engineering page 97, Park Maintenance page 105)
		• Continue to explore potential of "River Overlay District" with Trails Committee, consultant, and Planning Commission (**City Administrator page 83)**
		• Complete installation of Johnson Park Trail (Fall 2017) **(Human Resources Director page 92)**
		• Be more aggressive requiring sidewalks in community
		• Apply for grant for trail under Omaha Avenue **(Engineering page 97, Park Maintenance page 105)**

Skate park		• Support fundraising efforts to build new skate park for community **(Park Maintenance page 105)**

Goal 2 – Recreation		
Objectives	**Completed Action Steps**	**Remaining Action Steps & Departmental Responsibility**
Historical sites	• Complete renovation of Old Mill pump building	• Research having the mill designated as a historical site
Indoor facility		• Support efforts for an indoor recreation space for the whole community
Embrace Park/Splash pad/Multi-Use Fields	• Commit a portion of land west of YMCA to project	• Explore in-kind donation i.e. recreation property west of YMCA and potential funding for community betterment • Partner with group to bid/built project • Design and built additional multi-use fields

Goal 3 – Street Expansion & Maintenance		
Objectives	**Completed Action Steps**	**Remaining Action Steps & Departmental Responsibility**
Accelerate street maintenance program and find long-term funding source	• Do a story on street repair funding • Develop options on using $120,000 of priority dollars to increase City's ability to repair streets • Isolate/hire private contractors to complete specific projects i.e. ADA sidewalk, small street repair, etc. • Free up City crews to focus attention on street repair • Projects 2015 o 20th Street, 18th Street, Sunset Circle, and general maintenance o 5th Street, Victory Road and Norfolk Avenue o Prospect	• Identify potential funding sources o $120,000 additional dollars from priority dollars o City Highway Allocation Fund **(Finance Officer page 85)** • Projects 2016/2017 • Prospect Avenue (27th Street to Ridgeway), Norfolk Avenue Bridge, 37th Street Roundabout, turn lane by college, Pasewalk west of 13th Street **(Engineering page 97)** • Study Paving and Armor coating of select streets **(Street Maintenance page 101)** • Look into hiring seasonal help for streets • Provide a breakdown of street projects, an inventory of what streets need to be paved and what the length of the streets are, assessable and non-assessable costs • Study costs of five lanes on Benjamin Avenue **(City Administrator page 83)**
Landscape Master Plan	• Review code on parking on terraces	• Landscaping, brick pavers and decorative pedestrian lighting on Norfolk Avenue from 1st Street to Cottonwood Street will be done with East Norfolk Avenue bridge • Review and identify landscape/trail projects • Create well landscaped corridors within the community • Work on entrances to the City

Goal 4 – Community Engagement and Public Relations		
Objectives	**Completed Action Steps**	**Remaining Action Steps & Departmental Responsibility**
Identify and implement new and creative ways to engage our citizens	• Identify potential funding sources ○ General Fund revenue • Implement quarterly meeting – immediately after regular City Council meeting in conjunction with Public comment with rotating Council person 1 per Ward • Continue to offer Norfolk 101: Citizens Academy • Continue to develop "Norfolk Now" • E-newsletters 1903 subscribers • More engagement with media • More staff and elected officials engaged with community groups • Consider blog expansion • Norfolk community app	• Discuss Youth Norfolk 101 program with area school leaders/educators **(Human Resources Director page 92)** • Begin process of redesigning city's website • Provide a succession plan for manager positions • Ask employees in annual reviews where they will be in 1 year, 5 years, etc. • Consider periodic work sessions as needed • Create a checklist of ongoing city projects that can be used for public and elected officials to stay cognizant of community goals and monitor progress

Goal 5 – Increase Emergency Cash Reserve		
Objectives	**Completed Action Steps**	**Remaining Action Steps & Departmental Responsibility**
Develop a sustainable plan to increase the budgeted emergency cash reserve to match or exceed the GFOA minimum standards of 16% of expenditures	• Target at same percentage as budget growth or greater without decreasing levy rate	• Identify potential funding sources ○ All sources **(Finance Officer page 85)** • Continually assess financial status of City • Fund as dollars become available and are warranted by Council and economic conditions • Budget to GFOA minimum of 16% of General Fund Revenues 20% or greater ideal • Look at estimated budget for the next four years

Goal 6 – Property Maintenance		
Objectives	**Completed Action Steps**	**Remaining Action Steps & Departmental Responsibility**
Identify and remedy dilapidated property within the city limits	• Identify potential funding sources ○ $120,000 in fiscal year 2014-2015 budget • Enforce the property maintenance code in an aggressive and consistent manner including vehicle parking in inappropriate places • Prevention staff continues identification and inspection process of dilapidated properties in City	• Develop vacant property registry • Market the fact that the City is working to improve dilapidated properties • Explore private/public partnership for house demolition and subsequent new home rebuild **(City Administrator page 83)**

Goal 7 – Elkhorn River Railroad Embankment Stabilization		
Objectives	**Completed Action Steps**	**Remaining Action Steps & Departmental Responsibility**

Develop and implement a long-term engineered solution to manage the Elkhorn River and hydraulically move the river back into a sustainable alignment	• Consultant engineering
	  ○ Conduct assessments
	• Identify solution and costs
	• Identify potential funding sources
	  ○ Natural Resources District
	  ○ Railroad Transportation Safety District
	  ○ Industrial stake holders
		• Reach consensus on funding plan
		• Inter-local agreement
		• Engage an engineer and contractor
		• Proceed with project by Fall 2017 **(City Administrator page 83)**

Goal 8 – Highway 275		
Objectives	**Completed Action Steps**	**Remaining Action Steps & Departmental Responsibility**

Continue Norfolk Leadership in the N.E.E.D. and "Four Lanes for Nebraska"	• Identify potential funding sources
	  ○ Nebraska State Roads (Build Nebraska Act)
		• Identify potential funding sources
		  ○ Bonding
		  ○ Infrastructure bank
		• Engage in area-wide planning efforts
		• Continue lobbying efforts to place Highway 275 in second 10 year phase of Build Nebraska Act or sooner **(City Administrator page 83)**

Goal 9 – Library Expansion		
Objectives	**Completed Action Steps**	**Remaining Action Steps & Departmental Responsibility**

Remodel and expand Norfolk Public Library	• Identify potential funding sources
	  ○ Increase sales tax to 2%
	• Needs assessment supports expansion
	• Hold public meetings/town hall meetings
	• Hold public vote at general election
	• Identify potential funding sources
	  ○ Grant Opportunities
		• Complete final design and build over next three years **(Information Systems page 90, Human Resources Director page 92, Engineering page 97, Street Maintenance page 101, Library page 116)**

LONG-TERM FINANCIAL PLAN

The City's long-term financial plan is a forward looking document concentrating on key areas of the City. It focuses on General Fund, Debt Service Fund, capital outlay, and an overall focus on property taxes. It projects revenues and expenditures out ten years and is updated throughout the year during times of Council/Staff retreat, CIP preparation, and budget preparation.

Included in this budget document is the Property Tax Summary and General Fund model from the LTFP. The Property Tax Summary links property taxes from the General Fund model and the Debt Service Fund model.

The General Fund model uses linear regression looking back nine years to project out ten years. Accounts are then adjusted based on known events.

Key Assumptions

Key assumptions are as follows:

- Nebraska Public Power District (NPPD) lease revenue increases 1% in fiscal years 17-18 and 20-21, and 2% per year starting in fiscal year 22-23 based on predictions from NPPD.
- Sales tax, the City's largest revenue source, increases 2.1% per year based on past history.
- The half-cent sales tax for the library expansion and renovation ends in May 2018 along with the related transfer to the Capital Projects Fund.
- Voters approve to continue funding the City's LB840 Economic Development Program after fiscal year 19-20, currently the last year to be funded. (Shown in italics on the Property Tax Summary.)
- When General Fund ending fund balance drops below targeted ending fund balance, the General Fund is supplemented with property tax from the Debt Service Fund to the extent available.

Summary

Since the City's two largest revenue sources, sales tax and NPPD lease revenue, are not keeping up with the 3.5% maintenance level budget, property tax needs to increase to fill in the gap. The LTFP shows the City's property tax rate going from .252065 in 16-17 to .361678 in 25-26. In 15-16 the City's property tax levy rate was 4th lowest of the 30 first class cities in Nebraska. It would have moved to 12th lowest with the projected 25-26 levy rate.

CITY OF NORFOLK, NE
Property Tax Summary

	Units	2016-2017 Projected	2017-2018 Projected	2018-2019 Projected	2019-2020 Projected	2020-2021 Projected	2021-2022 Projected	2022-2023 Projected	2023-2024 Projected	2024-2025 Projected	2025-2026 Projected
Valuation	$	1,383,993,778	1,439,353,529	1,496,927,670	1,556,804,777	1,619,076,968	1,683,840,047	1,751,193,649	1,821,241,395	1,894,091,051	1,969,854,693
General Fund Property Tax	$	1,908,448	2,047,990	2,193,114	3,582,717	3,969,527	4,368,377	4,671,448	4,967,931	5,255,887	5,545,723
General Fund Levy Rate	$/$100	0.137894	0.142285	0.146508	0.230133	0.245172	0.259429	0.266758	0.272777	0.277489	0.281530
LB 840 Property Tax		424,000	424,000	424,000	424,000	*424,000*	*424,000*	*424,000*	*424,000*	*424,000*	*424,000*
LB 840 Levy Rate		0.030636	0.029458	0.028325	0.027235	*0.026188*	*0.025181*	*0.024212*	*0.023281*	*0.022385*	*0.021524*
Unspecified Council Priority Projects		115,199	116,852	113,545	115,978	113,336	116,293	114,141	112,315	116,131	114,753
Council Priority-Debt Service on Admin Bldg		141,144	139,491	142,798	140,365	143,007	140,050	142,202	144,028	140,212	141,590
Council Priority-Transfer to Econ Dev Fund		53,773	53,773	53,773	53,773	53,773	53,773	53,773	53,773	53,773	53,773
Park personnel formerly funded with Keno		113,884	113,884	113,884	113,884	113,884	113,884	113,884	113,884	113,884	113,884
Total Council Priority Project Property Tax	$	424,000	424,000	424,000	424,000	424,000	424,000	424,000	424,000	424,000	424,000
Council Priority Levy Rate		0.030636	0.029458	0.028325	0.027235	0.026188	0.025181	0.024212	0.023281	0.022385	0.021524
Levied in General Fund	$	2,332,448	2,471,990	2,617,114	4,006,717	4,393,527	4,792,377	5,095,448	5,391,931	5,679,886.60	5,969,723
Debt Service Property Tax	$	732,117	732,117	732,117	0	0	20,206	619,923	717,569	717,861	730,816
Debt Service Levy Rate	$/$100	0.052899	0.050864	0.048908	0.000000	0.000000	0.001200	0.035400	0.039400	0.037900	0.037100
Total Property Tax	$	3,488,565	3,628,107	3,773,231	4,430,717	4,817,527	5,236,583	6,139,371	6,533,500	6,821,747	7,124,540
Total Levy Rate	$/$100	0.252065	0.252065	0.252065	0.284603	0.297548	0.310991	0.350582	0.358739	0.360159	0.361678
General Fund Property Tax Change	$	232,786	139,542	145,124	1,389,603	386,810	398,850	303,071	296,483	287,956	289,837
Debt Service Property Tax Change	$	0	0	0	-732,117	0	20,206	599,716	97,647	291	12,956
Total Property Tax Change	$	232,786	139,542	145,124	657,486	386,810	419,056	902,787	394,129	288,247	302,792
General Fund Levy Rate Change	$/$100	0.010938	0.004391	0.004222	0.083625	0.015040	0.014257	0.007328	0.006019	0.004711	0.004041
Debt Service Levy Rate Change	$/$100	-0.002570	-0.002035	-0.001956	-0.048908	0.000000	0.001200	0.034200	0.004000	-0.001500	-0.000800
Property Tax Rate Change	$/$100	0.005392	0.000000	0.000000	0.032538	0.012944	0.013443	0.039592	0.008157	0.001421	0.001519
General Fund Levy Rate Change	%	8.616%	3.184%	2.967%	57.079%	6.535%	5.815%	2.825%	2.256%	1.727%	1.456%
Debt Service Levy Rate Change	%	-4.633%	-3.846%	-3.846%	-100.000%	0.000%	100.000%	2850.000%	11.299%	-3.807%	-2.111%
Property Tax Rate Change	%	2.186%	0.000%	0.000%	12.909%	4.548%	4.518%	12.731%	2.327%	0.396%	0.422%
Property Tax on $100,000 Home	$	252.07	252.07	252.07	284.60	297.55	310.99	350.58	358.74	360.16	361.68
Property Tax Change on $100,000 Home	$	5.39	0.00	0.00	32.54	12.94	13.44	39.59	8.16	1.42	1.52

CITY OF NORFOLK, NE
General Fund Model

Description	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Property Tax	2,200,423	2,332,066	2,468,976	3,779,922	4,144,837	4,521,111	4,807,027	5,086,727	5,358,384	5,631,815
Motor Vehicle Property Tax	501,883	512,055	522,226	532,398	542,569	552,741	562,912	573,084	583,255	593,427
Utility Franchise	718,359	733,432	748,505	763,577	778,652	793,725	808,798	823,870	838,943	854,045
Local Sales Tax	10,723,561	10,036,359	8,384,010	8,560,074	8,739,836	8,923,372	9,110,763	9,302,089	9,497,433	9,696,879
Other Taxes	44,978	45,433	45,888	46,344	46,800	47,254	47,710	48,165	48,620	49,078
Licenses & Permits	301,621	291,804	281,987	272,170	262,352	252,534	242,718	232,901	223,083	213,668
Miscellaneous Federal Grants	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800
Intergovernmental Revenues	723,806	731,457	739,109	746,759	754,408	762,061	769,713	777,364	785,016	792,707
Administration Fees	491,116	507,619	524,121	540,624	557,126	573,629	590,131	606,634	623,137	639,639
Pool Admissions and Concessions	377,594	381,369	385,183	389,036	392,925	396,855	400,824	404,832	408,881	412,969
Charges for Service	1,025,060	1,029,516	1,033,973	1,038,427	1,042,885	1,047,337	1,051,795	1,056,252	1,060,707	1,065,159
NPPD Lease	4,509,938	4,555,037	4,555,037	4,555,037	4,600,588	4,600,588	4,692,600	4,786,452	4,882,181	4,979,824
Keno	587,000	587,000	587,000	587,000	587,000	587,000	587,000	587,000	587,000	587,000
Rent & Other Revenue	149,448	157,207	164,963	172,724	180,482	188,240	196,000	203,758	211,517	219,554
Interest Income	15,159	44,328	72,119	158,516	162,864	167,761	173,188	178,351	184,375	189,837
Interfund Operating Transfer In	601,493	568,995	536,496	503,998	471,499	439,001	406,502	374,004	341,505	310,373
TOTAL Revenues	22,973,239	22,515,477	21,051,392	22,648,406	23,266,623	23,855,008	24,449,481	25,043,283	25,635,837	26,237,774
Personnel Costs	12,759,013	13,136,153	13,513,286	13,890,423	14,267,559	14,644,695	15,021,832	15,398,967	15,776,105	16,154,732
Group Insurance	2,296,106	2,404,538	2,512,972	2,621,404	2,729,837	2,838,271	2,946,702	3,055,135	3,163,568	3,272,003
Operating Supplies & Materials	840,768	867,476	894,183	920,889	947,599	974,302	1,001,015	1,027,722	1,054,429	1,081,105
Other Operating Costs	107,531	109,319	111,112	112,901	114,687	116,479	118,266	120,059	121,848	123,613
Utilities	672,189	702,082	731,975	761,867	791,758	821,647	851,541	881,433	911,323	941,397
Maintenance	780,611	818,001	855,388	892,774	930,165	967,550	1,004,939	1,042,327	1,079,714	1,117,506
Legislative Affairs	260,054	269,957	279,856	289,757	299,657	309,557	319,458	329,360	339,256	349,437
Professional Fees	320,660	320,660	320,661	320,662	320,661	320,659	320,660	320,660	320,661	320,660
Administration & Overhead	671,649	680,331	689,022	697,711	706,397	715,086	723,777	732,461	741,152	749,747
Capital Outlay	714,494	684,017	653,540	623,068	592,591	562,116	531,642	501,166	470,689	441,978
Gov't Subsidies & Transfers	2,760,614	1,904,516	79,724	79,726	79,724	79,723	79,725	79,724	79,725	79,724
Transfer to Econ Dev Operating Fund	104,503	107,638	110,867	114,193	117,619	121,147	124,782	128,525	132,381	136,352
Transfer of Keno to Capital Projects Fund (CPF)	492,895	493,000	493,000	493,000	493,000	493,000	493,000	493,000	493,000	493,000
Transfer of Property Tax and Sales Tax to CPF	425,000	437,750	450,883	464,409	478,341	492,691	507,472	522,696	538,377	554,529
Transfer of Council Priority	293,293	294,027	294,762	295,499	296,237	296,978	297,720	298,465	299,211	299,959
TOTAL Expenditures	23,499,380	23,229,465	21,991,231	22,578,283	23,165,832	23,753,901	24,342,531	24,931,700	25,521,439	26,115,742
NET OF REVENUES/APPROPRIATIONS	(526,141)	(713,988)	(939,838)	70,123	100,791	101,107	106,949	111,583	114,398	122,032
BEGINNING FUND BALANCE	5,315,985	4,789,843	4,075,856	3,136,018	3,204,622	3,308,437	3,405,025	3,517,982	3,622,073	3,745,445
ENDING FUND BALANCE	4,789,843	4,075,856	3,136,018	3,206,141	3,305,413	3,409,544	3,511,974	3,629,565	3,736,471	3,867,477
FUND BAL. AS % EXPENDITURES	20.38%	17.55%	14.26%	14.20%	14.27%	14.35%	14.43%	14.56%	14.64%	14.81%

ORDINANCE NO. _____

THE ANNUAL APPROPRIATION BILL

AN ORDINANCE OF THE CITY OF NORFOLK, NEBRASKA, ADOPTING THE BUDGET STATEMENT TO BE TERMED THE ANNUAL APPROPRIATION BILL; APPROPRIATING SUMS FOR NECESSARY EXPENSES AND LIABILITIES; ADOPTING THE PROPRIETARY BUDGET STATEMENT; ADOPTING THE STRATEGIC PLAN; PROVIDING FOR SEVERABILITY; PROVIDING WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND TAKE EFFECT; AND PROVIDING FOR THE PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF NORFOLK, NEBRASKA:

Section 1. That after complying with all procedures required by law, the budget presented and set forth in the budget statement is hereby approved as the Annual Appropriation Bill for the fiscal year beginning October 1, 2016 through September 30, 2017. All sums of money contained in the budget statement are hereby appropriated for the necessary expenses and liabilities of the City of Norfolk, Nebraska.

Section 2. That there is required to be levied upon taxable property within the City of Norfolk an all-purpose and exclusive annual levy sufficient to raise $2,332,448 for all municipal purposes except bonded indebtedness, the Vehicle Parking Fund, and the Economic Development Fund, and there is required a levy sufficient to raise $732,117 to cover interest and principal for general obligation bonds, $85,280 for the Vehicle Parking Fund, and $424,000 for the Economic Development Fund.

Section 3. That after complying with all procedures required by law the Proprietary Budget Statement presented for the Water, Sewer and Solid Waste funds is hereby approved for the fiscal year beginning October 1, 2016 through September 30, 2017.

Section 4. That the strategic plan presented and set forth in the budget statement is hereby approved.

Section 5. If any section of this ordinance, or any part of any section shall be declared invalid or unconstitutional, such declaration of invalidity shall not affect the validity of the remaining portions thereof.

Section 6. That this ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law, and publication in pamphlet form.

PASSED AND APPROVED this _____ day of _____, 2016.

ATTEST: _____
Mayor

_____
City Clerk

(S E A L)

Approved as to form: _____
City Attorney

Norfolk
IN
Madison County

COMPUTATION OF LIMIT FOR FISCAL YEAR 2016-2017

PRIOR YEAR RESTRICTED FUNDS AUTHORITY OPTION 1 **OR** OPTION 2

OPTION 1

2015-2016 Restricted Funds Authority (Base Amount) = Line (8) of last year's LC-3 Form — 10,792,398.93
Option 1 - (1)

OPTION 2 - *Only use if a vote was taken at a townhall meeting to exceed Lid for one year*

Line (1) of 2015-2016 Lid Computation Form — Option 2 - (A)

Allowable Percent Increase **Less** Vote Taken
(From 2015-2016 Lid Computation Form Line (6) - Line (5)) — % — Option 2 - (B)

Dollar Amount of Allowable Increase Excluding the vote taken
Line (A) X Line (B) — - — Option 2 - (C)

Calculated 2015-2016 Restricted Funds Authority (Base Amount) =
Line (A) **Plus** Line (C) — - — Option 2 - (1)

ALLOWABLE INCREASES

1 **BASE LIMITATION PERCENT INCREASE (2.5%)** — 2.50 % — (2)

2 **ALLOWABLE GROWTH PER THE ASSESSOR MINUS 2.5%** — - % — (3)

14,273,152.00 (2016 Growth per Assessor) / 1,319,878,702.00 (2015 Valuation) = 1.08 (Multiply times 100 To get %) %

CITY OF NORFOLK, NE

COUNCIL ORDINANCE, STATE FORMS, & LID COMMITTEE REVIEW

Norfolk
IN
Madison County

3 **ADDITIONAL ONE PERCENT COUNCIL/BOARD APPROVED INCREASE** 1.00 % (4)

8	/	8	=	100.00 %
# of Board Members voting "Yes" for Increase		Total # of Members in Governing Body		Must be at least 75% (.75) of the Governing Body

ATTACH A COPY OF THE BOARD MINUTES APPROVING THE INCREASE.

4 **SPECIAL ELECTION/TOWNHALL MEETING - VOTER APPROVED % INCREASE** % (5)

Please Attach Ballot Sample and Election Results OR Record of Action From Townhall Meeting

TOTAL ALLOWABLE PERCENT INCREASE = Line (2) + Line (3) + Line (4) + Line (5)	3.50 % (6)
Allowable Dollar Amount of Increase to Restricted Funds = Line (1) x Line (6)	377,733.96 (7)
Total Restricted Funds Authority = Line (1) + Line (7)	11,170,132.89 (8)
Less: Restricted Funds from Lid Supporting Schedule	9,915,757.00 (9)
Total Unused Restricted Funds Authority = Line (8) - Line (9)	1,254,375.89 (10)

LINE (10) MUST BE GREATER THAN OR EQUAL TO ZERO OR YOU ARE IN VIOLATION OF THE LID LAW.

THE AMOUNT OF UNUSED RESTRICTED FUNDS AUTHORITY ON LINE (10) MUST BE PUBLISHED IN THE NOTICE OF BUDGET HEARING.

CITY OF NORFOLK, NE

COUNCIL ORDINANCE, STATE FORMS, & LID COMMITTEE REVIEW

Norfolk in Madison County

2016-2017 LID SUPPORTING SCHEDULE

Calculation of Restricted Funds

Total Personal and Real Property Tax Requirements			(1)	$ 3,573,845.00
Motor Vehicle Pro-Rate			(3)	$ 6,600.00
In-Lieu of Tax Payments			(2)	$ 192,000.00
Prior Year Budgeted Capital Improvements that were excluded from Restricted Funds.				
Prior Year Capital Improvements Excluded from Restricted Funds (From 2015-2016 LC-3 Lid Support, Line (17))	$	7,216,772.00	(4)	
LESS: Amount Spent During 2015-2016	$	2,657,900.00	(5)	
LESS: Amount Expected to be Spent in Future Budget Years	$	4,558,872.00	(6)	
Amount to be included as Restricted Funds ***(Cannot* Be A Negative Number)**			(7)	$ -
Motor Vehicle Tax			(8)	$ 460,100.00
Local Option Sales Tax			(9)	$ 10,493,582.00
Transfers of Surplus Fees			(10)	$ -
Highway Allocation and Incentives			(11)	$ 2,870,000.00
MIRF			(12)	$ -
Motor Vehicle Fee			(13)	$ -
Municipal Equalization Fund			(14)	$ 93,480.00
Insurance Premium Tax			(15)	$ -
Nameplate Capacity Tax			(15a)	$ -
TOTAL RESTRICTED FUNDS (A)			(16)	**$ 17,689,607.00**

LC-3 Lid Exceptions

Capital Improvements (Real Property and Improvements on Real Property)	$	10,125,197.00	(17)	
LESS: Amount of prior year capital improvements that were excluded from previous lid calculations but were not spent and now budgeted this fiscal year *(cannot exclude same capital improvements from more than one lid calculation.) Agrees to Line (6).*	$	4,558,872.00	(18)	
Allowable Capital Improvements			(19)	$ 5,566,325.00
Bonded Indebtedness			(20)	$ 770,624.00
Public Facilities Construction Projects (Statutes 72-2301 to 72-2308)			(21)	
Interlocal Agreements/Joint Public Agency Agreements			(22)	$ 1,436,901.00
Public Safety Communication Project (Statute 86-416)			(23)	
Payments to Retire Interest-Free Loans from the Department of Aeronautics **(Public Airports Only)**			(24)	
Judgments			(25)	
Refund of Property Taxes to Taxpayers			(26)	
Repairs to Infrastructure Damaged by a Natural Disaster			(27)	
TOTAL LID EXCEPTIONS (B)			(28)	**$ 7,773,850.00**

TOTAL RESTRICTED FUNDS For Lid Computation (To Line 9 of the Lid Computation Form) *To Calculate: Total Restricted Funds (A)-Line 16 MINUS Total Lid Exceptions (B)-Line 28*	**$ 9,915,757.00**

*Total Restricted Funds for Lid Computation **cannot** be less than zero. See Instruction Manual on completing the LC-3 Supporting Schedule.*

CITY OF NORFOLK, NE

COUNCIL ORDINANCE, STATE FORMS, & LID COMMITTEE REVIEW

City of Norfolk
NEBRASKA
right at home.

309 N 5th Street
Norfolk, NE 68701-4092
P402-844-2000 F402-844-2001
www.ci.norfolk.ne.us

August 26, 2016

Mayor Sue Fuchtman
and Norfolk City Council
City of Norfolk
309 North 5th Street
Norfolk, NE 68701

Dear Mayor Fuchtman and City Council Members:

The Property Tax Relief Assurance Committee was established by Ordinances No. 3240 and No. 3257 to provide a review responsibility of use of local sales tax for property tax relief. LB 989, enacted in the Nebraska Legislature's 1998 session, preempts the City's self-imposed 5% lid; therefore the committee has conducted its annual evaluation of the City's FY 2016-2017 General Fund budget on LB 989 criteria.

LB 989 places a lid on certain revenues (restricted funds) including both property tax and sales tax. In addition, the lid covers motor vehicle tax, in lieu of taxes, motor vehicle pro-rate, municipal equalization funding, city highway allocation funds and transfers of surplus fees to fund services not directly related to the fee. Exempted from the lid are restricted funds budgeted for purchase of real property and improvements on real property, debt service, interlocal agreements, and some other limited exceptions. Allowable growth in net restricted funds is limited to the total of the following:

a) 2.5% annual growth for the fiscal year ending 2017
b) The increase in taxable valuation attributable to growth, in excess of 2.5%
c) An additional 1% upon ¾ vote of the governing body
d) Carry-over of unused budget authority from prior years.

Each year City departments and divisions submit their budget requests in four service levels. The first level assumes a 1% increase in funding authorized in the prior year. The second level assumes a 2% increase. Both are reduced service levels since budgets must absorb inflation and growth to maintain service. The third level is a 3.5% increase over the prior year and is the maintenance level. This increase should approximately match growth and inflation over the long-term. The fourth level allows an increase normally limited to 6% and is the level the department or division head feels is ideal.

The City's assessed valuation increased $4.86% this year. Two years ago was the first significant increase in assessed valuation over the last seven years. The total increase in assessed value from 2009 to 2013 was less than 2% while the consumer price index increased almost 11% during that same period. During this period the City kept its property tax constant allowing the levy rate to decline slightly. Starting two years ago the City allows its property tax to increase for any increase in assessed valuation to partially offset inflation over the 4 years when the property tax asking remained constant. The 4.86% increase in assessed valuation this year increases General Fund property tax budgeted by $149,202.

The City's largest General Fund revenue, sales tax, is budgeted to decrease $9,416 or 0.09%. NPPD lease revenue, the second largest General Fund revenue, is budgeted to decrease $98,751 or 2.14%. Together these two revenue sources comprise $15 million or over 66% of total General Fund revenue. Property taxes are the third largest General Fund revenue and are budgeted to increase $219,609 making up most of the $242,366 increase in budgeted General Fund revenue. Total General Fund revenue increases from $22,323,410 last year to $22,565,776 in the current year, a 1.09% increase.

Total General Fund expenditures are budgeted to increase just $31,537 or .13% this year. Due to decreases in the two largest General Fund revenue sources, the City Administrator recommended the department and divisions present their Level 2 budgets to the Mayor and Council for consideration during budget work sessions. The Level 2 budgets normally allow a 2% increase in expenditures, but due to lack of revenue some items had to be cut from the Level 2 budgets to avoid increasing the levy rate in the budgets presented at the Council work sessions. During the work sessions the Council decided to add a couple of the items back in the budget to be funded by a property tax increase. This increased the levy rate about a half cent raising property taxes $70,407 to fund $60,000 for certification that the flood control levee meets Federal Emergency Management Administration standards, with the balance needed for increasing targeted ending fund balance growth to the goal of 3.5%.

The Police Division had the largest increase in expenditures, increasing $85,702 or 1.51%. All sworn police officers were bumped up a pay grade to maintain comparability with other cities. Total Police personnel costs increase $179,923. This was partially offset by a decrease in capital outlay. The Street Division had the largest decrease in expenditures, decreasing $56,440 or 1.90%. Deferrable capital expenditures were eliminated from the Street Division budget decreasing capital outlay $108,198.

The City is able to increase budgeted ending General Fund balance $19,623, from $2,841,026 last year to $2,860,649 this year. $402,225 of this is either restricted or held by the County Treasurer

resulting in unrestricted General Fund cash budgeted at about $2.5 million or 12% of operating expenditures. The Government Finance Officers Association recommends minimum General Fund unrestricted cash reserves of two months, or about 16% of operating expenditures, and the City has been increasing budgeted General Fund ending balance for the last eight years. Most similar sized Nebraska cities and area governmental entities have a much higher ratio of ending fund balance to expenditures.

Property tax in the Debt Service Fund and Economic Development Fund remain the same as last year. The Vehicle Parking Fund levies the maximum 35 cents per $100 of valuation allowed by state statutes. The assessed valuation for the Vehicle Parking District increased 1.83%, which increased property taxes $1,443. With the General Fund property tax increase, the City's levy rate will be .252065 and is projected to remain the fourth lowest of the 30 Nebraska first-class cities.

Our function is not to oppose nor advocate certain budgetary policy decisions of the Mayor and City Council. Our responsibility by City ordinance is to review the General Fund revenues as they are impacted by Ordinances No. 3240 and No. 3257 and inform Norfolk citizenry as to two factors: (1) the use of local sales tax for property tax relief; and (2) the impact of the City's self-imposed budget limitation ordinance on proposed General Fund Revenues. As LB 989 preempts this charge, our conclusions are affected accordingly.

The FY 2016-2017 budget complies with LB 989 and uses local sales tax for property tax relief. The City could have increased property tax an additional $1,254,376 and still complied with LB 989.

Sincerely,

PROPERTY TAX RELIEF ASSURANCE COMMITTEE

Mark Albin

David Hamm

Scott Williams

Chris Gray

Jay Putters

Fund Description

The City of Norfolk utilizes a fund structure as outlined below. A fund is an accounting entity that has a set of self-balancing accounts and records all financial transactions for specific activities or governmental functions. Funds are divided into various types. Funds used to account for a state or local government's "governmental type" activities and are known as "governmental funds." Fund types used to account for a government's "business-type" activities and are known as "proprietary funds." Following is the City of Norfolk's fund structure:

GOVERNMENTAL FUNDS:

General Fund
The General Fund accounts for of the financial resources of the city except those required to be accounted for in another fund. It serves as the primary reporting vehicle for current governmental operations including Police, Fire, Culture and Recreation, Public Works, and General Administration.

Special Revenue Funds
Special Revenue Funds are used to account for revenues derived from specific taxes or other earmarked revenue sources which, by law, are designated to finance particular functions or activities of government and which therefore cannot be diverted to other uses. The City has the following special revenue funds:

City Highway Allocation Fund
This fund is used to account for the City's share of motor fuel tax revenues that are legally restricted to street expenditures.

Vehicle Parking Fund
This fund is used to account for the revenues and expenditures of Parking District No. 1. This is a special taxing district, encompassing the downtown area, created for the purpose of providing and maintaining off-street parking lots for employees and customers of the downtown businesses.

Community Development Block Grant Fund
This fund is used to account for various community development grants and related program income. The use of these funds is restricted to community and economic development activities, as defined in the grant agreements.

Specialized Narcotics Abuse Reduction Effort Fund
This fund is used to account for anti-drug abuse block grant funds received from the Federal Justice Department through the Nebraska Crime Commission. These funds along with matching funds from various local law enforcement agencies in a nine county area of northeast Nebraska are used for drug enforcement activities in the area. The City of Norfolk is the grantee agency.

911 Fund
This fund is used to account for proceeds from a $1.00 per month surcharge on each local exchange access telephone line which physically terminates within the City of Norfolk's designated 911 telephone service area. Beginning September, 2007 the City expanded its telecommunication occupation tax with 2/3 of the expanded occupation tax going to the 911 Fund. These funds are used for the provision of 911 emergency telephone services to various emergency response agencies in the City of Norfolk's 911 telephone service area. This service area

covers parts of four (4) counties and receives emergency phone calls for the provision of law enforcement, fire, and rescue services.

Region 11 Emergency Management Fund
This fund is used to account for revenue received for emergency management in Antelope County, Pierce County, Madison County, and the City of Norfolk. These governments contribute to the fund based on population. This fund also accounts for emergency management grants received for the area.

Storm Water Management
This fund is used to account for revenue to implement the Storm Water Management Plan required by the Nebraska Legislature in 2006. The Nebraska Department of Environmental Quality (NDEQ) grants funds according to population size and there must be a 20% match from the community.

LB840 Economic Development Fund
This fund is used to account for receipts from the levy of property taxes on real and personal property for the LB 840 economic development program. LB 840 was the legislative bill approved by the Nebraska Legislature in 1991 adopting the Local Option Municipal Economic Development Act. This Act authorizes cities to spend local sales or property tax revenue for economic development including offering incentives to attract business.

Wireless 911 Fund
This fund was created pursuant to an agreement with the Nebraska Public Service Commission to track receipts from the State for wireless 911 taxes. The funds are used for equipment, software, maintenance, and any other expenditures necessary for the provision of wireless 911 service.

Economic Development Operating Fund
This fund was created to account for the operations of the Economic Development Fund. Madison County and the City of Norfolk both contribute equally to fund personnel costs, travel, and other necessary operating expenses relating to economic development. This contribution is adjusted annually according to the CPI.

Debt Service Fund
The Debt Service fund is used to account for the accumulation of resources for the payment of general obligation bond principal and interest from governmental resources, and special assessment bond principal and interest from special assessment levies when the government is obligated in some manner for the payment.

Capital Projects Fund
The Capital Projects Fund is used to account for the acquisition and construction of assets included in the Capital Improvement Program, generally those assets costing $50,000 or more, other than those financed by propriety funds and trust funds.

Special Assessment Funds
The Special Assessment Funds are used to account for the construction and financing of infrastructure fixed assets financed through special assessment against property benefited.

PROPRIETARY FUNDS:

Two fund types are used to account for a government's business-type activities (activities that receive a significant portion of their funding through user fees). These are the enterprise funds and the internal service funds.

Enterprise Funds

The enterprise funds account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the government is that the cost of providing goods or services to the general public on a continuing bases be financed or recovered primarily through user charges or where the government has decided that periodic determination of net income is appropriate for accountability purposes. Enterprise funds budgeted and included in the document are:

Water
Sewer
Solid Waste Management

Internal Service Funds

Internal service funds are used by state and local government to account for the financing of goods or services provided by one department or agency to other departments or agencies on a cost reimbursement basis.

Group Insurance Fund

The Group Insurance Fund is used to account for the accumulation of resources and fund claims under the City's self-insured health and dental plans.

FIDUCIARY FUNDS – NOT BUDGETED:

Two fund types are used to account for assets held by the City in trust or agency capacity. These are the trust funds and the agency funds. These funds are not part of the budget, but are a part of the City's audited financials.

Trust Funds

Trust funds are used to account for assets held by the City in a trustee capacity such as the following pension trust funds, which are used to account for the accumulation of resources for pension benefit payments to qualified employees:

Firemen's Retirement Fund
Police Retirement Fund
Civilian Retirement Fund

Agency Funds

Agency funds are used to account for assets held by the City as an agent for individuals, private organizations, other governments and/or other funds.

Community Development Agency Fund

This fund is used to account for the accumulation of resources for payment of principal and interest on tax increment financing bonds issued by the Community Development Agency of the City of Norfolk. These bonds were issued to provide the long-term financing for the redevelopment of the Southwest Norfolk Redevelopment Plan area and the Meadow Ridge Housing Development area. These bonds are payable only from real estate taxes on certain property located within these plan areas and do not constitute general obligations of the Agency or the City.

Financial Policy and Basis of Budgeting

To accomplish efficient tracking and control spending, all funds are budgeted on a line-item cash basis, which differs from the financial statements that are prepared in accordance with generally accepted accounting principles. Under this basis Fund Balance is the funds' cash balance. Under the cash basis of accounting, transactions are recognized when cash is received or paid. Cash basis accounting measures financial results for a period as the difference between cash received and cash paid. A balanced budget is when available funds beginning cash plus revenues equal or exceed expenditures.

The City upholds the following budgetary and financial policies to achieve a balanced budget, while maintaining or enhancing current service levels:

- Conservative revenue projections. In most cases revenues are budgeted at the amount actually received in the prior year even for revenues, which show consistent growth.
- Competitive employee compensation through an annual comparability study encompassing salary and benefits of eight first class cities.
- Adequate fund reserve for the General Fund as established by the City Council at a target of $2,458,424 plus restricted funds and cash held by the County Treasurer. Ordinance No. 3577 adopted August 15, 1988 requires a minimum General Fund ending balance of $1 million. If adjusted for inflation, this would be $2 million.
- Sound cash management and investment. Cash and investments are pooled. Investments are limited to fully collateralized local bank Certificates of Deposits (CDs) or U.S. Treasury obligations with a maximum maturity of one year. The operating account is bid with the local banks every four years to achieve the highest return net of expenses.
- Sound debt management.
- Annual and multi-year review of capital projects.
- Utilizing long-term financial plan to monitor the effect of large capital projects and revenue and expenditure trends out ten years along with expected levy rates.

The basis of accounting the City uses for purposes of financial reporting is in accordance with generally accepted accounting principles (GAAP), which is not the same basis used in preparing the budget document. Governmental funds are required to use the modified accrual basis and proprietary funds are required to use the accrual basis of accounting in GAAP financial statements whereas the cash basis of accounting is used in those same funds for budgetary purposes. Disparities between GAAP and the budgetary basis of accounting often occur because regulations governing budgets differ from GAAP. Nebraska cities are required to budget on the cash basis.

The timing of revenue and expenditures are different under the City's GAAP basis of accounting than under the budgetary basis of accounting. In GAAP accounting revenues are recognized in governmental funds as soon as they are both "measureable" and "available" whereas revenue recognition under the budgetary basis of accounting is deferred until amounts are actually received in cash. Under the GAAP basis of accounting used in proprietary funds, the receipt of long-term debt proceeds, capital outlays, and debt service principal payments are not reported in operations, but allocations for depreciation and amortization expense are recorded. The opposite is true under the budgetary basis of accounting. The

Special Assessments Fund structure used for budgetary purposes differs from the structure used in the City's GAAP financial statements. The City's budget document does not include trust funds or agency funds that are included in the GAAP financial statements.

Management of the City is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse; that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles; and present supplementary schedules comparing budget to actual. Detailed reports are distributed monthly to all divisions for review and to facilitate internal control.

The budget modification process depends on the type of modification being sought. If a department or division head wishes to purchase unbudgeted machinery, tools or equipment, he can choose to do so by exchanging it for another item within the same account. If an exchange is not possible and the item is not deferrable, the City Administrator must review and approve the request, or at his discretion, the Mayor and City Council. Exchanges of budgetary authority between accounts is generally not allowed. If any piece of equipment fails and was unforeseen at budget time, purchasing normally approves replacement up to $1,500. Amounts over $1,500 are approved by the City Administrator or the Mayor and City Council.

The Municipal Proprietary Function Act allows Cities to separately adopt budgets for their proprietary functions. The City of Norfolk has three proprietary functions: Water, Sewer and Solid Waste. The budget for these funds is adopted under the Municipal Proprietary Function Act. The Act requires that if actual expenditures for a proprietary function exceed budget, the governing body adopt a proprietary function reconciliation statement within 90 days after the end of the fiscal year reflecting any difference between the adopted proprietary budget statement and the actual expenditures for the year. After adoption, the proprietary function reconciliation statement must be published in a newspaper of general circulation. If expenditures exceed the budget by more than 10%, the proprietary function reconciliation statement shall only be adopted following a public hearing.

Legally a municipality is not required to amend its budget if total expenditures for all non-proprietary functions are not exceeded. If total expenditures are exceeded, the budget must be formally amended after a public hearing. Notice of this hearing must be published at least five days in advance and a copy of the revised budget as adopted, filed with the County Clerk and Auditor of Public Accounts.

Debt Policy

The State of Nebraska has no mandated restrictions or limits for municipalities indebtedness; therefore, the City of Norfolk developed the following policies to insure sound financial management of the City's debt:

1. The City will not issue bonds with maturities longer than the estimated useful life of the projects being financed.
2. Refundings for interest rate savings are not normally undertaken unless the present value of the interest rate savings is at least 4% of the refunded principal.
3. Normally, advance refundings for the purpose of interest rate savings are not undertaken unless the escrow account can be invested at an interest rate at least equal to the rate on the refunding bonds.
4. Revenue bond principal and interest are payable solely from the revenues of the enterprise funds and are not general obligation debt of the City.
5. The debt of the City's three enterprises is legally backed by revenue of all three enterprises (Combined Utility); however, the City's policy is to pay the debt issued for each only out of revenues of the enterprise receiving the benefits.
6. All City special assessment debt is issued with a general obligation backing; however, the portion of this debt issued to finance projects which specially benefit particular properties are repaid from assessments against the properties benefited.
7. The last independent bond rating the City received was on the Series 2016 Recreation Facilities Refunding Bonds. Moody's rated this issue Aa3.

The justification and impact on current and future operations of items purchased with new debt issues are detailed in the Capital Improvement Summary section of this document.

Capital Improvement Policy

1. The City is required to submit a six year Street Improvement Plan (SIP) to the Nebraska Department of Roads by March 1 of each year. The City also prepares a complete capital improvement program (CIP) for all capital outlays for the next ten years costing in excess of $50,000, which is approved as part of the budgeting process.

2. Each capital outlay meeting this criteria is identified along with a description of the project and its relationship to other projects. Project expenditures by years are estimated along with total project cost. Project income and future impact on the operating budget related to the project after completion are identified.

3. Projects are ranked in four categories
   - ⇒ urgent - Project cannot reasonably be postponed because it will provide a remedy for conditions dangerous to citizen health, welfare and safety or it brings the municipality into compliance with legal requirements.
   - ⇒ necessary - Project should be carried out within a few years because present service capability will be over extended.
   - ⇒ desirable - Project needed for additional departmental efficiency to improve service delivery or to conserve future public funds.
   - ⇒ deferrable - Project needed for ideal operation, either not adequately planned or must be reviewed regarding community needs.

4. Proposed funding sources for the project are identified.

5. Department and division requests are submitted to the risk manager/purchasing agent for inclusion in the CIP and long-term financial plan.

6. The Council reviews the CIP as part of the long-term financial planning process and incorporates the upcoming year of the CIP in the budget.

7. The CIP is forwarded to the Norfolk Planning Commission for review. The SIP is separately considered so it can be forwarded to the Department of Roads by March 1 due date.

8. The Planning Commission reviews and forwards its recommendation to the City Council.

9. Formal public hearings in front of the City Council are held to consider the SIP and CIP.

10. After the public hearings, the plans, as amended by the City Council, are formally approved and the SIP forwarded to the Nebraska Department of Roads.

11. Any debt issued to finance projects must fall within the City's debt policies as described elsewhere in the budget.

12. All General Fund CIP items are budgeted in the Capital Projects Fund and funded by transfer from the General Fund budgeted in the Administration Division. The transfer for those items purchased with general revenues and not some dedicated revenue source, such as bonds, is consistent from year to year adjusting for inflation.

The anticipated future impact on debt service of capital items purchased through debt issues are detailed in the Debt Summary section of this document.

Mid/Late January	**Council Retreat** Council priorities are identified and any large capital items associated therewith are included in the CIP.
Late January	**Issuance of Capital Improvement Projects (CIP) Instructions** Memo is sent to all divisions and department heads requesting CIP requests for next ten years
Early February	**Norfolk Planning Commission** Norfolk Planning Commission reviews the proposed Street Improvement Plan (the first six years of the Street portion of the CIP) and amends as needed.
Mid February	**Council Hearing on the Street Improvement Plan** Street Improvement Plan is approved and forwarded to the Nebraska Department of Roads by the March 1 due date.
Mid March	**Departmental CIP Submittals** Every department submits on each capital item request: (1) description (2) cost (3) source of funding (4) justification (5) impact analysis (6) construction period-if applicable
April	**CIP Committee Review** Plans are drafted by the committee for the CIP.
Late April	**City Administrator's Review** CIP plan is reviewed with the CIP committee.
Late April	**Issuance of Budget Instructions** Operational supplies and utilities cost variables for the upcoming budget year and cost-of-living assumption are included. Each department or division is instructed to submit the budget in four service level options, two that reduce expenditures and services, after accounting for inflation, and two that either maintain or improve services.

May	**Preparation of Revenue Projections and Departmental Budgets** Expenditure requests are prepared in four levels: (1) Assumes a one percent increase in the amount of funding authorized in the prior year, which due to inflation is a reduction in real dollar terms. (2) Assumes a two percent increase in the amount of funding authorized in the prior year, which due to inflation is a reduction in real dollar terms. (3) Assumes a three and one half percent increase over prior year authorized budget. (4) Assumes a variable percentage increase between three and one half and six percent.
Late May	**Revenue Projections and Departmental Submittals** Personnel, operations and maintenance, and capital outlay requests along with goals/objectives and impact analysis are submitted.
June	**Balancing Process**
Early July	**Long-term Financial Plan updates** The long-term financial plan is updated to reflect the budget.
Early July	**City Administrator Review Sessions** Each department head reviews their budget requests with the City Administrator
Late July	**Council Work Sessions** The Council reviews proposed budget, proposed CIP, and the long-term financial plan in work sessions.
August 1	**Political Subdivisions submit Requests** Preliminary requests for levy allocations to subdivisions presented to City Council.
Early August	**Townhall Meeting** The Mayor and Council hold a town hall meeting to solicit citizen comments on the budget and long-term financial plan including the CIP.
Early August	**Planning Commission Review of CIP** Planning Commission forwards their recommendation to the City Council.
Early August	**Proposed Budgets** Placed on the City's Web Site for Citizen Review

August 20	**Deadline for Certification of the Current Value of Taxable Property** The County Assessor certifies the current taxable value of the taxable property subject to the applicable levy.
Late August	**Property Tax Relief Assurance/Budget Limitation Compliance Review Committee** Review the proposed budget for use of sales tax for property tax relief and compliance with lid law. They issue a report to the City Council.
Late August	**Budgets Distributed** Budget books are compiled and distributed to Mayor, City Council, Department and Division managers. Summary budget booklets are also distributed to the Mayor and City Council as well as other entities and citizens upon request and available at the budget hearing.
September 1	**Final Allocation for Public Subdivisions** City Council determines final levy authority for subdivisions.
Early September	**Proposed Budget and CIP Filed with City Clerk and Public Hearing** Notice published at least five days prior to hearing. Citizen's comments are obtained and reviewed.
Early September	**Adoption of Final Budget and CIP** Appropriations ordinance approved and submission of State forms. Ordinances require three readings unless the rules are suspended by super-majority vote.
September 10	**County Clerk sets Preliminary Property Tax Rate** Rates are set for each public subdivision by applying the prior year property tax request to the new valuation.
September 15	**Preliminary Property Tax Rates Published in Newspaper**
September 20	**Deadline for County and State to receive Approved Budget**
October 1	**Fiscal Year Begins**
October 13	**Property Tax Levy Adopted by County Board** Prior to this, the City Council may change the property tax levy from the preliminary rate by a majority vote of the Council after a special public hearing.

Budget Preparation

The FY 2016- 2017 municipal budget preparation involves interaction of City department and divisions, Planning Commission, Finance Committee, City Council, and the general public. The process begins with the issuance of capital improvement projects (CIP) instructions. (The detailed capital improvement policy and procedure is discussed in section 3 of this budget.) The Finance Officer issues the budget instructions in late April. These instructions require each department or division to submit its request in four service level options, two that reduce expenditures and services, after accounting for inflation, and two that either maintain or improve services. The four service level options are outlined as follows:

⇒ Decremental Level #1: This level assumes a one percent increase in the amount of funding authorized for the department or division from the previous fiscal year. Though a specific decreased percentage is not required, this forces the department or division manager to decrease services or expenditures until the funding level absorbs the projected impact of inflation.

⇒ Decremental Level #2: This level assumes a two percent increase in the amount of funding authorized for the department or division from the previous year. The City maintains salary and benefit comparability according to criteria of the Nebraska Commission of Industrial Relations, which may require allocations to personnel accounts at the expense of other line items.

⇒ Maintenance Level #3: This level assumes a three and one half percent increase in the amount of funding authorized for the department or division from the previous year. This level is the TARGET and will be the level that the budget review committee focuses their initial review on and it is also the general percentage increase allowed under the LID and levy limits.

⇒ Model Level #4: This level assumes a variable percentage increase between three and one half and normally up to six percent increase in the amount of funding authorized for the department or division from the previous year. This level will be utilized if the manager believes there are serious needs still unmet. This category, however should be more than budgetary "wishful thinking" and be calculated in a serious, realistic manner.

Most budget requests are organized into three major categories of line items: (1) personnel; (2) operations and maintenance; and (3) capital outlay. Others include debt service. Fixed costs (i.e. utilities, telephone, debt service, etc.) are likely irreducible and are budgeted the same in all service levels. Each division provides supporting detail, which includes a narrative of all line items, individually identified by expenditure code and description, of each proposed service level. In every service level the manager must provide their frank assessment of the budgetary "trade-offs."

These four service level options are reviewed by administration staff in June and the budget brought into balance and the long-term financial plan updated to reflect the budget. In July each department or division head reviews their budget requests with the City Administrator. Council work sessions are then held to review the proposed budget and CIP. A town hall meeting is held to solicit citizen input on the proposed budget and long-term financial plan. The preliminary budgets are put on the City's web site for citizen review and comments and in mid-September the Council holds the formal budget hearing after which the budget is adopted.

City of
Norfolk
NEBRASKA

CITY OF NORFOLK, NE

BUDGET SUMMARY

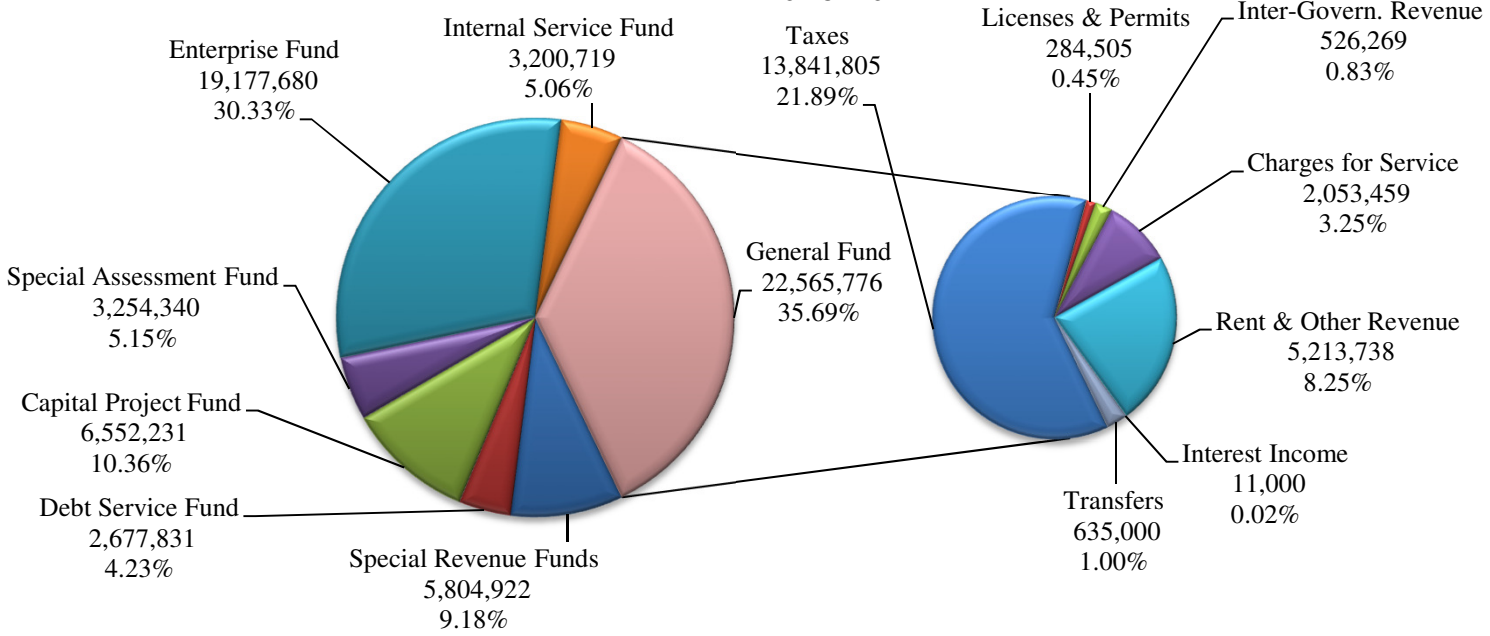
Fiscal Year 2016-2017

REVENUES	GENERAL FUND	SPECIAL REVENUE FUNDS*	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	SPECIAL ASSESSMENT FUNDS	ENTERPRISE FUND**	INTERNAL SERVICE FUND	TOTAL
Beginning Fund Balance	5,080,302	6,586,819	3,334,705	4,710,605	746,233	10,939,504	4,789,088	36,187,256
Taxes	13,841,805	707,153	2,494,676	-	-	-	-	17,043,634
Licenses & Permits	284,505	-	-	-	-	-	-	284,505
Inter-Govern. Revenue	526,269	4,773,818	40,000	1,146,898	-	-	-	6,486,985
Charges for Service	2,053,459	-	-	-	-	8,424,550	3,182,844	13,660,853
Rent & Other Revenue	5,213,738	83,000	-	135,500	-	77,030	-	5,509,268
Interest Income	11,000	12,802	10,000	9,700	21,029	26,100	17,875	108,506
Transfers	635,000	202,243	133,155	3,675,133	84,757	-	-	4,730,288
Proceeds of Debt	-	-	-	1,585,000	3,080,000	10,650,000	-	15,315,000
Special Assess. Levied	-	-	-	-	68,554	-	-	68,554
Non-revenue Receipts	-	25,906	-	-	-	-	-	25,906
Total Revenue	22,565,776	5,804,922	2,677,831	6,552,231	3,254,340	19,177,680	3,200,719	63,233,499
Total Funds Available	27,646,078	12,391,741	6,012,536	11,262,836	4,000,573	30,117,184	7,989,807	99,420,755
EXPENDITURES								
Personnel	15,698,989	360,334	-	-	-	2,344,048	3,235,116	21,638,487
Operations & Maintenance	4,736,609	2,868,196	36,080	160,500	44,000	4,032,510	328,894	12,206,789
Capital Outlay	339,300	6,635,200	-	9,360,215	3,003,340	15,748,240	-	35,086,295
Debt Service	-	403,608	2,247,224	-	306,020	1,542,143	-	4,498,995
Transfers	4,010,531	635,000	84,757	-	-	-	-	4,730,288
Total Expenditures	24,785,429	10,902,338	2,368,061	9,520,715	3,353,360	23,666,941	3,564,010	78,160,854
				-	-	-	-	
Ending Balance	2,860,649	1,489,403	3,644,475	1,742,121	647,213	6,450,243	4,425,797	21,259,901
Total Funds Accounted For	27,646,078	12,391,741	6,012,536	11,262,836	4,000,573	30,117,184	7,989,807	99,420,755

* Special Revenue Funds include the following funds: CHAF, Vehicle Parking, CDBG, SNARE, 911 Fund, Region 11, Storm Water, LB 840 Economic Development, Wireless 911, and Economic Development Operating.

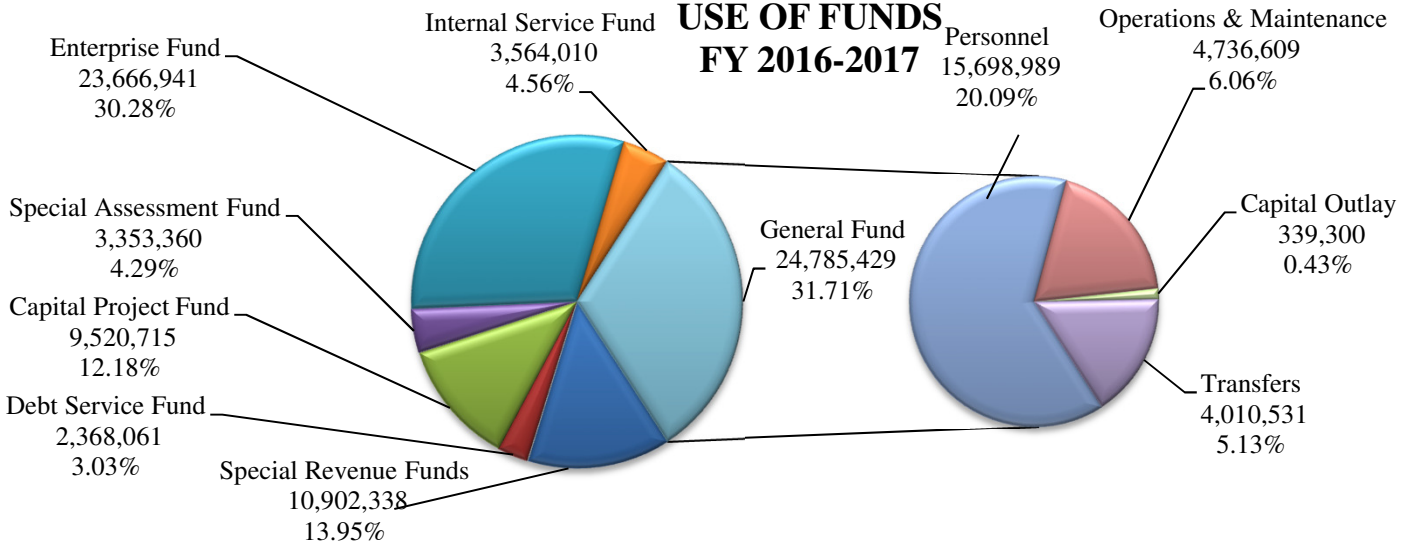
**Enterprise Funds include the following funds: Water and Sewer Maintenance, Water Pollution Control, and Solid Waste Management.

SOURCE OF FUNDS
FY 2016-2017



General Fund increases $242,366 or 1.09% primarily due to increases in taxes, licenses & permits, and charges for service. The Special Revenue Funds decrease $1,055,609 or 15.39% primarily due to a decrease in the CDBG Fund due to the elimination of grants. Debt Service Fund decreases $11,145,240 or 80.63% due to budgeting $11,220,000 of refunding bonds the previous year. The Capital Projects Fund increases $607,695 or 10.22% primarily due to the addition of grants and proceeds of debt to fund projects. The Water and Sewer Funds increase due to budgeting bond issues to fund capital projects.

USE OF FUNDS
FY 2016-2017



General Fund increases slightly, just $31,537 or 0.13%, due to revenues being flat and cuts being made to balance the budget. The Special Revenue funds decrease primarily due to decreases in CDBG grant projects, and payment of natural gas pipeline the previous year. The Debt Service Fund decreases $12,809,018 or 84.40% primarily due to refunding the 2010 Series Recreation Facilities Bonds the previous year. The Special Assessment Fund decreases $1,783,413 or 34.72% primarily due to a decrease in capital projects. The Enterprise Funds increase $10,873,793 or 85.00% due to capital outlay projects.

CITY OF NORFOLK, NE
BUDGET SUMMARY
HISTORY

REVENUES	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 ESTIMATED	2015-2016 BUDGET	2016-2017 BUDGET	Dollar Increase (Decrease)	Percent Increase (Decrease)
Balance Brought Forward	33,594,731	33,723,455	40,568,354	38,288,393	36,187,256	(2,101,137)	(5.49%)
Taxes	13,741,688	15,275,902	16,787,016	16,784,998	17,043,634	258,636	1.54%
Licenses & Permits	267,946	322,573	298,130	230,225	284,505	54,280	23.58%
Inter-Govern. Revenue	4,730,123	4,915,175	6,770,452	7,331,605	6,486,985	(844,620)	(11.52%)
Charges for Service	12,863,352	12,661,531	12,846,330	13,029,689	13,660,853	631,164	4.84%
Rent & Other Revenue	5,831,339	6,159,921	5,475,619	5,783,452	5,509,268	(274,184)	(4.74%)
Interest Income	87,497	69,390	93,297	61,410	108,506	47,096	76.69%
Transfers	2,246,688	4,537,380	4,717,761	5,043,427	4,730,288	(313,139)	(6.21%)
Proceeds of Debt	3,160,000	3,930,000	10,570,613	17,000,000	15,315,000	(1,685,000)	(9.91%)
Special Assess. Levied	202,392	187,513	422,020	76,195	68,554	(7,641)	(10.03%)
Non-revenue Receipts	364,783	570,883	76,026	31,048	25,906	(5,142)	(16.56%)
Total Revenue	43,495,808	48,630,268	58,057,264	65,372,049	63,233,499	(2,138,550)	(3.27%)
Total Funds Available	77,090,539	82,353,723	98,625,618	103,660,442	99,420,755	(4,239,687)	(4.09%)
EXPENDITURES							
Personnel	18,327,901	18,873,859	19,817,297	21,107,034	21,638,487	531,453	2.52%
Operations & Maintenance	7,740,936	8,131,833	13,800,833	16,787,447	12,206,789	(4,580,658)	(27.29%)
Capital Outlay	10,726,902	6,821,760	8,809,478	23,986,953	35,086,295	11,099,342	46.27%
Debt Service	4,324,657	3,420,537	15,292,993	16,705,415	4,498,995	(12,206,420)	(73.07%)
Transfers	2,246,688	4,537,380	4,717,761	5,043,427	4,730,288	(313,139)	(6.21%)
Total Expenditures	43,367,084	41,785,369	62,438,362	83,630,276	78,160,854	(5,469,422)	(6.54%)
Ending Balance	33,723,455	40,568,354	36,187,256	20,030,166	21,259,901	1,229,735	6.14%
Total Funds Accounted For	77,090,539	82,353,723	98,625,618	103,660,442	99,420,755	(4,239,687)	(4.09%)

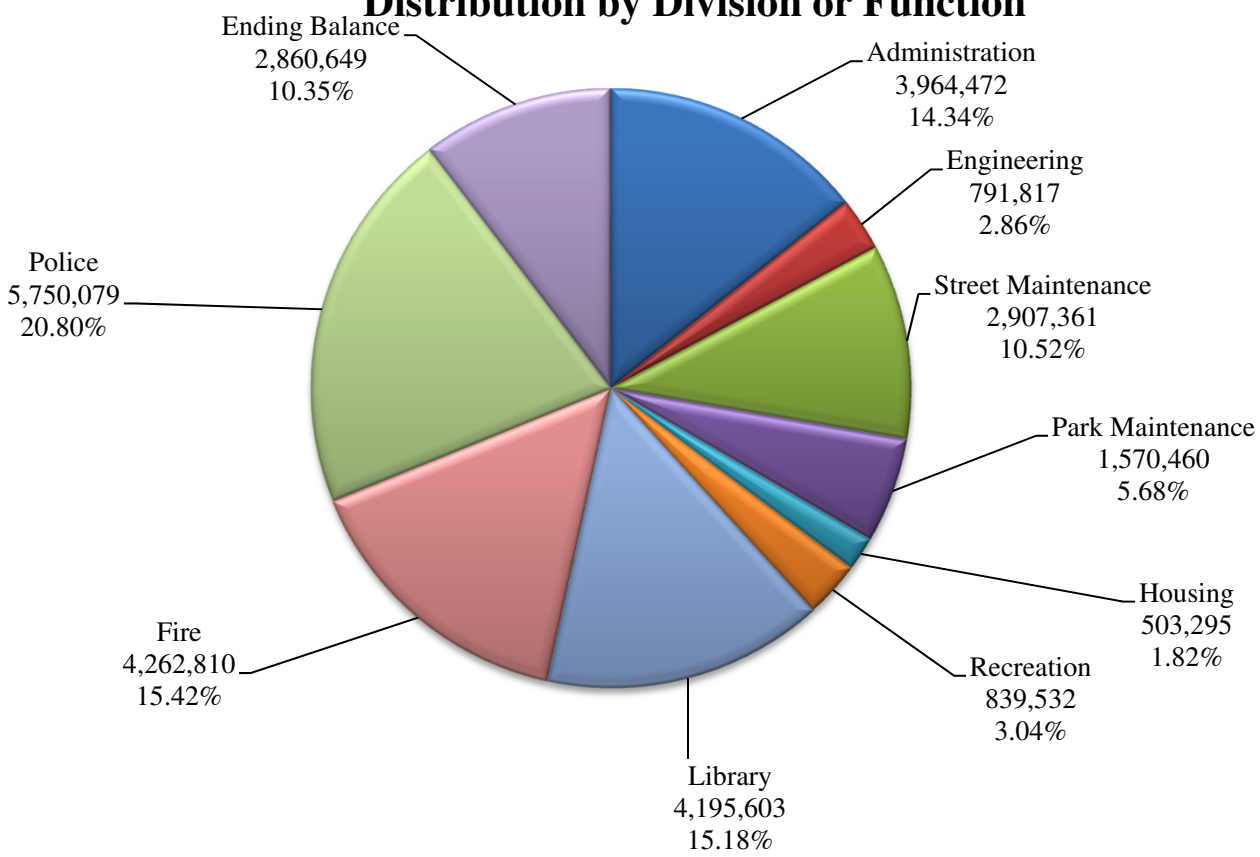
FUND BUDGET SUMMARY **FUND CODE: 001**

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget		Dollar Increase (Decrease)	Percent Increase (Decrease)
Beginning Fund Balance	4,819,244	5,169,854	6,011,558	5,271,508	5,080,302		(191,206)	(3.63%)
Taxes	10,544,626	12,083,226	13,602,136	13,626,612	13,841,805		215,193	1.58%
Special Assessments Levied	1,074	671	591	-	-		-	-
Licenses & Permits	267,946	322,573	298,130	230,225	284,505		54,280	23.58%
Intergovernmental Revenues	607,017	718,227	724,682	504,319	526,269		21,950	4.35%
Charges for Service	1,838,729	1,880,260	1,974,445	2,004,165	2,053,459		49,294	2.46%
Rent & Other Revenue	5,533,805	5,668,876	5,263,438	5,299,489	5,213,738		(85,751)	(1.62%)
Other Interest Income	4,293	1,997	7,600	3,600	11,000		7,400	205.56%
Non-Revenue Receipts	680,000	668,246	625,000	655,000	635,000		(20,000)	(3.05%)
Total Revenue	19,477,490	21,344,076	22,496,022	22,323,410	22,565,776		242,366	1.09%
Total Funds Available	24,296,734	26,513,930	28,507,580	27,594,918	27,646,078		51,160	0.19%
Administration	3,843,671	3,699,969	3,865,227	4,011,817	3,964,472		(47,345)	(1.18%)
Engineering	477,945	531,630	615,994	779,966	791,817		11,851	1.52%
Street Maintenance	2,469,693	2,567,080	2,783,645	2,963,801	2,907,361		(56,440)	(1.90%)
Park Maintenance	1,416,888	1,534,523	1,455,373	1,594,273	1,570,460		(23,813)	(1.49%)
Housing	444,916	445,580	485,817	524,429	503,295		(21,134)	(4.03%)
Recreation	487,619	505,162	773,684	836,263	839,532		3,269	0.39%
Library	1,346,973	2,211,986	4,085,925	4,141,965	4,195,603		53,638	1.29%
Fire	3,707,222	3,789,207	3,979,415	4,237,001	4,262,810		25,809	0.61%
Police	4,931,953	5,217,235	5,382,198	5,664,377	5,750,079		85,702	1.51%
Total Expenditures	19,126,880	20,502,372	23,427,278	24,753,892	24,785,429		31,537	0.13%
Ending Balance	5,169,854	6,011,558	5,080,302	2,841,026	2,860,649	*	19,623	0.69%
Total Funds Accounted For	24,296,734	26,513,930	28,507,580	27,594,918	27,646,078		51,160	0.19%

CITY OF NORFOLK, NE

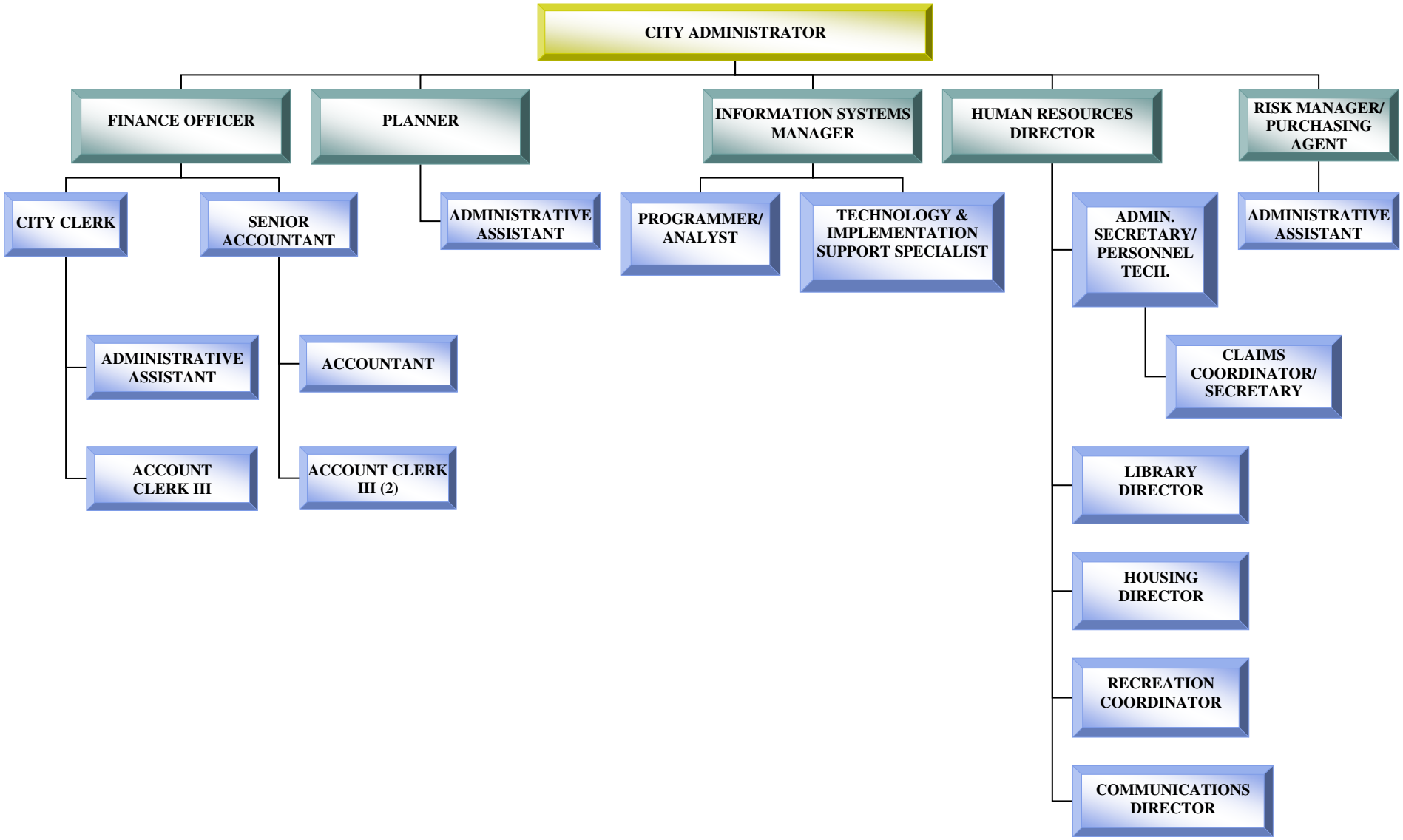
*** Includes restricted funds of $91,200 for: World War II Memorial $7,380, Hazardous Material Program $29,970, and Housing Agency Bonds $53,850. Also includes $311,025 of cash held by County Treasurer.**

GENERAL FUND EXPENDITURES
FY 2016-2017
Distribution by Division or Function



Due to flat General Fund revenues, the budgeted expendures increase $31,537 or 0.13%. After division cuts to balance the budget were made, Mayor and City Council decided to increase the levy rate about a half cent to fund certification that the flood control levee meets Federal Emergency Management Standards and increasing targeted ending fund balance growth to the goal of 3.5%.

Administration Organizational Chart



Mission Statement

To coordinate response to the requests and needs of citizens; to implement the directives of elected officials and provide qualified staffing for all departments; to provide high quality reporting and accounting functions; to oversee the maintenance and preservation of all vital city documents; and to assure cost effectiveness in all purchases and sales of city supplies and services.

Description of Office

To oversee and integrate administrative responsibilities of the city that are under the direction of the Mayor and Council.

Services

- Attends all meetings of the city council
- Investigates all affairs of the city and makes recommendations to the mayor and council
- Oversees and assesses the functions, duties, and activities of the various departments
- Keeps the Mayor and Council fully advised as to the financial condition of the city
- Responsible for preparation of annual budget
- Serves as public relations officer of city government; endeavors to investigate and adjust all complaints made or filed against the city; and cooperates with all community organizations to advance the best interests of the city and its citizens

Accomplishments for 2015-2016

- Continued improvement of Economic Development Program.
- Continued improvement of internal and external City Communications and promoted customer service.
- Continued Active River Management Planning for Elkhorn River.
- Continued support/lobby of passage of the federal "Mainstreet Fairness Act" for level collection of remote sales tax.
- Continued progress on Sewer Master Plan and extensions to support new development.
- Explored partnership possibilities for water system extension south of Norfolk.
- Sold the City Auditorium to the YMCA for use as a gymnastics facility.
- Negotiated the purchase of private property near Ta-Ha-Zouka to continue the enhancement of the park and its recreational offerings.

Goals for 2016-2017

- Continue improvement of Economic Development Program.
- Continue improvement of internal and external City Communications and promote customer service.
- Develop site ready land for new business siting.
- Continue support/lobby of passage of the federal "Mainstreet Fairness Act" for level collection of remote sales tax.
- Complete active river management plan for Elkhorn River. **(Mayor and City Council Goal #7)**
- Continue progress on Sewer Master Plan and extensions to support new development.
- Explore partnership possibilities for water system extension south of Norfolk.
- Continue Trail Planning and Development in and around the community of Norfolk. **(Mayor and City Council Goal #2)**
- Identify and complete additional Street Work within the community. **(Mayor and City Council Goal #3)**
- Continue lobbying/planning efforts for 4-lane highway development and completion to Norfolk. **(Mayor and City Council Goal #8)**
- Continue to create/support community efforts to increase housing development in and around community. **(Mayor and City Council Goal #6)**
- Finalize and adopt community comprehensive plan.

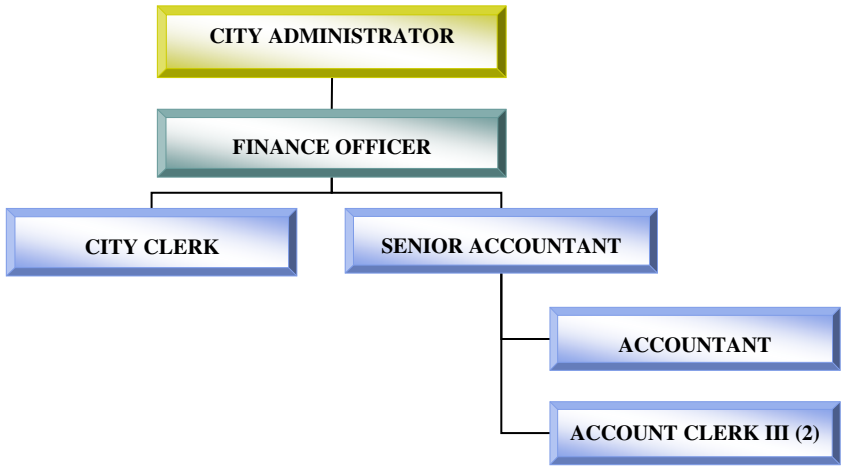
Mission Statement

To support City operations by effectively procuring and utilizing municipal financial resources.

Description of Office

To obtain the financial resources to run City government, including collecting revenues, using these revenues as directed by the Mayor and City Council, investing the revenues prior to disbursement, and accounting for the entire process of collecting, spending, and custody.

Finance Officer Organizational Chart



Services

- Cash management
- Debt management
- Pension management
- Accounting and financial reporting
- Grant administration
- Budgeting
- Serves as treasurer for the Community Development Agency of the City of Norfolk and the Northeast Nebraska Solid Waste Coalition

Accomplishments for 2015-2016

- Worked with vender of new accounting software implemented last year to modify the software to better meet our needs and worked with staff to modify our procedures to better utilize the software.
- Refunded $11,730,000 of Recreation Facilities Bonds with $9,420,000 of refunding bonds and $2 million of occupation tax proceeds, to realize an interest savings of $3.4 million.
- Received Community Development Agency and City Council approval of a redevelopment plan and redevelopment contract with OCT Pipe, L.L.C. for 1.1 million square foot industrial building to house a pipe manufacturing facility and employ over 180 full time employees.
- Provided $3.6 million of funding from the City's LB 840 Economic Development Program to Black Hills for construction of an 8-inch natural gas pipeline from the Northern Natural Gas pipeline near Bancroft to Norfolk. Entered into a Site and Building Development Fund grant contract with the Nebraska Department of Economic Development to provide a further $1.4 million of funding for the pipeline.

Goals for 2016-2017

- Work with the software vendor and City staff to further modify software and procedures to better utilize the new accounting software.
- Review current blight designations and remove those that have been remediated allowing designation of new blight areas for redevelopment.
- Work with Black Hills and the Nebraska Department of Economic Development for payment of $1.4 million to Black Hills for the 8-inch natural gas pipeline from the Northern

Natural gas pipeline near Bancroft to Norfolk. **(Mayor and City Council Goal #1).**

- Research creative ways to share the costs of infrastructure in addition to traditional special assessment districts. **(Mayor and City Council Goal #1).**
- Develop a plan to fund additional trails. **(Mayor and City Council Goal #2)**
- Develop a plan to fund an accelerated street maintenance program. **(Mayor and City Council Goal #3)**
- Develop a plan to increase and maintain budgeted General Fund cash reserves of at least 16% of budgeted expenditures. **(Mayor and City Council Goal #5)**

Performance Measures			
	2014-2015 Actual	**2015-2016 Estimated**	**2016-2017 Estimated**
Workload:			
Accounts Payable Checks Written	2,563	2,295	2,295
Water/Sewer Customers Billed	9,245	9,325	9,365
Water/Sewer Connection Fees Paid	830	920	950

Mission Statement

To effectively communicate with and act as a liaison between citizens, elected officials, and City staff.

Description of Office

Perform the functions of a municipal clerk including knowledge of State Statute requirements for first class cities; good management and supervisory skills; general knowledge of investment practices; writing and composition skills to ensure proper preparation of proceedings of all meetings, as well as oral and written communication skills; and maintain and preserve all vital city documents.

City Clerk Organizational Chart

Services

- Provide billing and collection of accounts receivable and all occupation taxes for the City
- Issue miscellaneous licenses and permits
- Preserve, microfilm and/or digitally archive all official records
- Coordinate retention and disposition of all official records
- Supervise preparation and distribution of agenda packets for City Council meetings and publication to the City's web site
- Process and secure the execution of all action items on council agendas
- Prepare and maintain official minutes of meetings
- Publish legal notices
- Ensure all City ordinances are published in the Official City Code on the City's web site
- Daily deposits of City funds
- Daily merchant card payment processing
- Research, prepare and implement applicable cost reduction programs
- Monitor cash flow and invest all City funds
- Maintain Administration, Finance and About Norfolk web sites

Accomplishments for 2015-2016

- Publication of all City ordinances to the Official City Code on the City's web site
- Reorganization/disposal of obsolete records according to Records Retention Schedules
- Records management/disposal at City Auditorium to assist with a smooth transition of the facility to the YMCA as directed by elected officials.
- Attended Northeast Nebraska Economic Development District meetings as the City's Council of Officials representative for Norfolk
- Served as Chair of the Nebraska Municipal Clerks Association Education Committee
- Presentation on City Clerk duties at the Norfolk 101: Citizens Academy
- Updated property tax charts and graphs and published to the Finance web page
- Updated retail tobacco license holders list for 2016 and emailed to the Department of Health and Human Services

- Provided the City's HIPAA policy and training information to Administration, Engineering and Economic Development staff as an annual review of the regulations
- Updated ambulance coding to the new ICD-10 codes
- Submitted quarterly Unemployment reports to the State of Nebraska
- Converted to new clearing house for management/ submission of Medicare and Medicaid ambulance claims
- Host Committee member to organize the 2016 International Institute of Municipal Clerks Conference in Omaha, Nebraska with over 900 persons in attendance for the 70th annual event
- Worked with the Nebraska State Treasurer's office to obtain payment on unclaimed property in the amount of $7,899.50 which was held in an escrow account for the City of Norfolk
- Submitted Nebraska Medicaid Provider Enrollment Revalidation to MAXIMUS Nebraska Provider Data Management System through NHHS as required every five years

Goals for 2016-2017

- Assist new Economic Development Director as needed with information to advance the needs of City of Norfolk citizens
- Cross-train staff on Transfer Station and NNSWC end of month payment reports and reconciliations
- Records management of old records moved from the former City Council Chambers to the Administration building
- Continued electronic storage of records

Performance Measures

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Estimated
Demand:			
City Council Meetings	28	24	24
Work Session Meetings	8	10	10
Documents Filed and Recorded with Register of Deeds	101	125	125
Receipts (*after financial management software implementation, every receipt is issued a receipt number.)	58,109*	53,000*	60,000*
Ordinances	44	50	50
Resolutions	33	50	50
Workload:			
Ambulance Invoices	1,387	1,500	1,500
Ambulance Invoices ($)	$907,475	$800,000	$800,000
Ambulance Accounts to Collection	263	200	200
Ambulance Accounts to Collection ($)	$164,100	$100,000	$100,000
Bike Licenses Issued	176	200	200
Scooter Licenses Issued	0	5	5
Dog/Cat Licenses Issued	970	1,000	1,000
Handicap Permits Issued	80	100	100
Parking Tickets Issued	480	350	350
Parking Tickets Paid	422	350	350
Effectiveness:			
Annual Cash Long/Short	13.12	$0.00	$0.00
Frequency of Cash Long/Short	5	0	0
Storage Space Freed (in cubic feet) (1 cubic foot = approximately 2,000 documents)	157	75	75

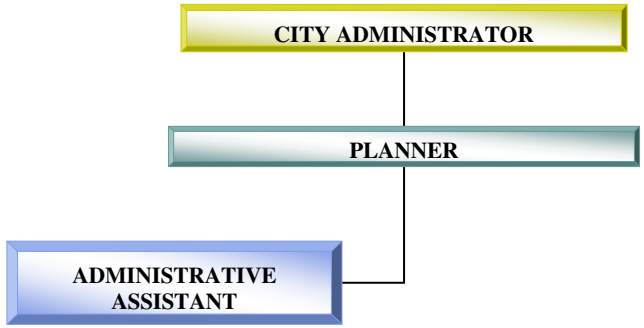
Mission Statement

To support and promote managed development, through sustainable planning and zoning practices, within the City of Norfolk and its extraterritorial jurisdiction.

Description of Office

To manage development and zoning proposals while responding to community needs.

Planner Organizational Chart



Services

- Assist citizens with zoning related needs
- Administration of floodplain regulations
- Assist developers with development of new subdivisions, commercial building and city wide zoning regulations
- Prepare and maintain a comprehensive plan
- Implement provisions of the zoning ordinance
- Assist Board of Zoning Adjustment and contact for those citizens requesting an appeal before the Board

Accomplishments for 2015-2016

- Comprehensive Plan update begun.
- Planning and Zoning department moved from the fire station to the current location with hire of a city planner.
- The Planning Commission responsibilities and its secretary moved from the fire department to the city planner and the new staff of the planning and zoning department.
- The Board of Zoning Adjustment responsibilities and its secretary moved from the prevention bureau staff to the planning and zoning department and its new staff.

Goals for 2016-2017

- Adoption of the new Comprehensive Plan.
- Begin update of the complete zoning ordinance following the comprehensive plan adoption.

Performance Measures

	2014-2015 Not Available	2015-2016 Estimated	2016-2017 Estimated
Demand:			
Planning Commission Meetings	-	24	24
City Council Meetings	-	25	24
Board of Adjustment Meetings	-	4	3
Workload:			
Preliminary Plats	-	3	5
Final Plats	-	10	12
Zoning Changes	-	21	20
Amend City Code	-	13	8
Conditional Use Permits	-	14	10
Lot Boundary Changes	-	5	4
Hard Surface Waiver	-	4	5
Sidewalk Waiver	-	3	4
Planned Development (new or abandoned)	-	1	2
Redevelopment Plan	-	1	3

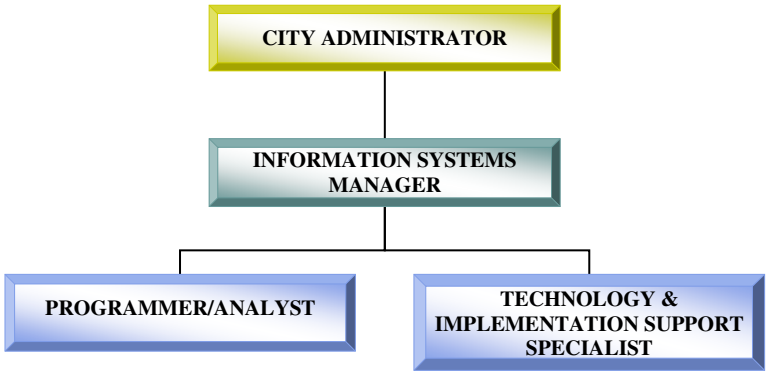
Mission Statement

To support the information systems needs of our elected officials and all City divisions. To improve efficiency, accuracy, and information accessibility through the use of technology. To encourage the availability of necessary information technology related infrastructure and skills within the community.

Description of Office

To manage, operate, maintain and secure all computers and related technology across all agencies of the City; store, manage, and secure information and provide communication links between agencies and information systems.

Information Systems Manager Organizational Chart



Services

- Analyze the needs of each agency and select new computer hardware and software to meet those needs
- Implement computer hardware and software solutions across all City divisions
- Repair and maintain personal computers, printers, networking equipment, and associated peripherals
- Design and develop new software systems
- Manage and maintain the citywide Ethernet network
- Manage and maintain the citywide fiber optic network
- Manage and maintain the citywide phone system
- Manage and maintain security for all data and computer systems
- Provide support and training for computer users across all agencies of the City
- Promote competitive high-speed low cost telecommunications

Accomplishments for 2015-2016

- Implemented new application server.
- Implemented new routers and public wireless access points in City buildings and Parks.
- Implemented new electronic claims system for submission and tracking of ambulance billings.
- Implemented new tablet computers in all Police division vehicles.
- Continued to support transition to a more paperless environment across all divisions.
- Converted to new State hosted versions of EMS software for the Fire Division.
- Continue to publish articles, information, and videos to the City website and to social networking sites to improve communications with our citizens.
- Worked with other partners to enhance broadband access in Norfolk.
- Worked on the design of cabling, security, and video systems for the Library expansion and renovation.

- Implement hardware and cabling to support media needs for broadband transmission of events at Memorial Field.
- Assisted in the transition of equipment, data, and security to support the new Planner position.
- Implemented new wireless access management software and hardware.
- Implemented new firewall.
- Assisted in the migration of the Library Management System from a local server to software as a service.

Goals for 2016-2017

- Relocate fiber optic cables entering the Library.
- Select new weather alert hardware and software.
- Work with other partners to enhance broadband access in Norfolk and economic development.
- Implement new backup hardware and software to support ever growing data storage needs.
- Implement new print management software and hardware in the Library.
- Analyze options for making the City website responsive to device type.
- Transition from shared fiber connection for Internet service to independent fiber service.
- Assist the Library expansion and renovation project through building, cabling, security, and audio video design and implementation. **(Mayor and City Council Goal #9)**
- Roll out access and training on new oblique aerial photography.
- Expand and enhance video security systems at City facilities.
- Implement new wireless hardware and software in City facilities, and modernize existing.
- Continue to analyze security risks and best practices to protect City information systems.
- Support transition to a more paperless environment across all divisions.
- Covert Fire division NFIRS software to newer hosted version.
- Continue to publish articles, information, and videos to the City website and to social networking sites to improve communications with our citizens.
- Implement on-line submission of many Prevention Bureau forms.

Performance Measures

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Estimated
Demand:			
Number of Computer Users	199	201	202
Workload:			
Personal Computers Supported	255	257	259
Peripheral Devices Supported	225	232	235
Phone Devices Supported	211	213	215
Packaged Software Applications Supported	155	165	168
Custom Software Applications Supported	17	17	17

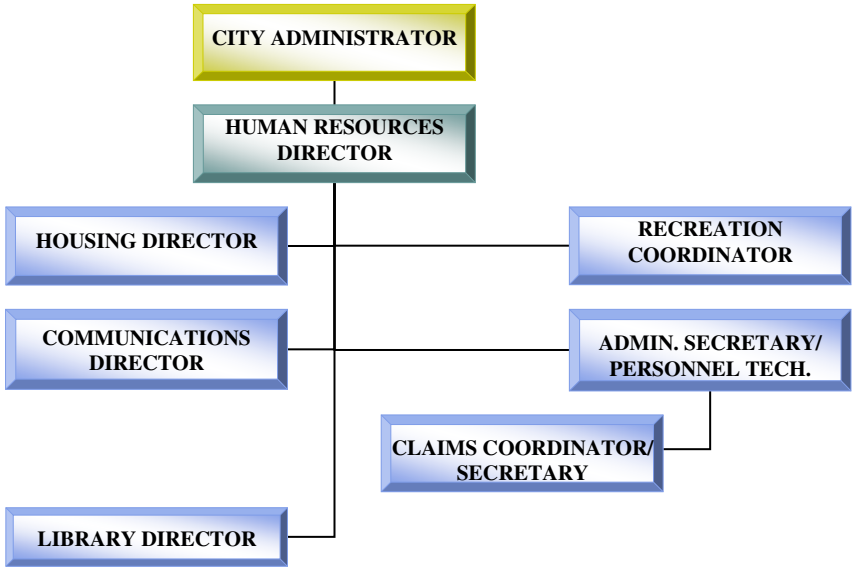
Mission Statement

The Personnel Office will provide support to all City Department and Divisions in the area of personnel management. The Personnel Office is responsible to provide the City with qualified individuals to perform its public service mission through the classification, recruitment, and examination process.
The Personnel Office is responsible for coordinating, developing, and monitoring the City's personnel management and evaluation process; investigating complaints made by and against City employees; conducting salary and benefit information by reviewing data from comparable municipalities; and the monitoring of the administration of the workers compensation and self-insured health programs.

Description of Office

To perform personnel functions of the City including all aspects of working conditions, salary, and benefits of City employees.

Human Resources Director Organizational Chart



Services

- Meet with employees and various employee groups regarding personal and work-related concerns
- Provide technical information to department/division heads and Mayor and City Council regarding laws and other pertinent information of the personnel management system
- Maintain accurate and current personnel records of all employee

Accomplishments for 2015-2016

- Participated in hiring process for Scale Clerk, Wastewater Maintenance Worker, Water Plant Operator, Police Officers, Library Circulation Assistant, and Firefighter.
- Participated in the promotional process with the Civil Service Commission for the positions of Fire Inspector, Fire Lieutenant, Fire Captain, Police Sergeant, Detective Sergeant, and Police Corporal.
- Made the necessary salary and benefit adjustments to remain in comparability with other first-class cities.
- Provided in-service programs on pension, health insurance, customer service and other job-related training.
- Updated and revised job descriptions for the Fire and various job positions in Administration and Library.
- Implemented changes to the City's group health plan with the change of pharmaceutical managers.
- Continued to add information to the personnel website to include on-line resources for job opening announcements and on-line completion of the application form.
- Participated with other City staff as part of the team of planning, reviewing and making recommendations as Alley Poyner Macchietto design the new addition and renovation to the Public Library.
- Participated in the management of AquaVenture Water Park for the fourth season of its operation.
- Continued in the process of transferring human resource files and data from paper to digital.

- Complied with the Affordable Care Act in the calculation and transmission of the required Transitional Reinsurance Fees and the Patient Centered Outcomes Research Initiative Fees.
- Complied with the Affordable Care Act for reporting requirements for applicable large employers by gathering needed data to provide employees with 1095-B.
- Held two Norfolk 101: Academy seven week three hour workshops one to help citizens learn more about City government and another to educate staff about other City divisions.
- Assisted Tree Advisory Board in presenting a Tree workshop and securing funds for c88 large trees and community forest.
- Held Walk the Trails Day and Walk 150 partnering with area businesses to promote trail use in the City.
- Served as part of 150th Celebration Committee and organized 150 year timeline for Fourth of July parade, the Plant 150 Trees event and also the 150th opening ceremony.
- Set up new City of Norfolk mobile app with City information.
- Produced and broadcast videos on firefighter testing, NaNoWriMO program, literary pumpkin, Firefighter swearing in, National Night Out and Raptor program.
- Assisted in organizing the fires Fair Housing Seminar.

Goals for 2016-2017

- Monitor salary and benefits of comparable first-class cities.
- Continue to work on various aspects of wellness within the city divisions.
- Review the group health plan and the market for competitive rates in providing third party services, reinsurance and ancillary services.
- Work with other City staff in providing support to Alley Poyner Macchietto Architecture for the development of design and building for the improvements through an addition and renovation of the Public Library. (**Mayor and City Council Goal #9**).
- Continue to update and revise job descriptions through the remaining divisions of the City.
- Assist with development of the improvement and trail plans for Johnson's Park. **(Mayor and City Council Goal #2)**
- Hold another Norfolk 101: Citizens Academy for 20 participants to help them learn more about City government and look into a youth version of Norfolk 101. **(Mayor and City Council Goal #4)**
- Continue to assist the Tree Advisory Board in promoting the Tree Bud program, Plant 150 program and obtaining grants for more trees.
- Hold a Walk the Trails Day with other community partners including the Trail Advisory Board to promote trail use.
- Facilitate the Trail Advisory Board in promoting trails.
- Assist in hosting a Fair Housing Seminar.
- Expand the number of people signed up to get City e-news. Currently at 2012.

Performance Measures

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Estimated
Workload:			
Employment Openings	108	110	119
Applicants	590	585	600
In-Service Programs	8	7	9
Citizens Academy 101	18	20	20
E-Blasts Subscribers	800	1901	2500
Articles Submitted on Web	150	185	200

Mission Statement

To provide orderly procurement of all materials, supplies and capital outlay items in coordination with the departmental purchasing. Oversight of contractual insurance provisions and effective risk transfer for the maximum protection of taxpayer dollars and assets.

Description of Office

To purchase or contract for all materials, supplies, equipment and contractual services needed by any agency of the City; dispose of surplus supplies and equipment; manage the City's insurance and risk management functions.

Risk Manager/Purchasing Agent Organizational Chart

Services

- Procure the highest quality supplies and contractual services at the least expense
- Process payment of all City invoices
- Coordinate and manage to City's property and casualty insurance
- Plan, organize, develop and conduct effective risk management programs
- Prepare risk management agreements and monitor renewals
- Manages disposal and/or sale of all surplus City equipment and property
- Accumulates research and prepares related work on various cost reduction projects and programs

Accomplishments for 2015-2016

- Vehicle storage building constructed.
- Transferred ownership of the City Auditorium to the YMCA.
- Procured management agreement for City farm properties.
- Property purchased at 708 McKinley Avenue.
- Requested and evaluated bids for kayaking at Skyview Lake.
- Sold City property on Oak Street for the development of single family housing.

Goals for 2016-2017

- Begin communication tower construction project.
- Research location and construction of Welcome Sign on east Highway 275.
- Expand Ta-Ha-Zouka Park in to 708 McKinley Avenue.
- Assist with the west Highway 275 Blight and Substandard Study.

Performance Measures

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Estimated
Workload:			
Invoices	11,628	11,700	11,900
Event Applications	75	75	80
>$30,000 Purchases (Transactions/ Total)	7 / $987,125	10 / $1.03m	11 / $550,000

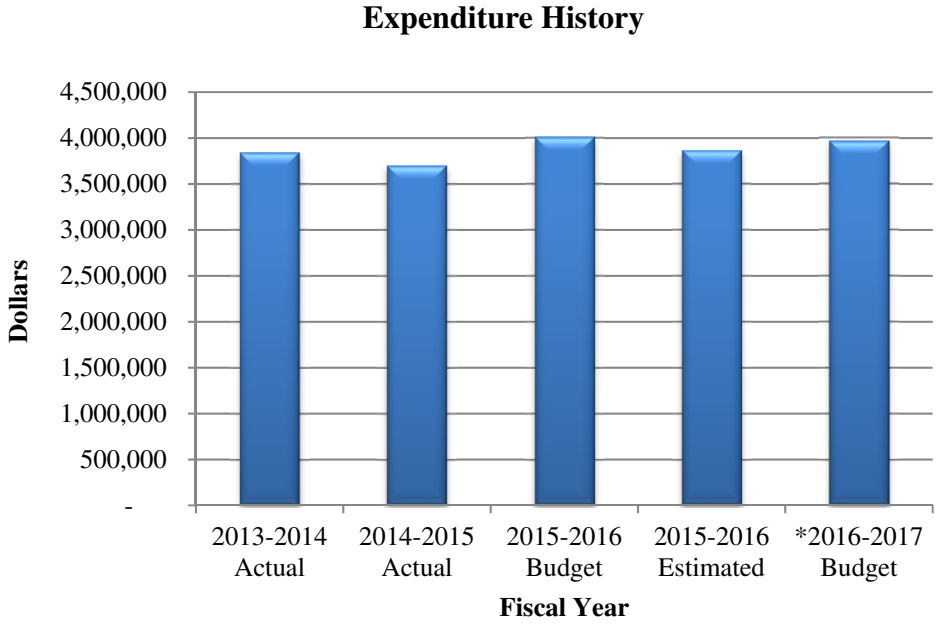
Administration Personnel Roster					
Position	**Wage Grade**	**FY 13-14**	**FY 14-15**	**FY 15-16**	**FY 16-17**
Mayor		1	1	1	1
Councilmember		8	8	8	8
City Administrator	36	1	1	1	1
Information Systems Manager	32	1	1	1	1
Finance Officer	32	1	1	1	1
Human Resources Director	27	1	1	1	1
Operations Manager	26	1	1	0	0
Programmer/Analyst	25	1	1	1	1
Risk Manager/Purchasing Agent	24	0	0	1	1
Senior Accountant	23	1	1	1	1
Planner	22	0	0	1	1
City Clerk	22	1	1	1	1
Technology & Implementation Support Specialist	21	0	1	1	1
Personal Computer Specialist	19	1	0	0	0
Accountant	19	1	1	1	1
Communications Director	18	0	1	1	1
Admin. Sec./Personnel Tech.	16	1	1	1	1
Administrative Assistant	14	0	0	3	3
Accounting Specialist	13	.25	.25	0	0
Account Clerk III	13	3	3	3	3
Administrative Secretary	13	1	1	0	0
Claims Coordinator/Secretary	12	1	1	1	1
Secretary I	10	.63	.63	0	0
Total		25.88	26.88	29.0	29.0

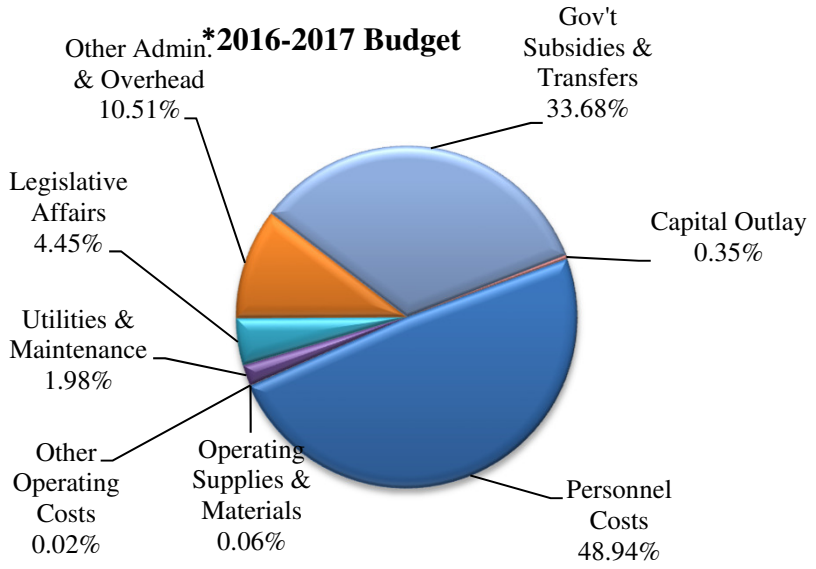
Current Budget Issues

- Personnel: Personnel costs include normal merit pay increases, and a 2% cost-of-living increase. The personnel costs are also impacted by an increase in group insurance due to an increase in health insurance costs and a decrease in workers compensation costs.
- Capital Outlay: Capital outlay is budgeted at $14,000 compared to $35,200 in the prior year. This is a decrease of $21,200 or 60.23%. The capital outlay includes: $14,000 for tape backup system.
- Significant changes to other categories: Operating Supplies and Materials decrease $296 or 10.60% due to a decrease in fuel costs. Utilities and Maintenance increase $1,745 or 2.27% due to an increase in office equipment maintenance. Legislative Affairs increase $1,716 or 0.98% primarily due to increases in travel & training, and dues & publications. Other Administration and Overhead decreases $38,434 or 8.44% due to decreases in professional fees due to budgeting funds for Norfolk 150th celebration the previous year and decreases in comp plan update, information systems consultant and keno expenses. These decreases are partially offset by increases in insurance payment and office supplies, which increases because of budgeting computers in Other Administration and Overhead compared to Capital Outlay.
  Government Subsidies & Transfers decrease $29,125 or 2.13%. The amount of Keno funds transferred to the Capital Projects fund decreased $15,433. Property tax transferred to the Capital Projects Fund for Capital Improvement Program expenditures decreased $16,505. Economic Development transfers increase slightly due to CPI adjustments. Council priority debt service transfer for the Administration building decreases slightly due to a decrease in bond payments. Council priority transfer to Capital projects fund increases slightly allowing for more capital project funds.

DIVISION EXPENDITURE BUDGET SUMMARY **DIVISION CODE: 110**

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	*2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Personnel Costs	1,563,917	1,658,525	1,877,664	1,901,974	1,940,223	38,249	2.01%
Operating Supplies & Materials	2,003	1,382	1,345	2,793	2,497	(296)	(10.60%)
Other Operating Costs	678	1,101	979	900	900	-	-
Utilities & Maintenance	46,231	132,836	74,476	76,770	78,515	1,745	2.27%
Legislative Affairs	105,691	106,162	154,944	174,839	176,555	1,716	0.98%
Other Admin. & Overhead	691,285	537,534	352,879	455,112	416,678	(38,434)	(8.44%)
Gov't Subsidies & Transfers	1,389,736	1,214,380	1,368,509	1,364,229	1,335,104	(29,125)	(2.13%)
Capital Outlay	44,130	48,049	34,431	35,200	14,000	(21,200)	(60.23%)
Total Expenditures	3,843,671	3,699,969	3,865,227	4,011,817	3,964,472	(47,345)	(1.18%)





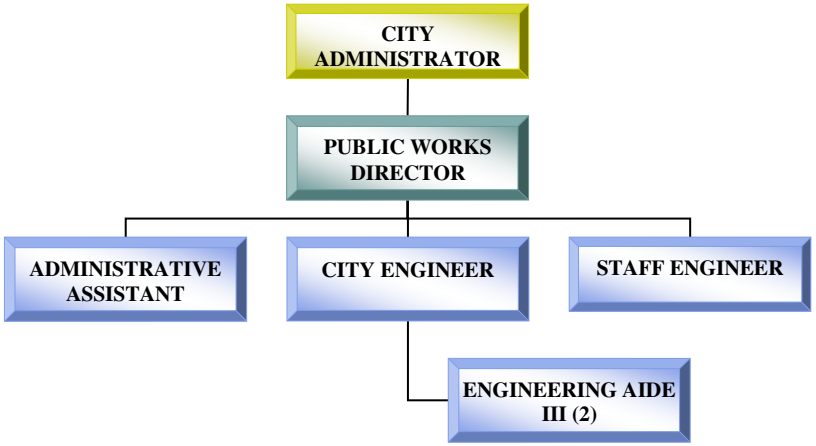
Mission Statement

To provide accurate, responsive civil engineering services and advice on public improvements.

Description of Division

To design, manage, construct and maintain public infrastructure improvements and assist other divisions and various entities during the maintenance and improvement of public infrastructure.

Engineering Organizational Chart



Services

- Subdivision and site plan review
- Perform assessment, construction management, inspection, and cost analysis of public infrastructure improvements
- Provide sound engineering design and work interactively with engineering consultants for public infrastructure projects
- Retain accurate filing system of subdivision plats, water, sewer, street, and storm sewer improvements
- Retain necessary public infrastructure information, agreements, and records
- Update pavement management system for street maintenance purposes
- Maintain accurate water, sanitary sewer, and storm sewer location maps
- Ensure sidewalk improvements and maintenance
- Provide enforcement of City Code

Accomplishments for 2015-2016

- Continued updating and computerizing water map, sanitary sewer map and storm sewer map.
- Inputted new plats into Computer Aided Drafting database.
- Continued filing of as-built drawings.
- Continued study of Geographic Information System and implemented to water, sewer, and storm sewer maps.

Provided engineering services for:

- Replacement, resurfacing, or repair of various streets.
- Sidewalk Maintenance.
- Review of new subdivisions and plans for associated infrastructure.
- Site plan review.
- Continued use of GPS on plans for street improvement and other various projects.
- Completed Ta-Ha-Zouka loop and Roundabout at Victory Road and East Norfolk Avenue trail projects to enhance City of Norfolk trail system.
- Continued final design of the Riverfront Trail and preliminary design of other various potential trail projects.
- Continued oversight for design phases of various water and sanitary sewer projects to extend and improve the existing systems.
- Continued progress on development and implementation of the City's stormwater Management program.

Goals for 2016-2017

- Continue updating and computerizing water map, sewer map and storm sewer map.
- Input new plats into Computer Aided Drafting database.
- Continue filing of as-built drawings.
- Continue study of Geographic Information System and implement to water, sewer, storm sewer maps.

Provide engineering services for:

- Concrete repair of various streets. **(Mayor and City Council Goal #3)**
- Sidewalk Maintenance.
- Review new subdivisions and plans for associated infrastructure.
- Site plan review.
- Continue working with Pavement Management.
- Continue use of GPS for location of existing water, sewer and storm sewer lines.
- Complete engineering and construction of various trail projects to enhance City of Norfolk trail system. **(Mayor and City Council Goal #2)**
- Assist Water Department with engineering and maps to tear down the water tower at Prospect Avenue and 25th Street.
- Assist Library with any maps or necessary engineering aspects for the proposed renovation/expansion of the Library building. **(Mayor and City Council Goal #9)**
- Further develop and implement the City's Stormwater Management Program.
- Work with engineering consultants on various water main and sanitary sewer extension and improvement projects. **(Mayor and City Council Goal #1)**

Performance Measures

	2014-2015 Actual	2015-206 Estimated	2016-2017 Estimated
Demand:			
Subdivision Reviews	5	9	10
Building Site Plan Review	78	105+	95
Workload:			
Miles of Water Main*	0	0.5	1.6
Miles of Sanitary Sewer Main*	1.4	2.6	4.0
Lane Miles of Paving Districts	0.38	0.28	1.0
Lane Miles of Street Reconstruction Projects*	0.65	0.4	1.4
Lane Miles of Street Resurfacing or Maintenance	0.0	0.0	3.8
Miles of new or reconstructed Trails	1.0	1.1	2.3

*Not including new subdivisions.

Engineering Personnel Roster

Position	Wage Grade	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Public Works Director	33	1	1	1	1
City Engineer	26	0	0	1	1
Assistant City Engineer	23	1	1	0	0
Staff Engineer	22	0	1	1	1
Engineering Aide III	19	2	2	2	2
Administrative Assistant	14	0	0	1	1
Administrative Secretary	13	1	1	0	0
Total		5	6	6	6

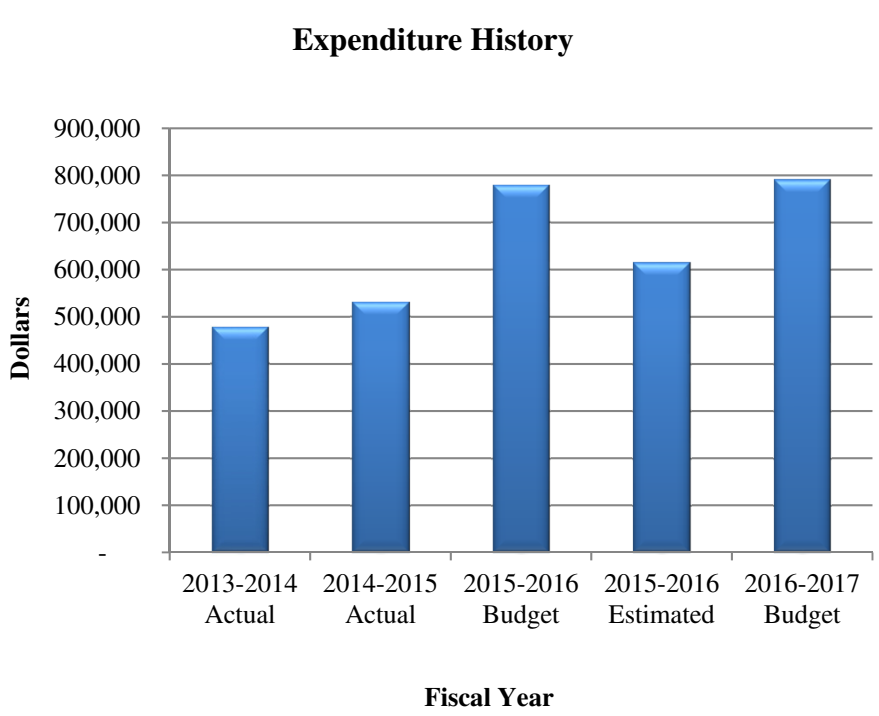
Current Budget Issues

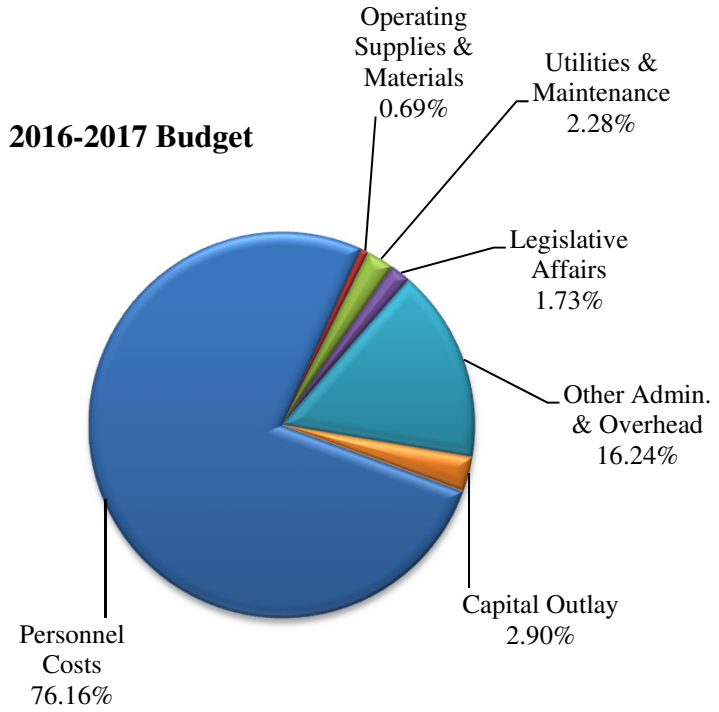
- Personnel: The personnel costs include normal merit pay increases, and a 2% cost-of-living increase. The personnel increase is also impacted by adjustments to workers compensation insurance and health insurance costs.
- Capital Outlay: Capital outlay is budgeted at $23,000, which includes $15,000 for CAD printer, and $8,000 for a GPS data control system.

- Significant changes to other categories: Operating Supplies and Materials decrease by $392 or 6.65% due to a decrease in fuel costs. Legislative Affairs decrease by $183 or 1.32% due to a decrease in travel and training, which is partially offset by an increase in dues and publications. Other Administration and Overhead decrease by $582 or 0.45% due primarily to reducing funds for GIS mapping, which is partially offset by increases in insurance and office supplies because of budgeting computers in Other Administration and Overhead compared to Capital Outlay. Please note that while the Levee certification of $60,000 was not a significant change from the previous year's budget, it was voted to be left in above the Level II budget by the council.

DIVISION EXPENDITURE BUDGET SUMMARY **DIVISION CODE: 220**

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Personnel Costs	448,326	496,247	578,142	589,794	602,952	13,158	2.23%
Operating Supplies & Materials	2,371	1,814	4,144	5,892	5,500	(392)	(6.65%)
Utilities & Maintenance	4,315	6,937	5,569	18,033	18,033	-	-
Legislative Affairs	6,905	6,603	8,830	13,910	13,727	(183)	(1.32%)
Other Admin. & Overhead	10,233	15,638	14,759	129,187	128,605	(582)	(0.45%)
Capital Outlay	5,795	4,391	4,550	23,150	23,000	(150)	(0.65%)
Total Expenditures	477,945	531,630	615,994	779,966	791,817	11,851	1.52%





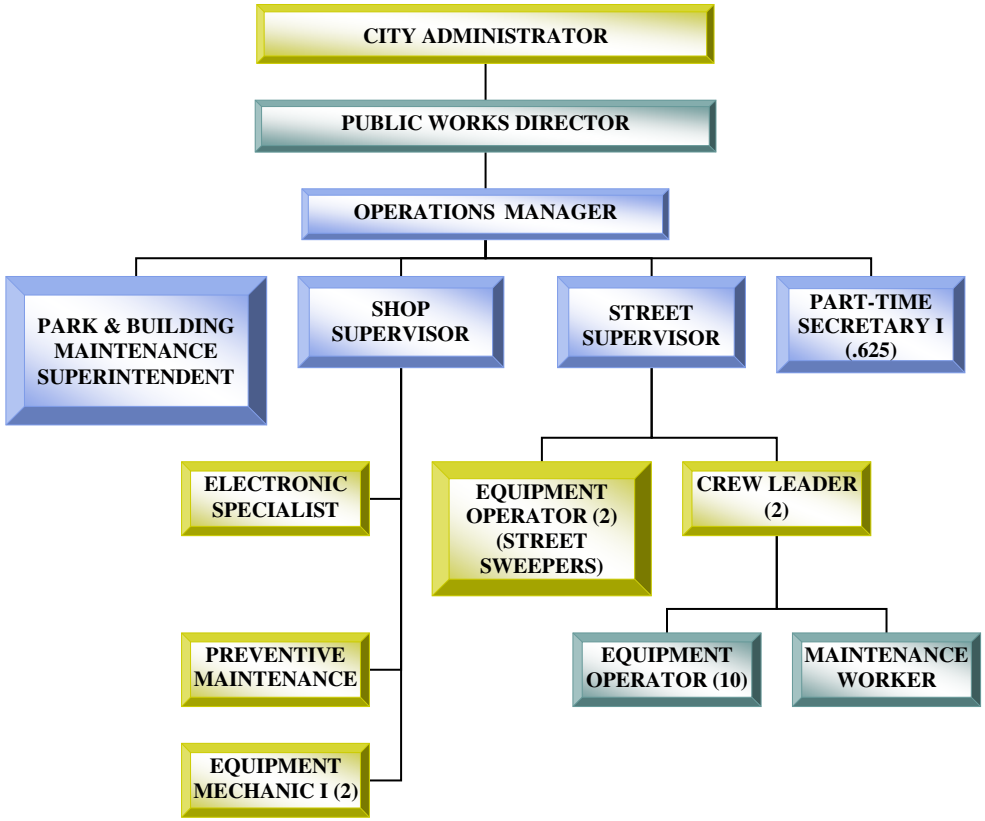
Mission Statement

To serve the public transportation needs by providing safe, clean, and functional streets and alleys, an efficient and effective equipment maintenance program, traffic control management, and a storm sewer maintenance program.

Description of Division

To maintain all publicly dedicated street and alley surfaces, City traffic control devices, storm sewers, sweep public streets and service all City owned motor vehicles.

Street Maintenance Organizational Chart



Services

- Provide enforcement of City Code. Street maintenance includes sweeping, blading, graveling, joint sealing, litter control, curb and gutter repair, patching and concrete repairs
- Roadside maintenance includes mowing, weed control, shoulder and ditch repair
- Drainage maintenance includes storm sewer and ditch maintenance
- Traffic service includes snow removal, sanding, salting, traffic signal maintenance, pavement marking and signing
- Equipment service includes vehicle and equipment repair and preventative maintenance for all City owned vehicles
- Miscellaneous work includes flood control work, parking lot maintenance, and ADA sidewalk compliance

Accomplishments for 2015-2016

- Rebuilt the outfall at 2nd Street and Jackson Avenue.
- Continued conversion of lighted street signs to LED style.
- Replaced the roof at the street office building.
- Maintained compliance with ADA sidewalk program.
- Upgraded pedestrian crossing signals.
- Added additional GEO Metal storage.
- Added additional salt spreader to fleet.
- Bid out and constructed new storage facility.
- Bid out and placed into service new loader, dump truck, snow plow and pickup.
- Street shop put into service ten pieces of new equipment.
- Upgraded the lighting in the storage garage attached to our office building.
- Designed and wired new storage building.

Goals for 2016-2017

- Installation of additional pedestrian crossings at 13th Street and Monroe Avenue and 1st Street and Benjamin Avenue.

- Installation of a fire alarm system and compressed air system in the new storage building.
- Rebuild alley return and ADA sidewalk at East Water Treatment Plant.
- Complete street sealing project for future armor coating. **(Mayor and City Council Goal #3)**
- Finish development of storm water maintenance program.
- Maintain compliance with ADA sidewalk program.
- Bid out and place into service new 4x4 dump truck.
- Bid out and place into service new tractor and mower.
- Work with local utilities to get USACE approval of gas and power lines in flood control right-of-way.
- Research how to mitigate drainage issues at the dog park and 2nd Street and Jackson Avenue.
- Relocate fiber for future expansion of the library. **(Mayor and City Council Goal #9)**

Performance Measures			
	2014-2015 Actual	**2015-2016 Estimated**	**2016-2017 Estimated**
Demand:			
Utility Breaks	26	25	25
Snow/Ice Handled (inches)	18	30	45
Sweeping Material (Cubic Yards)	4,792	4,500	5,000
Concrete Placed (Cubic Yards)	1,648	1,200	1,200
Asphalt Patching Material Placed (Tons)	91	150	160
Joint Sealing in Blocks	7	41	41
Vehicle Oil Sample Analysis	80	100	100
Street Miles	146	146	146
Workload:			
Storm Sewer Inlets Rebuilt	10	10	5
Failed Utility Cut Repairs	10	10	10
Handicap Ramps Installed	125	50	50
Storm Drain Inlets Cleaned	100	100	100
Stop Signs Replaced	50	50	50
Expansion Joints Replaced	10	10	5
Adjust Manhole to Grade/Valves	10	10	10
Replace Manhole Ring and Cover	7	7	10
Alley Returns Replaced	30	35	10
ADA Curb Planing (L.F.)	350	250	50
Productivity:			
Annual Cost of Utility Breaks	$36,734	$30,000	$30,000
Annual Cost of Storm Inlets	$14,400	$11,000	$11,000
Annual Cost of Snow/Ice	$120,000	$150,000	$200,000
Annual Cost of Sweeping Mater.	$114,527	$95,000	$120,000
Annual Cost of Concrete Placed	$127,491	$100,000	$120,000
Annual Cost of Patching	$49,006	$45,000	$20,000
Annual Cost of Joint Sealing	$19,242	$15,000	$15,000
Annual Cost of Vehicle Preventive Maint. Insp.	$64,512	$62,000	$65,000
Annual Cost of Vehicle Oil Sample Analysis	$1,310	$1,700	$2,100
Annual Cost of ADA Planing	$33,082	$15,000	$15,000
Effectiveness:			
% of Work Orders completed in 10 working days	99%	99%	99%
% of Service Requests completed in 10 working days	99%	99%	99%
% of Citizens Requests completed in 10 working days	99%	99%	99%
% of Street Name Signs Replaced	100%	100%	100%

Street Maintenance Personnel Roster					
Position	**Wage Grade**	**FY 13-14**	**FY 14-15**	**FY 15-16**	**FY 16-17**
Operations Manager	24	0	0	1	1
Street Supervisor	21	1	1	1	1
Shop Supervisor	19	1	1	1	1
Electronic Specialist	16	1	1	1	1
Preventive Maint. Mechanic	15	1	1	1	1

Crew Leader	15	0	0	2	2
Equipment Mechanic I	14	2	2	2	2
Equipment Operator	13	11	11	12	12
Maintenance Worker	11	5	5	1	1
Secretary I	10	1.25	1.25	.625	.625
Total		23.25	23.25	22.625	22.625

Current Budget Issues

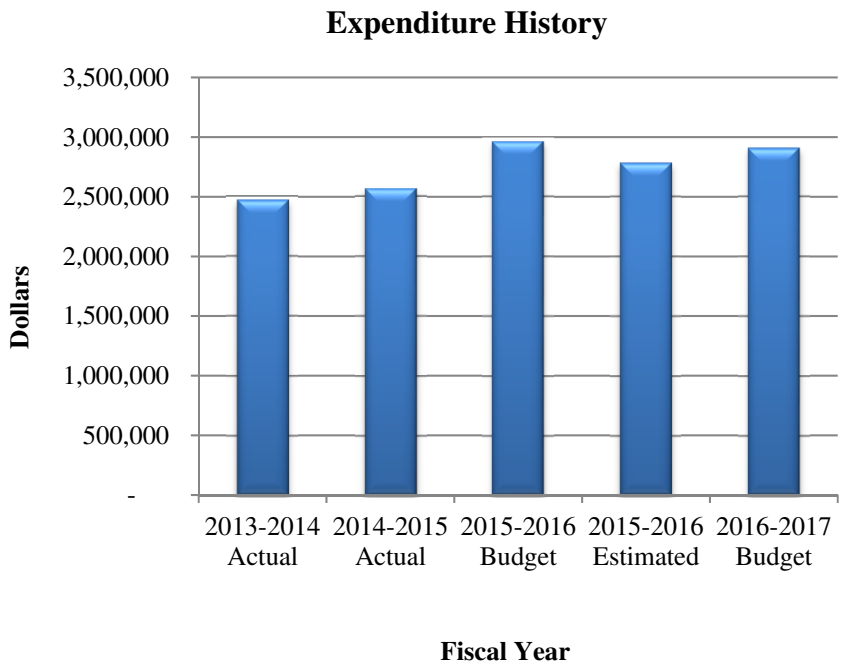
- Personnel: The $40,183 or 2.37% increase in personnel costs includes normal merit pay increases, and a 2% cost-of-living increase. The personnel costs are also impacted by health insurance and workers compensation costs.

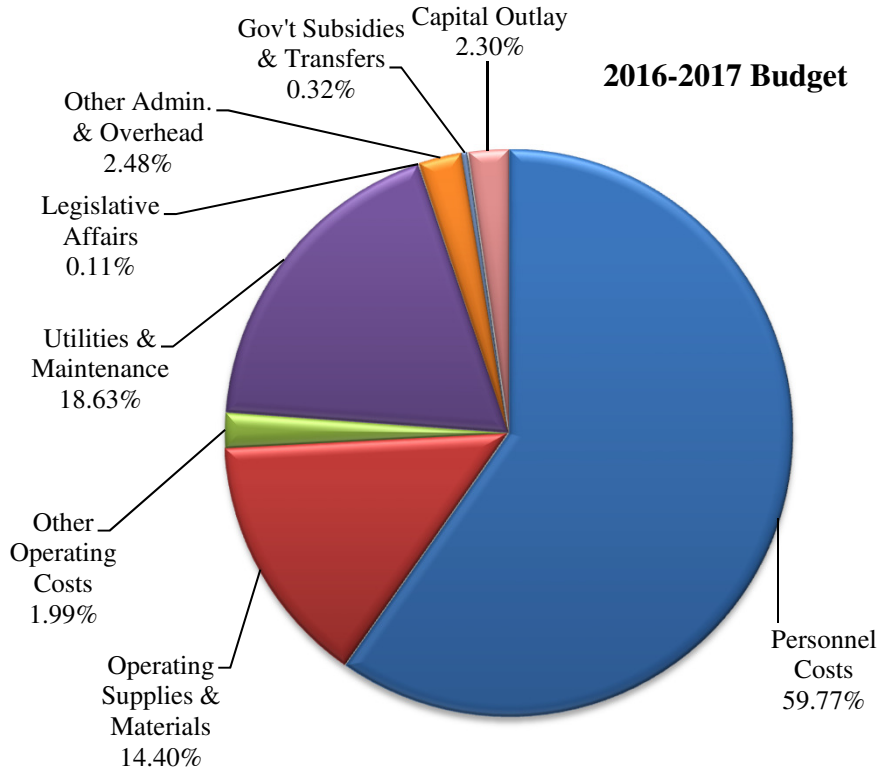
- Capital Outlay: Capital outlay is budgeted at $67,000 compared to $175,198 in the prior year. This is a decrease of $108,198 or 61.76%. The machinery and equipment budget includes $30,000 for a pickup, $20,000 for a tractor mower, and $17,000 for a snow plow.

- Significant changes to other categories: Operating Supplies and Materials increase by $17,433 or 4.34% due primarily to increases in road maintenance materials and supplies, and minor tools, which is partially offset by decreases in fuel and storm sewer supplies. Utilities and Maintenance decreases $10,616 or 1.92% due to decreases in traffic signal maintenance; building, ground and plant maintenance; and machinery and vehicle maintenance, which is partially offset by increases in electricity, natural gas and water. Legislative Affairs decrease by $17 or 0.51% due to a decrease in travel and training. Other Administration and Overhead increase $4,775 or 7.10% due to increases in insurance and office supplies, which is partially offset by a decrease in notices and advertising. The $9,259 budgeted in Government Subsidies & Transfers is for the City's match for the Storm Water Management grant received for implementation of the Storm Water Management Plan as required by the Nebraska Legislature in 2006.

DIVISION EXPENDITURE BUDGET SUMMARY **DIVISION CODE: 221**

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2015-2016 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Personnel Costs	1,478,291	1,617,002	1,662,133	1,697,373	1,737,556	40,183	2.37%
Operating Supplies & Materials	342,069	356,287	264,007	401,296	418,729	17,433	4.34%
Other Operating Costs	3,309	12,259	35,133	57,670	57,670	-	-
Utilities & Maintenance	516,482	483,852	592,915	552,396	541,780	(10,616)	(1.92%)
Legislative Affairs	1,374	1,363	1,396	3,353	3,336	(17)	(0.51%)
Other Admin. & Overhead	20,218	21,756	66,302	67,256	72,031	4,775	7.10%
Gov't Subsidies & Transfers	7,383	9,259	9,259	9,259	9,259	-	-
Capital Outlay	100,567	65,302	152,500	175,198	67,000	(108,198)	(61.76%)
Total Expenditures	2,469,693	2,567,080	2,783,645	2,963,801	2,907,361	(56,440)	(1.90%)





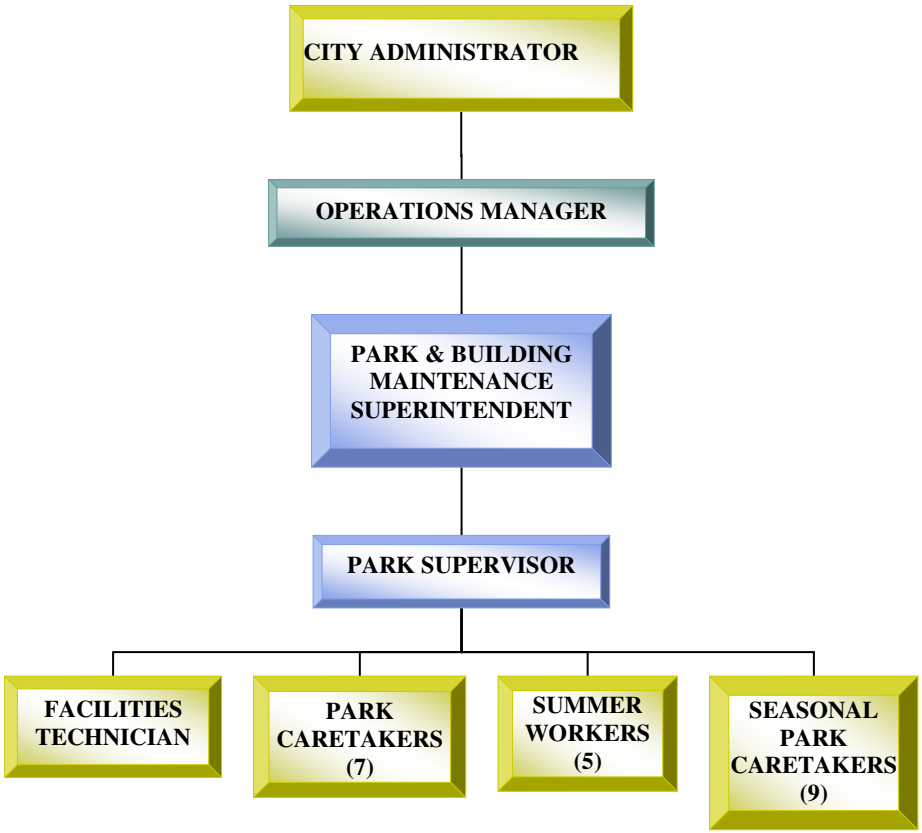
Mission Statement

To maintain all City parks and City owned properties in an efficient and safe manner giving the public an aesthetically pleasing and safe environment to enjoy recreationally and leisurely.

Description of Division

To operate and maintain two City pools, twelve City parks and grounds around City buildings.

Park Maintenance Organizational Chart



Services

- Park buildings and grounds maintenance
- City pool maintenance
- City property grounds maintenance
- Snow removal on City owned sidewalks
- Provide and maintain athletic facilities for City schools and the public

Accomplishments for 2015-2016

- Resurfaced tennis courts at the 4th Avenue and Elm Street courts. Courts held up and didn't need resurfaced in FY 2014-2015.
- Completed the sewer line to connect adult softball complex and west bathrooms at Ta-Ha-Zouka Park.
- Completed the McKinley Avenue trail including loops south to the Elkhorn River Trail at Ta-Ha-Zouka Park.
- Started work on the North Fork Riverfront Trail project.
- Built two new picnic shelters at Johnson Park.
- Continuing work with advocates on forwarding the new skate park project that the city has committed a $125,000 match towards.
- Improved parking at the gravel Ta-Ha-Zouka ball field parking lots with the addition of posts and cabling.
- Purchased a replacement 6-foot front deck riding mower per the equipment replacement schedule.
- Purchased 12 new aluminum picnic tables to bring up park totals that were reduced when the old wooden ones were retired.
- Designed and installed a new Disc Golf sign for Skyview Park.
- Renovated the exterior of the Club House rental cabin.
- Built a 6-stall ADA hard-surfaced parking area at Ta-Ha-Zouka Park adult softball complex.
- Built a kayak egress point along the North Fork River by the Mill Dam area.
- Worked with the Norfolk Rotary Club to install a concrete dance slab in front of the large band performance area at Skyview Park.
- Skyview Park Arboretum became an official affiliate site of the Nebraska Statewide Arboretum.

- Renovated the windows, doors and electrical system of the Mill Dam generator building.
- Replaced the underground electrical primary system powering the Ta-Ha-Zouka Park adult softball complex.
- Added WiFi to the Ta-Ha-Zouka Park adult and youth softball and baseball complexes.

Goals for 2016-2017

- Complete work on the North Fork Riverfront Trail project. **(Mayor and City Council Goal #2)**
- Continue working with advocates on forwarding the new skate park project that the city has committed a $125,000 match towards. **(Mayor and City Council Goal #2)**
- Armor coat previously treated park roads.
- Build a short trail piece connecting the McKinley Avenue Trail to the hard surfaced entrance to the Ta-Ha-Zouka Park adult softball complex.
- Build ADA walks and viewing pads for the three ballfields at the Ta-Ha-Zouka Park adult softball complex.
- Purchase a replacement 6-foot front deck riding mower per the equipment replacement schedule.
- Repaint the Aqua Venture aquatics facility pool vessels.
- Work on securing grant funding for the Flood Control Trail Under Omaha Avenue project. **(Mayor and City Council Goal #2)**
- Renovate the infield of Ta-Ha-Zouka Park ballfield #4.

Performance Measures

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Estimated
Demand:			
Number of Parks	13	13	13
Park Acres	421.6	421.6	421.6
Miles of Sidewalks/Trails	14.17	14.75	15.68
Sports Fields	23	23	22
Workload:			
Trash Runs	102	104	104
Mowing Cycles	34	32	32
Snow Removal Operations	26	32	25
Games on Sports Fields	1,788	1,700	1,700
Service Requests Completed	508	525	525
Effectiveness:			
Quality of Service Complaints	6	6	6
Service Requests Completed within 3 days	99%	99%	99%
Trash Removed from Parks (tons)	60.13	50	50

Park Personnel Roster

Position	Wage Grade	FY 13-14	FY 14-15	FY 15-16	FY 15-16
Park & Building Maintenance Superintendent	22	1	1	1	1
Park Supervisor	19	1	1	1	1
Facilities Technician	15	1	1	1	1
Park Caretaker	12	6	7	7	7
Maintenance Worker	11	1	1	1	0
Seasonal Park Caretaker	5	12	9	9	9
Total		22	20	20	19

The Maintenance Worker position is now being split in the Library and Police Division budget.

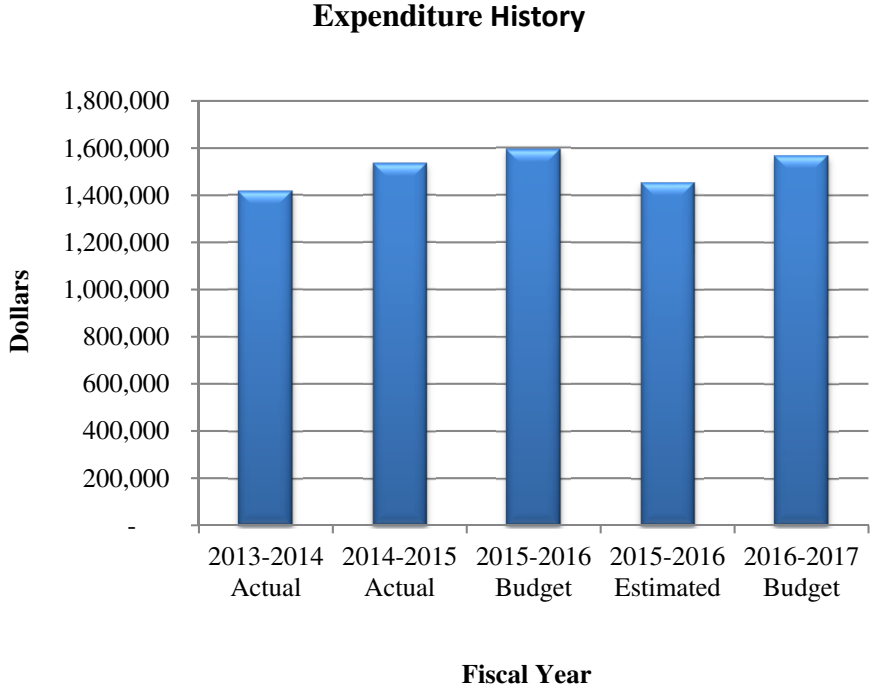
Current Budget Issues

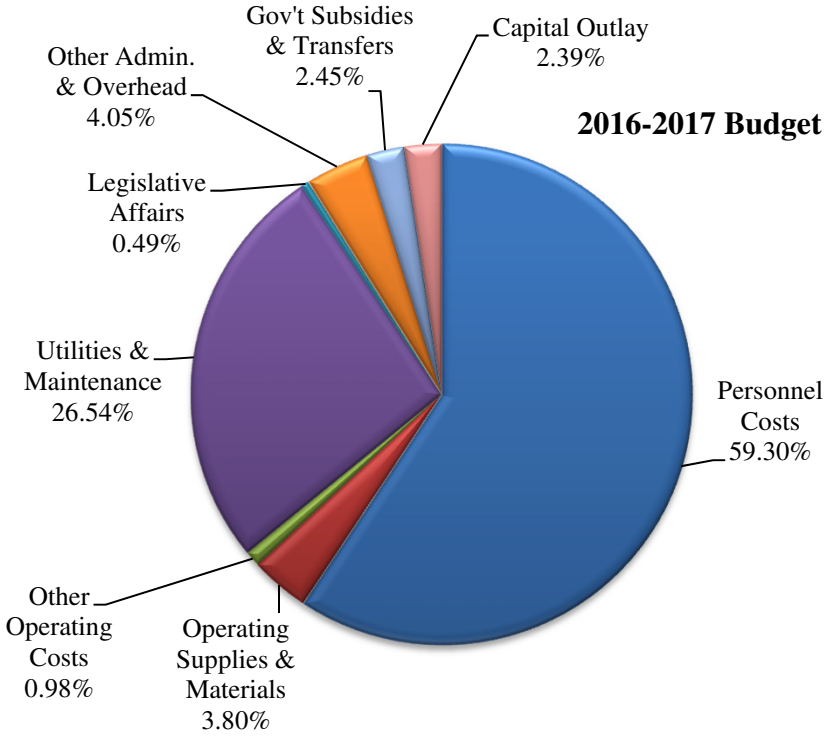
- Personnel: The $6,520 or 0.70% decrease in personnel costs includes moving the Maintenance worker position to half time in each Police and Library Divisions, normal merit pay increases, and a 2% cost-of-living increase. The personnel costs are also impacted by health insurance costs and workers compensation insurance.
- Capital Outlay: Park Capital Outlay decreases $94,825 or 71.66% over the previous year. Park machinery and equipment includes a 6' front end mower for $15,000. Infrastructure items include: $12,500 for NECC funded Ta-Ha-Zouka improvements, and $10,000 for trail improvements.

- Significant changes to other categories: Operating Supplies and Materials increase by $9,851 or 19.80% due to increases in fuel, minor tools, signs, paint, and lumber. Utilities and Maintenance increases $39,931 or 10.59% primarily due to increases in electricity and building ground and plant maintenance costs to paint AquaVenture pool, which is partially offset by a decrease in natural gas. Legislative Affairs increase $305 or 4.14% due to an increase in dues and publications. Other Administration and Overhead increases by $1,445 or 2.32% due to increases in insurance, office supplies, and notices & advertising, which is partially offset by a decrease in other professional fees. Gov't Subsidies & Transfers includes a $26,000 transfer to Capital Projects Fund to assist with funding of the Flood Control trail under Omaha Avenue.

DIVISION EXPENDITURE BUDGET SUMMARY **DIVISION CODE: 227**

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017* Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Personnel Costs	803,009	874,456	923,208	937,815	931,295	(6,520)	(0.70%)
Operating Supplies & Materials	47,352	37,854	30,295	49,764	59,615	9,851	19.80%
Other Operating Costs	8,561	9,224	9,216	15,400	15,400	-	-
Utilities & Maintenance	388,007	519,388	349,846	376,914	416,845	39,931	10.59%
Legislative Affairs	1,855	1,401	1,580	7,369	7,674	305	4.14%
Other Admin. & Overhead	15,981	22,980	64,930	62,186	63,631	1,445	2.32%
Gov't Subsidies & Transfers	12,500	12,500	12,500	12,500	38,500	26,000	208.00%
Capital Outlay	139,623	56,720	63,798	132,325	37,500	(94,825)	(71.66%)
Total Expenditures	1,416,888	1,534,523	1,455,373	1,594,273	1,570,460	(23,813)	(1.49%)





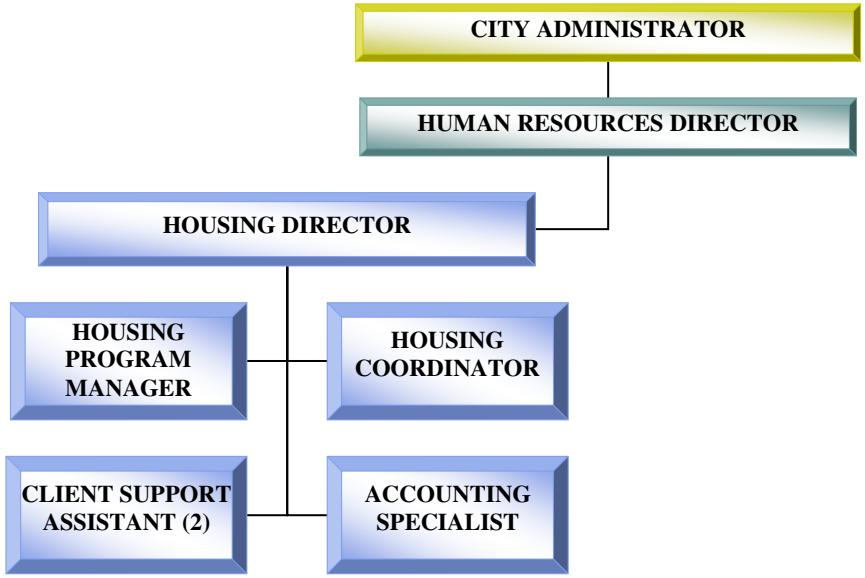
Mission Statement

To provide decent, safe and quality housing to Norfolk's low to moderate income families and to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

Description of Division

To administer a Housing and Urban Development (HUD) Rental Assistance Program, prepare grant applications for HUD rental assistance funding for very low income families, supervision of owner rehabilitation funding for repairs and refurbishment of homes for low income families, supervision of rental rehabilitation program for second story downtown and other rental rehabilitation units in the community. Ownership and management of a 57 unit apartment complex in downtown Norfolk, as well as a tax credit 24 unit complex in Meadow Ridge. Management of 14 homes that are Tax Credit Rent-to-Own in Woodland Park.

Housing Organizational Chart



Services

- Upgrade and enhance housing rental assistance and rehabilitation programs
- Work closely with social agencies
- Availability to entrepreneurs, builders, developers, and homebuyers for direction and advice
- Prepare and submit grants for rental assistance and owner rehabilitation
- Knowledge of Housing Quality Standards
- Rental Agency – Apartments and Commercial Space
- Increase/improve housing stock in the community both independently and through partnerships
- Getting information out in the community about housing discrimination

Accomplishments for 2015-2016

- Maintained the quota of serving 254 families in the rental assistance program or utilizing the maximum funding provided by HUD.
- Continued assisting with the Community Revitalization (CR) grant.
- Worked with the National Association of Housing Redevelopment Officials (NAHRO), Congress and the Senate on Legislative advocacy to keep our housing programs funded.
- Maximized utilization of federal funding to serve the most people in the community (100% expected.)
- Maintained nearly 100% occupancy in Meadow Ridge Estates.
- Maintained occupancy of commercial space at the Kensington.
- Maintained nearly 100% occupancy for the Royal Oaks Estates homes in Woodland Park.
- Worked with owners on the Rental Rehabilitation Grant for the downtown.
- Worked with homeowners on the Owner Rehabilitation Grant to improve the housing quality of homes in the community with the grant that was awarded to the City.
- Constructed 4 additional apartments in the Kensington.

- Purchased 3 homes and 6 lots to rehab/build new construction homes in the community for 80% low to moderate income home buyers.

Goals for 2016-2017

- Maintain the quota of 254 families in the rental assistance program despite decreasing funding in the last several years.
- Continue our portion of assisting with the Community Revitalization portion of the grant. This grant works with owners to rehabilitate their rental units.
- Continue to work with National Association of Housing Redevelopment Officials (NAHRO), Congress and the Senate on Legislative advocacy to keep our housing programs fully funded.
- Utilize our funding in the best way possible to maximize the number of families we can assist with rent.
- Continue our high occupancy rates at the Kensington, Royal Oaks Estates and Meadow Ridge Estates.
- Maintain occupancy of commercial space at the Kensington.
- Continue the owner rehabilitation program with any re-use funds that become available.
- Work with Landlords in the Rental Rehabilitation program who will be receiving funding for 2nd story rentals in the downtown.
- Purchase/rehab/build homes in the community for 80% low to moderate income home buyers.

Performance Measures

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Estimated
Demand:			
# of Landlords	94	90	88
Average # of Households:			
White	194	192	193
Black	16	19	18
Hispanic	16	22	23
Native American /Alaskan Native	5	5	5
Other	0	0	1
Total	231	238	240
Average # of Households:			
Family	111	103	107
Elderly	30	18	18
Disabled	90	117	115
Total	231	238	240
Workload:			
Average Households Assisted Monthly	231	238	240
Average # of People Assisted Monthly	484	476	490
Productivity:			
Average # of New Leases	44	48	55
Average # of Inspections	273	271	279
Effectiveness:			
# of Families Leaving the Assistance Program	53	60	61

Housing Personnel Roster

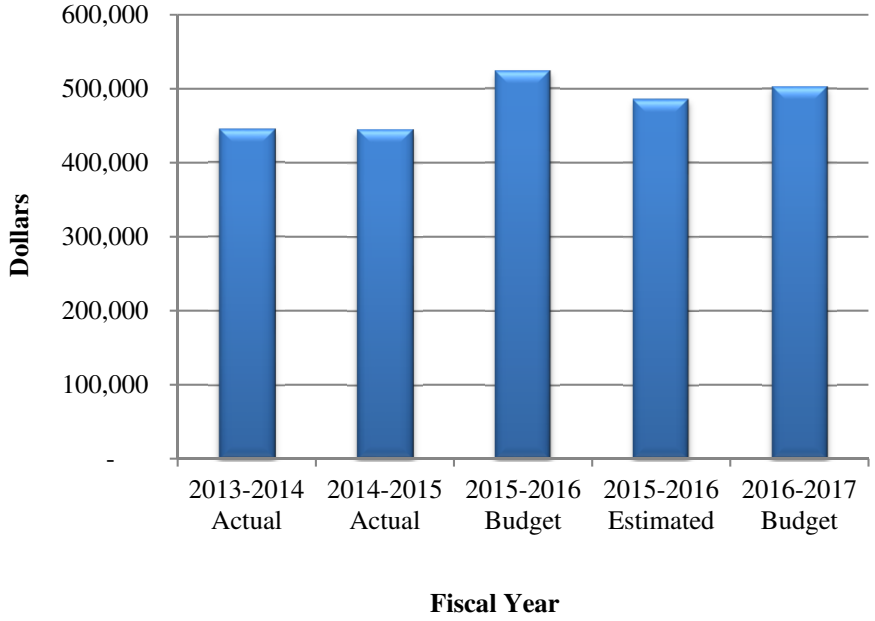
Position	Wage Grade	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Housing Director	21	1	1	1	1
Housing Development Manager	19	1	1	0	0
Housing Program Manager	18	0	0	1	1
Housing Coordinator	17	1	1	1	1
Housing Specialist	15	1	0	0	0
Accounting Specialist	13	0.75	0.75	1	1
Client Support Assistant	10	1	2	2	2
Total		5.75	5.75	6	6

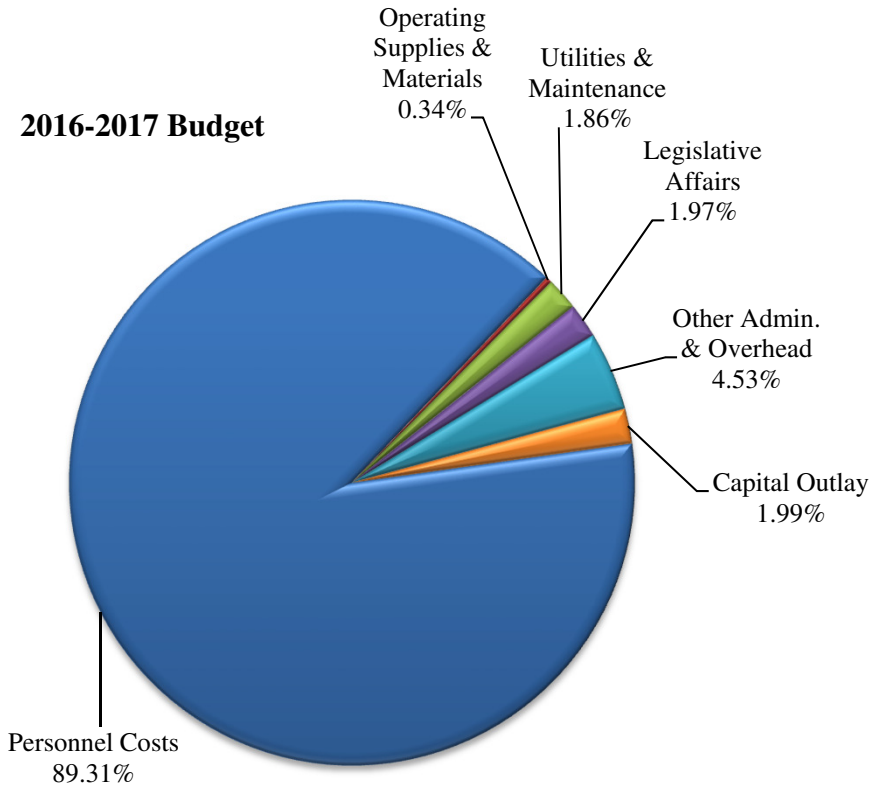
Current Budget Issues

- Personnel: The $12,588 or 2.72% decrease in personnel costs is due to reclassifying the two Client Support Assistant positions from a grade 12 to grade 10. This decrease is offset partially by normal merit pay increases, and a 2% cost-of-living increase. The personnel costs are also impacted by health insurance costs and workers compensation insurance.
- Capital Outlay: Capital Outlay budgeted for this year includes: $10,000 for an office copier.
- Significant changes to other categories: The Housing budget is primarily personnel costs and operating costs in the form of supplies, as well as typical office supplies such as paper, pencils, etc. Operating Supplies & Materials increase $119 or 7.36% due to an increase in fuel costs and hand tools. Utilities and Maintenance increase $633 or 7.24% due to increases in machinery & vehicle maintenance and office equipment maintenance. Legislative Affairs increase $1,960 or 24.70% due to increases in travel & training costs. Other Administration and Overhead decreases $19,458 or 46.02% due primarily to budgeting $25,000 for a community housing study the previous year, which is partially offset by increases in office supplies, which increases because of budgeting computers in Other Administration and Overhead compared to Capital Outlay.

DIVISION EXPENDITURE BUDGET SUMMARY **DIVISION CODE: 366**

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Personnel Costs	430,999	418,715	436,775	462,051	449,463	(12,588)	(2.72%)
Operating Supplies & Materials	559	548	1,373	1,617	1,736	119	7.36%
Utilities & Maintenance	1,611	2,276	2,600	8,746	9,379	633	7.24%
Legislative Affairs	1,120	4,352	4,510	7,935	9,895	1,960	24.70%
Other Admin. & Overhead	7,917	9,366	36,959	42,280	22,822	(19,458)	(46.02%)
Capital Outlay	2,710	10,323	3,600	1,800	10,000	8,200	455.56%
Total Expenditures	444,916	445,580	485,817	524,429	503,295	(21,134)	(4.03%)





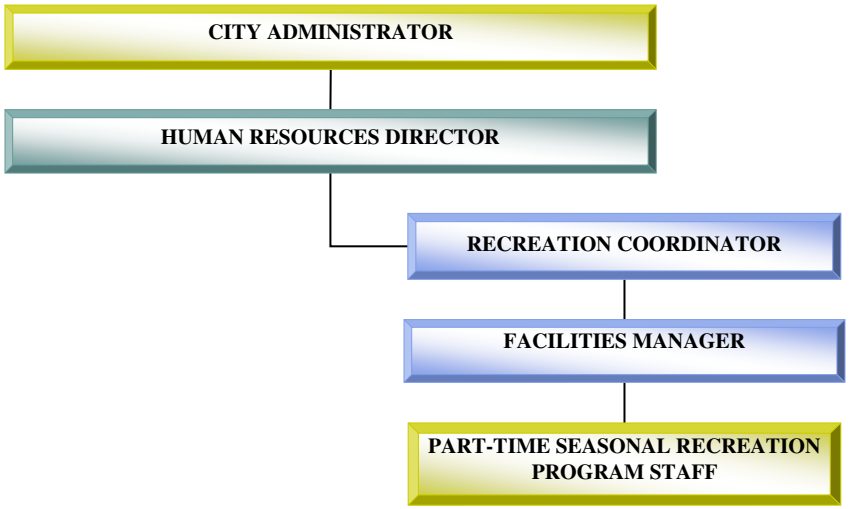
Mission Statement

To provide quality athletic and recreational programs and facilities, including two municipal pools, and to improve aesthetics by maintaining various flower beds in the City parks.

Description of Division

To provide recreational programs, operate the City's swimming pools, maintain flowerbeds, prepare and distribute employee monthly newsletter, maintain the employees' Section 125 Plan and prepare payroll for the City.

Recreation Organizational Chart



Services

- Plan, plant and maintain flowerbeds in City parks
- Organize and provide recreation programs
- Operate AquaVenture water park and Liberty Bell pool
- Prepare and distribute monthly employee newsletter
- Book reservations for cabins at Ta-Ha-Zouka Park and open air shelters at Ta-Ha-Zouka Park and Skyview Park
- Maintain employees' Section 125 Plan
- Payroll
- Organize operations of the concession stands at Veterans Memorial Field and Ta-Ha-Zouka ball fields

Accomplishments for 2015-2016

- Worked with local companies to hold their company picnics at AquaVenture. This year there were four.
- Facilities Manager received certification to be able to certify, in-house, lifeguards for our staff.
- Remodeled and took over the operations of the west Ta-Ha-Zouka concession stand bringing the total to three concession stands that the Recreation staff operates.
- Continued to train personnel as back-up for the payroll system.
- Reserved over 240 cabins at Ta-Ha-Zouka Park.
- Continued to learn different parts of the new software for the new payroll system.
- Collected and entered information for the Affordable Care Act requirements on reporting health insurance for employees.
- Worked with the programmer and the IRS on the submittal of the ACA forms.
- Participated in the process of transferring human resources data from paper to electronic files.
- Worked with Norfolk Senior High for use of a gym to hold the Men's Basketball League.
- Completed and filed the 2015 Equal Employment Opportunity Commission report, a federal requirement.

Goals for 2016-2017

- Create additional activities for AquaVenture to include after hour swim parties, various swim classes, etc.
- Continue to train and hire quality staff to operate AquaVenture.
- Continue to improve on flower beds throughout the City parks.
- Provide in-service training for the waterpark staff.

- Continue to look for ways to improve the operations of the three concession stands that the Recreation Division operates.
- Work with staff to increase the number of company parties held at AquaVenture.
- Collect and update information from employees to comply with the Affordable Care Act Reporting Requirements (Form 1095-C).
- Complete and submit the 2016 Equal Employment Opportunity Commission report, a federal requirement.
- Continue to learn and train back-up on the newly installed payroll system.

Performance Measures			
	2014-2015 Actual	**2015-2016 Estimated**	**2016-2017 Estimated**
Demand:			
Swimming Pool Single Passes	145	194	200
Swimming Pool Family Passes	352	385	400
Quantity of City Park Flower Beds	30	30	30
Downtown: Potts Medians beds Sidewalk beds	 60 5 blocks 7 blocks	 60 5 blocks 7 blocks	 60 5 blocks 7 blocks
Ta-Ha-Zouka Park Cabin Reservations	234	230	240
Open Air Shelter Reservations	68	70	75
Workload:			
Swimming Pool Lesson Participants	630	630	630
Private Swim Lessons	907	975	1,000
Productivity:			
Swimming Pool Personnel Costs	$216,775	$270,000	$295,000
Personnel Costs to Maintain Flower Beds	$7,100	$11,500	$15,500

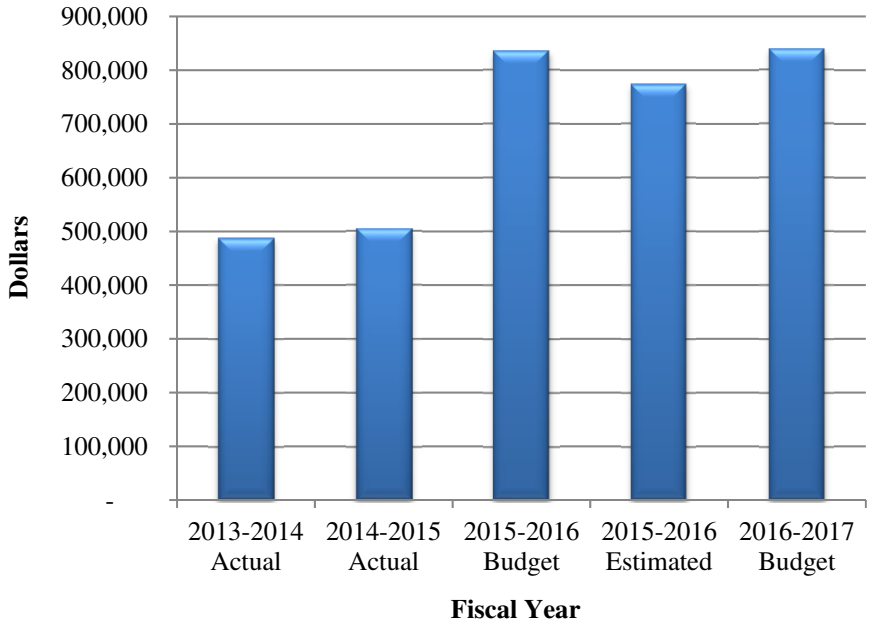
Recreation Personnel Roster					
Position	**Wage Grade**	**FY 13-14**	**FY 14-15**	**FY 15-16**	**FY 16-17**
Recreation Coordinator	16	1	1	1	1
Facilities Manager	12	1	1	1	1
Total		2	2	2	2

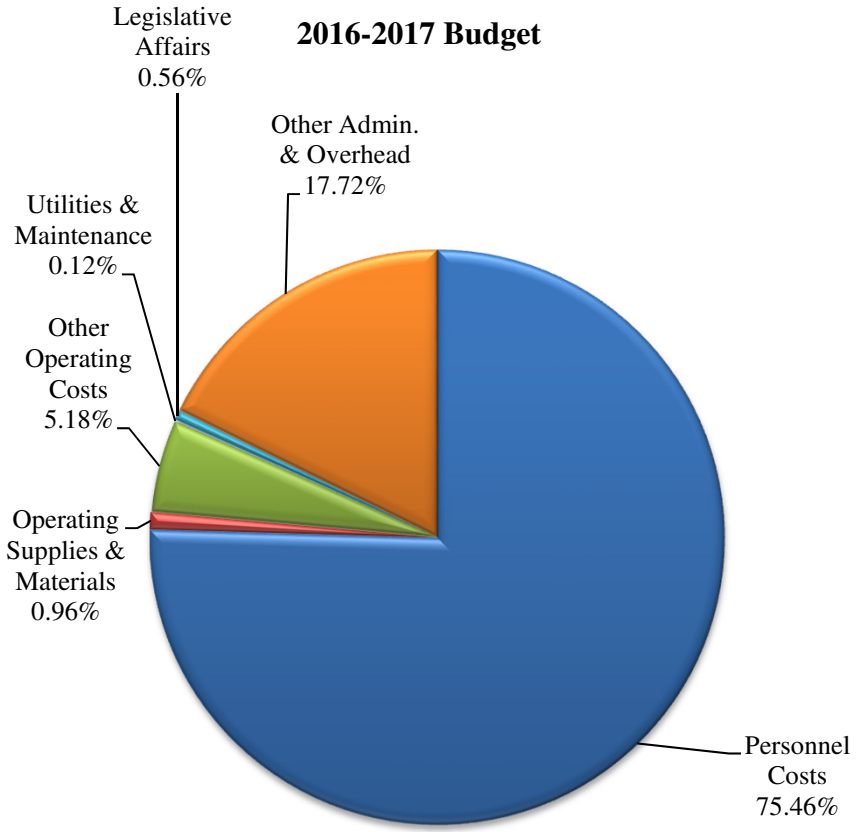
Current Budget Issues

- Personnel: The $15,901 or 2.57% increase in personnel costs is due to normal merit pay increases, and a 2% cost-of-living increase. The personnel costs are also impacted by adjustments in health insurance costs and workers compensation insurance.
- Capital Outlay: No capital items are budgeted this year.
- Significant changes to other categories: The $3,000 or 6.45% decrease in Other Operating costs is due to a decrease in program expenses. The $63 or 1.32% decrease in Legislative Affairs is due to a reduction in travel and training costs for staff. The $2,569 or 1.70% decrease in Other Administration and Overhead is due to a decrease in notices and advertising, which is partially offset by increases in office supplies and concession stand costs related to the aquatic facility.

DIVISION EXPENDITURE BUDGET SUMMARY **DIVISION CODE: 411**

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Personnel Costs	389,727	407,591	604,247	617,575	633,476	15,901	2.57%
Operating Supplies & Materials	4,498	3,331	6,252	8,100	8,100	-	-
Other Operating Costs	13,235	10,682	20,994	46,500	43,500	(3,000)	(6.45%)
Utilities & Maintenance	-	4	600	1,000	1,000	-	-
Legislative Affairs	328	1,221	4,314	4,785	4,722	(63)	(1.32%)
Other Admin. & Overhead	79,831	78,979	133,277	151,303	148,734	(2,569)	(1.70%)
Total Capital Outlay	-	3,354	4,000	7,000	-	(7,000)	(100.00%)
Total Expenditures	487,619	505,162	773,684	836,263	839,532	3,269	0.39%





Mission Statement

The Norfolk Public Library provides innovative library services that give community members of all ages the means to fulfill their recreational interests, interact with others in the community, get information on a broad array of topics, access resources to help them learn to read and use information effectively, and continue to learn throughout their lives.

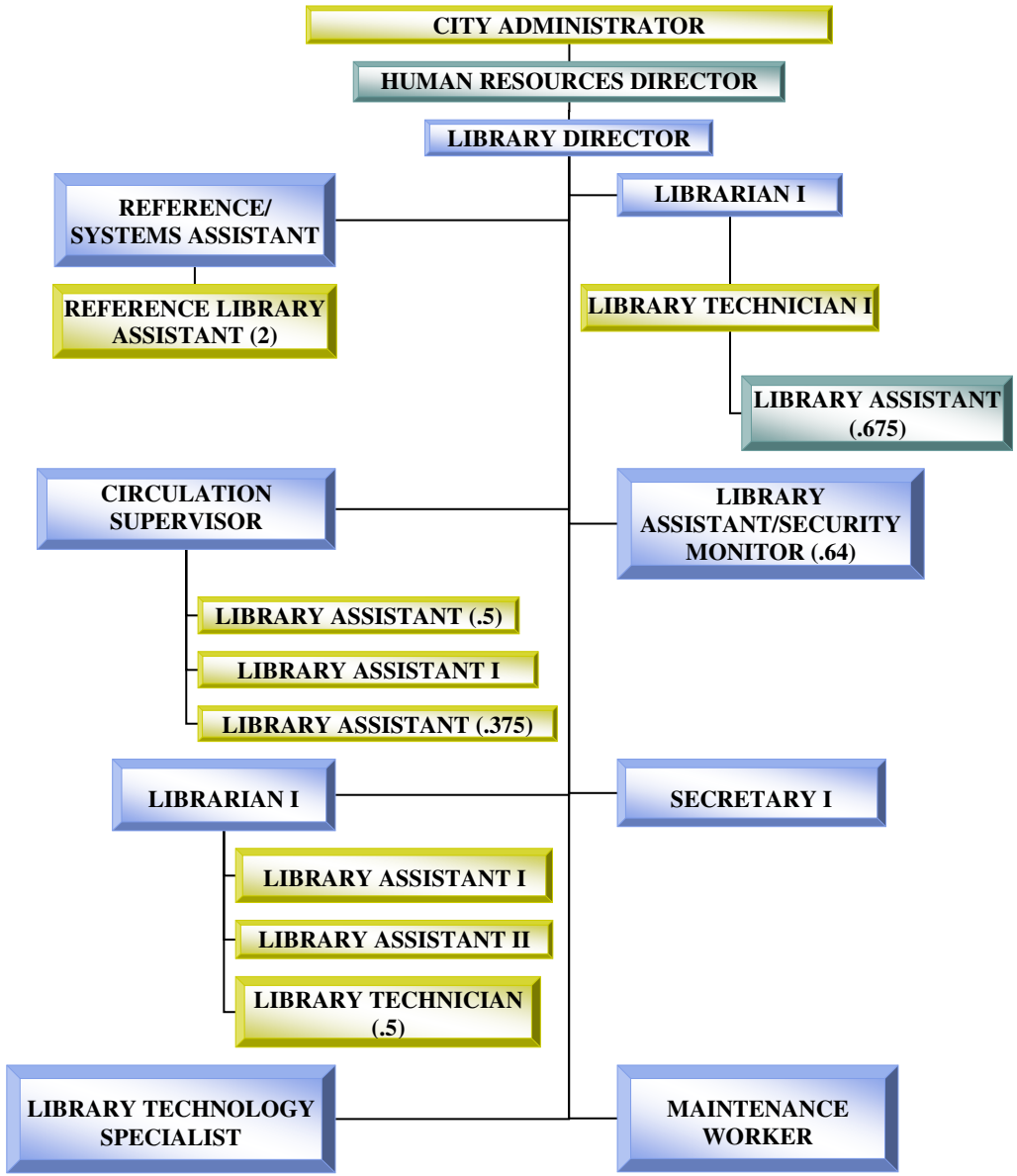
Description of Division

Collect, organize, make accessible and disseminate both traditional printed materials and a wide variety of contemporary print and non-print resources.

Services

- The library encourages lifelong learning by providing citizens with access to quality informational and recreational materials on a wide variety of subjects and in a variety of formats. This information comes from print books, electronic resources, DVDs, CDs, newspapers, magazines and includes the computers the library provides for the public.
- The library provides educational and cultural programs for all ages. Programs for children encourage early literacy skills and support their educational development as they grow. Programs for adults cover a variety of educational, historical and specialty topics to help citizens pursue their interests.
- With assistance from highly-trained library staff, the library helps citizens find information, access the internet, answer general information questions, provide computer training, and provide assistance with genealogy and historical research.

Library Organizational Chart



Accomplishments for 2015-2016

- Replaced 10 staff PCs, added an additional workstation and replaced 1 public PC.
- Continued to modernize the library by accepting credit card payments in the library.
- Completed the digitization of the library microfilm collection.
- Replaced the library copy machine.
- Began design plans for the renovation and expansion.

Goals for 2016-2017

- Keep technology current by replacing 8 public computers, 10 catalogue computers and 2 public laptops, and adding 3 additional public laptops.
- Replace the server for the complete collection of recently digitized microfilm.
- Continue to improve staff efficiency by purchasing 2 scanners for staff.
- Complete the design plans for the renovation and expansion and begin construction in Spring 2017. **(Mayor and City Council Goal #9)**

Performance Measures

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Estimated
Demand:			
Population Served	24,523	24,523	24,523
Library Card Holders	14,245	14,245	14,245
%Card Holders-Norfolk	70	70	70
% Card Holders-Other	30	30	30
Open Hours Per Week	63	63	63
Open Hours Per Year	3,136	3,136	3,136
Annual Attendance	145,511	145,000	140,000
Annual Program Attendance	10,663	10,500	8,000
Children's Programs	8,375	8,300	7,000
Adult Programs	2,288	2,200	1,000
Workload:			
Adult Circulation/Year	187,356	187,000	175,000
Juvenile Circulation/Year	99,616	99,000	90,000
Total Circulation/Year	286,972	286,000	265,000
Reference Question/IT			
Instruction	7,791	7,700	7,000
Patron Internet Uses	22,309	20,000	18,000
Children's Programs	279	280	200
Adult Programs	144	150	100
Material Items Added	11,024	10,000	10,000
Material Items Deleted	8,197	9,000	10,000
Productivity:			
Items Circulated per Capita	11.7	11.7	10.8
Circulations/Hour	91.5	91.2	84.5
Reference Transactions/ Hour	2.5	2.5	2.2
Internet Use/Hour/ Station	7.1	6.4	5.7
Effectiveness:			
Public Internet Work Stations	24	24	24

Library Personnel Roster

Position	Wage Grade	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Library Director	24	1	1	1	1
Reference Systems Assistant	19	1	1	1	1
Librarian I	17	2	2	2	2
Library Technology Specialist	17	0	0	0	1
Circulation Supervisor	14	1	1	1	1
Library Technician I	14	1	1	1	1
Library Technician	11	0.5	0.5	0.5	0.5
Maintenance Worker	11	0	0	0	0.5
Secretary I	10	1	1	1	1
Library Assistant II	10	1	1	1	1
Reference Library Asst.	10	2	2	2	2
Library Assistant I	10	1	1	1	0
Library Assistant I	8	2	2	2	1.45

Security Monitor/Clerk	8	0.64	0.64	0.64	0.64
Library Assistant	7	1.24	1.24	1.07	1.55
Total		15.38	15.38	15.21	15.64

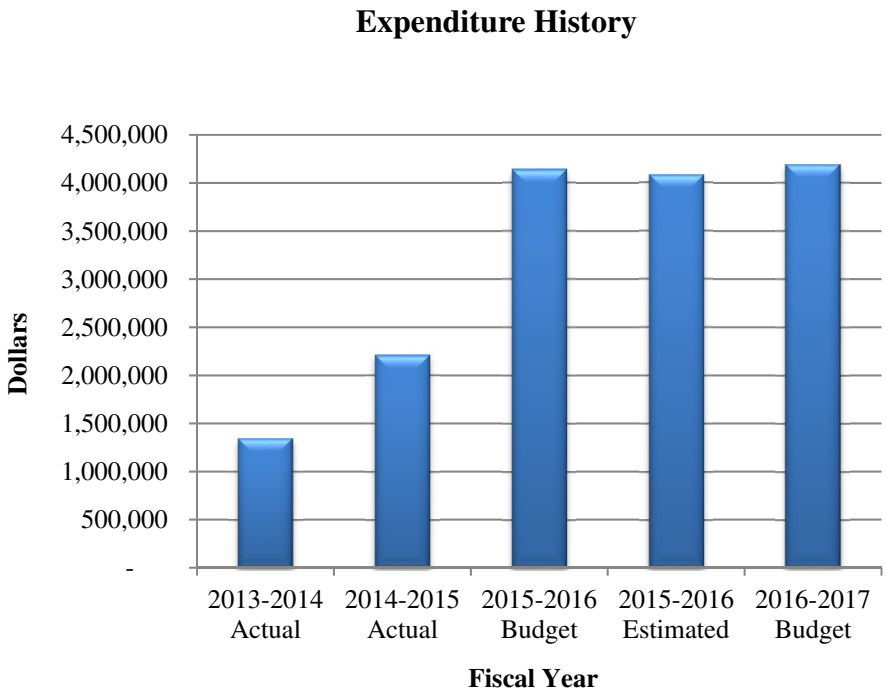
One Library Assistant I position reclassified as a Library Technology Specialist. Maintenance Worker position previously budgeted in Park Maintenance moved salary to .5 time in Library and .5 time in Police. Library Assistant I and Library Assistant total hours adjusted.

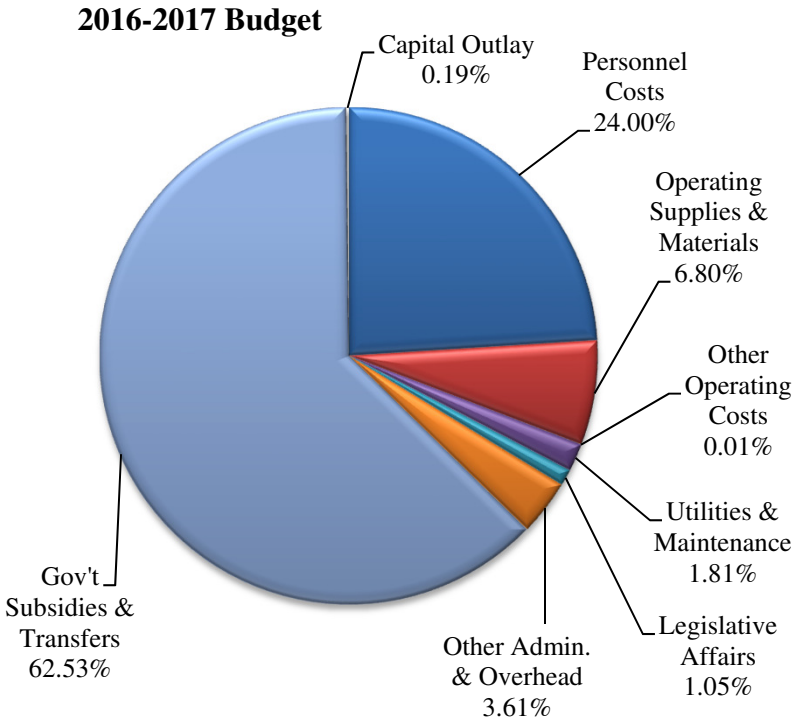
Current Budget Issues

- Personnel: The $32,274 or 3.31% increase in personnel costs includes the addition of ½ time of a Maintenance Worker position that was previously budgeted in the Park Maintenance budget, normal merit pay increases, and a 2% cost-of-living increase. The personnel increase is also impacted by health insurance costs and workers compensation insurance.
- Capital Outlay: The Capital budget consists of $8,000 for a server.
- Significant changes to other categories: The $13,580 or 5.00% increase in Operating Supplies & Materials is due to an increase in library materials. The $4,939 or 6.95% increase in Utilities & Maintenance is primarily due to an increase in building ground and plant maintenance, which is partially offset by decreases in electricity, natural gas, water and sewer and office equipment maintenance costs. The $1,745 or 4.13% increase in Legislative Affairs is due to increases in public relations and travel & training. The $30,054 or 24.76% increase in Other Administration & Overhead is primarily due to an increase in office supplies, which increases because of budgeting computers in Other Administration & Overhead compared to Capital Outlay. Increases in Other Administration & Overhead are partially offset by a decrease in other professional fees due to budgeting funds for microfilm digitization the previous year. Governmental Subsidies & Transfers for the transfer a half cent sales tax to the Capital Projects Fund to pay for construction of the Library addition decreases slightly.

DIVISION EXPENDITURE BUDGET SUMMARY **DIVISION CODE: 444**

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Personnel Costs	901,271	900,679	960,412	974,711	1,006,985	32,274	3.31%
Operating Supplies & Materials	240,184	262,931	265,000	271,600	285,180	13,580	5.00%
Other Operating Costs	555	612	612	600	600	-	-
Utilities & Maintenance	67,990	55,045	64,810	71,089	76,028	4,939	6.95%
Legislative Affairs	29,673	28,038	35,250	42,221	43,966	1,745	4.13%
Other Admin. & Overhead	90,849	84,124	98,857	121,394	151,448	30,054	24.76%
Gov't Subsidies & Transfers	-	871,096	2,630,084	2,625,750	2,623,396	(2,354)	(0.09%)
Capital Outlay	16,451	9,461	30,900	34,600	8,000	(26,600)	(76.88%)
Total Expenditures	1,346,973	2,211,986	4,085,925	4,141,965	4,195,603	53,638	1.29%





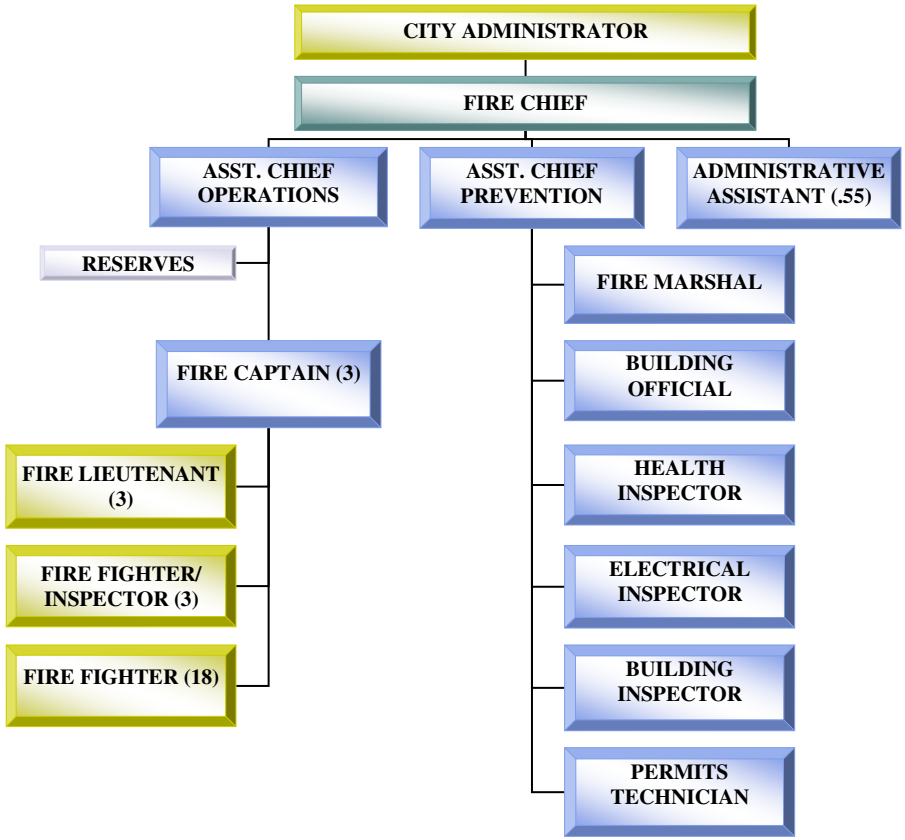
Mission Statement

To support a higher quality of life through public education, loss prevention, and service response.

Description of Division

To respond to community needs in the areas of fire prevention, fire suppression, emergency medical and rescue services, emergency management, planning and zoning, electrical, mechanical, general construction, health, environmental inspections, and public education.

Fire Organizational Chart



Services

- Fire Prevention -- Enforce the Fire Codes in the interest of the community
- Fire Suppression -- Locate, confine, and extinguish fires or explosions, and to control and eliminate other hazardous conditions
- Emergency Medical Services -- Respond and provide emergency medical care and transport of patients
- Prevention and Codes -- Assist contractors, home builders, and general public with building, zoning, fire prevention, health, and other code concerns
- Public Education -- Delivery of safety information to the community in order to develop awareness and skills to prevent hazardous situations and reduce injury and damage in emergencies
- Hazardous Materials Response – Technical level response to release of hazardous materials

Accomplishments for 2015-2016

- Continued strategic planning process.
- Performed internal and external communications improvements: Reviewed radio and other electronic communications. Reviewed staff and other internal communication loops and methods, and
  Reviewed Fire Division communications within our community.
- Conducted joint mutual aid drill with mutual aid towns.
- Provided excellent customer service while providing exceptional service to the community.
- Provided critical support for the Community Redevelopment project.
- Maximized Fire division resources to provide the best service.
- Completed specifications for a new city pumper.

Goals for 2016-2017

- Continue strategic planning process.
- Perform internal and external communications improvements: Review radio and other electronic communications capabilities, Review staff and other internal communication loops and methods, and Review Fire Division communications within our community.
- Conduct joint mutual aid drill with mutual aid towns.
- Complete a SOG review and Stand Down for Safety Seminar.
- Complete a Reserve Recruitment and Initial Recruit class.
- Begin Fire Fighter 2 course curriculum.
- Implement CPAP Patient Care Protocols.
- Review New AHA guidelines and consider implementation.
- Enhance performance measurement data collection.
- Evaluate building infrastructure and identify and complete needed improvements.
- Provide excellent customer service while providing exceptional service to the community.
- Provide critical support for the Community Redevelopment project.
- Maximize Fire division resources to provide the best service.
- Take delivery and place into service new rural tanker.
- Complete specifications and bid new aerial platform device.
- Place into service new SCBA, compressor, and cascade systems.
- Adopt and implement the 2012 Edition of the International Building Code Series.
- Study and evaluate the emergency response staffing levels for the community.

Performance Measures

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Estimated
Demand:			
City Population	24,210	24,210	24,220
Rural District Population	4,312	4,950	4,950
Total Geographical Area Served	111	111	111
City Area	11	11	11
Rural Area	102	102	102
Mutual Aid Area	1,345	1,345	1,345
Workload:			
Total # of Responses	2,365	2,450	2,550
Emergency Medical Calls	2,007	2,050	2,100
# of Patients Encountered	2,232	2,300	2,350
# of Trauma Patients	313	350	370
# of Medical Patients	2,135	2,200	2,200
Fire Calls	358	370	380
Structure Fires	22	30	32
% Contained to Room of Origin	77%	70%	65%
% Contained to Structure of Origin	100%	100%	100%
Wildland Fires	22	25	25
Hazardous Material Calls	19	20	20
# of Level 1 Call Backs	38	35	35
# of Level 2 Call Backs	71	76	80
# of Citizens Who Toured the Fire Station or attended classes	1,621	1,800	1,900
Public Education (Student Contact)	6,700	6,700	6,700
Valuation of Fees/Building Permits Issued	$46,812,458	$50,000,000	$50,000,000
Building Permits Issued	112	420	430

# of Inspection Requests	5,213	5,800	5,800
# of Burning Permits Issued	275 186 Patio Permits	275	300
Productivity:			
Total Training Hours	5,942	6,500	6,500
Average Training Hours per Fire Fighter	220	240	240
Feet of Hose Maintained	25,250	25,750	25,950
# of Pumps Tested & Maintained	6	6	6
# of Warning Sirens Tested & Maintained	10	10	10
# of Preemption Devices Maintained	80	80	80
# of SCBA Tested and Maintained	55	55	55
# of Emergency Vehicles Maintained	22	24	24
# of Defibrillators Maintained	6	8	8
Effectiveness:			
% of Established Patient IV's	82.7	90	90
% of Established Endotracheal Tubes	78	85	85
% of Misplaced Endotracheal Tubes	0	0	0
Average Response Time per Call	4:03	4:30	4:30
# of Incidents with 1st Arriving Units within 5 minutes	1,780	1,820	1,824
% of Total	84%	80%	80%
Valuation of Protected Property	$21,065,000	$10,000,000	$15,000,000
Dollar Amount Loss Due to Fire	$574,000	$500,000	$500,000
Average Years of Service of Employees	16	14	14

Fire Personnel Roster

Position	Wage Grade	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Fire Chief	28	1	1	1	1
Assistant Fire Chief –Prevention	24	1	1	.5	.5
Prevention Manager	24	1	1	0	0
Assistant Fire Chief-Operations	24	1	1	1	1
Fire Operations Manager	24	1	1	0	0
Fire Captain	20	3	3	3	3
Building Official	19	1	1	1	1
Health Inspector	19	1	1	1	1
Fire Marshal	19	1	1	1	1
Electrical Inspector	19	1	1	1	1
Building Inspector	18	1	1	1	1
Fire Lieutenant	18	3	3	3	3
Fire Fighter/Inspector	17	3	3	3	3
Fire Fighter	15	18	18	18	18
Administrative Assistant	15	0	0	.55	.55
Permit Technician	13	1	1	1	1
Administrative Secretary	13	1	1	0	0
Total		37	37	36.05	36.05

Current Budget Issues

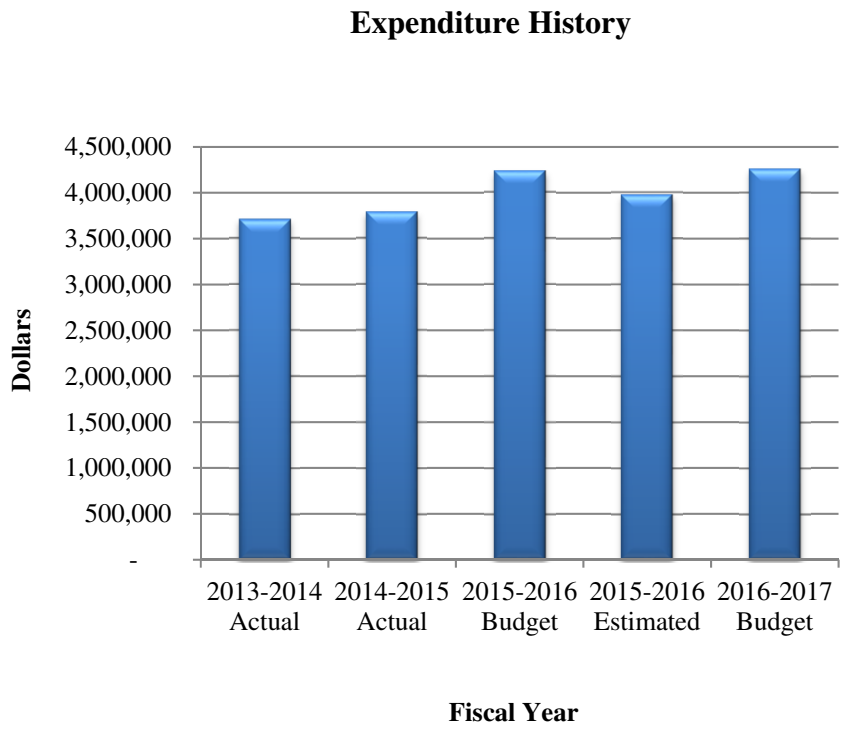
- Personnel: The $75,638 or 2.23% increase in personnel costs includes normal merit pay increases, and a 2% cost-of-living increase. Personnel costs are also impacted by adjustments in workers compensation insurance and health insurance costs.
- Capital Outlay: This year's capital outlay purchases reflect routine equipment replacement. A prudent replacement schedule of emergency equipment, such as bunker gear allows the division to protect the personnel with up to date

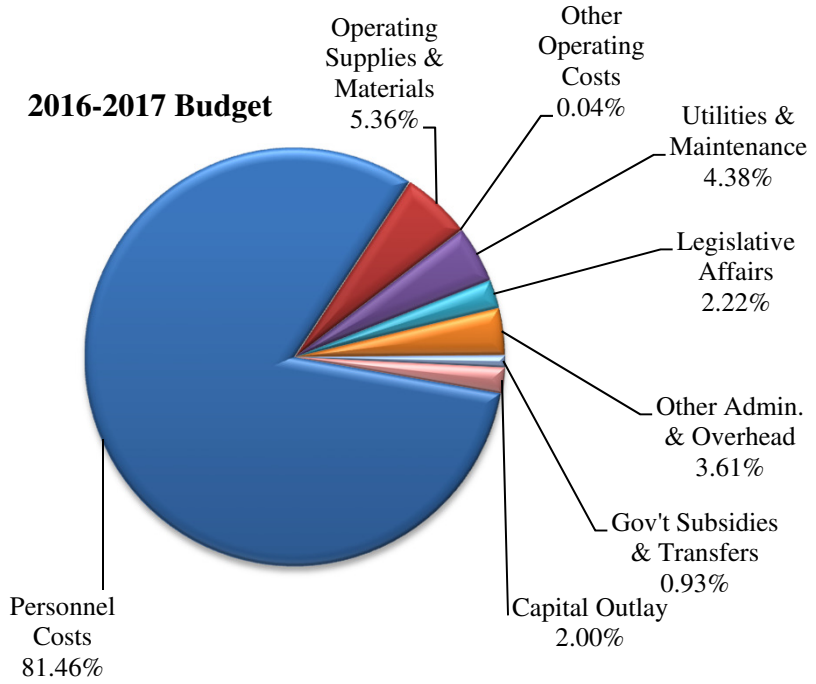
equipment. The capital outlay includes $18,000 for stryker cot, $33,600 for staff pickup, $8,500 for security cameras, $12,000 for thermal imager, $7,000 for air bag set, and $6,000 for Boss 8' 2" snow plow.

- Significant changes to other categories: Operating Supplies and Materials increase by $168,829 or 283.51% due to increases in minor apparatus & tools, and operating supplies & materials, which is partially offset by a decrease in fuel costs. The large increase in minor apparatus & tools and operating supplies & materials is primarily due to changing the fixed asset capitalization policy to budgeting items costing between $500 and $5,000 in these line items instead of as capital outlay items as done in the past. Utilities and Maintenance decrease by $72,573 or 27.98% due to decreases in building & ground maintenance, and communication equipment maintenance, which is partially offset by increases in electricity, and machinery and vehicle maintenance costs. Legislative Affairs increase by $60 or 0.06% due to an increase in dues and publications. Other Administration and Overhead increases by $19,100 or 14.15% due to increases in insurance and other professional fees, which is partially offset by decreases in telephone and office supplies. Government Subsidies and Transfers increase $1,912 or 5.09% due to adjustments to the City's match contribution to the Regional 11 Emergency Management fund.

DIVISION EXPENDITURE BUDGET SUMMARY **DIVISION CODE: 530**

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Personnel Costs	3,148,930	3,245,108	3,327,125	3,396,759	3,472,397	75,638	2.23%
Operating Supplies & Materials	46,906	53,004	52,000	59,549	228,378	168,829	283.51%
Other Operating Costs	1,125	1,507	1,500	1,750	1,750	-	-
Utilities & Maintenance	140,871	130,312	154,300	259,372	186,799	(72,573)	(27.98%)
Legislative Affairs	71,125	51,564	55,000	94,739	94,799	60	0.06%
Other Admin. & Overhead	67,808	75,263	121,900	134,985	154,085	19,100	14.15%
Gov't Subsidies & Transfers	113,794	35,776	37,590	37,590	39,502	1,912	5.09%
Capital Outlay	116,663	196,673	230,000	252,257	85,100	(167,157)	(66.26%)
Total Expenditures	3,707,222	3,789,207	3,979,415	4,237,001	4,262,810	25,809	0.61%





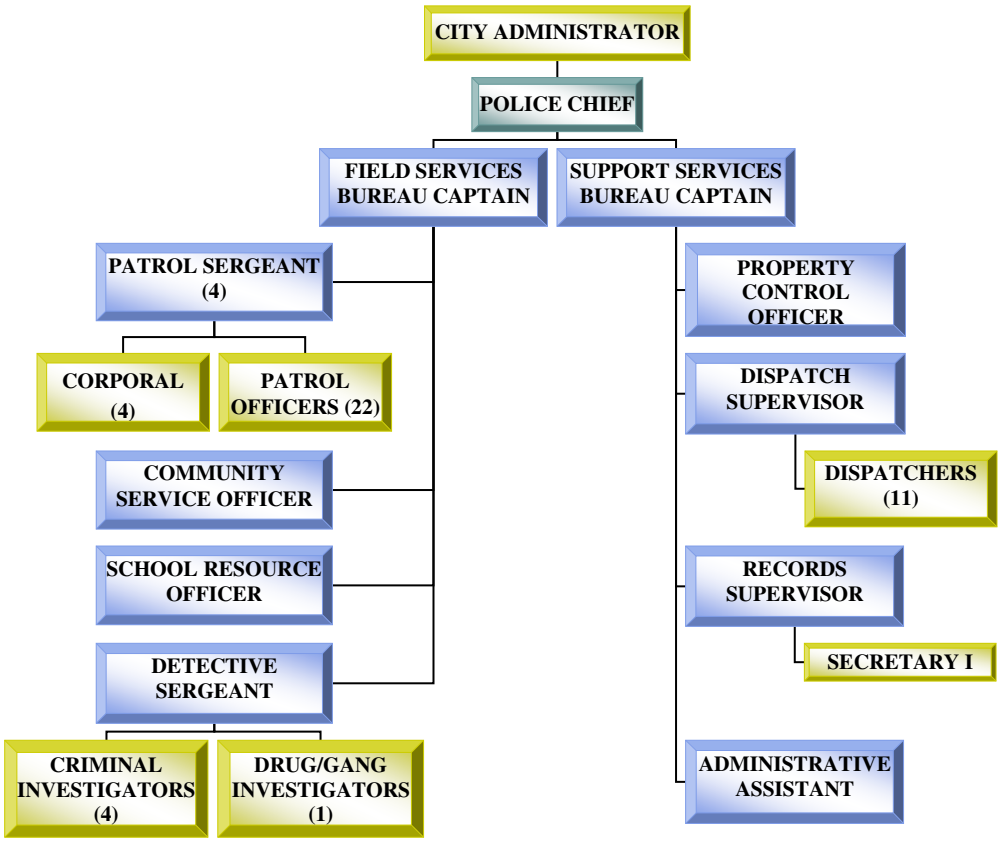
Mission Statement

To provide effective and efficient law enforcement services to the community.

Description of Division

To effectively prevent and control conduct threatening life and property, to aid and protect individual and constitutional guarantees, to identify and resolve conflicts and problems and to create and maintain security in the community.

Police Organizational Chart



Services

- Criminal investigation
- Traffic enforcement
- Accident investigation
- Drug enforcement
- Crime prevention
- Conflict resolution
- General assistance to public
- Animal control

Accomplishments for 2015-2016

- Hired and trained one new officer.
- Initiated the process for hiring three new officers.
- Continued upgrade of patrol cruisers to Explorers.
- Completed and submitted request for continued Wireless E911 Funds.
- Completed implementation and training for the automated jail records system.
- Updated the mobile data computers in the patrol cruisers.
- Coordinated the annual National Night Out activity in Central Park.
- Participated and helped coordinate the annual Landon Bos Bicycle Rodeo.
- Continued participation in and coordination of the SNARE Drug Task Force.
- Completed twelfth year of the School Resource Officer Program, the fourth year in which the officer was assigned to Norfolk Senior High School.
- Eliminated alarm monitoring by Dispatch Center.
- Assisted Nebraska State Patrol with several fatality collisions in Northeast Nebraska.
- Continued monitoring of local registered sex offenders.
- Maintained mandated training requirements for officers and dispatchers.
- Developed an active shooter response training curriculum.

- Assisted area law enforcement agencies with cell phone forensic examinations.
- Maintained compliance with the Juvenile Justice & Delinquency Act on detention of juveniles.
- Completed and submitted proposed Division 2016-2025 Capital Improvement Program budget.
- Completed and submitted proposed FY 2016-17 Division budget.

Goals for 2016-2017

- Complete recruit officer training for three new officers.
- Develop a Division strategic plan.
- Evaluate traffic selective enforcement program.
- Initiate development of standard operating procedures.
- Provide active shooter response training to City personnel.
- Maintain response time for Priority I and Priority II calls for service.
- Complete and submit request for continued Wireless E911 funds.
- Receive Jail Standards certification.
- Maintain mandated training standards for officers and dispatchers.
- Complete 2016 Division Annual Report.
- Complete and submit proposed FY 2016-2017 budget.
- Complete and submit proposed Division 2017-26 Capital Improvement Program.

Performance Measures			
	2014-2015 Actual	**2015-2016 Estimated**	**2016-2017 Estimated**
Demand:			
Calls for Service	19,769	19,500	19,500
Accidents	897	890	900
Workload:			
Criminal Arrests	1,700	1,750	1,750
Traffic Arrests	2,625	2,200	2,300
Alcohol Arrests	399	400	400
Drug Arrests	337	350	350
Parking Citations	480	500	400
Warning and Defect Tickets	5,778	5,500	5,800
Productivity:			
Cost per Service Call	$263.90	$276.01	$297.09
Cost per Arrest	$1,030.87	$1,145.15	$1,206.93

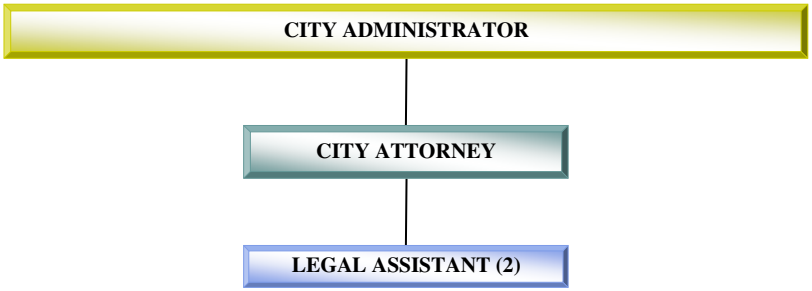
Mission Statement

To provide legal support services to the Mayor, City Council and various City departments.

Description of Division

To plan, direct, and participate in the provision of complex professional legal services to the Mayor, City Council, City Administrator, and Department and Division Heads; to perform administrative work in directing the legal activities of the City; and to provide policy, technical and administrative support to the Mayor, City Council and City Administrator.

City Attorney Organizational Chart



Services

- Provide legal assistance to the City Administrator and Mayor and City Council
- Provide legal assistance to the Norfolk Airport Authority
- Prosecute municipal code violations
- Represent the interest of the City in the conduct of appeals of municipal code violations and other matters in State and Federal appellate courts
- Prepare legal opinions relating to City matters
- Draft ordinances, resolutions, contracts, leases, agreements and other legal documents
- Assist in formulating proposed legislation for enactment by the Legislature regarding matters of interest to the City
- Advise on the City's legal problems and questions

Accomplishments for 2015-2016

- Processed approximately 1,750 County Court complaints alleging various ordinance violations.
- Provided professional legal services to the Mayor, City Council, City Administrator and Department and Division Heads.
- Provided professional legal services to the Norfolk Airport Authority.

Goals for 2016-2017

- Continue effective prosecution of ordinance violations.
- Continue to provide professional legal services to the Mayor, City Council, City Administrator and Department and Division Heads.
- Continue to provide professional legal services to the Norfolk Airport Authority.

Performance Measures

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Estimated
Workload:			
City Ordinance Code Violations Processed	1,933	1,750	2,000

Police Personnel Roster					
Position	**Wage Grade**	**FY 13-14**	**FY 14-15**	**FY 15-16**	**FY 16-17**
City Attorney	33	1	1	1	1
Police Chief	30	1	1	1	1
Police Captain	26	2	2	2	2
Police Detective Sergeant	22	1	1	1	1
Police Sergeant	21	4	4	4	4
Police Corporal	19	4	4	4	4
Police Detective	18	5	5	5	5
School Resource Officer	18	1	1	1	1
Police Officer	17	20	22	22	22
Dispatch Supervisor	16	1	1	1	1
Records Supervisor	14	1	1	1	1
Legal Assistant	14	2	2	2	2
Administrative Assistant	14	0	0	1	1
Administrative Secretary	13	1	1	0	0
Community Service Officer	12	1	1	1	1
Dispatcher	11	11	11	11	11
Maintenance Worker	11	0	0	0	.5
Secretary I	10	1	1	1	1
Property Control Officer	10	1	1	1	1
Total		58	60	60	60.5

Maintenance Worker position previously budgeted in Park Maintenance moved salary to .5 time in Library and .5 time in Police.

Current Budget Issues

- Personnel: The personnel costs increase $179,923 or 3.79% due to the addition of ½ time of a Maintenance Worker position that was previously budgeted in the Park Maintenance budget, comparability adjustments, normal merit pay increases, and a 2% cost-of-living increase. Personnel costs are also impacted by adjustments in health insurance costs and workers compensation insurance.

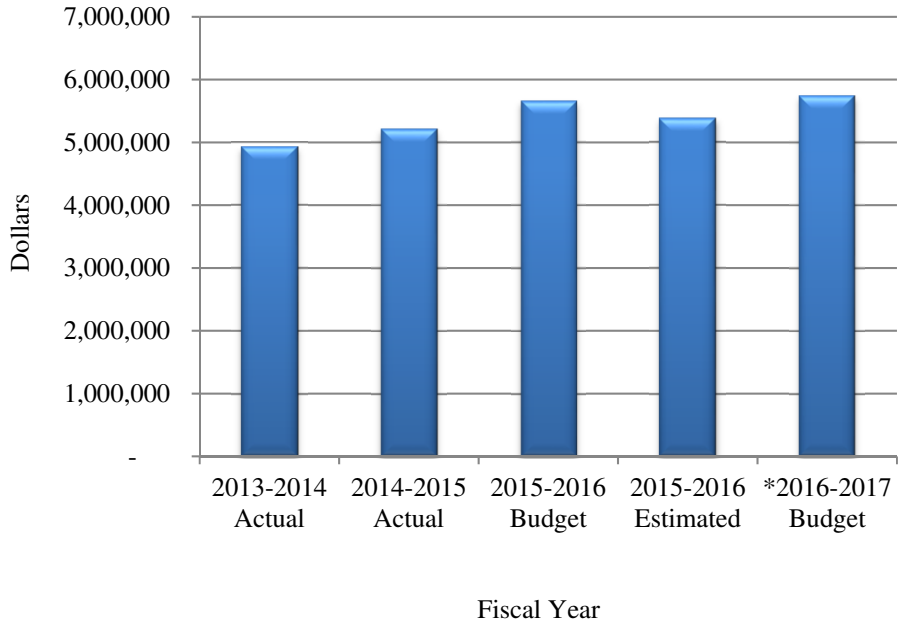
- Capital Outlay: The capital outlay costs decrease $140,790 or 59.79% and includes: $88,200 for three police cruisers and $6,500 for intoxilizer.

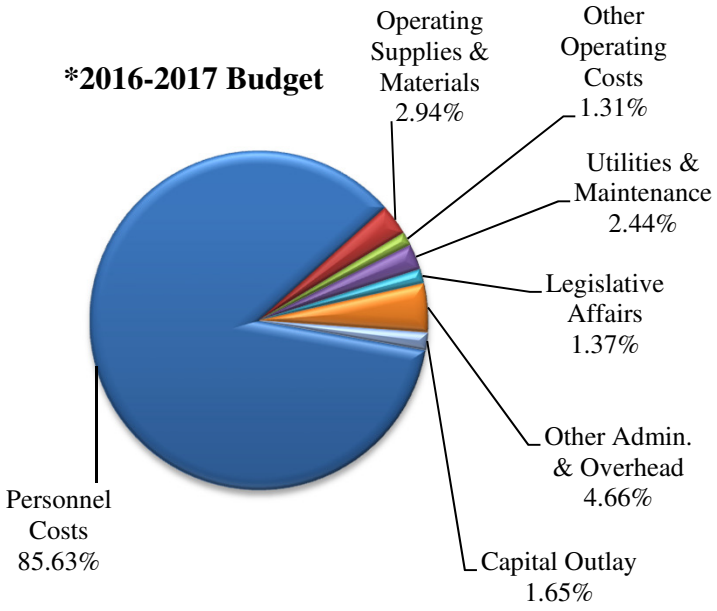
- Significant changes to other categories: Operating Supplies and Materials increase $43,921 or 35.17% due to increases in uniforms, and minor apparatus and tools, which is partially offset by a decrease in fuel costs. Other Operating Costs increase $650 or 0.87% due to an increase in animal control. Utilities and Maintenance decrease $10,967 or 7.24% due to decreases in electricity, building maintenance, and vehicle maintenance, which is partially offset by increases in natural gas, office equipment maintenance, and communication equipment maintenance. Legislative Affairs decrease $11,884 or 13.13% due to decreases in travel and training, and dues and publications. Other Administration & Overhead increases $24,849 or 10.23% due to increases in insurance costs, telephone, office supplies, and other professional fees.

DIVISION EXPENDITURE BUDGET SUMMARY **DIVISION CODE: 533**

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	*2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Personnel Costs	4,233,364	4,508,569	4,530,716	4,744,719	4,924,642	179,923	3.79%
Operating Supplies & Materials	124,582	114,489	111,071	124,873	168,794	43,921	35.17%
Other Operating Costs	65,766	69,433	69,575	74,541	75,191	650	0.87%
Utilities & Maintenance	117,938	94,771	144,613	151,374	140,407	(10,967)	(7.24%)
Legislative Affairs	36,301	41,976	66,994	90,507	78,623	(11,884)	(13.13%)
Other Admin. & Overhead	120,835	125,045	228,739	242,873	267,722	24,849	10.23%
Capital Outlay	233,167	262,952	230,490	235,490	94,700	(140,790)	(59.79%)
Total Expenditures	4,931,953	5,217,235	5,382,198	5,664,377	5,750,079	85,702	1.51%

Expenditure History

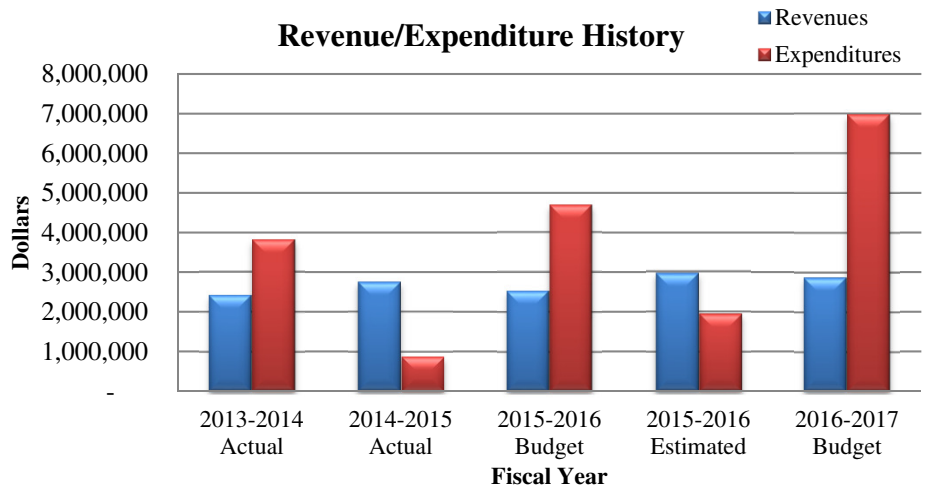


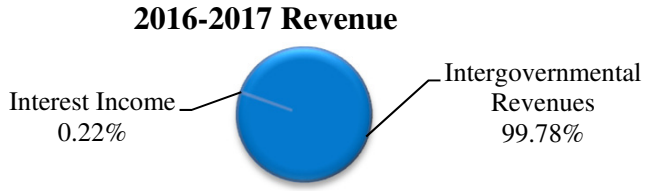


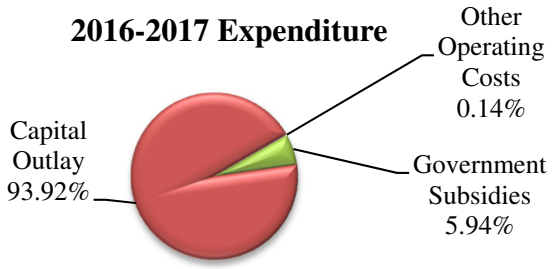
***Combined Budget for City Attorney and Police.**

FUND BUDGET SUMMARY **FUND CODE: 101**

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Beginning Fund Balance	2,653,233	1,267,455	3,128,734	2,251,669	4,143,645	1,891,976	84.03%
Intergovernmental Revenues	2,419,560	2,742,338	2,952,323	2,530,000	2,870,000	340,000	13.44%
Interest Income	4,237	2,466	7,335	1,800	6,300	4,500	250.00%
Total Revenue	2,423,797	2,744,804	2,959,658	2,531,800	2,876,300	344,500	13.61%
Total Funds Available	5,077,030	4,012,259	6,088,392	4,783,469	7,019,945	2,236,476	46.75%
Other Operating Costs	-	-	-	10,000	10,000	-	-
Other Admin. & Overhead	167	156	36,000	-	-	-	-
Government Subsidies	415,000	415,000	415,000	415,000	415,000	-	-
Capital Outlay	3,394,408	468,369	1,493,747	4,261,000	6,560,000	2,299,000	53.95%
Total Expenditures	3,809,575	883,525	1,944,747	4,686,000	6,985,000	2,299,000	49.06%
Ending Balance	1,267,455	3,128,734	4,143,645	97,469	34,945	(62,524)	(64.15%)
Total Funds Accounted For	5,077,030	4,012,259	6,088,392	4,783,469	7,019,945	2,236,476	46.75%



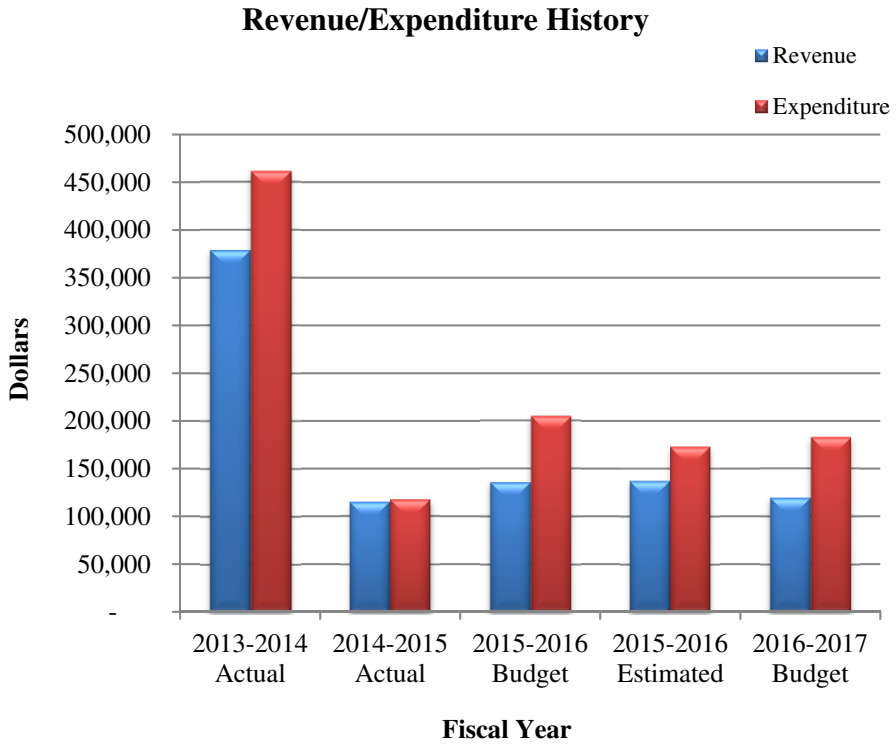


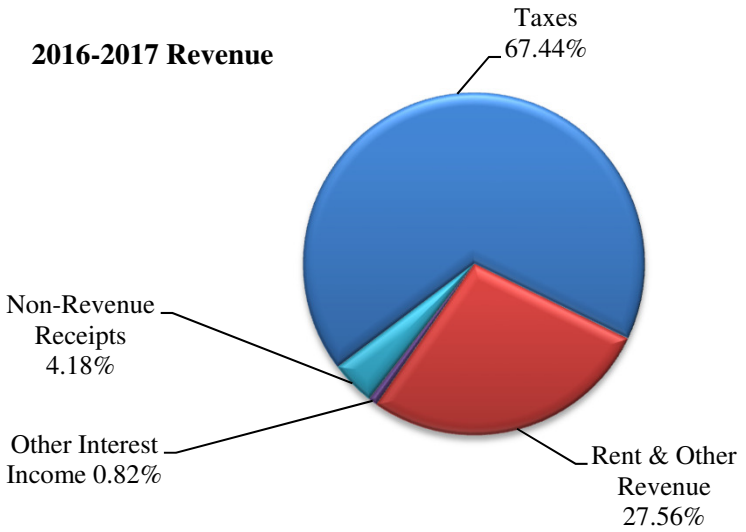


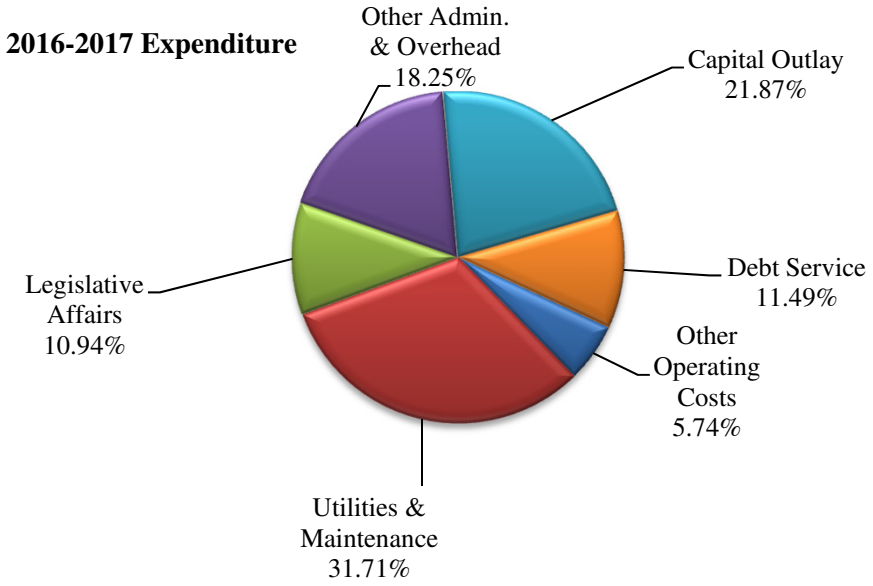
CITY OF NORFOLK, NE

CITY HIGHWAY ALLOCATION FUND (CHAF)

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Beginning Fund Balance	228,955	146,375	143,718	113,069	107,988	(5,081)	(4.49%)
Taxes	81,274	82,972	82,080	79,310	80,753	1,443	1.82%
Rent & Other Revenue	25,075	20,968	30,500	45,000	33,000	(12,000)	(26.67%)
Other Interest Income	2,543	1,754	1,242	1,539	987	(552)	(35.87%)
Non-Revenue Receipts	270,330	9,490	23,668	10,148	5,006	(5,142)	(50.67%)
Total Revenue	379,222	115,184	137,490	135,997	119,746	(16,251)	(11.95%)
Total Funds Available	608,177	261,559	281,208	249,066	227,734	(21,332)	(8.56%)
Other Operating Costs	40,000	6,183	57,366	10,500	10,500	-	-
Utilities & Maintenance	98,599	38,627	28,536	63,500	58,000	(5,500)	(8.66%)
Legislative Affairs	23,631	28,399	33,000	35,000	20,000	(15,000)	(42.86%)
Other Admin. & Overhead	17,943	10,094	33,210	34,911	33,375	(1,536)	(4.40%)
Capital Outlay	11,215	13,370	-	40,000	40,000	-	-
Debt Service - Principal	260,000	15,000	15,000	15,000	15,000	-	-
Debt Service - Interest	10,414	6,168	6,108	6,108	6,018	(91)	(1.49%)
Total Expenditures	461,802	117,841	173,220	205,019	182,893	(22,126)	(10.79%)
Ending Balance	146,375	143,718	107,988	44,047	44,841	794	1.80%
Total Funds Accounted For	608,177	261,559	281,208	249,066	227,734	(21,332)	(8.56%)

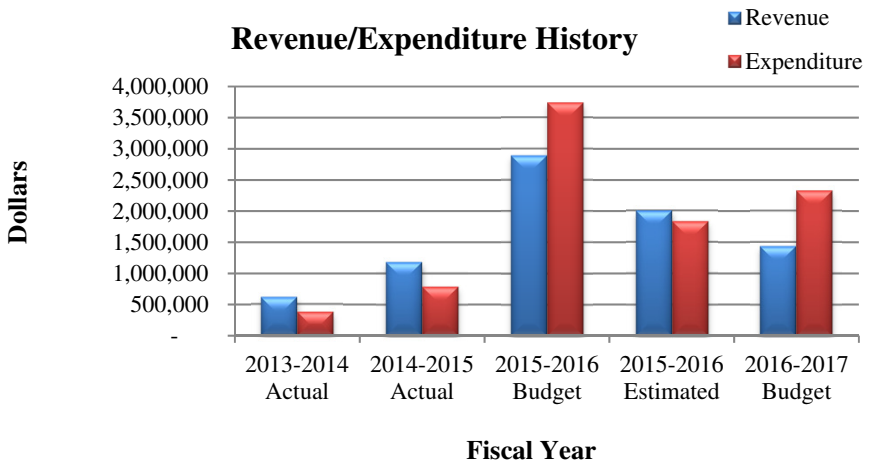

Revenue/Expenditure History
Revenue
Expenditure
Dollars
500,000
450,000
400,000
350,000
300,000
250,000
200,000
150,000
100,000
50,000
-
2013-2014 Actual
2014-2015 Actual
2015-2016 Budget
2015-2016 Estimated
2016-2017 Budget
Fiscal Year

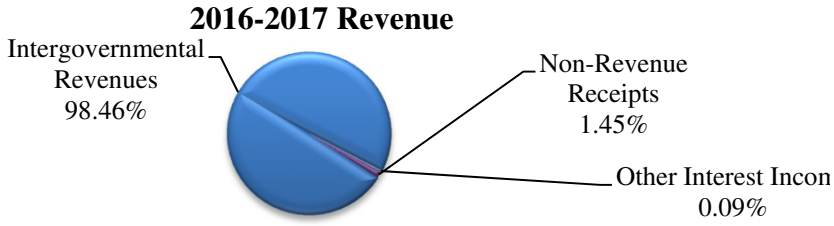

2016-2017 Revenue
Taxes 67.44%
Non-Revenue Receipts 4.18%
Other Interest Income 0.82%
Rent & Other Revenue 27.56%

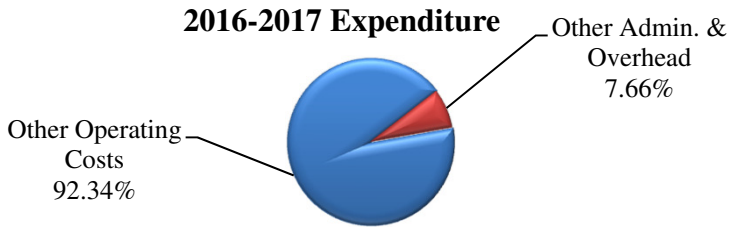

2016-2017 Expenditure
Other Admin. & Overhead 18.25%
Capital Outlay 21.87%
Debt Service 11.49%
Other Operating Costs 5.74%
Utilities & Maintenance 31.71%
Legislative Affairs 10.94%

FUND BUDGET SUMMARY **FUND CODE: 104**

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Beginning Fund Balance	90,524	323,381	715,869	846,964	888,182	41,218	4.87%
Intergovernmental Revenues	517,403	619,127	1,951,607	2,872,742	1,415,000	(1,457,742)	(50.74%)
Rent & Other Revenue	1,300	440	40	-	-	-	-
Other Interest Income	358	411	1,285	300	1,300	1,000	333.33%
Non-Revenue Receipts	94,453	561,393	50,800	20,900	20,900	-	-
Total Revenue	613,514	1,181,371	2,003,732	2,893,942	1,437,200	(1,456,742)	(50.34%)
Total Funds Available	704,038	1,504,752	2,719,601	3,740,906	2,325,382	(1,415,524)	(37.84%)
Other Operating Costs	324,252	730,971	1,789,021	3,669,234	2,147,282	(1,521,952)	(41.48%)
Other Admin. & Overhead	56,405	57,912	42,398	71,672	178,100	106,428	148.49%
Total Expenditures	380,657	788,883	1,831,419	3,740,906	2,325,382	(1,415,524)	(37.84%)
Ending Balance	323,381	715,869	888,182	-	-	-	-
Total Funds Accounted For	704,038	1,504,752	2,719,601	3,740,906	2,325,382	(1,415,524)	(37.84%)







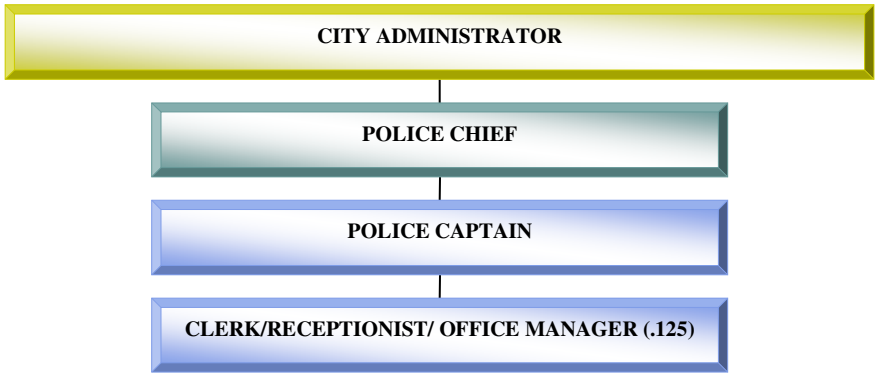
Mission Statement

Reduce the presence of illicit drugs and the propensity for violence associated with the drug culture through the coordinated and enhanced investigative efforts of a consortium of skilled investigators from member law enforcement agencies.

Description of Division

Investigate illicit drug violations and associated violent crime incidents.

SNARE Organizational Chart



Services

- Drug violation investigation
- Violent crime investigation

Accomplishments for 2015-2016

- Completed 27th year of operation as a task force.
- Continued administrative oversight of the SNARE Drug Task Force.

Goals for 2016-2017

- Identify additional funding sources.
- Increase drug arrests.
- Increase intelligence reports received.

Performance Measures

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Estimated
Demand:			
Clandestine Meth Labs Detected & Seized	0	0	0
Workload:			
Cases Initiated	138	140	150
Drug Arrests	111	120	125
Productivity:			
Cost Per Case	$535.33	$605.41	$512.71
Cost Per Arrest	$665.55	$706.31	$615.26
Federal Seizures	$42,248	0	0
Narcotic Prescription Pills Seized	6	10	15

SNARE Personnel Roster

Position	Wage Grade	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Clerk/Receptionist/Office Manager	9	0.13	0.13	0.13	0.13
Total		0.13	0.13	0.13	0.13

Current Budget Issues

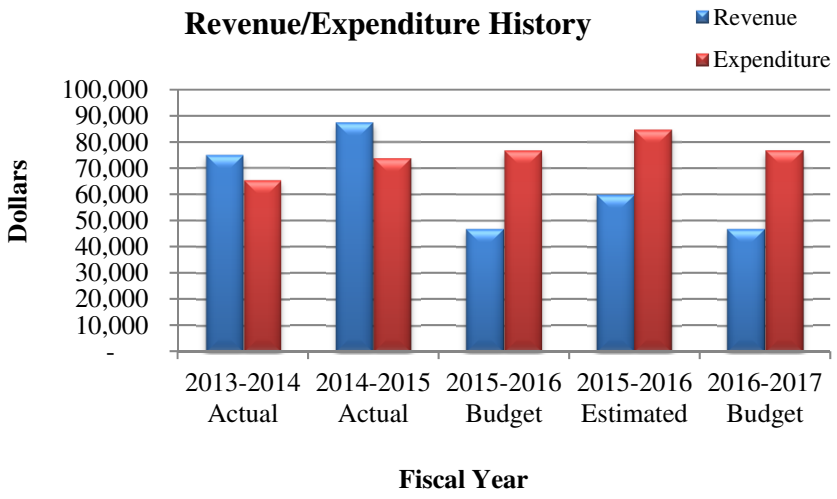
- Revenues: The Specialized Narcotics Abuse Reduction Effort Fund (SNARE) is a program funded by local agency match and the SNARE cash reserve. The Police Division anticipates receiving local agency match shares of $36,900 this year.

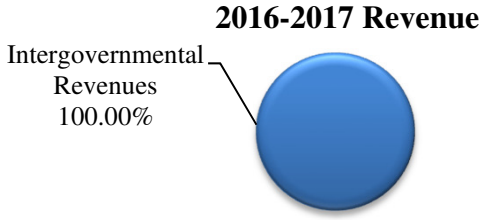
- Expenditures: Personnel costs are $5,805 consisting of a clerk/receptionist. Operating Costs are $16,800. Utilities and Maintenance costs are $3,102. Other Administration and Overhead costs are $52,200.

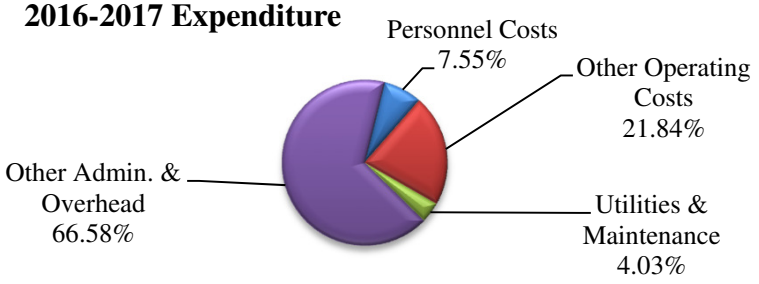
- The primary focus of SNARE is to address the drug problem in the nine county area in Northeast Nebraska. The contributing members are the Nebraska State Patrol, Antelope, Butler, Colfax, Knox, Madison, Nance, Pierce, Platte, Polk, and Stanton County Sheriff Departments; Columbus, Norfolk, Schuyler, and Wayne Police Departments. The larger communities covered by the SNARE Task Force are Columbus, Madison, Norfolk, Schuyler, and Wayne. SNARE serves an area of Northeast Nebraska with a population base in excess of 110,000.

FUND BUDGET SUMMARY **FUND CODE: 109**

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Beginning Fund Balance	200,369	209,970	223,629	185,213	198,872	13,659	7.37%
Intergovernmental Revenues	59,608	50,900	47,500	46,900	46,900	-	-
Rent & Other Revenue	15,382	36,635	12,500	-	-	-	-
Total Revenue	74,990	87,535	60,000	46,900	46,900	-	-
Total Funds Available	275,359	297,505	283,629	232,113	245,772	13,659	5.88%
Personnel Costs	4,663	5,095	4,987	5,695	5,805	110	1.93%
Other Operating Costs	16,694	15,624	16,800	16,800	16,800	-	-
Utilities & Maintenance	2,250	2,652	2,500	3,102	3,102	-	-
Other Admin. & Overhead	41,782	50,505	60,470	51,230	51,200	(30)	(0.06%)
Total Expenditures	65,389	73,876	84,757	76,827	76,907	80	0.10%
Ending Balance	209,970	223,629	198,872	155,286	168,865	13,579	8.74%
Total Funds Accounted For	275,359	297,505	283,629	232,113	245,772	13,659	5.88%

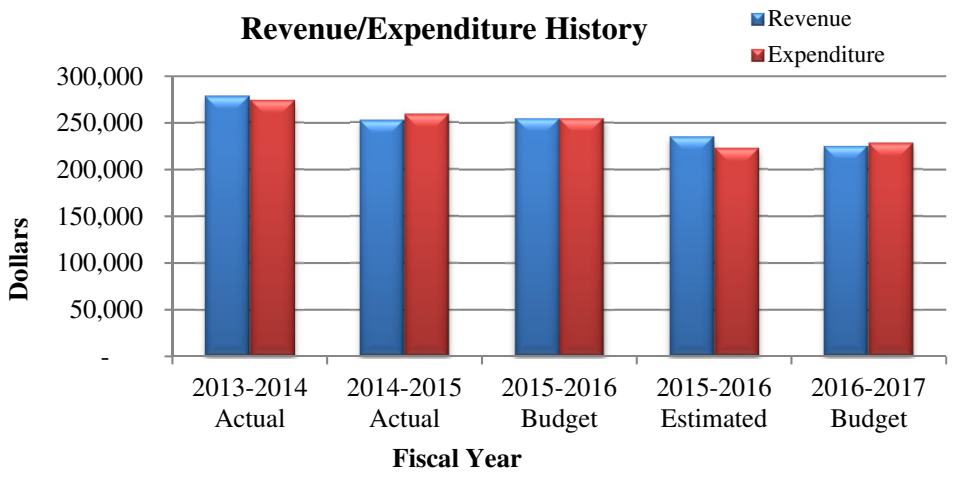


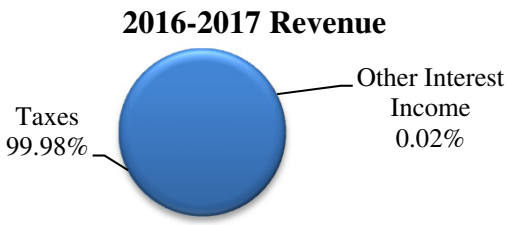


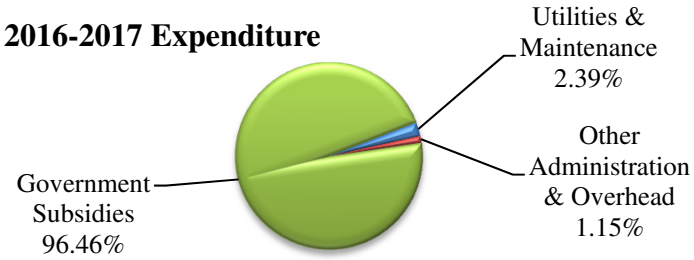


FUND BUDGET SUMMARY **FUND CODE: 110**

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Beginning Fund Balance	2,182	6,427	97	9,453	12,395	2,942	31.12%
Taxes	278,433	252,433	235,000	255,000	225,000	(30,000)	(11.76%)
Other Interest Income	134	76	75	20	40	20	100.00%
Total Revenue	278,567	252,509	235,075	255,020	225,040	(29,980)	(11.76%)
Total Funds Available	280,749	258,936	235,172	264,473	237,435	(27,038)	(10.22%)
Utilities & Maintenance	5,076	5,315	5,160	5,691	5,461	(230)	(4.04%)
Other Administration & Overhead	4,246	3,524	2,772	3,677	2,627	(1,050)	(28.56%)
Government Subsidies	265,000	250,000	210,000	240,000	220,000	(20,000)	(8.33%)
Capital Outlay	-	-	4,845	5,355	-	(5,355)	(100.00%)
Total Expenditures	274,322	258,839	222,777	254,723	228,088	(26,635)	(10.46%)
Ending Balance	6,427	97	12,395	9,750	9,347	(403)	(4.13%)
Total Funds Accounted For	280,749	258,936	235,172	264,473	237,435	(27,038)	(10.22%)







Mission Statement

Support a higher quality of life through public education, loss prevention, and service response.

Description of Division

Respond to Region 11 (Antelope, Madison ,Pierce Counties and the City of Norfolk) through mitigation, preparation and response and recovery of disasters.

Region 11 Emergency Management Fund Organizational Chart

Services

- Emergency Management – Analysis, planning, decision making, and assignment of available resources to mitigate, prepare for, respond to, and recover from the effects of all hazards

Accomplishments for 2015-2016

- Completed Biannual Strategy Implementation Report (BSIR) and Emergency Management Program Grant (EMPG) requirements to maintain funding.
- Continued networking with Region 11 first responders, volunteers and officials.
- Maintained relationship with the 12 Northeast Nebraska county emergency managers to plan and implement the use of 2014, 2015, and 2016 Homeland Security dollars.
- Finalized purchases and reimbursement of 2014 and 2015 Homeland Security grant funds (haz-mat) and are beginning the request for 2016 grant.
- Maintained Emergency Management Planning Grant dollars.
- Total updates of Antelope and Pierce County Local Emergency Operations Plans and distributed new copies.
- Completed grant work to purchase and erect outdoor warning siren at Willow Creek Recreation Area.

Goals for 2016-2017

- Complete Biannual Strategy Implementation Report (BSIR) and Emergency Management Program Grant (EMPG) requirements to maintain funding.
- Continue networking with Region 11 first responders, volunteers and officials.
- Maintain relationship with the 12 Northeast Nebraska county emergency managers to plan and implement the use of 2015 and 2016 Homeland Security dollars.
- Finalize purchases and reimbursement of 2015 Homeland Security grant funds (haz-mat) and begin purchases of 2016 equipment.
- Maintain Emergency Management Planning Grant dollars.

Performance Measures			
	2014-2015 Actual	**2015-2016 Estimated**	**2016-2017 Estimated**
Demand:			
Emergency Management Public Service Announcements	5	5	5
# of Counties Covered	3	3	3
Workload:			
Classes/Workshops Attended	8	10	10
Emergency Management Planning Grant Awarded	$44,403	$44,434	$46,994
Hazard Materials (MOU) Grant Awarded	$15,000	$20,000	$20,000
Disaster Exercise Conducted	yes	yes	yes
Disaster declarations applied for	0	2	2
Effectiveness:			
LEOP Updated	yes	yes	yes

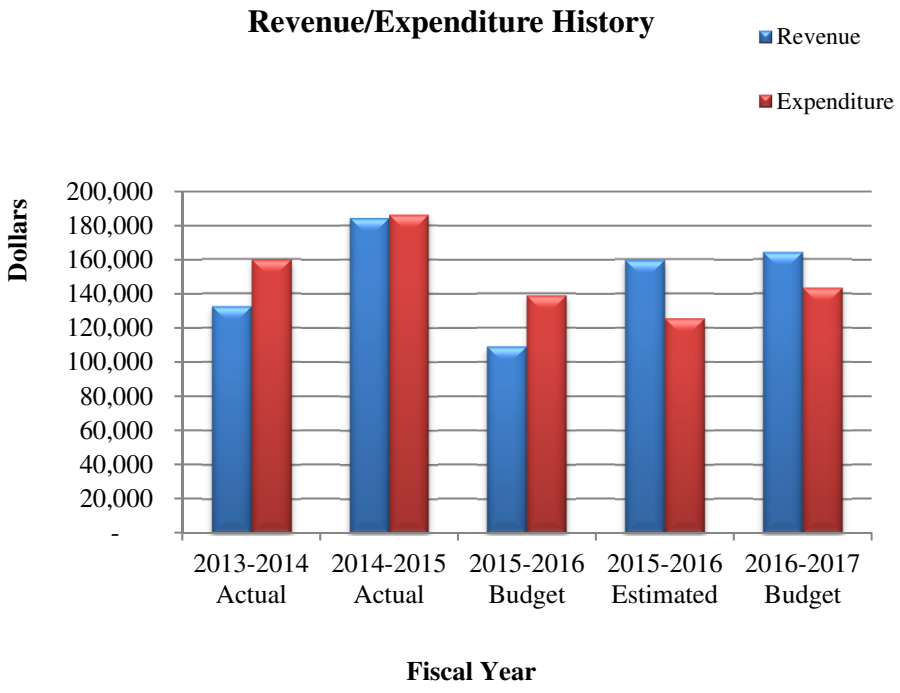
Region 11 Emergency Management Fund Personnel Roster					
Position	**Wage Grade**	**FY 13-14**	**FY 14-15**	**FY 15-16**	**FY 16-17**
Emergency Manager	24	0	0	.5	.5
Emergency Management Coordinator	15	1	1	.45	.45
Total		1	1	0.95	0.95

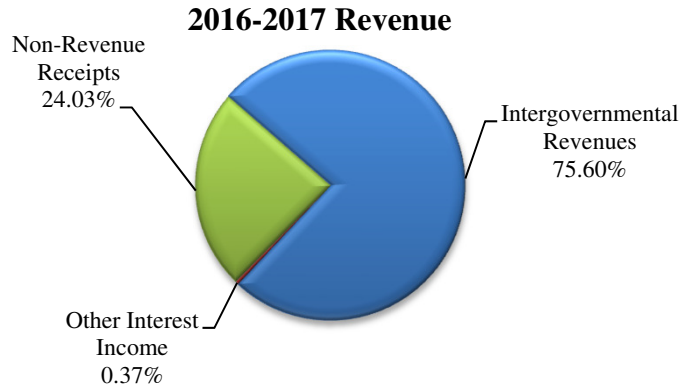
Current Budget Issues

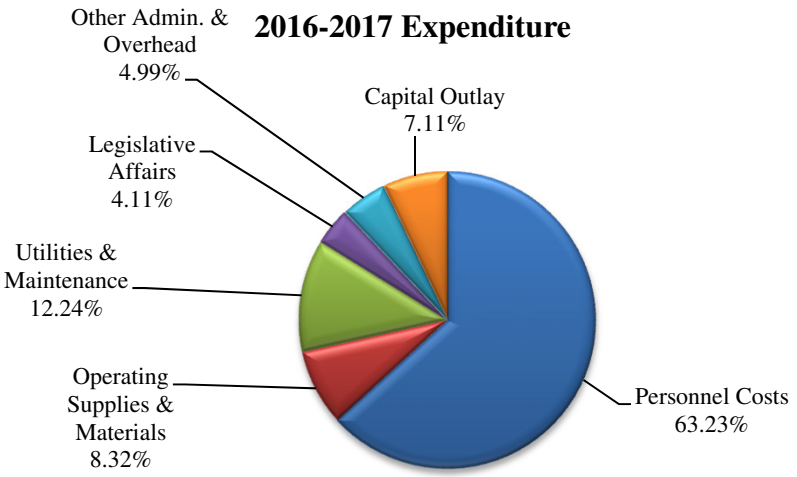
- Revenues: Miscellaneous federal grants consist of: $20,000 for a 2016 Haz Mat grant and $45,000 for 2016 EMPG grant. Funding for the operation of Region 11 is received in Other Intergovernmental Funding and comes from Antelope County (20%), Madison County (23%) and Pierce County (17%). An Interfund Operating Transfer from the Fire Division budget represents the City of Norfolk's 40% contribution.
- Personnel: Personnel costs include a part-time Emergency Manager and a part-time Emergency Management Coordinator responsible for the operation and coordination of the region. The increase in personnel costs is due to a 2% cost-of-living increase. The personnel costs are also impacted by changes in workers compensation insurance and an increase health insurance costs.
- Capital Outlay: The following is in the equipment capital outlay for the fiscal year 2016-2017 budget: $10,200 to replace cascade system for HazMat.
- Significant changes to other categories: The $9,668 or 426.28% increase in Operating Supplies and Materials is due to an increase in minor apparatus and tools, which is partially offset by a decrease in fuel costs. The large increase in minor apparatus & tools is primarily due to changing the fixed asset capitalization policy to budgeting items costing between $500 and $5,000 in this line item instead of as capital outlay items as done in the past. The $3,800 or 180.95% increase in Legislative Affairs is due to an increase in travel and training. The 10 or 0.14% increase in Other Administration and Overhead is due to an increase in insurance.

FUND BUDGET SUMMARY **FUND CODE: 112**

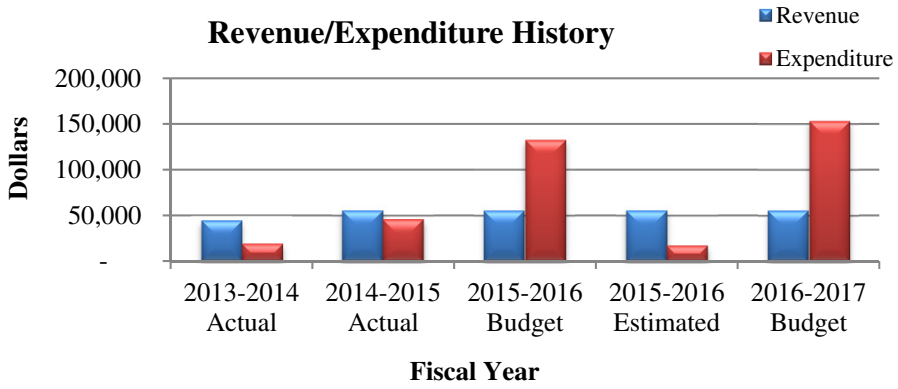
Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Beginning Fund Balance	189,676	162,359	160,516	198,660	194,569	(4,091)	(2.06%)
Intergovernmental Revenues	100,299	148,606	121,974	71,384	124,254	52,870	74.06%
Other Interest Income	333	215	194	300	600	300	100.00%
Non-Revenue Receipts	32,074	35,776	37,590	37,590	39,502	1,912	5.09%
Total Revenue	132,706	184,597	159,758	109,274	164,356	55,082	50.41%
Total Funds Available	322,382	346,956	320,274	307,934	358,925	50,991	16.56%
Personnel Costs	84,649	85,433	89,885	89,885	90,772	887	0.99%
Operating Supplies & Materials	1,186	772	1,400	2,268	11,936	9,668	426.28%
Utilities & Maintenance	7,107	2,853	8,520	17,570	17,570	-	-
Legislative Affairs	1,613	107	400	2,100	5,900	3,800	180.95%
Other Admin. & Overhead	5,873	6,107	5,500	7,152	7,162	10	0.14%
Capital Outlay	59,595	91,168	20,000	20,000	10,200	(9,800)	(49.00%)
Total Expenditures	160,023	186,440	125,705	138,975	143,540	4,565	3.28%
Ending Balance	162,359	160,516	194,569	168,959	215,385	46,426	27.48%
Total Funds Accounted For	322,382	346,956	320,274	307,934	358,925	50,991	16.56%

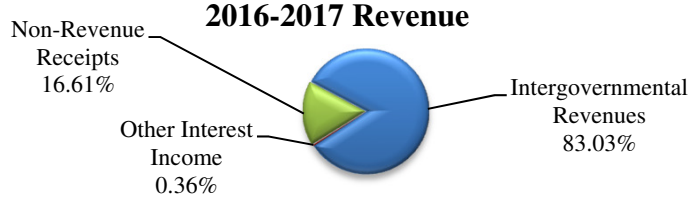

Revenue/Expenditure History
Revenue
Expenditure
Dollars
200,000
180,000
160,000
140,000
120,000
100,000
80,000
60,000
40,000
20,000
-
2013-2014 Actual
2014-2015 Actual
2015-2016 Budget
2015-2016 Estimated
2016-2017 Budget
Fiscal Year

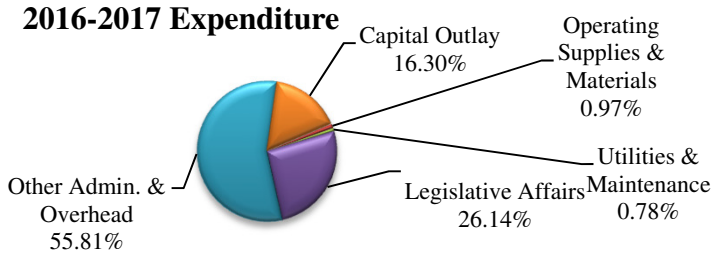

2016-2017 Revenue
Non-Revenue Receipts 24.03%
Intergovernmental Revenues 75.60%
Other Interest Income 0.37%


2016-2017 Expenditure
Other Admin. & Overhead 4.99%
Capital Outlay 7.11%
Legislative Affairs 4.11%
Utilities & Maintenance 12.24%
Operating Supplies & Materials 8.32%
Personnel Costs 63.23%

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Beginning Fund Balance	45,061	70,235	79,713	99,628	117,994	18,366	18.43%
Intergovernmental Revenues	36,913	46,296	46,296	46,296	46,296	-	-
Other Interest Income	140	118	114	100	200	100	100.00%
Non-Revenue Receipts	7,383	9,259	9,259	9,259	9,259	-	-
Total Revenue	44,436	55,673	55,669	55,655	55,755	100	0.18%
Total Funds Available	89,497	125,908	135,382	155,283	173,749	18,466	11.89%
Operating Supplies & Materials	560	394	590	690	1,483	793	114.93%
Utilities & Maintenance	730	-	-	1,200	1,200	-	-
Legislative Affairs	5,358	6,372	7,312	40,100	40,100	-	-
Other Admin. & Overhead	12,614	34,730	9,486	62,630	85,630	23,000	36.72%
Government Subsidies	-	3,246	-	-	-	-	-
Capital Outlay	-	1,453	-	28,000	25,000	(3,000)	(10.71%)
Total Expenditures	19,262	46,195	17,388	132,620	153,413	20,793	15.68%
Ending Balance	70,235	79,713	117,994	22,663	20,336	(2,327)	(10.27%)
Total Funds Accounted For	89,497	125,908	135,382	155,283	173,749	18,466	11.89%

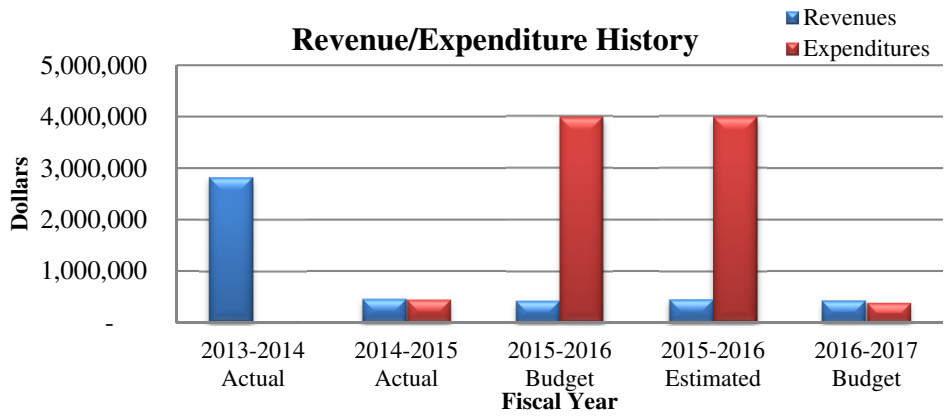


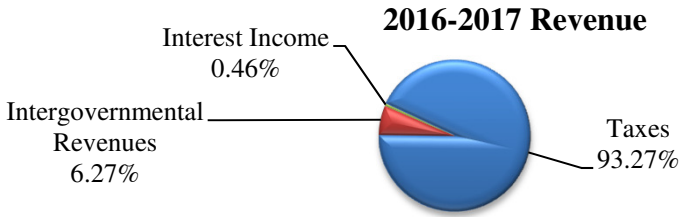


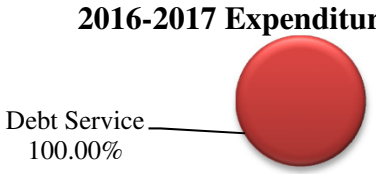


FUND BUDGET SUMMARY **FUND CODE: 114**

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Beginning Fund Balance	1,147,985	3,954,521	3,970,165	3,964,445	450,119	(3,514,326)	(88.65%)
Taxes	396,210	392,224	391,600	401,400	401,400	-	-
Intergovernmental Revenues	54,417	56,865	61,080	27,867	27,000	(867)	(3.11%)
Rent & Other Revenue	-	600	-	-	-	-	-
Interest Income	5,909	7,079	8,506	6,706	1,975	(4,731)	(70.55%)
Non-Revenue Receipts	2,365,000	-	1,558	-	-	-	-
Total Revenue	2,821,536	456,768	462,744	435,973	430,375	(5,598)	(1.28%)
Total Funds Available	3,969,521	4,411,289	4,432,909	4,400,418	880,494	(3,519,924)	(79.99%)
Other Operating Costs	-	60,008	3,600,000	3,600,000	-	(3,600,000)	(100.00%)
Other Adminsitration & Overhead	15,000	-	-	-	-	-	-
Debt Service - Principal	-	320,000	325,000	325,000	330,000	5,000	1.54%
Debt Service - Interest	-	61,116	57,790	57,790	52,590	(5,200)	(9.00%)
Total Expenditures	15,000	441,124	3,982,790	3,982,790	382,590	(3,600,200)	(90.39%)
Ending Balance	3,954,521	3,970,165	450,119	417,628	497,904	80,276	19.22%
Total Funds Accounted For	3,969,521	4,411,289	4,432,909	4,400,418	880,494	(3,519,924)	(79.99%)





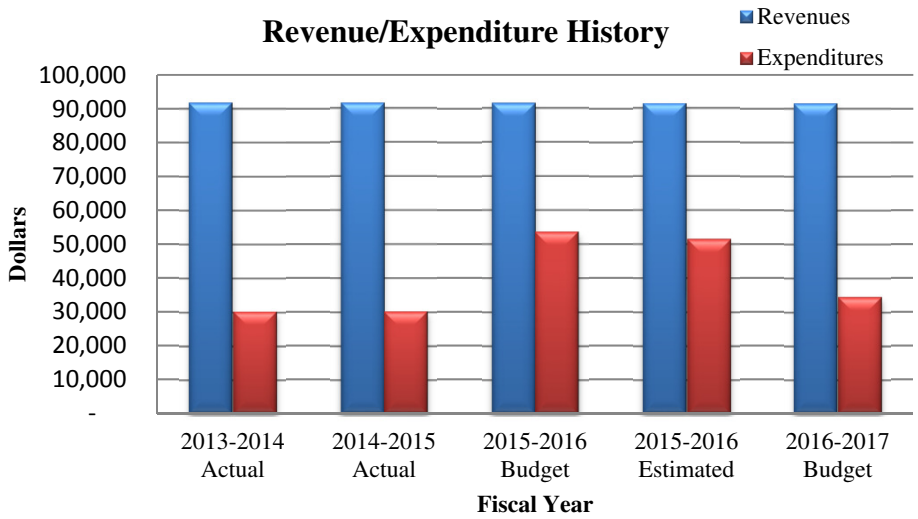


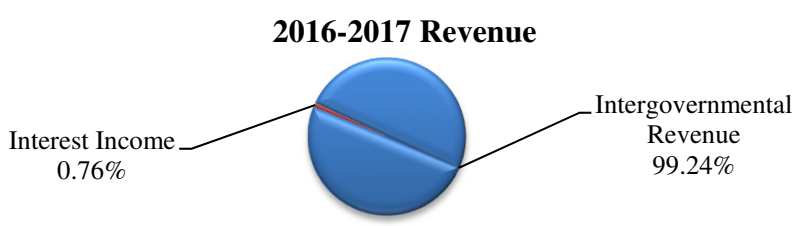
CITY OF NORFOLK, NE

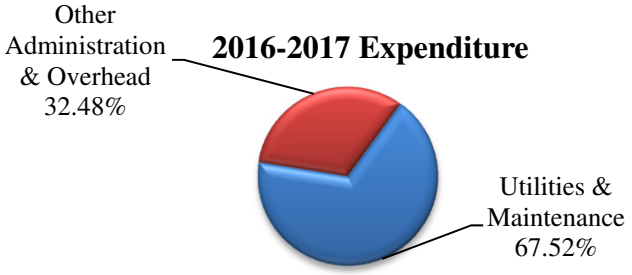
LB 840 ECONOMIC DEVELOPMENT FUND

FUND BUDGET SUMMARY **FUND CODE: 115**

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Beginning Fund Balance	52,275	113,837	175,229	174,305	215,205	40,900	23.46%
Intergovernmental Revenue	91,665	91,410	91,110	91,194	90,886	(308)	(0.34%)
Interest Income	144	170	340	300	700	400	133.33%
Total Revenue	91,809	91,580	91,450	91,494	91,586	92	0.10%
Total Funds Available	144,084	205,417	266,679	265,799	306,791	40,992	15.42%
Utilities & Maintenance	15,040	18,195	20,059	19,661	23,285	3,624	18.43%
Other Administration & Overhead	12,738	11,993	10,760	13,833	11,199	(2,634)	(19.04%)
Gov't Subsidies & Transfers	2,469	-	-	-	-	-	-
Capital Outlay	-	-	20,655	20,145	-	(20,145)	(100.00%)
Total Expenditures	30,247	30,188	51,474	53,639	34,484	(19,155)	(35.71%)
Ending Balance	113,837	175,229	215,205	212,160	272,307	60,147	28.35%
Total Funds Accounted For	144,084	205,417	266,679	265,799	306,791	40,992	15.42%







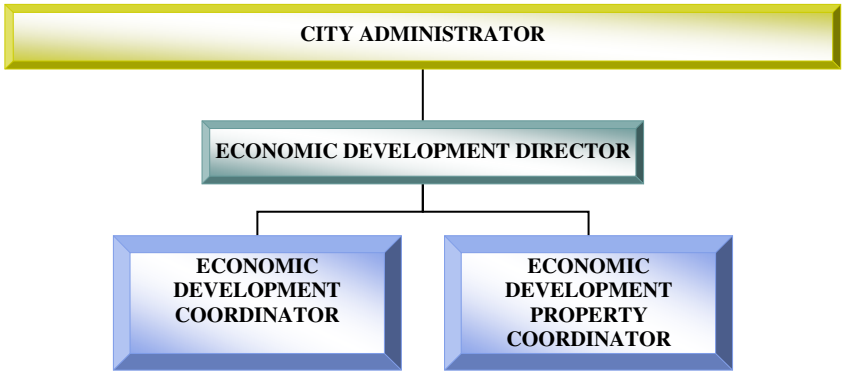
Mission Statement

To serve as a resource for existing businesses in the Norfolk area and for entrepreneurs; to address issues impacting the economic vitality of the City and region; and to recruit businesses to the area.

Description of Division

Assists existing businesses, recruits new businesses, and fosters entrepreneurship. Works to strengthen and diversify the economy of the city and the region. Creates and nurtures partnerships with area agencies, state and federal government, regional organizations, and the business community.

Economic Development Operating Fund Organizational Chart



Services

- Work with all area businesses in an effort to identify trends and address issues at a macro level, such as workforce shortages
- Provide funding opportunities/incentives for new or retained jobs in our community
- Coordinate with the Nebraska Department of Economic Development, local utility providers (like Black Hills Energy, NPPD, Elkhorn Rural Public Power District, etc.), the railroad, and other agencies, to assist industries in overcoming any obstacles preventing them from expanding

Accomplishments for 2015-2016

- Completed a county-wide industrial site identification analysis.
- Assisted with 70 existing and potential small businesses.
- Neighborhood Champion Designee promoting Small Business Saturday county-wide.
- Hosted 500+ engineering students in partnership with UNL College of Engineering and local industries/partners.
- Talent and Recruitment Director hired to address the workforce shortage.
- Received $1.4 million in Site and Building Development funds to construct a natural gas line, doubling capacity.
- OCT Pipe groundbreaking.

Goals for 2016-2017

- Master-plan identified industrial sites **(Mayor and City Council Goal #1)**
- In cooperation with community partners, develop creative strategies to facilitate housing development.
- Complete a strategic plan with Norfolk Area Economic Development Council.
- Continue to recruit businesses, assist small businesses and start-ups, and assist with business transitions.
- Market area properties.
- Conduct Business Retention & Expansion (BR!E) visits.

Performance Measures

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Estimated
Workload:			
Proposals for businesses being recruited	11	11	15
Contacts with existing & potential small business	76	45	55

Applications received for LB840	0	1	0
Productivity:			
BR&Es with Existing Businesses	30	20	30
LB840 $ awarded to businesses	0	$3,660,000	0

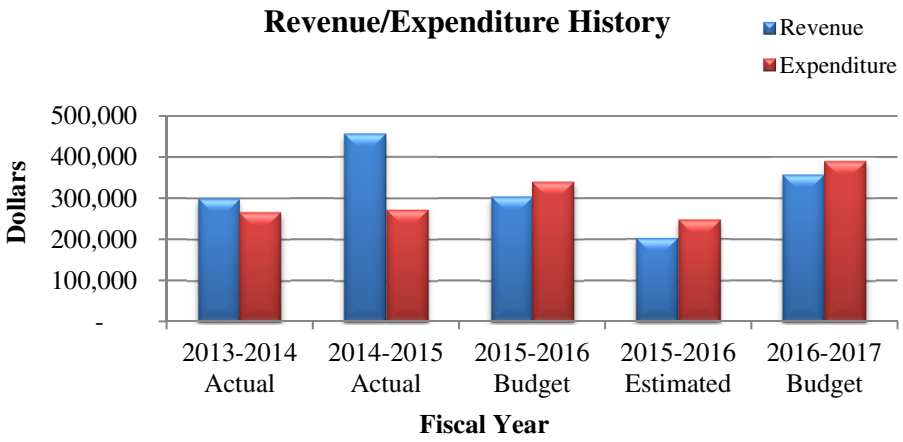
Economic Development Operating Fund Personnel Roster					
Position	**Wage Grade**	**FY 13-14**	**FY 14-15**	**FY 15-16**	**FY 16-17**
Economic Development Director	29	1	1	1	1
Economic Development Coordinator	14	1	1	1	1
Economic Development Property Coordinator	14	1	1	1	1
Total		3	3	3	3

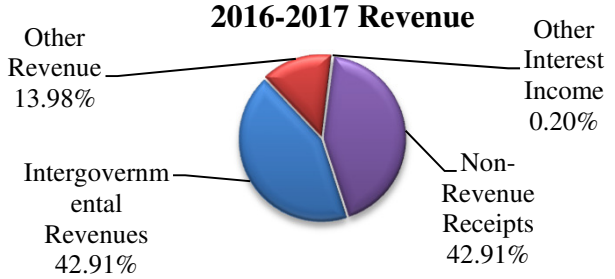
Current Budget Issues

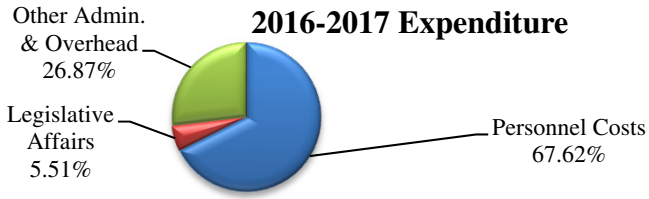
- Revenues: The Economic Development Operating Fund was created to account for contributions from the City and Madison County for the economic development program. Total revenue increased by $53,188 or 17.47% due to an annual CPI adjustment in contributions and the addition of a Nebraska Community Foundation grant.
- Personnel: Personnel costs include normal merit pay increases, and a 2% cost–of-living increase. The personnel costs are also impacted by changes in health insurance costs and workers compensation costs.
- Significant changes to other categories: Legislative Affairs increase $11,589 or 117.12% due to increases in travel and training costs. Other Administration and Overhead increases $56,692 or 117.84% due to increases in insurance, legal notices and advertising, which is partially offset by a decrease in other professional fees.

FUND BUDGET SUMMARY **FUND CODE: 116**

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Beginning Fund Balance	84,352	118,040	301,998	113,637	257,850	144,213	126.91%
Intergovernmental Revenues	150,000	304,483	-	152,188	153,482	1,294	0.85%
Other Revenue	-	-	50,000	-	50,000	50,000	100.00%
Other Interest Income	248	224	600	100	700	600	600.00%
Non-Revenue Receipts	150,000	152,295	152,188	152,188	153,482	1,294	0.85%
Total Revenue	300,248	457,003	202,788	304,476	357,664	53,188	17.47%
Total Funds Available	384,600	575,043	504,786	418,113	615,514	197,401	47.21%
Personnel Costs	236,797	248,075	189,947	281,930	263,757	(18,173)	(6.45%)
Legislative Affairs	8,831	10,662	7,520	9,895	21,484	11,589	117.12%
Other Admin. & Overhead	15,119	13,246	46,969	48,108	104,800	56,692	117.84%
Capital Outlay	5,813	1,062	2,500	-	-	-	-
Total Expenditures	266,560	273,045	246,936	339,933	390,041	50,108	14.74%
Ending Balance	118,040	301,998	257,850	78,180	225,473	147,293	188.40%
Total Funds Accounted For	384,600	575,043	504,786	418,113	615,514	197,401	47.21%

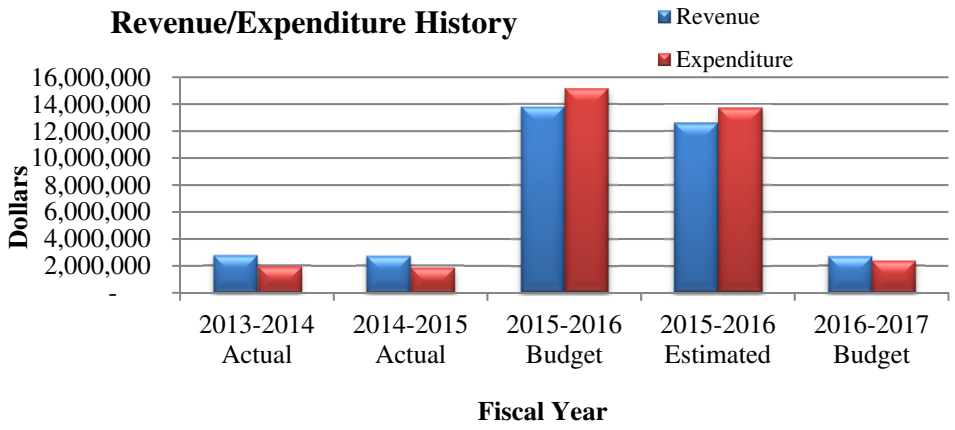


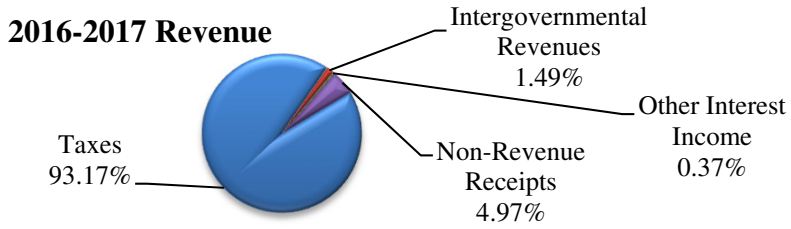


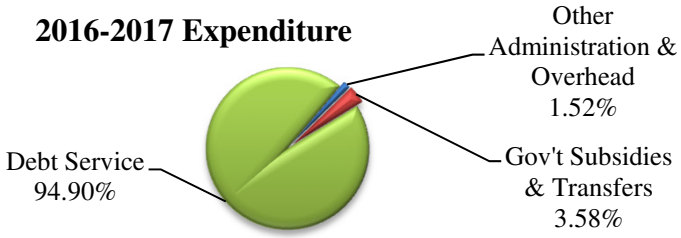


FUND BUDGET SUMMARY **FUND CODE: 201**

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Beginning Fund Balance	2,771,108	3,596,587	4,450,099	4,408,638	3,334,705	(1,073,933)	(24.36%)
Taxes	2,441,145	2,465,047	2,476,200	2,422,676	2,494,676	72,000	2.97%
Intergovernmental Revenues	93,959	98,189	103,847	40,000	40,000	-	-
Other Interest Income	5,139	4,411	5,600	6,000	10,000	4,000	66.67%
Non-Revenue Receipts	217,875	135,395	10,008,008	11,354,395	133,155	(11,221,240)	(98.83%)
Total Revenue	2,758,118	2,703,042	12,593,655	13,823,071	2,677,831	(11,145,240)	(80.63%)
Total Funds Available	5,529,226	6,299,629	17,043,754	18,231,709	6,012,536	(12,219,173)	(67.02%)
Other Administration & Overhead	35,699	35,756	149,594	79,640	36,080	(43,560)	(54.70%)
Gov't Subsidies & Transfers	74,809	71,733	71,974	71,974	84,757	12,783	17.76%
Debt Service - Principal	1,225,000	1,155,000	12,990,000	14,442,400	1,881,000	(12,561,400)	(86.98%)
Debt Service - Interest	597,131	587,041	497,481	583,065	366,224	(216,841)	(37.19%)
Total Expenditures	1,932,639	1,849,530	13,709,049	15,177,079	2,368,061	(12,809,018)	(84.40%)
Ending Balance	3,596,587	4,450,099	3,334,705	3,054,630	3,644,475	589,845	19.31%
Total Funds Accounted For	5,529,226	6,299,629	17,043,754	18,231,709	6,012,536	(12,219,173)	(67.02%)

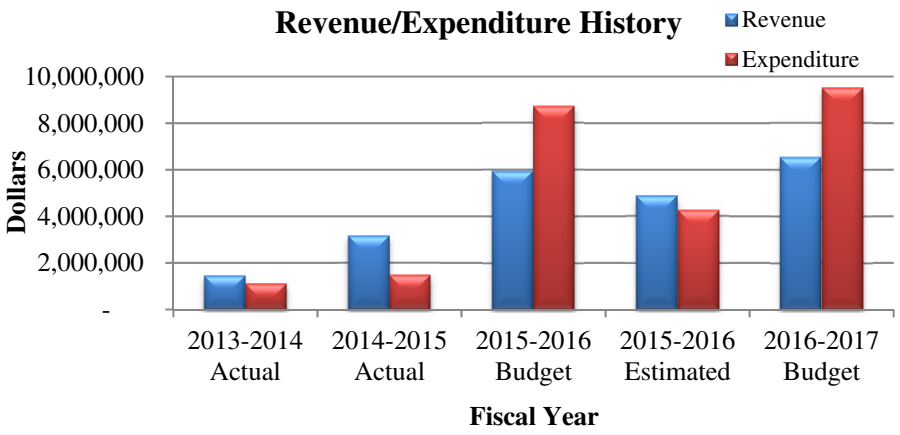


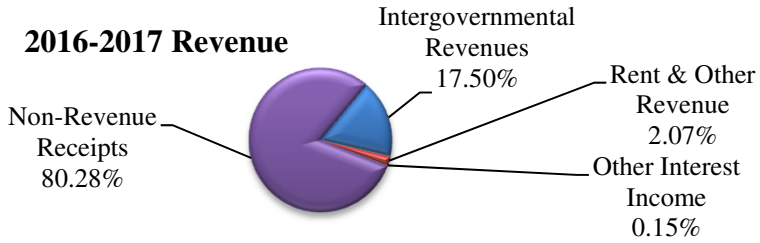


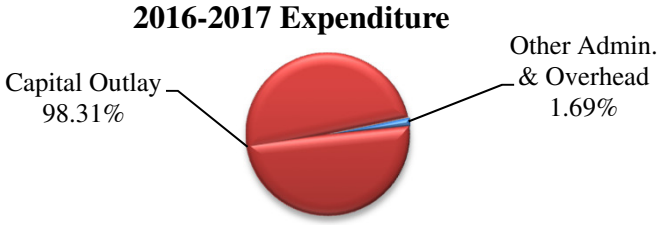


FUND BUDGET SUMMARY **FUND CODE: 325**

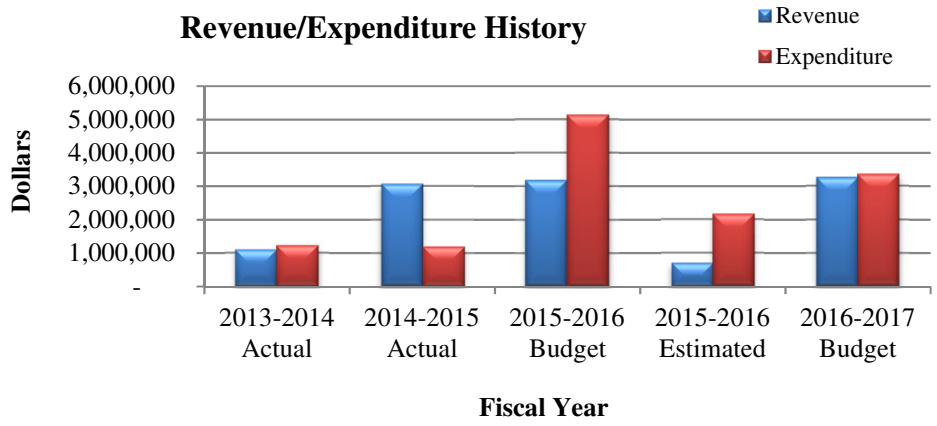
Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Beginning Fund Balance	2,104,986	2,435,549	4,091,998	3,365,862	4,710,605	1,344,743	39.95%
Intergovernmental Revenues	319,007	37,724	670,033	867,715	1,146,898	279,183	32.17%
Rent & Other Revenue	58,813	5,762	5,550	135,800	135,500	(300)	(0.22%)
Other Interest Income	3,773	3,570	8,000	3,000	9,700	6,700	223.33%
Non-Revenue Receipts	1,084,547	3,104,676	4,197,355	4,938,021	5,260,133	322,112	6.52%
Total Revenue	1,466,140	3,151,732	4,880,938	5,944,536	6,552,231	607,695	10.22%
Total Funds Available	3,571,126	5,587,281	8,972,936	9,310,398	11,262,836	1,952,438	20.97%
Other Operating Costs	-	-	1,000,000	-	-	-	-
Utilities & Maintenance	14,316	-	-	-	-	-	-
Other Admin. & Overhead	83	4,032	2,600	306,200	160,500	(145,700)	(47.58%)
Capital Outlay	1,121,178	1,491,251	3,259,731	8,417,695	9,360,215	942,520	11.20%
Total Expenditures	1,135,577	1,495,283	4,262,331	8,723,895	9,520,715	796,820	9.13%
Ending Balance	2,435,549	4,091,998	4,710,605	586,503	1,742,121	1,155,618	197.04%
Total Funds Accounted For	3,571,126	5,587,281	8,972,936	9,310,398	11,262,836	1,952,438	20.97%

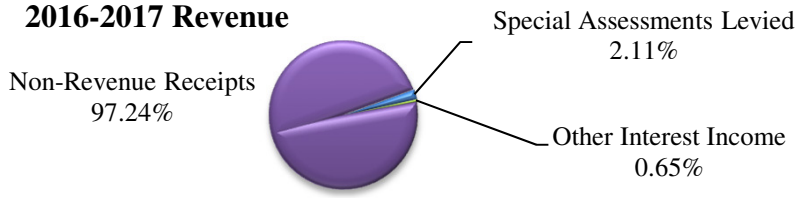


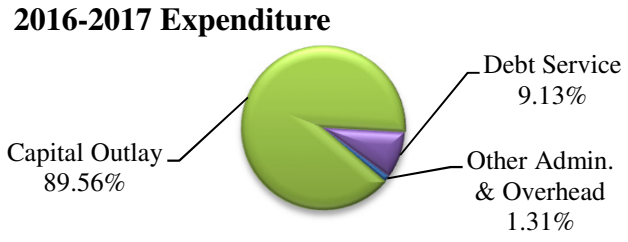




Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Beginning Fund Balance	457,512	330,002	2,194,617	2,348,312	746,233	(1,602,079)	(68.22%)
Special Assessments Levied	199,580	184,315	420,955	76,195	68,554	(7,641)	(10.03%)
Rent and Other Income	-	187,500	-	187,500	-	(187,500)	(100.00%)
Other Interest Income	30,440	30,986	26,339	15,480	21,029	5,549	35.85%
Non-Revenue Receipts	869,809	2,661,733	258,974	2,896,974	3,164,757	267,783	9.24%
Total Revenue	1,099,829	3,064,534	706,268	3,176,149	3,254,340	78,191	2.46%
Total Funds Available	1,557,341	3,394,536	2,900,885	5,524,461	4,000,573	(1,523,888)	(27.58%)
Other Admin. & Overhead	9,563	9,396	4,354	44,000	44,000	-	-
Capital Outlay	41,187	971,667	1,774,963	4,843,000	3,003,340	(1,839,660)	(37.99%)
Debt Service- Principal	1,135,000	205,000	342,000	205,000	245,000	40,000	19.51%
Debt Service- Interest	41,589	13,856	33,335	44,773	61,020	16,247	36.29%
Total Expenditures	1,227,339	1,199,919	2,154,652	5,136,773	3,353,360	(1,783,413)	(34.72%)
Ending Balance	330,002	2,194,617	746,233	387,688	647,213	259,525	66.94%
Total Funds Accounted For	1,557,341	3,394,536	2,900,885	5,524,461	4,000,573	(1,523,888)	(27.58%)



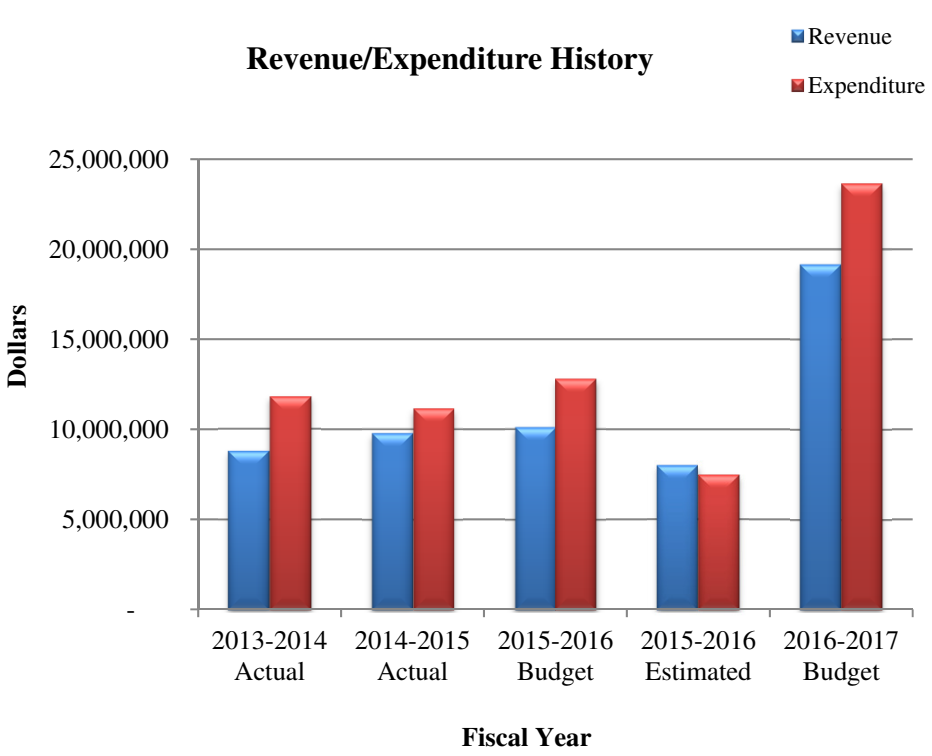


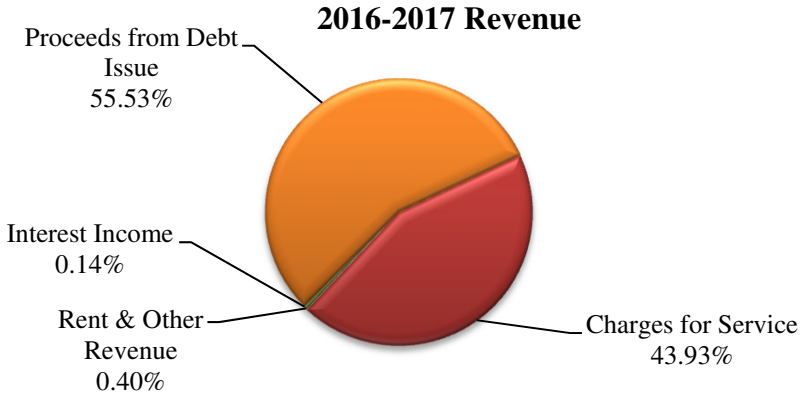


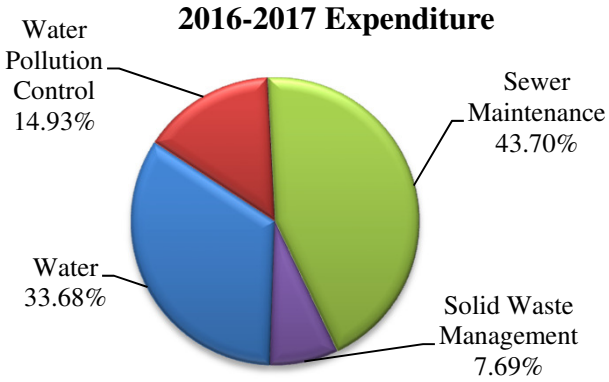
Description		2013-2014 Actual Revenues	2014-2015 Actual Revenues	2015-2016 Estimated Revenues	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Beginning Fund Balance		14,786,617	11,782,411	10,420,368	10,924,094	10,939,504	15,410	0.14%
Special Ass. Levied	Water	1,738	2,527	474	-	-	-	-
Total Special Assessments Levied		1,738	2,527	474	-	-	-	-
Intergovernmental Revenues	Water	-	-	-	81,000	-	(81,000)	(100.00%)
	Sewer	257,503	-	-	-	-	-	-
	Solid Waste Mgmt.	22,772	1,009	-	-	-	-	-
Total Intergovernmental Revenues		280,275	1,009	-	81,000	-	(81,000)	(100.00%)
Charges for Service	Water	2,733,636	2,407,903	2,428,632	2,621,000	2,667,000	46,000	1.76%
	Sewer Maintenance	3,824,332	3,499,222	3,501,729	3,572,000	3,826,000	254,000	7.11%
	Solid Waste Mgmt.	1,741,054	1,936,546	1,910,000	1,719,200	1,931,550	212,350	12.35%
Total Charges for Service		8,299,022	7,843,671	7,840,361	7,912,200	8,424,550	512,350	6.48%
Rent & Other Revenue	Water	96,988	116,686	96,620	47,163	71,030	23,867	50.61%
	Sewer Maintenance	93,774	118,893	14,421	68,500	6,000	(62,500)	(91.24%)
	Solid Waste Mgmt.	6,202	3,561	2,550	-	-	-	-
Total Rent & Other Revenue		196,964	239,140	113,591	115,663	77,030	(38,633)	(33.40%)
Interest Income	Water	9,408	3,997	8,566	5,000	8,300	3,300	66.00%
	Sewer Maintenance	12,005	7,876	14,050	8,800	15,600	6,800	77.27%
	Solid Waste Mgmt.	(1,073)	(2,400)	(1,548)	600	2,200	1,600	266.67%
Total Interest Income		20,340	9,473	21,068	14,400	26,100	11,700	81.25%
Interfund Operating Transfer In								
	Sewer	-	1,700,000	-	300,000	-	(300,000)	(100.00%)
Total Interfund Operating Transfer In		-	1,700,000	-	300,000	-	(300,000)	(100.00%)

Description		2013-2014 Actual Revenues	2014-2015 Actual Revenues	2015-2016 Estimated Revenues	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Proceeds from Debt Issue	Water	-	-	-	-	2,475,000	2,475,000	100.00%
	Sewer	-	-	-	1,700,000	8,175,000	6,475,000	380.88%
Total Proceeds from Debt Issue		-	-	-	1,700,000	10,650,000	6,475,000	380.88%
Total Revenue		8,798,339	9,795,820	7,975,494	10,123,263	19,177,680	9,054,417	89.44%
Total Funds Available		23,584,956	21,578,231	18,395,862	21,047,357	30,117,184	9,069,827	43.09%

Description	2013-2014 Actual Expenditures	2014-2015 Actual Expenditures	2015-2016 Estimated Expenditures	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Water	4,688,600	3,584,678	1,820,590	3,608,633	7,972,662	4,364,029	120.93%
Water Pollution Control	3,016,088	2,844,259	2,278,858	3,091,676	3,532,719	441,043	14.27%
Sewer Maintenance	2,465,757	2,818,594	1,583,978	4,048,780	10,341,800	6,293,020	155.43%
Solid Waste Management	1,632,100	1,910,332	1,772,932	2,044,059	1,819,760	(224,299)	(10.97%)
Total Expenditures	11,802,545	11,157,863	7,456,358	12,793,148	23,666,941	10,873,793	85.00%
Ending Balance	11,782,411	10,420,368	10,939,504	8,254,209	6,450,243	(1,803,966)	(21.86%)
Total Funds Accounted For	23,584,956	21,578,231	18,395,862	21,047,357	30,117,184	9,069,827	43.09%







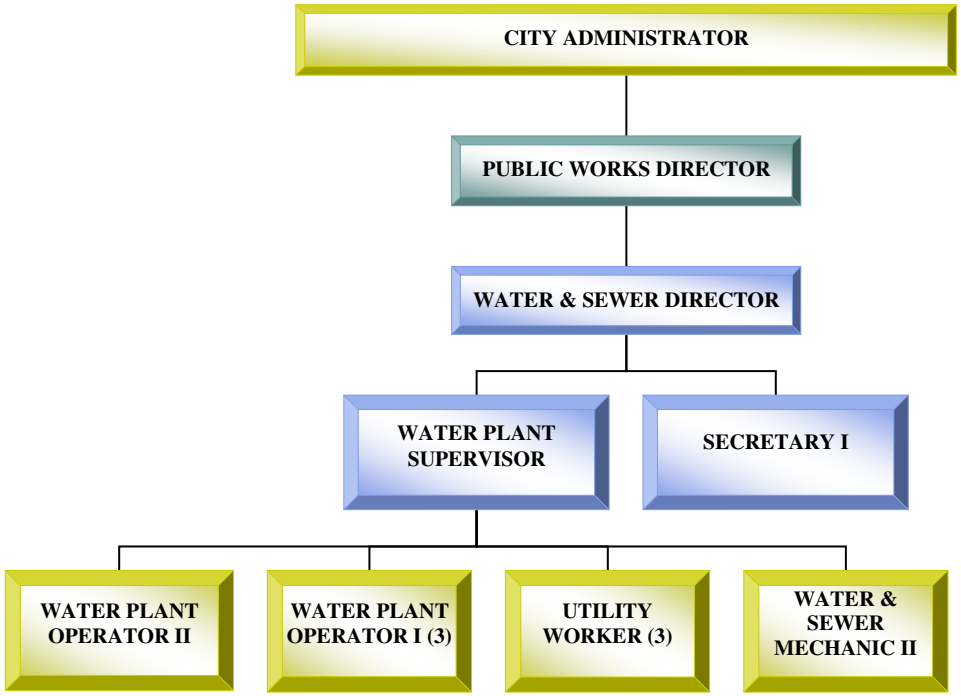
Mission Statement

To provide clean, safe drinking water in an adequate amount to our customers in a cost effective manner.

Description of Division

Operate and maintain Norfolk's two water treatment plants and water distribution system.

Water Organizational Chart



Services

- Conduct backflow program
- Maintain and repair water mains, meters, and fire hydrants
- Install water valves and hydrants as needed
- Locate, trace, and mark water mains
- On-call 24 hours and standby duty during weekends to handle emergency calls
- Respond to all customers for water services to be on or off
- Handle water complaints
- Collect water samples per State regulations to ensure water meets all safe drinking water standards
- Assist contractors and customers on the installation and repair of water lines and attachments

Accomplishments for 2015-2016

- Compliance with State of Nebraska Regulations Title 179 Chapter 22 concerning backflow prevention.
- Maintained compliance with State of Nebraska Health & Human Services for zero failures of required coliform testing of water samples.
- Maintained a reputable safety record.
- Published the Annual Consumer Confidence Report.
- Assist engineering with all proposed water projects.

Goals for 2016-2017

- Compliance with State of Nebraska Regulations Title 179 Chapter 22 concerning backflow prevention.
- Maintain compliance with State of Nebraska Health & Human Services for zero failures of required coliform testing of water samples.
- Maintain a reputable safety record.
- Assist engineering with all proposed water projects.

Performance Measures			
	2014-2015 Actual	**2015-2016 Estimated**	**2016-2017 Estimated**
Demand:			
Water Mains Maintained (Miles)	129	131	131
# of Customers	9,352	9,354	9,358
Booster Stations Maintained	4	4	4
Wells Maintained	13	13	13
Workload:			
Water Inspections	56	60	65
Service Calls During Working Hours	5,567	5,600	5,600
Service Calls After Working Hours	33	35	35
Locates	3,272	3,300	3,350
Productivity:			
Raw Water Pumped (Gallons)	1,479,284,824	1,550,000,000	1,550,000,000
Finished Water Pumped (Gallons)	1,421,364,960	1,490,000,000	1,490,000,000
Effectiveness:			
Water Samples Tested	300	300	300
Fire Hydrants Flushed	1,258	1,278	1,298

Water Personnel Roster					
Position	**Wage Grade**	**FY 13-14**	**FY 14-15**	**FY 15-16**	**FY 16-17**
Water & Sewer Director	24	1	1	1	1
Water Plant Supervisor	20	1	1	1	1
Water & Sewer Mechanic II	17	1	1	1	1
Plant Operator II	16	0	1	1	1
Plant Operator I	15	4	3	2	3
Utility Worker	15	3	2	3	3
Maintenance Worker	11	0	1	1	0
Secretary I	10	1	1	1	1
Total		11	11	11	11

The Maintenance Worker position was reclassified to a Plant Operator I.

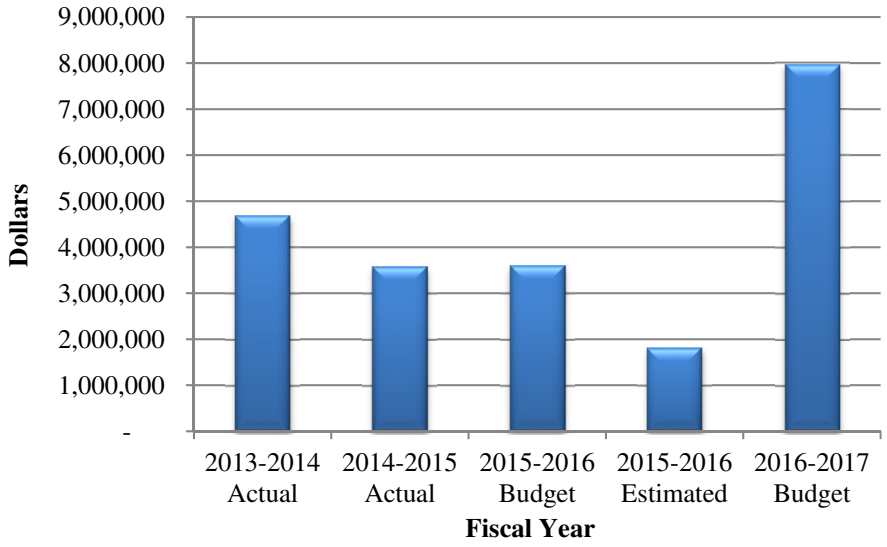
Current Budget Issues

- Personnel: The personnel budget includes normal merit pay increases, and a 2% cost-of-living increase. The personnel costs are also impacted by changes in workers compensation insurance and health insurance.
- Capital Outlay: The major infrastructure items in the 2016-2017 Capital Outlay budget are as follows:
  - Oversized pipe larger than 8" - $40,000. The City pays for piping sized over 8".
  - (E4) Water Main Improvements; Omaha Avenue and Victory Road - $705,000 – Water line to serve the proposed development on the east side of the flood control. This is a carryover from the FY 09-10 budget.
  - Replace water main 21st Drive - $35,000
  - Trunking system for Communication Tower - $250,000
  - Erect communication tower at 25th & Prospect - $230,000
  - (T4) Replace 12" Water Main from 1st & Madison to 7th & Madison - $247,000 – Completion of project started during FY 15-16.
  - Water line on Victory Road; Magnet to Eisenhower - $130,000.
  - Industrial tank at Victory & Benjamin - $2,300,000
  - Water extension on 1st & 13th to South of Elkhorn River - $1,150,000
  - Connect 1st Street extension to 13th Street extension - $620,000
  - Machinery and Equipment budgeted includes: replace mobile radios for $49,640.
- Significant changes to other categories: Utilities and Maintenance decrease $84,609 or 10.45% due to decreases in water and sewer and building ground and plant maintenance. Other Administration and Overhead increase $70,324 or 28.28% primarily due to bond issuance costs. Also includes 1% increase in administration fees. Government Subsidies and Transfers decrease due to not transferring $300,000 of the remaining bond proceeds to the sewer fund as anticipated the previous year. Debt Service increases $119,607 or 85.15% due new bond issue for upcoming capital projects.

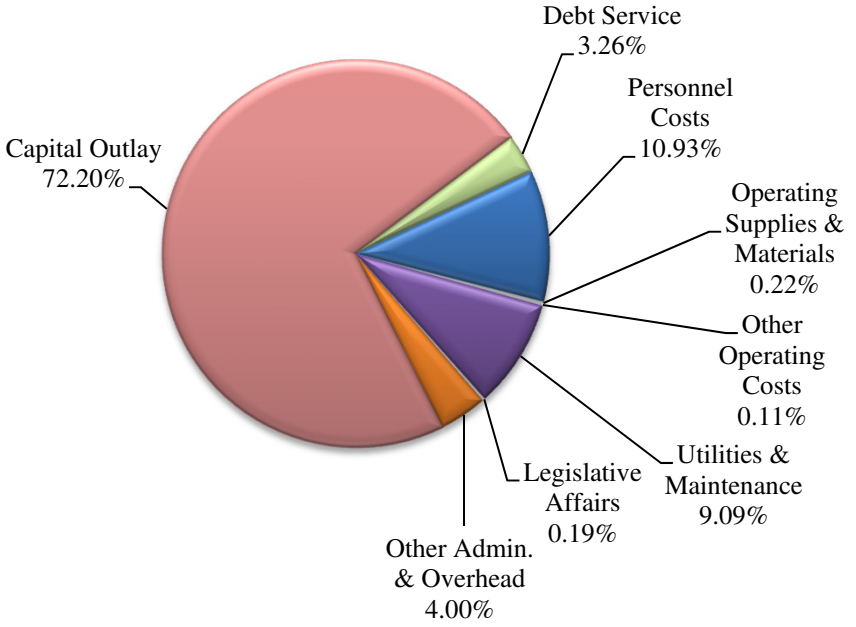
DIVISION EXPENDITURE BUDGET SUMMARY **DIVISION CODE: 224**

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Personnel Costs	776,885	805,404	803,605	858,808	871,113	12,305	1.43%
Operating Supplies & Materials	20,207	19,927	16,095	18,697	17,381	(1,316)	(7.04%)
Other Operating Costs	1,669	8,144	8,037	8,480	8,480	-	-
Utilities & Maintenance	710,962	460,350	428,430	809,370	724,761	(84,609)	(10.45%)
Legislative Affairs	9,298	7,310	11,996	15,714	15,192	(522)	(3.32%)
Other Admin. & Overhead	246,124	203,509	226,753	248,691	319,015	70,324	28.28%
Gov't Subsidies & Transfers	-	1,700,000	-	300,000	-	(300,000)	(100.00%)
Capital Outlay	2,737,507	216,637	185,200	1,208,400	5,756,640	4,548,240	376.39%
Debt Service - Principal	130,000	130,000	130,000	130,000	140,250	10,250	7.88%
Debt Service - Interest	55,948	33,397	10,474	10,473	119,830	109,357	1044.18%
Total Expenditures	4,688,600	3,584,678	1,820,590	3,608,633	7,972,662	4,364,029	120.93%

Expenditure History



2016-2017 Budget



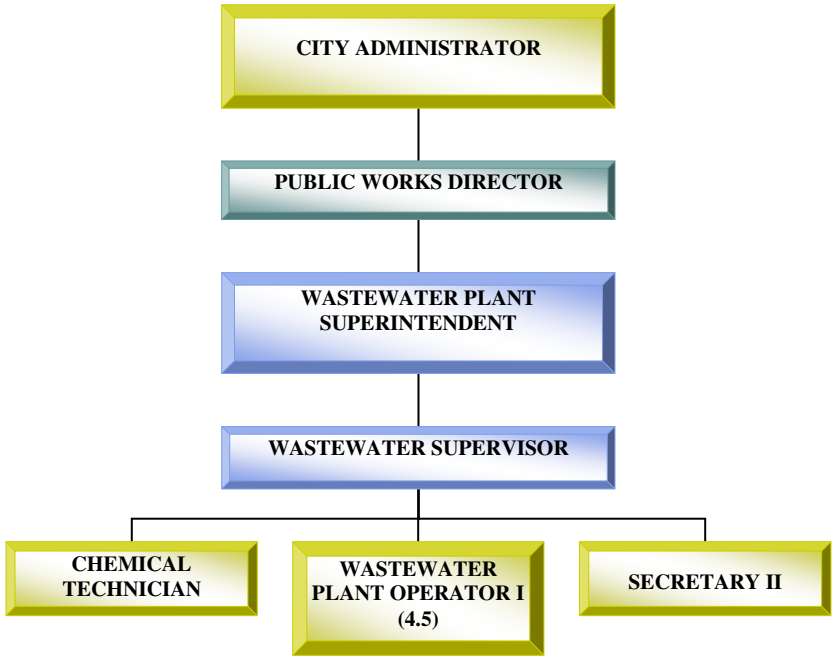
Mission Statement

Comply with State and Federal wastewater treatment standards in the most efficient manner possible. Maintain a safe and productive work environment and an employee benefit package commensurate with duties and community standards. Convey a positive influence on all aspects of our environment and community.

Description of Division

The Water Pollution Control Division is comprised of the wastewater treatment plant and a staff of 8.5 employees. It provides activities necessary to clean the wastewater to State of Nebraska standards prior to discharge into the Elkhorn River, and to treat the residual solids to Environmental Protection Agency standards prior to being returned to farm land as a product for beneficial use.

Water Pollution Control Organizational Chart



Services

- Wastewater treatment
- Receive and treat overland wastes
- Bio-solids treatment for beneficial use
- Industrial wastewater monitoring and billing preparation
- Lab analysis for smaller communities
- Maintain equipment and assist with operations at the Transfer Station
- Provide contract Wastewater Operator services for smaller communities
- Conduct Stormwater sampling activities

Accomplishments for 2015-2016

- Bid out and replaced two of several wastewater samplers.
- Replaced the following items:
  - Screen Building unit heater and supply fan,
  - Breakroom rooftop HVAC, and
  - Administration rooftop HVAC.
- Replaced the tractor that is shared between WPC and Transfer Station.
- Staff completed the following major projects:
  - Performed preventive and corrective maintenance on Transfer Station equipment, and
  - Pumped down the No. 4 SBR basin to complete a 5-year routine diffuser replacement and mixer motor overhaul. Permit limits were met while this basin was offline.
- Received the following overland waste and treated:
  - Spent Adhesive from Flexcon in Columbus,
  - Lagoon wastewater from Country Village Trailer Court,
  - Corn mash from Louis Dreyfus Ethanol Plant, Husker Ag,
  - Contaminated landfill groundwater from the old CRD/Norfolk landfill,
  - Truck wash from Norfolk Iron and Metal, and
  - Several car washes around the area.

- Received domestic plant sludge from:
  - City of Stanton,
  - City of Battle Creek,
  - Village of Meadow Grove,
  - Nucor, and
  - Covidien.
- Continued to work on sewer rate program with Public Works Director.
- WPC lab staff successfully completed the annual EPA Discharge Monitoring Report Quality Assurance (DMRQA) evaluation by accurately accessing all analytes. This is a mandatory quality assurance program for wastewater labs.
- Continued to participate in SID/Woodland Park consultations regarding their sewer connection and flow. Construction of Woodland Park's retention lagoon is expected to be completed in the Fall of 2016.
- Was part of the team working with Covidien staff with their connection to the City sewer system when that project finalized.
- Gave a tour to Norfolk 101: Citizens Academy.
- At their request, assisted local communities with plant operations and review of their draft NPDES permits.
- Compiled and submitted the required annual Solids Management Plan to the EPA and NDEQ.
- Filled in for Transfer Station staff that were on leave, and continue to do so.
- WPC received the Scott Wilbur and Safety Award at the 2015 Fall Conference (11 years in a row).
- Wrote bid specifications and is ready to bid replacement of the motor control center and associated ductbank wiring for the Aeration Building.
- Continue to work with engineers and contractors on the replacement of two influent pumps.

Goals for 2016-2017

- Replace diffuser membranes in the next SBR basin.
- Replace SCADA computers in their time of rotation.
- Replace two of ten samplers.
- Staff to install UV module seal upgrade to prevent moisture.
- Overhaul one of three Belt Press Sludge Pumps that is critical to solids removal and related to land application program.
- Replacement of the 22-year-old SBR mixer electrical cables.
- Overhaul of the #3 Trickling Filter Pump.
- Replacement of the corroded tail pulley assemblies and belting on all three conveyors.
- Replacement of the Komline Belt Press plows that are worn and well beyond their 20-year life.
- Convert the Komline Belt Press from the maintenance intensive air tensions to hydraulic.
- Replacement of our used dump truck with a Street Division dump truck.
- Replacement of the 1980 #1 Sludge Thickener pump and spare backup that is beyond repair.
- Replacement of portable radios in conjunction with all Public Works radio system.
- Complete the replacement of the failed motor control center in the Aeration Building, dated 1979 and associated underground wiring feeding the Aeration Building.
- Complete the replacement of the maintenance intensive No. 5 & 6 Raw Lift Pumps, working with engineers to design and bid, and contractors to install.
- Write bid specifications for the replacement of the two 1994 trickling filter distributors that are maintenance intensive and contractors to install.

Performance Measures

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Estimated
Demand:			
Plant Flow, MGD	2.78	3.2	4
Overland Wastes Received (Gallons)	3,250,840	1,200,000	1,200,000
Million Gallons Treated (x1,000,000,000)	1,017	1,200	1,200
Average Daily lbs of BOD	12,332	15,700	15,700
Average Daily lbs of SS	9,411	10,000	10,000
Average Daily lbs of TKN	1,078	1,400	1,400
Solids Out (Tons/Day)	4.51	4.50	4.50

# of Equipment Maintained (including Transfer Station)	308	277	280
Workload:			
Total # of WPC Work Orders Generated	2.476	3,700	3,700
Total # of Transfer Station Work Orders Generated	316	316	0
# of small communities lab analyses performed	493	400	400
# of Industries monitored and billed	9	10	11
# of In-house lab analyses performed	4,107	3,500	3,500
Productivity:			
Treatment cost/Million Gallons (Domestic)	$2,106.51	$2,222.56	$2,474.24
Disposal & Treatment Cost of 1800 gal. Septic Waste	$3.81	$4.50	$5.50
WPC assets maintained (Million dollars)	$20.07	$20.50	$21.50
Effectiveness:			
% of CBOD removed	98.9	99	99
% of SS removed	98.4	97	97
% of Ammonia removed	99.4	87	87
% of Nitrogen removed	82.1	85	85
% of Phosphorous removed	38.5	40	40
# of plant equipment failure responses (call backs)	9	10	10

Water Pollution Control Personnel Roster

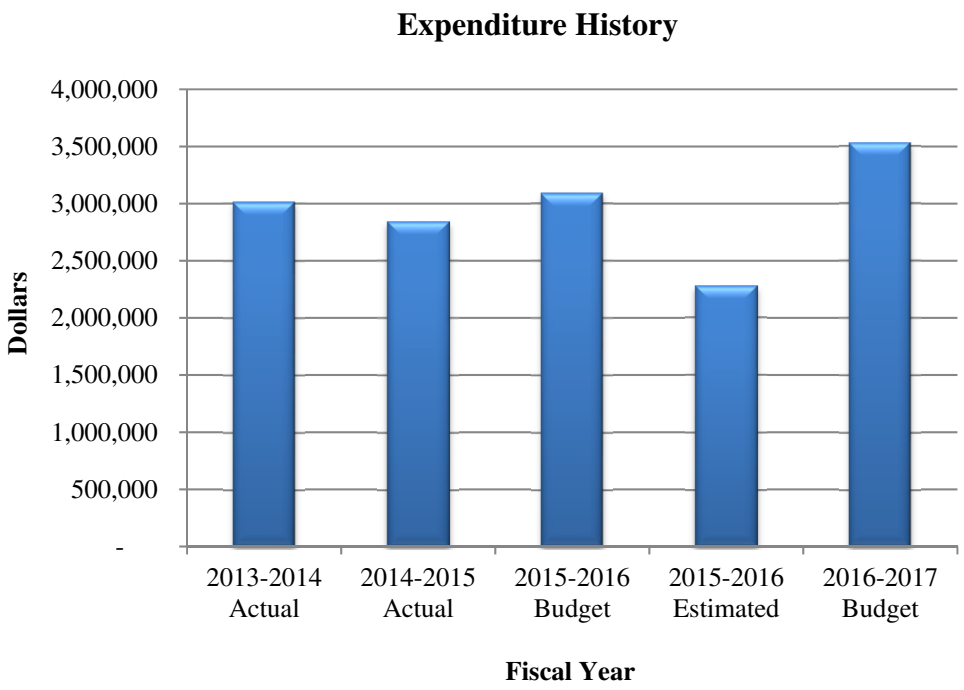
Position	Wage Grade	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Wastewater Plant Superintendent	24	1	1	1	1
Wastewater Supervisor	20	1	1	1	1
Wastewater Plant Operator I	15	5	5	4.5	4.5
Chemical Technician	15	1	1	1	1
Secretary II	12	1	1	1	1
Total		9	9	8.5	8.5

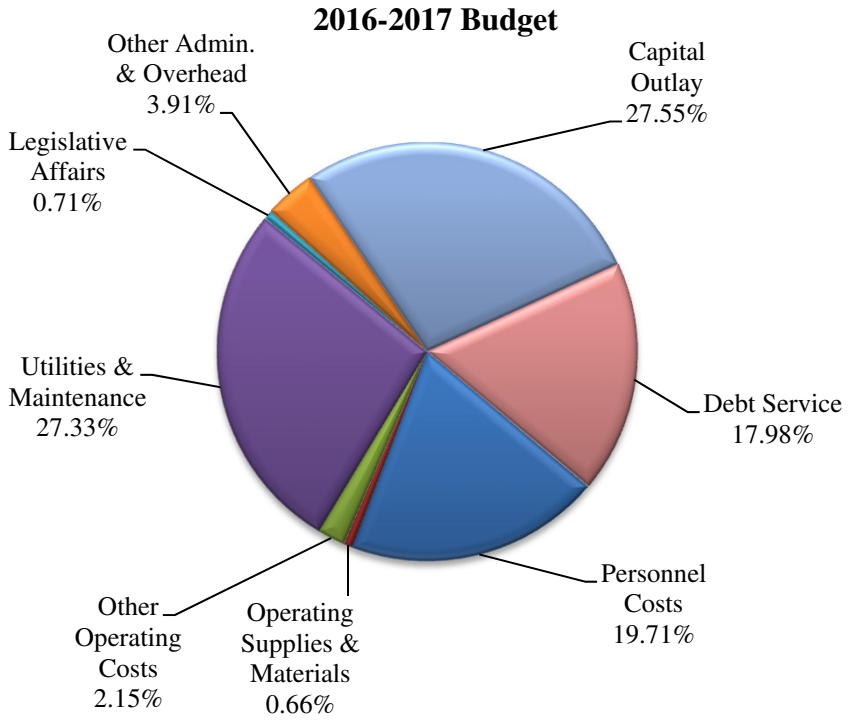
Current Budget Issues

- Personnel: The $14,681 or 2.16% increase in personnel costs is due to normal merit pay increases, and a 2% cost-of-living increase. Personnel costs are also impacted by changes in group insurance and workers compensation insurance.
- Capital Outlay: Capital outlay is budgeted at $973,400 compared to $693,900 the prior year. The following items are included for this year: $18,000 for HVAC replacement, $12,000 for Overhead Door replacement, $10,000 for Exhaust fan 5, $30,000 for Thickener trans. Pump replacement, $38,400 for radio replacement, $5,000 for HT blower replacement, $15,000 for 2 sampler replacements, $20,000 for used dump truck from Street Division, $245,000 for aeration building MCC and ductbank wiring replacements, $350,000 for trickling filter distributor replacement, and $230,000 for raw lift pump replacement.
- Significant changes to other categories: Operating Supplies and Material costs decrease $683 or 2.85% due to a decrease in fuel costs, which is partially offset by an increase in uniforms. Utilities and Maintenance costs increase $119,915 or 14.18% due to increases in building ground and plant maintenance costs and communication equipment maintenance costs. Legislative Affairs increase $11,739 or 87.15% due to an increase in travel and training costs. Other Administration and Overhead increase $20,934 or 17.86% due to increases in insurance, telephone, office supplies, and other professional fees. Debt Service payments decrease $5,043 or 0.79% due to changes in bond payments.

DIVISION EXPENDITURE BUDGET SUMMARY **DIVISION CODE: 225**

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Personnel Costs	635,490	636,766	586,128	681,142	695,823	14,681	2.16%
Operating Supplies & Materials	23,954	16,961	15,552	23,961	23,278	(683)	(2.85%)
Other Operating Costs	19,198	25,157	24,322	76,000	76,000	-	-
Utilities & Maintenance	681,925	758,663	745,135	845,607	965,522	119,915	14.18%
Legislative Affairs	8,183	10,696	12,871	13,470	25,209	11,739	87.15%
Other Admin. & Overhead	87,940	98,825	107,721	117,198	138,132	20,934	17.86%
Capital Outlay	929,503	668,476	146,731	693,900	973,400	279,500	40.28%
Debt Service - Principal	600,000	605,000	625,000	625,000	630,000	5,000	0.80%
Debt Service - Interest	29,895	23,715	15,398	15,398	5,355	(10,043)	(65.22%)
Total Expenditures	3,016,088	2,844,259	2,278,858	3,091,676	3,532,719	441,043	14.27%





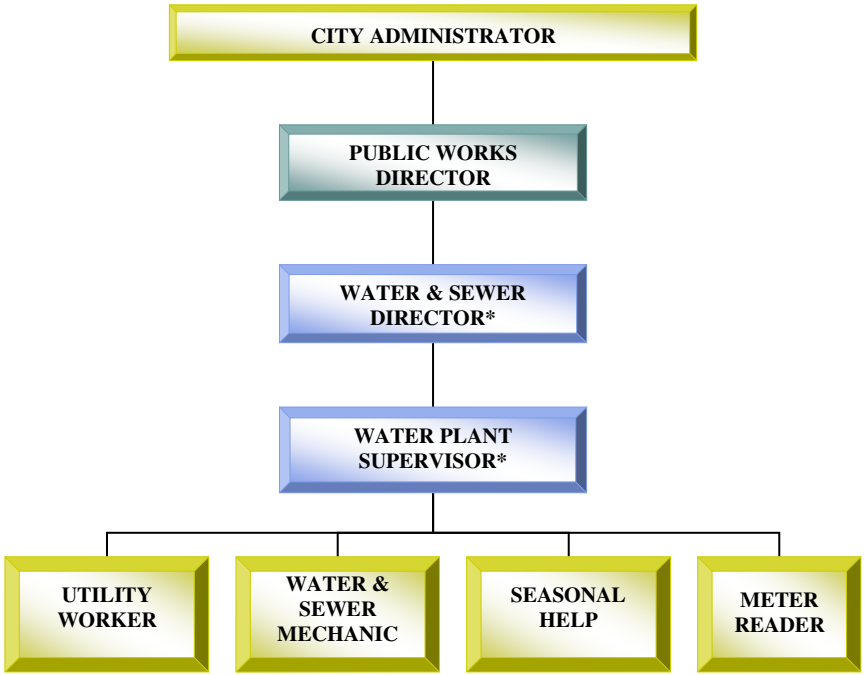
Mission Statement

To maintain the sanitary sewer infrastructure system in a cost effective manner to ensure sanitary sewers flow freely.

Description of Division

Maintain the City's sanitary sewer collection system and its fourteen lift stations, repair broken sewer lines, upgrade sewer manholes, rings and covers, repair pumps and pump seals, electric motors and level control systems. Read all water meters on a bi-monthly basis.

Sewer Organizational Chart



*The Water and Sewer Director and Water Treatment Supervisor are budgeted in Water Fund.

Services

- Inspection of all sewer lift stations twice weekly
- On-call 24 hours and standby duty during weekends to handle emergency calls
- Clean the sewer collection system as preventive maintenance, approximately 128 miles

Accomplishments for 2015-2016

- Maintained a reputable safety record.
- Cleaned entire sewer system.
- Preventive Maintenance of City sewer mains and interceptors ensuring no backups at customer's properties.
- Inspected all sewage manholes and recorded all deficiencies with sewage manholes during the annual cleaning.
- Aided contractor with Sewer South of the River installation.
- Staff installed new motors and pumps at the 275 liftstation.

Goals for 2016-2017

- Preventive Maintenance of City sewer collection mains and interceptors ensuring no backups at customer's properties.
- Maintain a reputable safety record.
- Staff will repair all deficiencies with sewage manholes.
- Assist contractor in the construction of the Northeast Industrial Sewer. **(Mayor and City Council Goal #1)**

Performance Measures

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Estimated
Demand:			
Sewer Lines Maintained (Miles)	131	133	135
# of Customers	9,354	9,375	9,410
Lift Stations Maintained	12	12	12

Workload:			
Sewer Inspections	35	40	40
Service Calls During Working Hours	52	55	60
Service Calls After Working Hours	32	35	40
Lift Station Malfunctions After Working Hours	16	20	25
Productivity:			
See Water Pollution Control (WPC)			
Effectiveness:			
See Water Pollution Control (WPC)			

Sewer Personnel Roster

Position	Wage Grade	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Water & Sewer Mechanic	16	1	1	1	1
Utility Worker	15	1	1	1	1
Meter Reader	11	1	1	1	1
Seasonal Worker	5	1	1	1	1
Total		4	4	4	4

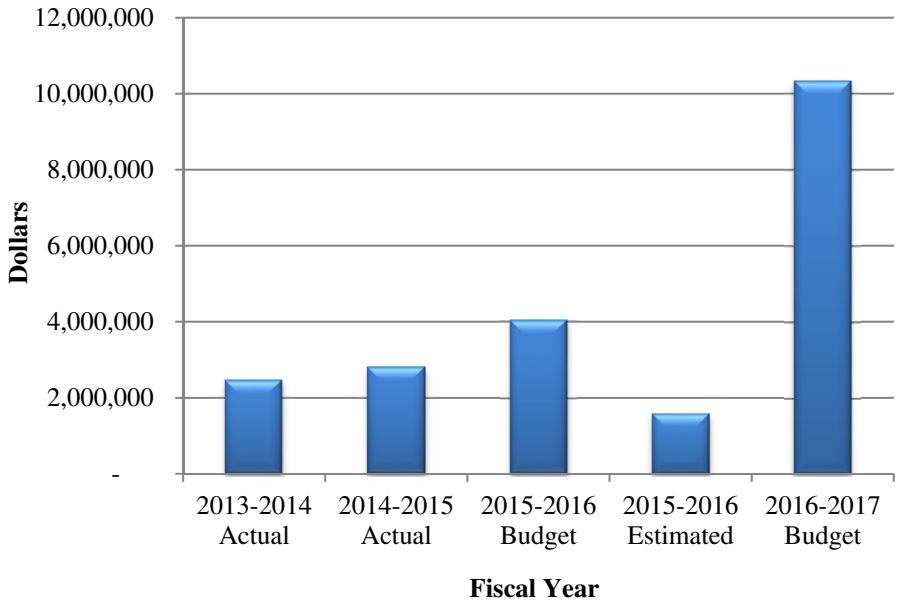
Current Budget Issues

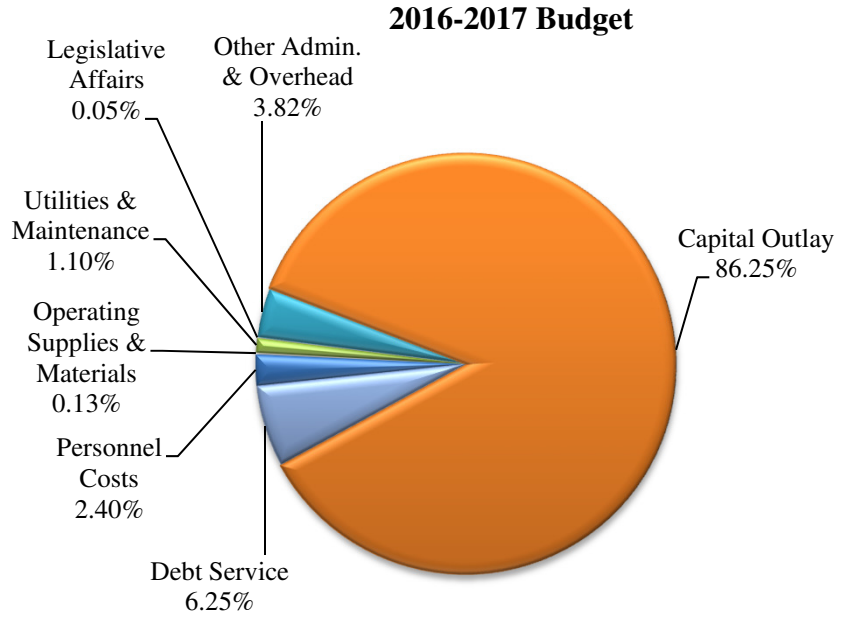
- Personnel: Personnel costs increase $409 or 0.17% due to normal merit pay increases, and a 2% cost-of-living increase. The personnel costs are also impacted by changes in group insurance and workers compensation.
- Capital Outlay: The infrastructure capital items included in this budget are: $20,000 for sewer main extensions larger than 8", $490,000 for Northeast Industrial Sewer Phase I, $245,000 for Northeast Industrial Sewer Phase II, $705,000 for Northeast Industrial Sewer Phase III, $530,000 for 1st Street and Monroe Avenue sewer main replacement, $1,065,000 for Highway 35 interceptor, $2,750,000 for Omaha Avenue lift station and force main, $2,450,000 for extending sanitary sewer from 13th and Monroe to 25th and Omaha, and $475,00 for extending sewer to 25th Street and Eisenhower Avenue. Machinery and equipment capital items include radios for $13,200, 2009 service truck replacement for $26,500, and replacement of 1990 sewer jetter truck for $150,000.
- Significant changes to other categories: Operating Supplies & Materials decrease by $2,015 or 13.41% due to a decrease in fuel costs. Utilities & Maintenance decrease by $2,050 or 1.76% due to decreases in building ground and plant maintenance costs. Legislative Affair increase $2,089 or 63.55% due to an increase in travel and training costs. Other Administration & Overhead increase $171,337 or 76.59% due to increases in insurance, postage, notices and advertising, and other professional fees, which primarily includes bond issuance costs and an increase in administration fees. Debt Service increases $401,300 or 163.52% due to new bond issue.

DIVISION EXPENDITURE BUDGET SUMMARY **DIVISION CODE: 226**

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Personnel Costs	219,077	219,612	226,345	247,290	247,699	409	0.17%
Operating Supplies & Materials	14,109	11,743	10,479	15,022	13,007	(2,015)	(13.41%)
Utilities & Maintenance	54,296	69,360	64,523	116,307	114,257	(2,050)	(1.76%)
Legislative Affairs	(400)	722	1,010	3,287	5,376	2,089	63.55%
Other Admin. & Overhead	207,333	223,566	214,376	223,716	395,053	171,337	76.59%
Capital Outlay	1,746,040	2,044,571	821,837	3,197,750	8,919,700	5,721,950	178.94%
Debt Service - Principal	111,000	114,000	90,000	90,000	124,750	34,750	38.61%
Debt Service - Interest	114,302	135,020	155,408	155,408	521,958	366,550	235.86%
Total Expenditures	2,465,757	2,818,594	1,583,978	4,048,780	10,341,800	6,293,020	155.43%

Expenditure History





Mission Statement

Provide an efficient disposal system for Municipal Solid Waste that meets regulatory requirements and the needs of the community.

Description of Division

The Solid Waste Division, Transfer Station, is responsible for the inspection and transfer of solid waste from residential and commercial collection vehicles, to semi-trailers, or to alternate disposal and recycle points as determined by the waste type. The Household Hazardous Waste facility (HHW) provides a service to the home owner to remove sources of pollution from entering the ecosystem. The City owns, maintains, and operates the Over the Road trucks that haul the Solid Waste to the Coalition landfill in City owned trailers.

Solid Waste Organizational Chart

Services

- Screen waste to insure compatibility with Subtitle D landfills
- Route non-compatible wastes (asbestos, appliances, batteries, grass, liquid, oil, concrete, lumber, timber, tires) to alternate disposal sites
- Transfer compatible wastes from individual, business, and contract hauler vehicles to semi-trailers for transport, or to alternate disposal and recycling points
- Account for the volume of waste and the associated fees in and out of the Station
- HHW provides a safe disposal site for chemicals generated by the home owner. This service is new as of January 1, 2013.

Accomplishments for 2015-2016

- Two Over the Road (OTR) trucks were purchased. We started self-hauling the trash to the landfill two months earlier than expected, starting December 7, 2015.
- A loader tractor was purchased to be used while composting grass. The tractor was cost shared 50/50 between solid waste and wastewater.
- An AED was purchased and installed in the scale house.
- Stop lights were installed at the scale house to more efficiently control traffic on and off the scale.
- A remanufactured engine was installed in #305 shag truck, with a 2 year warranty.
- The spare OTC/spare shag had an upper end engine overhaul due to a blown head gasket.
- A new trailer was put into service on June 9, 2016. The oldest trailer, #10 a 2002 model, will be used only as needed due to poor condition.
- Three trailers had the hydraulic system replaced.
- New trailer floor slats were purchased. One trailer has had the bad floor slats replaced.
- Landfill tonnage is estimated at 100,000 tons for the year.
- Construction of a new cell at the Landfill began in March of 2016 and is scheduled to be completed in September, 2016.

- We are expecting to receive 16,600 Transfer Station customers by year's end, and they will have delivered 35,875 tons of waste, 7,100 customers of yard waste, and 670 tires.

Goals for 2016-2017

- Ship household hazardous waste.
- Have a Site Master Plan developed.
- Purchase one Transfer Trailer to maintain a reliable fleet.

Performance Measures

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Estimated
Demand:			
Municipal Solid Waste, tons received	32,529	30,571	30,571
Demolition Waste, tons received	208.43	88	88
Appliances received	34	50	50
Batteries received	2	0	0
Crematory, tons received	11.28	15	15
Refrigeration units received	46	22	22
Yard Waste, bags received	12,038	12,000	12,000
Yard Waste, tons received	391	390	390
Tires received	791	800	800
Tree waste, tons received	154	150	150
Workload:			
Crematory, cycles completed	281	274	274
Peak month tons	3,614	3,100	3,100
Average daily tonnage	104	104	104
Peak month tickets	3,325	3,325	3,325
Average daily ticket count	93	90	90
Total scale transaction count	30,890	30,000	30,000
Total Bush & Tree transaction count	3,193	3,000	3,000
Total Grass transaction count	7,257	7,000	7,000
Total Municipal Solid Waste ticket count	17,093	15,500	15,500
Productivity:			
Municipal Solid Waste, tons shipped	33,245	31,500	31,500
Municipal Solid Waste, loads shipped	1,940	1,800	1,800
Effectiveness:			
Loads out, average payload (tons)	17.1	17.1	17.1
Crematory, lb. per cycle	80	70	70

Solid Waste Personnel Roster

Position	Wage Grade	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Solid Waste Supervisor	22	1	1	1	1
Transfer Station Plant Operator I	15	2	1	0	0
Solid Waste Operator	15	1	1	4	5
Wastewater Plant Operator I	15	1	1	0	0
Scale Clerk	10	1.38	1.38	1.38	1.38
Total		6.38	5.38	6.38	7.38

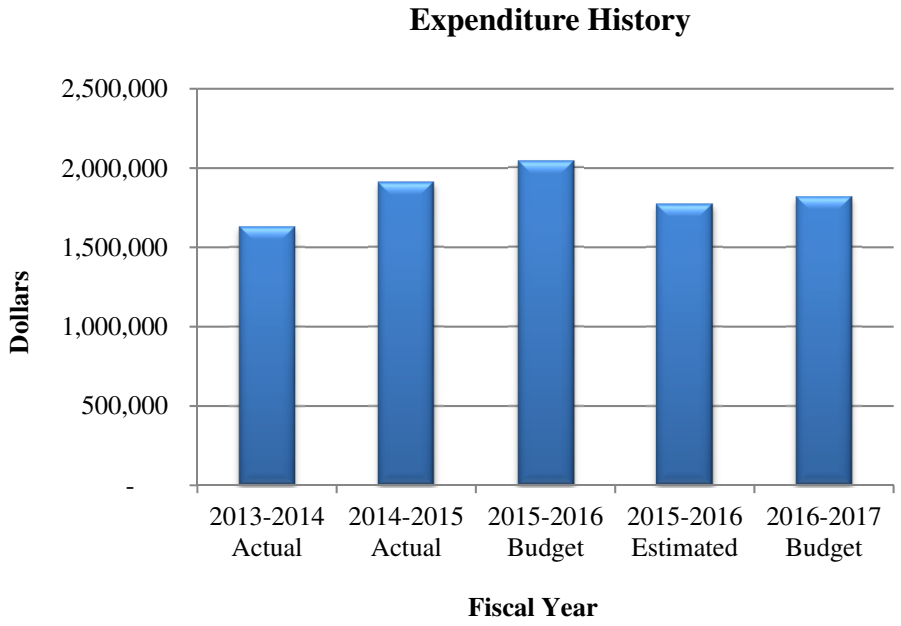
An additional Solid Waste Operator position was added.

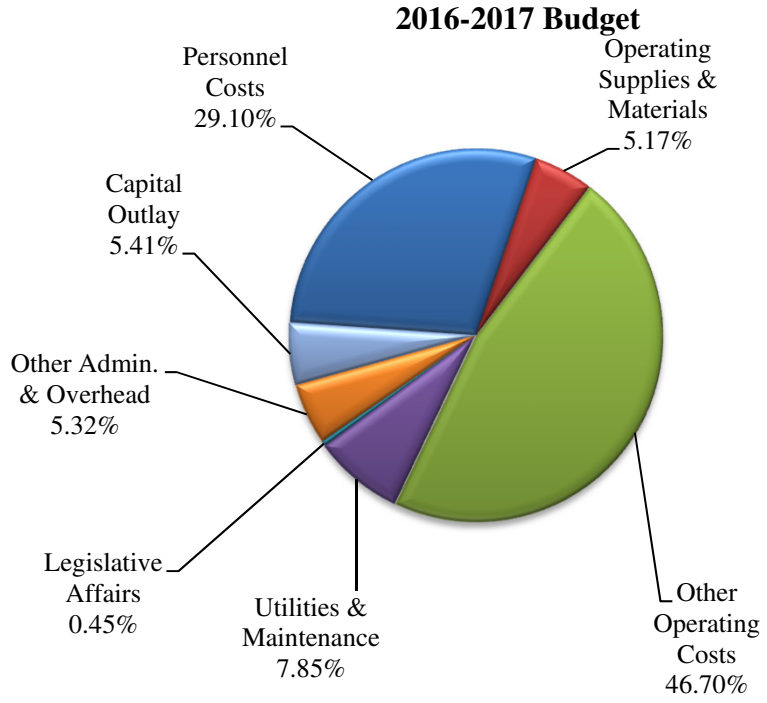
Current Budget Issues

- Personnel: The personnel budget increases $70,500 or 15.36% due to the addition of a Solid Waste Operator position, normal merit pay increases, and a 2% cost-of-living increase. The personnel costs are also impacted by adjustments in health insurance costs and workers compensation.
- Capital Outlay: The following is included in the fiscal year 2016-2017 budget: trailer for $74,500, and radio upgrade for $24,000.
- Significant changes in other expenditure categories: Operating Supplies and Materials increase $22,830 or 32.05% due to increases in uniforms, fuel, and minor tool costs. Other Operating Costs decrease $88,466 or 9.43% due to moving the trash hauling to the landfill from contract operation to a City operation in February, 2016. Utilities and Maintenance decrease $18,585 or 11.51% due to decreases in building,

ground and plant maintenance and office equipment maintenance, which is partially offset by an increase in machinery and vehicle maintenance. Legislative Affairs increase $3,340 or 67.80% due to increases in travel and training. Other Administration and Overhead increase $42,270 or 77.56% due to increases in insurance and other professional fees, which includes $25,000 for master site plan and a ½% increase in administration fees.

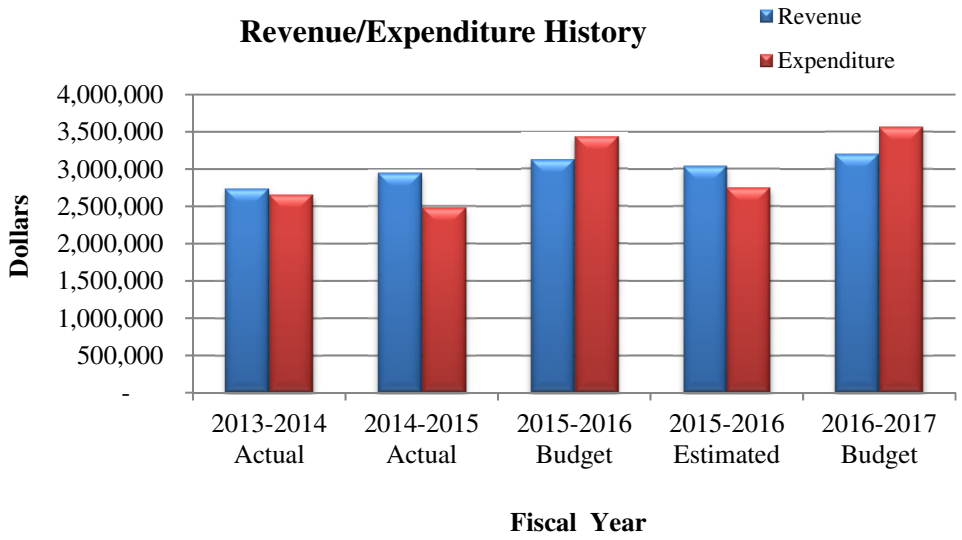
Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Personnel Costs	420,346	400,686	435,214	458,913	529,413	70,500	15.36%
Operating Supplies & Materials	13,509	16,554	71,945	71,243	94,073	22,830	32.05%
Other Operating Costs	1,033,795	1,152,893	756,245	938,326	849,860	(88,466)	(9.43%)
Utilities & Maintenance	83,278	71,932	124,284	161,464	142,879	(18,585)	(11.51%)
Legislative Affairs	1,559	3,330	3,422	4,926	8,266	3,340	67.80%
Other Admin. & Overhead	43,885	52,202	56,822	54,499	96,769	42,270	77.56%
Capital Outlay	21,350	196,511	325,000	354,688	98,500	(256,188)	(72.23%)
Debt Service - Principal	14,000	16,000	-	-	-	-	-
Debt Service - Interest	378	224	-	-	-	-	-
Total Expenditures	1,632,100	1,910,332	1,772,932	2,044,059	1,819,760	(224,299)	(10.97%)

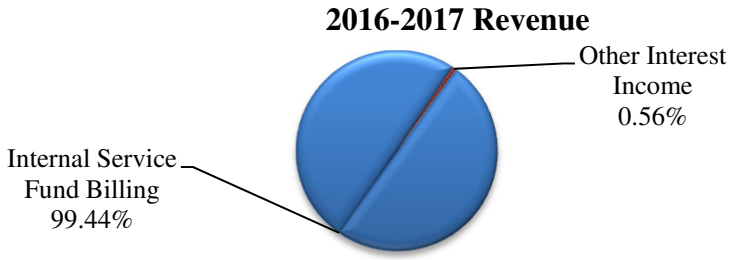


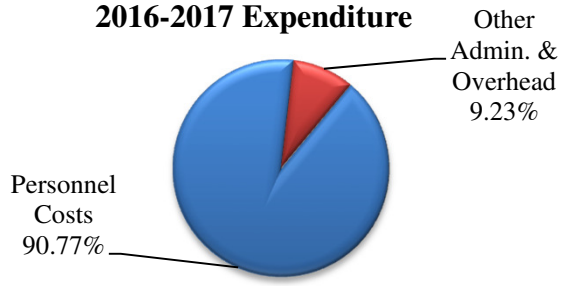


FUND BUDGET SUMMARY **FUND CODE: 701**

Description	2013-2014 Actual	2014-2015 Actual	2015-2016 Estimated	2015-2016 Budget	2016-2017 Budget	Dollar Increase (Decrease)	Percent Increase (Decrease)
Beginning Fund Balance	3,960,653	4,036,452	4,500,046	4,012,936	4,789,088	776,152	19.34%
Internal Service Fund Billing	2,725,601	2,937,600	3,031,524	3,113,324	3,182,844	69,520	2.23%
Other Interest Income	9,466	6,440	5,000	7,765	17,875	10,110	130.20%
Total Revenue	2,735,067	2,944,040	3,036,524	3,121,089	3,200,719	79,630	2.55%
Total Funds Available	6,695,720	6,980,492	7,536,570	7,134,025	7,989,807	855,782	12.00%
Personnel Costs	2,552,160	2,345,896	2,580,764	3,160,600	3,235,116	74,516	2.36%
Other Admin. & Overhead	107,108	134,550	166,718	273,457	328,894	55,437	20.27%
Total Expenditures	2,659,268	2,480,446	2,747,482	3,434,057	3,564,010	129,953	3.78%
Ending Balance	4,036,452	4,500,046	4,789,088	3,699,968	4,425,797	725,829	19.62%
Total Funds Accounted For	6,695,720	6,980,492	7,536,570	7,134,025	7,989,807	855,782	12.00%







City of
Norfolk
NEBRASKA

CITY OF NORFOLK, NE
SCHEDULE OF BONDED INDEBTEDNESS BY MATURITIES
DEBT SUMMARY

		2017	2018	2019	2020	2021	2022	2023	2024 & Beyond	Total
Total General Obligation Bonds	Principal	2,205,000	1,900,000	1,870,000	1,890,000	1,905,000	1,645,000	1,655,000	3,475,000	16,545,000
	Interest	418,511	363,409	313,033	258,851	202,508	149,381	114,659	308,276	2,128,628
Total Special Assessment Bonds	Principal	245,000	245,000	245,000	85,000	85,000	90,000	35,000	120,000	1,150,000
	Interest	15,267	13,552	10,775	7,254	5,955	4,479	2,765	4,536	64,583
Total Revenue Bonds	Principal	895,000	290,000	290,000	300,000	305,000	310,000	320,000	3,885,000	6,595,000
	Interest	167,893	159,034	155,034	150,216	144,421	137,730	130,244	705,471	1,750,043
Total Bonds	Principal	3,345,000	2,435,000	2,405,000	2,275,000	2,295,000	2,045,000	2,010,000	7,480,000	24,290,000
	Interest	601,671	535,995	478,842	416,321	352,884	291,590	247,668	1,018,283	3,943,254
Combined		3,946,671	2,970,995	2,883,842	2,691,321	2,647,884	2,336,590	2,257,668	8,498,283	28,233,254

CITY OF NORFOLK, NE

SCHEDULE OF BONDED INDEBTEDNESS BY MATURITIES

GENERAL OBLIGATION BONDS

		2017	2018	2019	2020	2021	2022	2023	2024 & Beyond	Total
2007 Public Safety Bonds	Principal	45,000	-	-	-	-	-	-	-	45,000
(Interest 4.25%)	Interest	1,913		-	-	-	-	-	-	1,913
										-
2010 Public Safety Bonds	Principal	20,000	20,000	25,000	25,000	25,000	25,000	-	-	140,000
(Interest 2.500% - 3.40%)	Interest	4,203	3,703	3,163	2,438	1,663	850	-	-	16,020
										-
2010 City Park & Rec Project	Principal	710,000	725,000	-	-	-	-	-	-	1,435,000
(Interest 2.50%)	Interest	27,000	9,063	-	-	-	-	-	-	36,063
										-
2011 Refunding Series 2002 & 2003 Bonds	Principal	280,000	-	-	-	-	-	-	-	280,000
(Interest 2.55%)	Interest	7,140	-	-	-	-	-	-	-	7,140
										-
2011 Administration Building	Principal	80,000	80,000	85,000	85,000	90,000	90,000	95,000	905,000	1,510,000
(Interest 1.95% - 4.25%)	Interest	53,155	51,595	49,715	47,420	44,913	42,123	39,153	173,600	501,674
										-
2014 Parking District Refunding Bonds	Principal	15,000	15,000	15,000	15,000	15,000	15,000	15,000	125,000	230,000
(Interest 0.70% - 3.75%)	Interest	6,018	5,898	5,729	5,496	5,204	4,855	4,458	13,722	51,380
										-
2014 Economic Development Fund Bond	Principal	330,000	335,000	345,000	350,000	360,000	-	-	-	1,720,000
(Interest 2.15% - 3.80%)	Interest	52,590	45,495	36,450	25,755	13,680	-	-	-	173,970
										-
2014 Public Safety Bonds	Principal	80,000	80,000	80,000	85,000	85,000	85,000	85,000	680,000	1,260,000
(Interest 0.60% - 3.150%)	Interest	27,066	26,467	25,630	24,543	23,191	21,584	19,761	71,626	239,868
2016 City Park & Recreation Refunding Bonds	Principal	615,000	615,000	1,290,000	1,300,000	1,300,000	1,400,000	1,425,000	1,475,000	9,420,000
(Interest 2.00% -3.00%)	Interest	230,375	211,925	183,350	144,500	105,500	72,000	43,750	14,750	1,006,150
2016 Public Safety Bonds	Principal	30,000	30,000	30,000	30,000	30,000	30,000	35,000	290,000	505,000
(Interest 0.79% -2.99%)	Interest	9,051	9,263	8,996	8,699	8,357	7,969	7,537	34,578	94,450
Total General Obligation	Principal	2,205,000	1,900,000	1,870,000	1,890,000	1,905,000	1,645,000	1,655,000	3,475,000	16,545,000
Bonds	Interest	418,511	363,409	313,033	258,851	202,508	149,381	114,659	308,276	2,128,628
Combined		2,623,511	2,263,409	2,183,033	2,148,851	2,107,508	1,794,381	1,769,659	3,783,276	18,673,628

CITY OF NORFOLK, NE

SCHEDULE OF BONDED INDEBTEDNESS BY MATURITIES

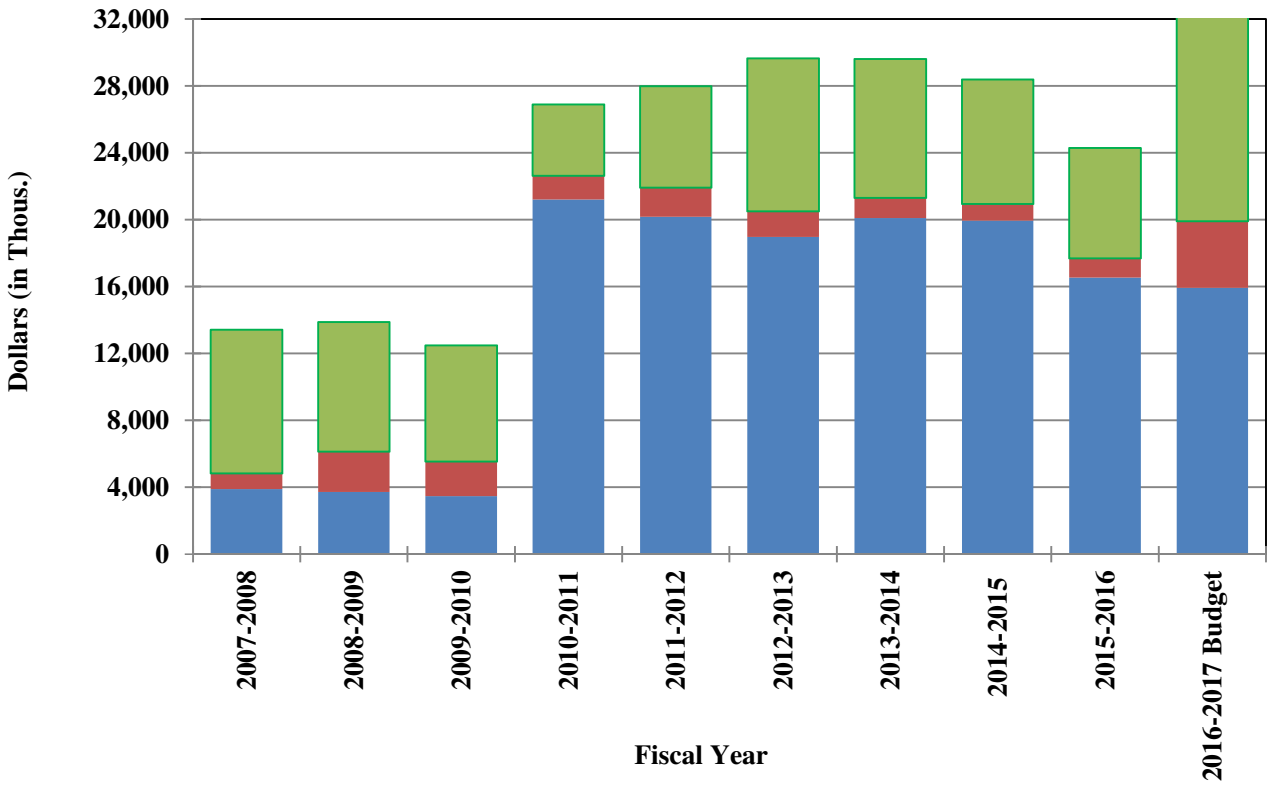
SPECIAL ASSESSMENT BONDS

		2017	2018	2019	2020	2021	2022	2023	2024 & Beyond	Total
2012 Various Purpose Bonds										
PD 495, 501-502 WD 119	Principal	50,000	50,000	50,000	50,000	50,000	55,000	-	-	305,000
(Interest 1.00% to 2.20%)	Interest	5,035	4,535	3,910	3,135	2,235	1,210	-	-	20,060
2014 Refunding Series 2009 Bonds										
PD 489-492, 494-499 WD 118 SD246	Principal	160,000	160,000	160,000	-	-	-	-	-	480,000
(Interest 0.85% - 1.50%)	Interest	5,600	4,240	2,400	-	-	-	-	-	12,240
2016 Various Purpose Bonds										
PD 505 - 508	Principal	35,000	35,000	35,000	35,000	35,000	35,000	35,000	120,000	365,000
(Interest 0.79% - 1.99%)	Interest	4,632	4,777	4,465	4,119	3,720	3,269	2,765	4,536	32,283
Total Special Assessment Bonds	Principal	245,000	245,000	245,000	85,000	85,000	90,000	35,000	120,000	1,150,000
	Interest	15,267	13,552	10,775	7,254	5,955	4,479	2,765	4,536	64,583
Combined		260,267	258,552	255,775	92,254	90,955	94,479	37,765	124,536	1,214,583

CITY OF NORFOLK, NE
SCHEDULE OF BONDED INDEBTEDNESS BY MATURITIES
REVENUE BONDS

		2017	2018	2019	2020	2021	2022	2023	2024 & Beyond	Total
2011 Combined Revenue Refunding Bonds	Principal	630,000	-		-	-	-	-	-	630,000
(Interest 1.70%)	Interest	5,355	-	-	-	-	-	-	-	5,355
2011B Combined Revenue Bonds	Principal	95,000	95,000	95,000	100,000	100,000	105,000	105,000	1,135,000	1,830,000
(Interest - 1.45% - 4.05%)	Interest	56,831	55,335	53,578	51,478	49,028	46,284	43,318	206,559	562,411
2012 Combined Revenue Refunding Bonds	Principal	135,000	-	-	-	-	-	-	-	135,000
(Interest 1.25%)	Interest	844	-	-	-	-	-	-	-	844
2012B Combined Revenue Bonds	Principal	35,000	195,000	195,000	200,000	205,000	205,000	205,000	2,750,000	3,990,000
(Interest - 0.80% - 3.40%)	Interest	104,863	103,699	101,456	98,738	95,393	91,446	86,926	498,912	1,181,433
Total Revenue Bonds	Principal	895,000	290,000	290,000	300,000	305,000	310,000	310,000	3,885,000	6,585,000
	Interest	167,893	159,034	155,034	150,216	144,421	137,730	130,244	705,471	1,750,043
Combined		1,062,893	449,034	445,034	450,216	449,421	447,730	440,244	4,590,471	8,335,043

CITY OF NORFOLK, NE
History of Ending
Bond Indebtedness
Last Ten Fiscal Years



The City is budgeting $3,080,000 Special Assessments Bonds in FY 2016-2017 for street, water and sewer infrastructure improvements, $1,585,0000 General Obligation Bonds for public safety purchases, flood control improvements, and radios for various divisions and $10,650,000 Revenue Bonds for various water and sewer improvements.

- Revenue Bonds
- Special Assessment Bonds
- General Obligation Bonds

DIVISION	EQUIPMENT/PROJECT	BUDGET FY 2016-2017	FUTURE CAPITAL IMPROVEMENTS IN CIP (projects greater than $50,000) FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	SOURCE OF FUNDS	JUSTIFICATION FOR PURCHASE/IMPACT ON OPERATIONS
Current capital outlays with an estimated cost over $100,000 are evaluated for the impact of purchase on current and future operations on summary sheets at the end of this spreadsheet.								
Items costing less than $100,000 are generally due to scheduled replacement of worn out equipment and are determined to have an immaterial change to future operations.								
Administration	Tape Backup System	14,000					General Fund	Replacement.
	Total	14,000	0	0	0	0		
Engineering	CAD Printer	15,000					General Fund	Budgeted replacement in case of a breakdown.
	GPS Data Control System	8,000					General Fund	Required update.
	Total	23,000	0	0	0	0		
Street	Pickup	30,000					General Fund	Scheduled fleet replacement.
	Tractor Mower	20,000					General Fund	Scheduled replacement.
	Snow Plow	17,000					General Fund	Scheduled replacement.
	Total	67,000	0	0	0	0		
Park Maintenance	NECC Funded TaHa Improvements	12,500					General Fund	Funding for improvements to adult softball complex, focusing on ADA compliance.
	Trail Improvements	10,000					General Fund	Enhance and add to existing trail system.
	6" Front End Mower	15,000					General Fund	Scheduled replacement of an existing mower.
	Total	37,500	0	0	0	0		
Housing	Office Copier	10,000					General Fund	Replacement.
	Total	10,000	0	0	0	0		
Library	Server	8,000					General Fund	Replacement.
	Total	8,000	0	0	0	0		
Fire	Stryker cot	18,000					General Fund	Replacement of aging cot.
	Staff pickup	33,600					General Fund	Replacement of aging staff vehicle.
	Security cameras	8,500					General Fund	Enhance safety and security.
	Thermal imager	12,000					General Fund	Replacement of aging unit.
	Air bag set	7,000					General Fund	Replacement of aging set.
	Boss 8'2" Snow Plow	6,000					General Fund	Enhance snow removal capability.
	Total	85,100	0	0	0	0		
Police	Cruisers (3)	88,200					General Fund	Replaces high mileage cruisers for better performance and reduced maintenance.
	Intoxilizer	6,500					General Fund	Replacement.
	Total	94,700	0	0	0	0		
CHAF	Street Maintenance Contract Work	3,435,000	650,000	650,000	650,000	650,000	CHAF Revenues	Contract of maintenance work including asphalt overlay, crack sealing and concrete repair projects on streets in Norfolk.
	M(147) 8th Street - Michigan Avenue to Omaha Avenue		600,000				CHAF Revenues	Reconstruct deteriorating street to improve ridability and decrease maintenance costs.
	M(153) Box Culvert on South 5th Street over Corp. Gulch		125,000				CHAF Revenues	Replace deteriorating steel culverts located over the Corporation Gulch.

DIVISION	EQUIPMENT/PROJECT	BUDGET FY 2016-2017	FUTURE CAPITAL IMPROVEMENTS IN CIP (projects greater than $50,000) FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	SOURCE OF FUNDS	JUSTIFICATION FOR PURCHASE/IMPACT ON OPERATIONS
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CHAF (Continued)	M(177) Widen Benjamin from 4-lane to 5-lane 13th to 1st Street		750,000	2,125,000	2,125,000		CHAF Revenues	Improve street to add capacity and improve safety.
	M(189) Reconstruct Bridge on Norfolk Avenue	2,525,000	1,165,000				CHAF Revenues	Rehabilitation of a deteriorating bridge on Norfolk Avenue, west of Cottonwood Avenue.
	M(193) Engineering for Reconstruction of Braasch Avenue between 1st and 5th Streets		285,000	540,000	540,000	535,000	CHAF Revenues	Project includes concrete street, driveway and sidewalk reconstruction, along with subgrade and minor storm sewer improvements.
	M(194) Prospect Avenue; 27th Street to Ridgeway Drive	600,000						Project includes concrete street, driveway and sidewalk reconstruction, along with subgrade and minor storm sewer improvements.
	M(197)Reconstruct Norfolk Avenue Cottonwood to Flood Control				314,000	1,412,000	CHAF Revenues	Along with reconstructing the bridge on Norfolk Avenue, the concrete street will also be reconstructed from Cottonwood to the Flood Control.
	Total	6,560,000	3,575,000	3,315,000	3,629,000	2,597,000		
Vehicle Parking	Other Parking Lots and Related Improvements	40,000					Vehicle Pking.Rev.	The members of the Vehicle Parking District desire to improve and enhance the parking in the downtown area.
	Total	40,000	0	0	0	0		
Region 11 Emergency Management	Replace cascade system for HazMat	10,200					Region 11 Rev.	Homeland Security grant dollars awarded are used to train, equip, and maintain the Norfolk Fire Division's MOU HazMat Team.
	Total	10,200	0	0	0	0		
Storm Water Management	GIS Stomrwater Tracking Software	25,000					Grant Funds	New software to manage stormwater management to potentially match other divisions software.
	Total	25,000	0	0	0	0		
Capital Projects	**Administration:**							
	Unspecified Council Priority Project(s)	66,000					Council Priorities property tax	Mayor & City Council have identified possible priority projects, but have not decided which to pursue.
	Network Switches - All Divisions			100,000			General Revenues	Replacement of worn network switches.
	Engineering:							
	Radios	15,080					Lease Purchase	Replace old obsolete radios.
	Street:							
	Sander/Snow Plow	105,000		105,000		145,000	General Revenues	Replace 18 year old truck.
	Sweeper		130,000				General Revenues	Replace 7 year old sweeper on set schedule.
	Landscape Master Plan		274,699		192,535	272,644	General Revenues	The City of Norfolk desires to improve the image of the community by improving the landscaping along major streets.
	Boom Truck				75,000		General Revenues	Scheduled fleet replacement.
	Tractor	85,000		85,000	100,000		General Revenues	Scheduled fleet replacement.
	Large Sewer Cleaner			90,000			General Revenues	Scheduled fleet replacement.
	Flood Control Renovation		100,000				General Revenues	Improvements to minimize potential flooding.

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Capital Projects (Continued)	Snow Blower			65,000			General Revenues	Scheduled fleet replacement.
	Decorative Street Lighting on Norfolk Avenue; 1st to Cottonwood	105,000					Council Priorities property tax	Improve aesthetics adjacent to Central Business District.
	Asphalt Distributer		75,000				General Revenues	Trailer used for storage of asphalt.
	Spray Patcher		235,000				General Revenues	Spray injection method for pothole repair.
	Radios	189,160					Lease Purchase	Replace old obsolete radios.
	Park:							
	Entrance Signs	40,000					General Revenues	Continuation of program to add entrance signs to city entrances.
	North Fork Riverfront Trail Project	292,000					Council Priorities property tax	Enhance and add to existing trail system.
	Trail Enhancement				105,000		Keno/Grants	Enhance and add to existing trail system.
	Trail Extension along North Fork of Elkhorn River from Alley So. Of Norfolk Ave. to Philip Ave.	56,000					Council Priorities property tax	Enhance and add to existing trail system.
	Improvements to Park West of YMCA	500,000					Council Priorities/ Keno Funds	Development of soccer fields and parking.
	Flood Control Trail Under Omaha Avenue	260,000					General Revenues/ Grant	Enhance and add to existing trail system.
	Skyview Armor Coat			30,000			Keno Funds	Hard surfacing of roads at Skyview Lake.
	Liberty Bell Park Splash Pad				70,350	350,000	Keno Funds	Amenity improvements to Liberty Bell Park.
	Johnson Park Enhancement	52,500					Keno Funds	Funds to develop/enhance Johnsons Park.
	Southeast Trail Loop			150,000	200,000	200,000	Keno Funds	Enhance and add to existing trail system
	TaHaZouka Phase III Soccer		100,000	110,000			Keno Funds	Funds to develop and expand the youth soccer fields.
	Skatepark Rebuild Improvements	250,000					Keno Funds/ Donations	Renovation of existing skatepark into a concrete based facility.
	Landscaping, brick pavers and decorative pedestrian lighting on Norfolk Avenue, 1st to Cottonwood	235,410					General Revenues	Improve aesthetics adjacent to Central Business District.
	Radios	42,160					Lease Purchase	Replace old obsolete radios.
	Library:							
	Library Addition	5,274,000	1,560,000				Sales Tax/ Grant	Update and addition to library building.
	Public Works - Other:							
	Spring Branch Drainage Improvements	154,000					Flood Control Bonds	Project includes drainage improvements to minimize potential downstream industrial flooding.
	Land for Victory Road Detention Cell	270,000					Flood Control Bonds/TIF	Project includes drainage improvements to minimize potential downstream flooding due to residential development.
	Drainage at Victory Road/Sunrise	655,000					Flood Control Bonds/TIF	Project includes drainage improvements to minimize potential downstream flooding due to residential development.
	Fire:							
	Pumper		600,000				Public Safety Bond	Replace aging equipment.
	Ambulance			232,500			Public Safety Bond	Ambulance to replace 14 year old unit.
	Defibrillators	99,400					Public Safety Bond	Replacement of existing units reaching end of useful life.
	Hazmat Equipment				60,000		Public Safety Bond	Replace aging equipment needed for haz-mat response.

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Capital Projects (Continued)	Rural Tanker	235,545					Norfolk Rural Fire District	Replacement of 20 year old tanker.
	Radios	239,200					Public Safety Bond	Replace old obsolete radios.
	Training Tower Repairs				100,000		Public Safety Bond	Repair structural damage to burn rooms.
	Police:							
	MDC Upgrade					100,000	Public Safety Bond	Regular rotation of in-car computers.
	Radios	139,760					Public Safety Bond	Replace old obsolete radios.
	Records/CAD/Jail Software Upgrade			440,000			Public Safety Bond	Improve office efficiency.
	Wireless 911 portion of CAD upgrade			160,000			Wireless E911	Improve office efficiency.
	E911 Equipment					62,000	Public Safety Bond	Replace equipment at end of expected life-cycle.
	E911 Equipment					248,000	Wireless E911	Replace equipment at end of expected life-cycle.
	Total	9,360,215	3,074,699	1,567,500	902,885	1,377,644		
Special Assessments	Infrastructure in new Developments	624,000					Special Assessments	Project consists of installation of streets, sidewalks and storm sewers in newly developed areas.
	Wat. Dist. & Sew. Coll. Sys.	2,379,340					Special Assessments	Project consists of installation of water and sewer systems to benefit specific property owners.
	Total	3,003,340	0	0	0	0		
Water	(T4) Replace 12" Water Main from 1st & Madison to 7th & Madison	247,000					Water Revenue	Since 1990 there have been four main breaks on this 12" water main.
	Oversize Piping Larger than 8"	40,000					Water Revenue	Water Division pays for the additional cost difference for pipe over 8" in new developments.
	(E4) Water Main Improvements; Omaha Avenue and Victory Road	705,000					Water Revenue	Project includes improvements to a water main located at Omaha Avenue and Victory Road.
							Water Revenue	This will extend water service to industries in the Northeast industrial tract.
	Erect Communication Tower at 25th Street & Prospect Avenue	230,000					Water Revenue	The elevated tank is not utilized in the water distribution system. The tank is in need of repairs that will cost in excess of $300,000. A communication tower will be erected to replace antenna stand function of the water tower.
	Trunking system for Communi-cation Tower	250,000					Water Revenue	Upgrade City wide communications network.
	Water Line on Victory Road; Magnet to Eisenhower	130,000					Water Revenue	Water main has experienced several breaks over the past few years.
	Replace water main 21st Drive	35,000					Water Revenue	Water main has experienced several breaks over the past few years.
	Industrial Tank at Victory Road & Benjamin Avenue	2,300,000					Water Revenue	Improves water system operations during peak days in northeast industrial area.
	Water Extension on 1st Street & 13th Street to South of Elkhorn	1,150,000					Water Revenue	Provides expansion of water system south of Elkhorn River with redundancy.
	Connect 1st Street extension to 13th Street extension	620,000					Water Revenue	Provides expansion of water system south of Elkhorn River with redundancy.

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Water (Continued)	1st & Braasch Water Main Replac.		17,000	31,000	31,000	31,000	Water Revenue	This street is scheduled for replacement and water main will be replaced at this time due to age of water main.
	Zone 2 Northwest Line 12" 2Z1			640,500			Water Revenue	This water main will be constructed in northwest Norfolk as development occurs.
	Sheridan Drive Line 12" 2Z2			365,400			Water Revenue	This water main will be constructed in northwest Norfolk as development occurs.
	Zone 2 Southwest Line 12" 2Z3			869,400			Revenue Bonds	This water main will be constructed in northwest Norfolk as development occurs.
	West Vertical Well & Pipeline				1,861,300		Revenue Bonds	As City of Norfolk's water needs increase, this vertical well line and pipeline will be needed as identified by Black and Veatch.
	Radios	49,640					Water Revenue	Replace old obsolete radios.
	2006 Kobota Excavator (1/2 share)					60,000	Water Revenue	
	Total	5,756,640	17,000	1,906,300	1,892,300	91,000		
Water Pollution Control	HVAC Replacement	18,000					Sewer Revenue	Scheduled replacement due to the corroded conditions.
	Overhead Door Replacement	12,000					Sewer Revenue	Replacement 1 of 12.
	Exhaust Fan 5	10,000					Sewer Revenue	Replacement of the 1990 fiberglass SHB exhaust fan #5.
	Thickener Trans Pump Replc.	30,000					Sewer Revenue	Replacement of the 1980 #1 Sludge Thickener pump and backup.
	Radio Replacement	38,400					Sewer Revenue	Replace old obsolete radios.
	HT Blower Replacement	5,000					Sewer Revenue	Replacement of Holding Tank blower (1 of 2).
	Sampler Replacement (2 of 10)	15,000					Sewer Revenue	Replacement of samplers purchased in 1994.
	Used Dump Truck form Str. Div.	20,000					Sewer Revenue	Replacement of used dump truck with a Street Division truck.
	Aeration Building MCC Replc.	200,000					Sewer Revenue	Replacement of the 1980's obsolete motor control center.
	Ductbank Wiring Replc.	45,000					Sewer Revenue	Replacement of the failed nine wires in an underground ductbank between the Blower and Aeration buildings.
	Trickling Filter Distributor Replc.	350,000					Sewer Revenue	Replacement of two 1994 trickling filter distributors to improve reliability.
	Raw Lift Pump Replacement (5&6)	230,000					Revenue Bonds	Replacement of the maintenance intensive No. 5 & 6 Raw Lift Pumps, working with engineers to design and bid, and contractors to install.
	Biosolids Study			30,000			Sewer Revenue	Research treatment options for wastewater solids, and identify one or more options that would improve public acceptance, reduce odor, and maximize safety with recommendation of a selected option.
	#1 Sludge Thickener Drive		80,000				Sewer Revenue	Replacement of the 1970 #1 sludge thickener drive.
	#1 Primary Drive Replacement		50,000				Sewer Revenue	Replacement of the 1970 #1 primary clarifier drive.
	Paint Primary & Thick Mechanisms		70,000	70,000			Sewer Revenue	Sand blast and paint the primary mechanisms.
	#2 Primary Drive Replacement		50,000				Sewer Revenue	Replacement of the 1958 #2 primary clarifier drive.
	SBR Underground Air Piping Repl.			60,000			Sewer Revenue	Replacement of the underground SBR ductile airline piping due to corrosion.
	Belt Filter Press Overhaul				300,000		Sewer Revenue	Scheduled overhaul of the 1990 Komine Belt Filter Press that has well exceeded it's 20-year life.
	Biosolids Upgrade					4,000,000	Revenue Bonds	A Biosolids upgrade that is a result from the Biosolids study.
	PLC #5 & #6 Replacement					95,000	Sewer Revenue	Normal cycle replacement of programmable logic contollers that control SBRs, trickling filter pumps and other associated equipment.
	Total	973,400	250,000	160,000	300,000	4,095,000		

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Sewer Maintenance	Sewer Main Extension larger than 8"	20,000					Sewer Revenue	The Sewer Division pays for the additional size cost larger than 8" in new developments.
	Northeast Industrial Sewer Phase I	490,000					Revenue Bonds	Request made by Nucor to handle sanitary waste.
	Northeast Industrial Sewer Phase II	245,000					Revenue Bonds	Request made by Nucor to handle sanitary waste.
	Northeast Industrial Sewer Phase III	705,000					Revenue Bonds	Request made by Nucor to handle sanitary waste.
	Highway 35 Interceptor	1,065,000					Revenue Bonds	Provides for expansion of sewer system to Omaha Avenue corridor east of Flood Control.
	Omaha Avenue Lift Station & Force Main	2,750,000					Revenue Bonds	Provides extension of sewer service to Omaha Avenue corridor as well as expand capacity for all property east of the Flood Control.
	1st Street & Monroe Avenue Sewer Main Replacement	530,000					Sewer Revenue	This sewer replacement was identified in the HDR 2010 report.
	18th Street from Vicki Lane to Center, Center from 18th to Omaha & Omaha, Center to 14th		950,000				Sewer Revenue	This section of interceptor has become overloaded due to added loads upstream of this pipe.
	Southwest Interceptor from 13th & Monroe to 25th & Omaha Ave.	2,450,000					Revenue Bonds	This interceptor would take some of the load off the existing system and would allow for future growth in northwest Norfolk.
	25th Street & Eisenhower from 13th	475,000					Revenue Bonds	This will provide sewer service southwest of 25th & Eisenhower.
	1st Street & Braasch Avenue Sewer Main Replacement		23,300	43,900	43,900	43,900	Revenue Bonds	Replace old system during street construction.
	Line 30" Sanitary Sewer from 8th & Omaha to 4th & Washington		954,900				Revenue Bonds	Provides for extended life of existing pipe.
	Replace Parkhill Liftstation					320,000	Revenue Bonds	This was identified in the 2008 Sanitary Sewer Master Plan.
	2006 Kobota Excavator (1/2 share)					60,000	Sewer Revenue	Replacement.
	36" Sanitary Sewer from Bluff South on Chestnut South to WPC		1,820,400				Revenue Bonds	This sewer line is starting to show signs of deterioration and if lined will provide many additional years of use.
	2006 Large Sewer Cleaner(80%)			360,000			Revenue Bonds	The sewer truck will be at the end of its life cycle and will need replaced.
	Radios	13,200					Sewer Revenue	Replace old obsolete radios.
	2009 Service Truck Replacement	26,500					Sewer Revenue	Continued updating of rolling stock.
	Replace 1990 Sewer Jetter Truck	150,000					Sewer Revenue	Continued updating of rolling stock.
	Total	8,919,700	3,748,600	403,900	43,900	423,900		
Solid Waste Management	Trailer	74,500	74,500	74,500	74,500	74,500	Solid Waste Rev.	Scheduled fleet replacement.
	Shag/Spare OTR			110,000			Solid Waste Rev.	Scheduled replacement.
	2 Shag (used)					50,000	Solid Waste Rev.	Scheduled replacement.
	Building		1,000,000				Solid Waste Rev.	Building improvements for expansion of plant operations.
	Radios	24,000					Solid Waste Rev.	Replace old obsolete radios.
	Land Purchase			140,000			Solid Waste Rev.	Land purchase for the expansion of the plant operations.
	Total	98,500	1,074,500	324,500	74,500	124,500		
	Grand Total	35,086,295	11,739,799	7,677,200	6,842,585	8,709,044		

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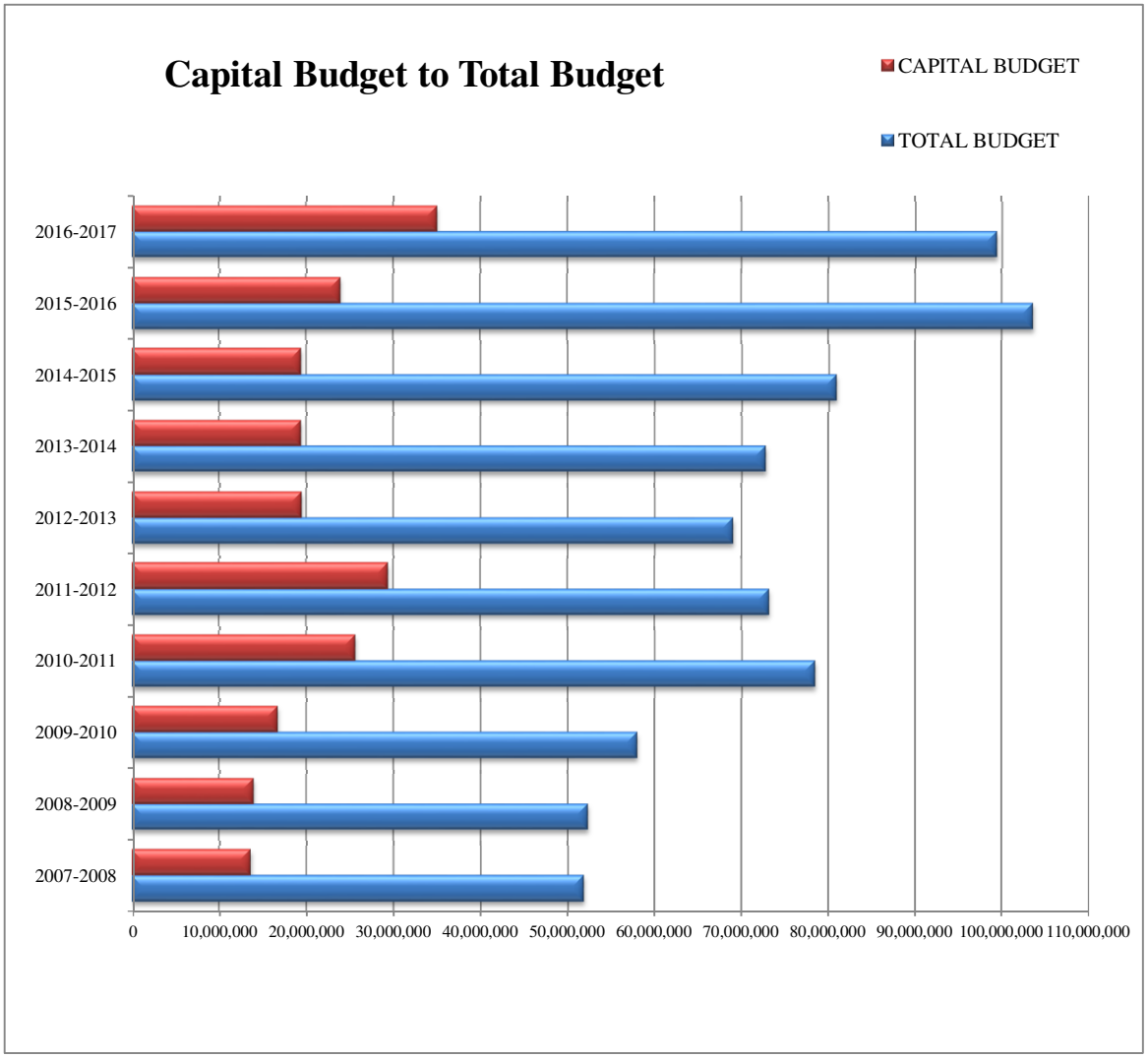
YEAR	TOTAL BUDGET	BUDGET	CAPITAL BUDGET PERCENTAGE OF TOTAL
2007-2008	51,879,950	13,638,295	26.29%
2008-2009	52,390,817	14,025,248	26.77%
2009-2010	57,995,734	16,779,496	28.93%
2010-2011	78,483,519	25,692,345	32.74%
2011-2012	73,253,983	29,424,657	40.17%
2012-2013	69,048,695	19,481,071	28.21%
2013-2014	72,835,470	19,425,672	26.67%
2014-2015	80,965,638	19,455,667	24.03%
2015-2016	103,660,442	23,986,953	23.14%
2016-2017	99,420,755	35,086,295	35.29%



DIVISION	PROJECT NAME	BUDGET FY 2016-2017	PROJECT DESCRIPTION Description and Scope	Purpose and Need	History and Current Status	Impact on Budget
Current capital outlays with an estimated cost over $100,000 are evaluated for the impact of purchase on current and future operations on this summary sheet.						
CHAF	Street Maintenance Contract Work	3,435,000	Contract street maintenance including asphalt overlay, crack sealing and concrete repair projects on streets in Norfolk.	Process is part of a pavement management system to extend the life and durability of streets throughout the City of Norfolk.	This project is ongoing to maintain and improve the quality of Norfolk's streets. During the last fiscal year the City spent approximately $500,000 on contract street removal and replacement.	This process decreases Street Division man-hours used for patching for use in other areas of the division.
CHAF	M(189) Reconstruct Bridge on Norfolk Avenue.	2,525,000	Project includes replacement of bridge structure on Norfolk Avenue over the North Fork of the Elkhorn River.	This structure was originally constructed in 1933. The deck and girder system are deteriorating quickly.	This structure is going on 80 years old and the expansion/widening project performed in 1970 will be 46 years old. The girder system is showing major deterioration at each abutment. The project is currently under design by an outside consultant.	This bridge has been identified as qualifying for the Local Bridge Selection for On Fed Aid System Bridges, which may provide a funding source for the replacement of this bridge. If successful will provide additional funding for other maintenance priorities.
CHAF	M(194) Prospect Avenue; 27th Street to Ridgeway Drive	600,000	The project involves removal and replacement of Prospect Avenue between Ridgeway Drive and 27th Street. The project also includes extending the trail along Prospect, which runs from 25th Street to Ridgeway.	Prospect Avenue has deteriorated to the point that patch is impractical.	Project is currently under design by the City of Norfolk Engineering Division.	Replacement of the street will allow the Street Division to reallocate patching resources to other priority areas.
Capital Projects	Sander/Snow Plow for Streets	105,000	Routine replacement of old machine.	It is necessary to maintain a prudent replacement schedule to avoid large maintenance costs and an abundant of replacements in any one year.	The City street division places all major equipment on a replacement schedule in order to maintain an efficient fleet.	This purchase will not have a significant impact on operating costs and may even save on operating costs due to less maintenance.

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Capital Projects	Decorative Street Lighting on Norfolk Avenue; 1st to Cottonwood	105,000	This project extends the decorative lighting in the downtown area for three blocks from 1st Street to Cottonwood Street.	This project will improve aesthetics of the area. The project will tie the retail area adjacent to the central business district together with a central design theme.	Project will be completed concurrence with Norfolk Avenue Bridge construction, which is currently under design.	Funding will come from a portion of Council Priority dollars. Therefore, no impact on general fund.
Capital Projects	Radios in Engineering, Street, Park, Fire, and Police	625,360	Replace outdated radio consoles and portable radios.	The equipment is being replaced due to maintenance issues. The consoles need to be upgraded to ensure continued communication capabilities for radio, paging and emergency sirens, and will operate off of a VOIP platform. The new portable radios will have longer battery life and will be P25 compliant.	The radio consoles were previously upgraded in FY 2002-03. The majority of the portable radios were purchased in FY 1999-00 and are no longer supported by the manufacturer.	Maintenance costs will be reduced.
Capital Projects	North Fork Riverfront Trail Project	292,000	Trail development in and around Riverfront/Johnson Park area. Joint project with Lower Elkhorn Natural Resources District (LENRD) and Nebraska Game and Parks Commission Recreational Trails Program.	Improve area aesthetics and offer increased recreational trail enhancements and interconnection of Central Business District with additional community trails.	The Johnson Park/ Riverfront area is in need of renovation and the area is rich in history of early development of the City of Norfolk. Project is currently under design.	Project is funded with a Nebraska Game and Parks Commission Recreational Trails Program Grant for $561,373. The City and LENRD portion of the project is $141,594. Maintenance will be absorbed into the Park Maintenance budget.

DIVISION	PROJECT NAME	BUDGET FY 2016-2017	PROJECT DESCRIPTION Description and Scope	Purpose and Need	History and Current Status	Impact on Budget
Current capital outlays with an estimated cost over $100,000 are evaluated for the impact of purchase on current and future operations on this summary sheet.						
Capital Projects	Improvements to Park West of YMCA	500,000	Addition of infrastructure for Embrace Park and splash pad, one regulation soccer field and needed parking lot.	Continued expansion of outdoor recreation opportunities.	Group from the hospital currently fund raising for playground splash pad designed toward special needs children.	Funding is budgeted in the Capital Improvement Program for FY 2016-2017. Maintenance will be absorbed into Park Maintenance budget.
Capital Projects	Flood Control Trail Under Omaha Avenue	260,000	Extension of levee trail under Omaha Avenue.	Provide safer route for trail users.	Continuing goal of providing a recreational trail around Community Grant being applied for in September, 2016.	Funding is budgeted in the Capital Improvement Program for FY 2016-2017. Maintenance will be absorbed into Park Maintenance budget.
Capital Projects	Skate park Rebuild Improvements	250,000	Total renovation of the existing skate park making it a concrete based facility.	Existing skate park near it's life cycle. Changing from a wood system to concrete would give an improved offering and decrease maintenance needs.	Existing facility has been steadily used, but wood doesn't last and takes much maintenance and will soon need to be closed or rebuilt.	Funding is budgeted in the Capital Improvement Program for FY 2015-2016. Maintenance will be absorbed into Park Maintenance budget. City has $125,000 budgeted as a match for local skate park group to meet to realize fall funding of project.
Capital Projects	Landscaping, brick pavers and decorative pedestrian lighting on Norfolk Avenue; 1st to Cottonwood	235,410	This project extends the landscaping, brick pavers and decorative pedestrian lighting in the downtown area for three blocks from 1st Street to Cottonwood Street.	This project will improve aesthetics of the area. The project will tie the retail area adjacent to the central business district together with a central design theme.	Project will be completed concurrence with Norfolk Avenue Bridge construction, which is currently under design.	This project is being funded with dollars planned for landscaping improvements in the Capital Improvement Plan over the last 5 to 7 years.

DIVISION	PROJECT NAME	BUDGET FY 2016-2017	PROJECT DESCRIPTION Description and Scope	Purpose and Need	History and Current Status	Impact on Budget
Current capital outlays with an estimated cost over $100,000 are evaluated for the impact of purchase on current and future operations on this summary sheet.						
Capital Projects	Library Addition	5,274,000	Library renovation and 16,000 square foot addition will provide improved and modernized library service.	Library services have changed with the increased use of technology and other changes in society, and the library building must adapt to meet new needs.	The additional 1/2 cent sales tax to fund this project began collection in April 2015 and will continue through March 2018. Construction on the project will begin Spring 2017.	The voters approved an additional 1/2 cent sales tax to fund this project. When the project is complete, maintenance costs will increase and be absorbed into the Library budget.
Capital Projects	Spring Branch Drainage Improvements	154,000	This joint project with Madison County includes drainage improvements to the Spring Branch Area.	The drainage improvements will minimize potential downstream industrial flooding.	The piping portion of the project is complete. The detention portion of the project is on hold awaiting property owner development plans.	The City will have limited maintenance responsibility since the project is located outside City limits.
Capital Projects	Land for Victory Road Detention Cell	270,000	Provide storm delineation facility to serve area north and east of Flood Control and Norfolk Avenue.	Minimize downstream flooding as well as provide best maintenance practices for future development.	Have purchase agreement with closing expected in November/December, 2016.	Will have some mowing expenses going forward that will be absorbed by the Street Division.
Capital Projects	Drainage at Victory Road/Sunrise	655,000	This project is to provide stormwater detention in the Meadow Ridge, Sunrise and East Knolls Additions.	Development has overloaded the inlet system to the Flood Control necessitating peak sharing of stormwater flow rate.	Project currently under design. Land under contract for closing late 2016. Flood Control is creating unique challenges.	Funding will be provided by TIF from a Meadow Ridge Addition expansion.
Capital Projects	Rural Tanker	235,545	Replacement of existing 20 year old tanker.	To provide safe and dependable water supply to the rural fire district.	Current truck is 20 years old and is due for replacement according to the schedule.	This is a significant purchase that is planned for and fully funded by the rural fire protection district.

DIVISION	PROJECT NAME	BUDGET FY 2016-2017	PROJECT DESCRIPTION Description and Scope	Purpose and Need	History and Current Status	Impact on Budget
Current capital outlays with an estimated cost over $100,000 are evaluated for the impact of purchase on current and future operations on this summary sheet.						
Special Assess-ments	Infrastructure in new Developments	624,000	This project consists of installation of streets, sidewalks and storm sewers in newly developed areas.	As new areas of town develop, streets and sidewalks provide citizen access to the new areas.	Completed upon request of developer.	This will increase the number of streets, sidewalks, and storm sewers maintained by the Street Division staff. The approximate costs to maintain a street ranges from $1,500 to $2,500 per lane mile. Street maintenance includes signs, snow removal, patching, sweeping and other miscellaneous items.
Special Assess-ments	Water Distribution & Sewer Collection System	2,379,340	This project consists of installation of water and sewer systems to benefit specific property owners.	This will extend sewer and water services to industrial areas.	The City has extended sewer services south of the Elkhorn River and is considering extending water and sewer services northeast of the City.	This will increase water and sewer maintenance. The approximate inspection and maintenance costs for one mile of fire hydrants and water valves is $250 per year. The approximate preventive maintenance costs of one mile of sanitary sewer is $500.
Water	(T4) Replace 12" Water Main from 1st & Madison to 7th & Madison	247,000	This project consists of the replacement of a 12" water main from 1st Street and Madison Avenue to 7th Street and Madison Avenue.	Since 1990 there have been four water main breaks on this water main.	This project was identified in the 1998 Water Master Plan to replace this pipe due to its condition	Completion of this project will reduce maintenance costs slightly by eliminating the need to repair breaks in the existing pipe.

DIVISION	PROJECT NAME	BUDGET FY 2016-2017	PROJECT DESCRIPTION Description and Scope	Purpose and Need	History and Current Status	Impact on Budget
Current capital outlays with an estimated cost over $100,000 are evaluated for the impact of purchase on current and future operations on this summary sheet.						
Water	(E4) Water Main Improvements: Omaha Avenue and Victory Road	705,000	This project includes improvements to a water main located at Omaha Avenue and Victory Road.	This main is needed to supply additional subdivisions to the east of the flood control. Will also provide system redundancy for east of flood control.	The timing of this project is dependent on developer moving forward with commercial development.	This will increase water maintenance. The approximate inspection and maintenance costs for one mile of fire hydrants and water valves is $250 per year.
Water	Erect communication Tower at 25th Street and Prospect Avenue	230,000	Erect a communication tower for public works and public safety communication needs.	The elevated tank which serves as a communication tower is scheduled for demolition due to needed maintenance on the tank. A communication tower will be erected for communication needs.	Initial rough feasibility analysis has been completed.	This will reduce maintenance costs in the Water Division.
Water	Trunking System for Communication Tower	250,000	The trunking system will be installed for the new radio communication tower.	This is the electronics used to control the communication devices. Current supplier will end support soon.	Staff working with consultants to develop scope of needed services.	Long-term positive as equipment will be City owned instead of monthly service charges.
Water	Water Line on Victory Road; Magnet to Eisenhower	130,000	This is the extension of a 12-inch main along Victory Road from Magnet Drive to Eisenhower Avenue.	Provide water service to OCT manufacturing facility in the northeast industrial area.	Project currently under design by OCT.	Provide additional water revenue from new customers and slightly increase maintenance costs which will be absorbed by the Water Division.

DIVISION	PROJECT NAME	BUDGET FY 2016-2017	PROJECT DESCRIPTION Description and Scope	Purpose and Need	History and Current Status	Impact on Budget
Current capital outlays with an estimated cost over $100,000 are evaluated for the impact of purchase on current and future operations on this summary sheet.						
Water	Industrial Tank at Victory Road & Benjamin Avenue	2,300,000	Construction of 750,000 gallon elevated water storage tank.	Provides increased water pressure during peak times and serves the Northeast Industrial area.	Project identified in 2008 Water Master Plan.	Small impact as project will be paid from existing water reserves.
Water	Water Extension on 1st Street & 13th Street to South of Elkhorn	1,150,000	Construction of 12-inch water main river crossing at 1st Street and also 13th Street to serve south of Elkhorn River customers.	Expansion of water service territory south of Elkhorn River.	Owner of proposed expansion operation desires to develop residential community. Sewer completed in 2016.	Will require water rate adjustment of 9%. Bond proceeds will be used to pay for construction, which is the natural progression of utility extensions. This will increase water maintenance. The approximate inspection and maintenance costs for one mile of fire hydrants and water valves is $250 per year.
Water	Connect 1st Street extension to 13th Street extension	620,000	Construction of 12-inch water main to connect the river crossing from 1st Street to 13th Street.	Expansion of water service territory south of Elkhorn River. This 12-inch connection is needed to meet DHHS water quality requirements.	Owner of proposed expansion operation desires to develop residential community. Sewer completed in 2016.	Will require water rate adjustment of 9%. Bond proceeds will be used to pay for construction, which is the natural progression of utility extensions. This will increase water maintenance. The approximate inspection and maintenance costs for one mile of fire hydrants and water valves is $250 per year.

DIVISION	PROJECT NAME	BUDGET FY 2016-2017	PROJECT DESCRIPTION Description and Scope	Purpose and Need	History and Current Status	Impact on Budget
Current capital outlays with an estimated cost over $100,000 are evaluated for the impact of purchase on current and future operations on this summary sheet.						
Water Pollution Control	Aeriation Building MCC Replacement	200,000	Replacement of the failed motor control center in the Aeration Building, dated 1979.	Provides electrical distribution to necessary equipment at the wastewater plant in that area.	Planned for FY 2016-2017 and will commence at that time.	Decrease maintenance costs and improve reliability and electrical efficiency.
Water Pollution Control	Trickling Filter Distributor Replacement	350,000	Replacement of two deteriorated 1995 trickling filter distributors (A&B).	Replacement is necessary to keep our plant process equipment in good condition. These distributors reduce the organic load by 70%, which are critical to plant operations and efficiencies.	Planned for FY 2016-2017 and will commence at that time.	Decrease maintenance costs and improve reliability and plant efficiency.
Water Pollution Control	Raw Lift Pump Replacement	230,000	Replacement of the maintenance intensive #5 & #6 vertical Raw Lift Pumps.	Pumps accept the wastewater at the end of the City collection system, and deliver it to the Plant processes for treatment, and are therefore a critical process component.	Replacements of these two pumps have been deferred for many years and are maintenance intensive.	Decrease maintenance costs and improve reliability and electrical efficiency.
Sewer Mainten-ance	Northeast Industrial Sewer Phase I, Phase II, and Phase III	1,440,000	This project will provide sewer to industries located northeast of Norfolk.	Provide sewer to existing and proposed industries northeast of Norfolk.	Nucor needs to upgrade its domestic sewer treatment septic and requested City provide service. Design contract was approved August 19, 2013.	The approximate preventive maintenance cost of one mile of sanitary sewer is $500. There is the potential for additional utility revenue and to provide community growth, which should provide additional sales tax receipts. Project should have positive impact on revenues by increasing service base.

DIVISION	PROJECT NAME	BUDGET FY 2016-2017	PROJECT DESCRIPTION Description and Scope	Purpose and Need	History and Current Status	Impact on Budget
Current capital outlays with an estimated cost over $100,000 are evaluated for the impact of purchase on current and future operations on this summary sheet.						
Sewer Maintenance	Highway 35 Interceptor	1,065,000	This 24-inch interceptor sewer line along Highway 35 from Park Avenue to Omaha Avenue will serve the area east of the Flood Control, which includes the Northeast Industrial area.	Provides connection for expanded lift station to service area east of Flood Control and proposed industries northeast of Norfolk.	OCT expansion will overload existing US 275 lift station. Staff has contacted outside engineering companies to obtain preliminary cost estimates.	The approximate preventative maintenance cost of one mile of sanitary sewer is $500. There will be minimal impact as new customer load should provide additional utility revenue to pay debt service on the bonds issued to fund construction.
Sewer Maintenance	Omaha Avenue Lift Station & Force Main Replacement	530,000	This liftstation and force main will connect to the Highway 35 Interceptor for the area East of the Flood Control.	Provide sewer to existing and proposed industries northeast of Norfolk.	Provide sewer to existing and proposed industries northeast of Norfolk.	The approximate preventive maintenance cost of one mile of sanitary sewer is $500.
Sewer Maintenance	Southwest Interceptor from 13th & Monroe to 25th & Omaha Ave.	2,450,000	This 24-inch interceptor was identified in the 2008 Sewer Master Plan and will serve customers from 25th Street and Highway 275 to 13th Street and Monroe Avenue. This will help relieve capacity issues along the Highway 275 corridor.	Provide sewer to proposed residential and commercial customers southwest of Norfolk.	Completed Phase 1 of the project in FY 2014-2015. Currently working on design engineering contract for Phase 2 of this project.	The approximate preventative maintenance cost of one mile of sanitary sewer is $500. There will be minimal impact as new customer load should provide additional utility revenue to pay debt service on the bonds issued to fund construction.
Sewer Maintenance	25th Street & Eisenhower from 13th	475,000	This 8-inch sewer main extension will serve development from 13th Street to 25th Street, south of Eisenhower.	This will provide sewer service to area for expanded residential development southwest of 25th Street and Eisenhower Avenue.	Proposed development southwest of 25th Street and Eisenhower Avenue prompted this extension.	Short term pressures on budget to amortize debt to finance connection district.

DIVISION	PROJECT NAME	BUDGET FY 2016-2017	PROJECT DESCRIPTION Description and Scope	Purpose and Need	History and Current Status	Impact on Budget
Current capital outlays with an estimated cost over $100,000 are evaluated for the impact of purchase on current and future operations on this summary sheet.						
Sewer Mainten-ance	Replace 1990 Sewer Jetter Truck	150,000	Replacement of worn out sewer jetter truck.	Provide upgraded machine to deal with plugged sewer lines.	Have been reviewing condition of machine on a year to year basis for about 5 years. Staff has obtained two preliminary vendor quotes.	Minimal impact as will be funded from Improvement, Extension, and Replacement account. This equipment will decrease maintenance costs and improve the reliability of this piece of equipment.

CITY OF NORFOLK, NEBRASKA

GENERAL GOVERNMENTAL EXPENDITURES BY FUNCTION (1)

Last Ten Fiscal Years

FISCAL YEAR	GENERAL GOVERNMENT	PARKS, RECREATION AND PUBLIC PROPERTY	PUBLIC SAFETY	PUBLIC WORKS	PUBLIC LIBRARY	COMMUNITY IMPROVEMENT AND DEVELOPMENT	CAPITAL OUTLAYS	DEBT SERVICE	TOTAL
2006	2,348,104	1,126,493	7,263,047	3,209,134	1,014,735	1,430,551	295,671	1,109,354	17,797,089
2007	2,434,218	1,193,539	7,659,058	3,127,771	1,039,277	1,156,157	587,478	966,738	18,164,236
2008	2,409,948	1,392,253	7,367,551	4,789,513	1,097,450	805,175	829,727	1,059,716	19,751,333
2009	2,580,140	1,828,716	7,475,999	5,585,140	1,139,770	976,102	370,248	1,048,691	21,004,806
2010	2,419,970	1,519,769	7,974,899	4,853,161	1,485,872	1,560,058	159,664	1,105,135	21,078,528
2011	4,263,408	8,267,527	8,238,009	5,588,853	1,329,905	794,940	-	1,621,913	30,104,555
2012	2,491,369	11,655,476	8,194,543	5,353,264	1,204,614	963,266	-	2,370,681	32,233,213
2013	2,543,757	2,661,914	9,138,087	5,658,796	1,288,130	1,322,343	-	2,130,862	24,743,889
2014	2,698,982	2,816,830	8,967,532	6,597,380	1,355,079	1,031,844	-	3,269,134	26,736,781
2015	2,575,062	2,314,769	10,019,243	5,766,816	1,334,676	1,265,759	-	2,362,145	25,638,470

(1) INCLUDES GENERAL, SPECIAL REVENUE, DEBT SERVICE FUNDS AND CAPITAL PROJECT FUNDS.

CITY OF NORFOLK, NEBRASKA

GENERAL GOVERNMENTAL REVENUES BY SOURCE (1)

Last Ten Fiscal Years

FISCAL YEAR	TAXES(2)	STATE REVENUE	FEDERAL GRANTS	CHARGES FOR SERVICE	KENO REVENUES	LICENSES AND PERMITS	INTEREST INCOME	SPECIAL ASSESSMENTS	PARKING FEES AND RENTALS	EXPENSE REIMBURSEMENT AND OTHER REVENUES	TOTAL
2006	8,768,885	2,521,622	1,356,391	1,236,475	-	347,386	364,385	170,769	3,173,556	358,992	18,298,461
2007	9,031,734	2,797,838	1,238,279	1,195,069	-	305,364	432,788	238,417	3,211,734	281,308	18,732,531
2008	9,527,430	2,932,728	810,884	1,358,621	29,141	430,258	338,732	82,426	3,272,094	502,266	19,284,580
2009	9,777,435	2,570,383	1,234,620	1,374,689	428,302	323,800	186,036	685,607	3,422,615	636,914	20,640,401
2010	10,824,977	2,755,910	1,090,851	1,330,223	359,060	233,786	71,269	151,392	3,830,046	386,809	21,034,323
2011	12,464,014	2,813,615	1,601,097	1,464,667	432,584	201,651	90,235	472,266	4,204,014	296,488	24,040,631
2012	13,543,753	2,916,488	703,451	1,863,308	494,447	224,947	114,312	325,136	4,474,023	677,321	25,337,186
2013	12,972,612	3,618,937	711,453	1,865,085	547,095	244,733	54,192	289,216	4,584,494	271,392	25,159,209
2014	14,084,662	3,447,550	631,937	1,890,616	572,632	271,175	49,655	200,654	4,681,679	788,515	26,619,075
2015	15,771,092	3,724,166	623,109	1,841,576	611,740	321,575	51,653	184,987	4,620,528	1,089,565	28,839,991

(1) INCLUDES GENERAL, SPECIAL REVENUE, DEBT SERVICE AND CAPITAL PROJECTS.

(2) REFER TO TABLE 3 FOR A BREAKDOWN OF TAX REVENUES.

TABLE 3

CITY OF NORFOLK, NEBRASKA

GENERAL GOVERNMENTAL TAX REVENUES BY SOURCE

Last Ten Fiscal Years

FISCAL YEAR	PROPERTY TAXES	SALES AND USE TAXES	PAYMENTS IN LIEU OF TAXES	OCCUPATION AND FRANCHISE TAXES	TOTAL
2006	1,541,342	6,548,082	60,477	618,984	8,768,885
2007	1,872,152	6,427,716	65,162	666,704	9,031,734
2008	2,015,795	6,750,098	74,697	686,840	9,527,430
2009	2,267,111	6,760,144	82,402	667,778	9,777,435
2010	2,694,271	6,919,663	117,364	1,093,679	10,824,977
2011	3,105,710	7,072,877	146,885	2,138,542	12,464,014
2012	3,129,495	7,629,397	162,944	2,621,917	13,543,753
2013	3,061,243	7,081,725	176,215	2,653,429	12,972,612
2014	3,083,273	8,035,671	184,689	2,781,029	14,084,662
2015	3,445,006	9,358,568	202,867	2,764,651	15,771,092

CITY OF NORFOLK, NEBRASKA

HISTORY OF PROPERTY TAX RATES, LEVIES AND VALUATIONS

Last Ten Fiscal Years

The City levies property taxes for the General Fund, Debt Service Fund and Vehicle Parking Fund. The levies for the General Fund and Debt Service Fund apply to the valuation of all taxable property in the City. The levy for the Vehicle Parking Fund is applied only to the taxable property within Parking District #1, which is comprised of the downtown business district. The Vehicle Parking District Advisory Board, which represents the business people within the district, recommends the amount of the levy. A ten year history of levy rates, valuations, and tax levies is presented below. The rate is dollars levied per $100 of valuation. Limited Community Redevelopment Authority taxes and Community Development Agency taxes have been excluded.

Fiscal	General Fund			Debt Service Fund			Economic Development Fund			Total City-wide			Vehicle Parking Fund			Total
Year	Rate	Valuation	Levy	Rate	Valuation	Levy	Rate	Valuation	Levy	Rate	Valuation	Levy	Rate	Valuation	Levy	Levy
2006	0.04334	1,052,209,539	455,975	0.06958	1,052,209,539	732,117	-	-	-	0.112914	1,052,209,539	1,188,092	0.34761	23,681,559	82,320	1,270,412
2007	0.04595	1,095,745,335	503,495	0.06682	1,095,745,335	732,122	-	-	-	0.112765	1,095,745,335	1,235,617	0.35000	23,333,424	81,667	1,317,284
2008	0.06894	1,142,256,462	787,483	0.06409	1,142,256,462	732,118	-	-	-	0.133035	1,142,256,462	1,519,601	0.35000	23,706,804	82,974	1,602,575
2009	0.13455	1,180,085,751	1,587,782	0.06204	1,180,085,751	732,113	-	-	-	0.196587	1,180,085,751	2,319,895	0.35000	24,100,273	84,351	2,404,246
2010	0.13413	1,183,801,480	1,587,786	0.06185	1,183,801,480	732,122	0.03582	1,183,801,480	424,002	0.231788	1,183,801,480	2,743,910	0.35000	23,542,921	82,400	2,826,310
2011	0.13410	1,184,065,318	1,587,784	0.06183	1,184,065,318	732,119	0.03581	1,184,065,318	424,002	0.231736	1,184,065,318	2,743,905	0.35000	22,605,851	79,120	2,823,025
2012	0.13346	1,189,671,585	1,587,783	0.06154	1,189,671,585	732,112	0.03564	1,189,671,585	423,999	0.230643	1,189,671,585	2,743,894	0.35000	23,426,311	81,992	2,825,886
2013	0.13197	1,203,121,457	1,587,783	0.06085	1,203,121,457	732,111	0.03524	1,203,121,457	424,004	0.228065	1,203,121,457	2,743,898	0.35000	23,200,458	81,202	2,825,100
2014	0.15487	1,259,342,469	1,950,344	0.05814	1,259,342,469	732,119	0.03367	1,259,342,469	423,995	0.246673	1,259,342,469	3,106,458	0.35000	23,832,701	83,414	3,189,872
2015	0.15908	1,319,878,702	2,099,663	0.05547	1,319,878,702	732,124	0.03212	1,319,878,702	423,998	0.246673	1,319,878,702	3,255,785	0.35000	23,928,875	83,751	3,339,536

TABLE 5

CITY OF NORFOLK, NEBRASKA

ASSESSED AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY (1)

Last Ten Fiscal Years

FISCAL YEAR (2)	REAL PROPERTY	PERSONAL PROPERTY	ASSESSED VALUE
2006-2007	1,011,187,900	41,021,639	1,052,209,539
2007-2008	1,053,427,738	42,317,597	1,095,745,335
2008-2009	1,097,676,042	44,580,420	1,142,256,462
2009-2010	1,126,850,329	53,235,422	1,180,085,751
2010-2011	1,135,043,425	48,758,055	1,183,801,480
2011-2012	1,140,003,464	44,061,854	1,184,065,318
2012-2013	1,145,320,208	44,351,377	1,189,671,585
2013-2014	1,160,166,057	42,955,400	1,203,121,457
2014-2015	1,214,361,524	44,813,004	1,259,174,528
2015-2016	1,269,843,679	50,035,023	1,319,878,702

(1) TAXABLE PROPERTY IS ASSESSED AT 100% OF ITS ESTIMATED ACTUAL VALUE.

(2) THE ASSESSED VALUATIONS ARE EFFECTIVE ON SEPTEMBER 1 OF EACH YEAR.

SOURCE: MADISON COUNTY ASSESSOR'S OFFICE

CITY OF NORFOLK, NE

PERSONNEL ROSTER

DIVISION/POSITION	WAGE GRADE	APPROVED 2013-2014	APPROVED 2014-2015	APPROVED 2015-2016	APPROVED 2016-2017
Administration					
Mayor		1	1	1	1
Councilmember		8	8	8	8
City Administrator	36	1	1	1	1
Information System Manager	32	1	1	1	1
Finance Officer	32	1	1	1	1
Human Resources Director	27	1	1	1	1
Operations Manager	26	1	1	0	0
Programmer/Analyst	25	1	1	1	1
Risk Manager/Purchasing Agent	24	0	0	1	1
Senior Accountant	23	1	1	1	1
Planner	22	0	0	1	1
City Clerk	22	1	1	1	1
Technology & Implementation Support Specialist	21	0	1	1	1
Personal Computer Specialist	19	1	0	0	0
Accountant	19	1	1	1	1
Communications Director	18	0	1	1	1
Admin. Sec./Personnel Tech.	16	1	1	1	1
Administrative Assistant	14	0	0	3	3
Accounting Specialist	13	0.25	0.25	0	0
Account Clerk III	13	3	3	3	3
Administrative Secretary	13	1	1	0	0
Claims Coordinator/Secretary	12	1	1	1	1
Secretary I	10	0.63	0.63	0	0
Total Administration		25.88	26.88	29	29
Engineering					
Public Works Director	33	1	1	1	1
City Engineer	26	0	0	1	1
Assistant City Engineer	23	1	1	0	0
Staff Engineer	22	0	1	1	1
Engineering Aide III	19	2	2	2	2
Administrative Assistant	14	0	0	1	1
Administrative Secretary	13	1	1	0	0
Total Engineering		5	6	6	6

DIVISION/POSITION	WAGE GRADE	APPROVED 2013-2014	APPROVED 2014-2015	APPROVED 2015-2016	APPROVED 2016-2017
Street Maintenance					
Operations Manager	24	0	0	1	1
Street Supervisor	21	1	1	1	1
Shop Supervisor	19	1	1	1	1
Electronic Specialist	16	1	1	1	1
Preventive Maintenance Mechanic	15	1	1	1	1
Crew Leader	15	0	0	2	2
Equipment Mechanic I	14	2	2	2	2
Equipment Operator	13	11	11	12	12
Maintenance Worker	11	5	5	1	1
Secretary I	10	1.25	1.25	0.62	0.62
Total Street Maintenance		23.25	23.25	22.62	22.62
Park Maintenance					
Park & Building Maintenance Superintendent	22	1	1	1	1
Park Supervisor	19	1	1	1	1
Facilities Technician	15	1	1	1	1
Park Caretaker	12	6	7	7	7
Maintenance Worker	11	1	1	1	0
Seasonal Park Caretaker	5	12	9	9	9
Total Park Maintenance		22	20	20	19
Housing					
Housing Director	21	1	1	1	1
Housing Development Manager	19	1	1	0	0
Housing Program Manager	18	0	0	1	1
Housing Coordinator	17	1	1	1	1
Housing Specialist	15	1	0	0	0
Accounting Specialist	13	0.75	0.75	1	1
Client Services Specialist	10	1	2	2	2
Total Housing		5.75	5.75	6	6
Recreation					
Recreation Coordinator	16	1	1	1	1
Facility Manager	12	1	1	1	1
Total Recreation		2	2	2	2

The Maintenance Worker position is now being split in the Library and Police Division budget.

DIVISION/POSITION	WAGE GRADE	APPROVED 2013-2014	APPROVED 2014-2015	APPROVED 2015-2016	APPROVED 2016-2017
Library					
Library Director	24	1	1	1	1
Reference Systems Assistant	19	1	1	1	1
Librarian I	17	2	2	2	2
Library Technology Specialist	17	0	0	0	1
Circulation Supervisor	14	1	1	1	1
Library Technician I	14	1	1	1	1
Library Technician	11	0.5	0.5	0.5	0.5
Maintenance Worker	11	0	0	0	0.5
Secretary I	10	1	1	1	1
Library Assistant II	10	1	1	1	1
Reference Assistant	10	2	2	2	2
Library Assistant I	10	1	1	1	0
Library Assistant I	8	2	2	2	1.45
Security Monitor/Clerk	8	0.64	0.64	0.64	0.64
Library Assistant	7	1.24	1.24	1.07	1.55
Total Library		15.38	15.38	15.21	15.64

One Library Assistant I position reclassified as a Library Technology Specialist. Maintenance Worker position previously budgeted in Park Maintenance moved salary to .5 time in Library and .5 time in Police. Library Assistant I and Library Assistant total hours adjusted.

Fire					
Fire Chief	28	1	1	1	1
Assistant Fire Chief - Prevention	24	0	0	0.5	0.5
Prevention Manager	24	1	1	0	0
Assistant Fire Chief - Operations	24	0	0	1	1
Fire Operations Manager	24	1	1	0	0
Fire Captain	20	3	3	3	3
Building Official	19	1	1	1	1
Health Inspector	19	1	1	1	1
Fire Marshal	19	1	1	1	1
Electrical Inspector	19	1	1	1	1
Building Inspector	18	1	1	1	1
Fire Lieutenant	18	3	3	3	3
Firefighter /Inspector	17	3	3	3	3
Firefighter	15	18	18	18	18
Administrative Assistant	15	0	0	0.55	0.55
Permits Technician	13	1	1	1	1
Administrative Secretary	13	1	1	0	0
Total Fire		37	37	36.05	36.05

DIVISION/POSITION	WAGE GRADE	APPROVED 2013-2014	APPROVED 2014-2015	APPROVED 2015-2016	APPROVED 2016-2017
Region 11 Emergency Management Fund					
Emergency Manager	24	0	0	0.5	0.5
Emergency Management Coordinator	15	1	1	0.45	0.45
Total Region 11 Emergency Management Fund		1	1	0.95	0.95
Police					
City Attorney	33	1	1	1	1
Police Chief	30	1	1	1	1
Police Captain	26	2	2	2	2
Detective Police Sergeant	22	1	1	1	1
Police Sergeant	21	4	4	4	4
Police Corporal	19	4	4	4	4
Police Officer/Investigator	18	5	5	5	5
School Resource Officer	18	1	1	1	1
Police Officer	17	20	22	22	22
Dispatch Supervisor	16	1	1	1	1
Records Supervisor	14	1	1	1	1
Legal Assistant	14	2	2	2	2
Administrative Assistant	14	0	0	1	1
Administrative Secretary	13	1	1	0	0
Community Service Officer	12	1	1	1	1
Dispatcher I	11	11	11	11	11
Maintenance Worker	11	0	0	0	0.5
Secretary I	10	1	1	1	1
Property Control Officer	10	1	1	1	1
Total Police		58	60	60	60.5

Maintenance Worker position previously budgeted in Park Maintenance moved salary to .5 time in Library and .5 time in Police.

Specialized Narcotics Abuse Reduction Effort Fund					
Clerk/Receptionist	9	0.13	0.13	0.13	0.13
Total Specialized Narcotics Abuse Reduction Effort Fund		0.13	0.13	0.13	0.13
Economic Development Operating					
Economic Development Director	29	1	1	1	1
Economic Development Coordinator	14	1	1	1	1
Economic Development Property Coordinator	14	1	1	1	1
Total Economic Development Operating		3	3	3	3

DIVISION/POSITION	WAGE GRADE	APPROVED 2013-2014	APPROVED 2014-2015	APPROVED 2015-2016	APPROVED 2016-2017
Water					
Water & Sewer Director	24	1	1	1	1
Water Plant Supervisor	20	1	1	1	1
Water & Sewer Mechanic II	17	1	1	1	1
Plant Operator II	16	0	1	1	1
Plant Operator I	15	4	3	2	3
Utility Worker	15	3	2	3	3
Maintenance Worker	11	0	1	1	0
Secretary I	10	1	1	1	1
Total Water		11	11	11	11
The Maintenance Worker position was reclassified to a Plant Operator I.					
Sewer Maintenance					
Water & Sewer Mechanic	16	1	1	1	1
Utility Worker	15	1	1	1	1
Meter Reader	11	1	1	1	1
Seasonal Worker	5	1	1	1	1
Total Sewer Maintenance		4	4	4	4
Water Pollution Control					
Wastewater Plant Superintendent	24	1	1	1	1
Wastewater Supervisor	20	1	1	1	1
Wastewater Plant Operator I	15	5	5	4.5	4.5
Chemical Technician	15	1	1	1	1
Secretary II	12	1	1	1	1
Total Water Pollution Control		9	9	8.5	8.5
Solid Waste					
Solid Waste Supervisor	22	1	1	1	1
Transfer Station Plant Operator I	15	2	1	0	0
Solid Waste Operator	15	1	1	4	5
Wastewater Plant Operator I	15	1	1	0	0
Scale Clerk	10	1.38	1.38	1.38	1.38
Total Solid Waste Management		6.38	5.38	6.38	7.38
An additional Solid Waste Operator position was added.					
Grand Total City		**228.77**	**229.77**	**230.84**	**231.77**

CITY OF NORFOLK, NE

MONTHLY WAGE SCHEDULE

Fiscal Year 2016-2017

GRADE	STEP: A	B	C	D	E	F	G	H
1	1,609	1,689	1,773	1,859	1,949	2,047	2,145	2,255
2	1,684	1,769	1,856	1,947	2,044	2,143	2,250	2,361
3	1,766	1,852	1,943	2,039	2,139	2,246	2,356	2,474
4	1,847	1,941	2,034	2,134	2,243	2,352	2,467	2,590
5	1,937	2,032	2,130	2,239	2,347	2,462	2,584	2,714
6	2,044	2,143	2,250	2,361	2,479	2,597	2,724	2,857
7	2,220	2,325	2,434	2,551	2,670	2,798	2,928	3,071
8	2,321	2,429	2,545	2,664	2,794	2,924	3,066	3,213
9	2,425	2,539	2,659	2,784	2,920	3,061	3,204	3,360
10	2,534	2,654	2,778	2,915	3,052	3,200	3,353	3,514
11	2,650	2,774	2,907	3,047	3,191	3,348	3,506	3,675
12	2,770	2,900	3,042	3,186	3,343	3,501	3,669	3,849
13	2,896	3,035	3,179	3,333	3,495	3,661	3,838	4,022
14	3,029	3,173	3,329	3,488	3,654	3,832	4,015	4,209
15	3,169	3,323	3,480	3,648	3,824	4,007	4,201	4,403
16	3,315	3,473	3,640	3,817	3,999	4,193	4,393	4,607
17	3,467	3,632	3,810	3,992	4,185	4,384	4,597	4,821
18	3,627	3,802	3,986	4,176	4,376	4,587	4,810	5,045
19	3,795	3,976	4,168	4,368	4,581	4,802	5,035	5,281
20	3,968	4,161	4,359	4,571	4,791	5,028	5,266	5,523
21	4,153	4,351	4,561	4,784	5,017	5,257	5,513	5,781
22	4,342	4,552	4,773	5,008	5,248	5,502	5,769	6,051
23	4,545	4,764	4,996	5,239	5,493	5,758	6,039	6,331
24	4,754	4,986	5,224	5,479	5,746	6,028	6,317	6,625
25	4,908	5,144	5,396	5,657	5,934	6,219	6,521	6,839
26	5,140	5,390	5,652	5,927	6,213	6,516	6,833	7,168
27	5,383	5,647	5,920	6,205	6,510	6,828	7,159	7,511
28	5,641	5,914	6,200	6,504	6,821	7,153	7,502	7,867
29	5,910	6,194	6,495	6,812	7,147	7,495	7,860	8,247
30	6,189	6,488	6,805	7,139	7,489	7,853	8,235	8,638
31	6,483	6,799	7,131	7,480	7,847	8,229	8,629	9,050
32	6,793	7,125	7,474	7,838	8,220	8,621	9,041	9,484
33	7,125	7,511	7,867	8,247	8,638	9,050	9,484	9,987
34	7,511	7,867	8,247	8,638	9,050	9,484	9,987	10,514
35	7,867	8,247	8,638	9,050	9,484	9,987	10,514	11,074
36	8,247	8,638	9,050	9,484	9,987	10,514	11,074	11,659
37	8,638	9,050	9,484	9,987	10,514	11,074	11,658	12,278
38	9,050	9,484	9,987	10,514	11,074	11,658	12,278	12,929
39	9,484	9,987	10,514	11,074	11,659	12,278	12,929	13,615

CITY OF NORFOLK, NEBRASKA

PROPERTY VALUE, CONSTRUCTION AND BANK DEPOSITS

Last Ten Fiscal Years

FISCAL YEAR	PROPERTY VALUE (1)	COMMERCIAL CONSTRUCTION (2) NUMBER OF PERMITS	COMMERCIAL CONSTRUCTION (2) VALUE	RESIDENTIAL CONSTRUCTION (2) NUMBER OF PERMITS	RESIDENTIAL CONSTRUCTION (2) VALUE	BANK DEPOSITS (3)
2006	1,008,952,887	21	14,636,377	76	11,929,361	768,341,385
2007	1,052,209,539	14	8,528,885	56	9,486,101	787,444,868
2008	1,142,256,462	3	14,199,300	52	9,111,747	824,948,460
2009	1,180,085,751	12	2,583,293	59	9,790,175	964,314,993
2010	1,183,801,480	6	4,333,581	48	9,865,170	849,591,000
2011	1,184,065,318	5	9,498,082	24	3,905,434	1,010,176,000
2012	1,189,671,585	9	2,528,802	30	3,822,826	1,134,797,000
2013	1,203,121,457	11	8,334,278	48	8,477,497	1,213,277,269
2014	1,259,342,469	4	14,758,480	49	9,475,851	1,367,731,264
2015	1,319,878,702	7	18,498,986	30	6,028,260	1,439,072,129

(1) TOTAL ASSESSED VALUE -- SOURCE: MADISON COUNTY ASSESSOR

(2) SOURCE: NORFOLK FIRE DIVISION - PERMITS AND CODES

(3) SOURCE: FDIC (Federal Deposit Insurance Corporation) web site

(3) SOURCES:

BANK OF THE WEST	FRONTIER BANK	STANTON STATE BANK
BANKFIRST	GREAT WESTERN BANK	U.S. BANK
ELKHORN VALLEY BANK	MADISON COUNTY BANK	WELLS FARGO
FIRST NATIONAL BANK	MIDWEST BANK	

ACCOUNT	Financial reporting unit for budget, management, or accounting purposes.
ACCOUNTS PAYABLE	The amounts owed to others for goods and services received.
ACCOUNTS RECEIVABLE	Amounts due from others for goods furnished and services rendered.
ACCRUAL BASIS	The basis where by transactions and events are recognized when they occur, regardless of when cash is received or paid.
ACTUAL PRIOR YEAR	Actual amounts for the fiscal year preceding the current fiscal year which precedes the budget fiscal year.
AD VALOREM TAX	A tax based on value (e.g. property tax).
AGENCY FUND	This fund is used to account for assets held by the City in an agency capacity for other governments and individuals.
ALLOCATION	Component of an appropriation earmarking expenditures for a specific purpose and/or level of organization.
ALLOTMENT	That portion of an appropriation which may be encumbered or spent during a specified period.
AMORTIZATION	Payment of a debt by regular intervals over a specific period of time.
APPROPRIATION	An authorization made by the city council which permits the city to incur obligations and to make expenditures of resources.
ASSESSED VALUATION	A value that is established for real and personal property for use as a basis for levying property taxes.
ASSET	Property owned by a government which has monetary value.
AUGMENTATION	Process in which budget appropriations are increased as a result of unanticipated revenues. Augmentations must be approved by the Board of County Commissioners; however, non-budgeted Trust and Agency funds do not require a formal augmentation.
BALANCED BUDGET	Available funds equal or exceed expenditures. Available funds consist of beginning cash plus revenues.
BOND	A written promise to pay a sum of money on a specific date at a specific interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation, revenue bonds and special improvement district bonds. These are most frequently used for construction of large capital projects such as buildings and streets.

BUDGET	A financial plan estimating revenues and expenditures for a specified period of time (fiscal year).
BUDGET CALENDAR	The schedule of key dates which a government follows in the preparation and adoption of the budget.
BUDGET DEFICIT	Amount by which the government's budget outlays exceed its budget receipts for a given period, usually a fiscal year.
BUDGET DOCUMENT	The official written budget statement.
BUDGETARY CONTROL	The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of authorized appropriations and available revenues.
CAPITAL EXPENDITURE	The outlay of funds to acquire an item which is of a tangible nature, has a useful life of greater than one year, and an acquisition value of at least $5,000.
CAPITAL IMPROVEMENT PROGRAM	A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project of expansion, acquisition, or rehabilitation of the city's capital assets; identifying the expected beginning and ending date for each project; the amount to be expended in each year; and the method of financing those expenditures.
CAPITAL OUTLAY	The cost of acquiring land, buildings, equipment, furnishings, etc.
CAPITAL PROJECTS FUND	Fund is used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds and trust funds.
CASH BASIS	The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.
CONSORTIUM	An adhoc committee consisting of staff members from the Council and other organizations that shelves information.
CURRENT	That which becomes due within one year.
DEBT SERVICE	Payment of interest and repayment of principal to holders of a government's debt instruments.
DEFICIT	The excess of an entity's liabilities over its assets.
DEPARTMENT	An organizational unit of the City which is responsible for overall management of a group of related major governmental functions, such as Public Safety and Public Works.

DEPRECIATION That portion of the cost of a capital asset which is charged as an expense during a particular period due to expiration in the service life of the capital asset attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

DIVISION A unit of organization within a department which has functional responsibility for related activities within that department. For example: Engineering and Streets are divisions within the Public Works Department.

ENCUMBRANCE The legal commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for future expenditure.

ENTERPRISE FUND A governmental accounting fund established to account for operations financed and operated in a manner similar to a private business where the costs for providing goods and services are recovered through direct user charges.

EQUITY FUNDING Funding is accomplished with available resources, and does not include leveraged resources. Project funding is dictated by the availability of cash.

ESTIMATED REVENUE The amount of projected revenue to be collected during the fiscal year.

EXPENDITURE This term refers to the outflow of funds paid for an asset, goods, or services obtained.

EXPENSE Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

FIDUCIARY FUNDS Transactions related to assets held by the City in trust or agency capacity.

FINANCIAL REPORTING ENTITY The City of Norfolk is a municipal corporation governed by an elected eight member Council and an elected Mayor.

FISCAL POLICY A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal Policy provides an agreed-upon set of principals for the planning and programming of government budgets and their funding.

FISCAL YEAR The time period designated by the city signifying the beginning and ending period for recording financial transactions. The City of Norfolk has specified October 1 through September 30 as its fiscal year.

FIXED ASSETS Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and equipment.

FRANCHISE TAX A sum of money paid for a special privilege granted by a government, permitting the continued use of public property, such as city streets and usually involving the elements of monopoly and regulation.

FULL-TIME EQUIVALENT (FTE) Number of positions calculated on the basis that one FTE equates to a 40-hour workweek for twelve months. For example, two part-time positions working 20 hours for twelve months also equals one FTE.

FUNCTION Group of related programs crossing organizational (departmental) boundaries and aimed as accomplishing a broad goal or major service.

FUND An accounting entity which has a set of self-balancing accounts and records all financial transactions for specific activities or government functions. Eight commonly-used fund types in public accounting are: general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, trust and agency funds, internal service funds, and special assessment funds.

FUND ACCOUNTING The financial activities of the City are recorded in individual funds classified by type and description, each of which is deemed to be a separate accounting entity. Each fund is accounted for in separate self-balancing accounts, which represent the fund's assets, liabilities, equity, revenues and expenditures or expenses.

FUND BALANCE Accrual Basis is the difference between an entity's assets and its liabilities.

Budgetary Basis fund balance is equal to cash, pooled investments, and cash held by the County Treasurer.

GENERAL FUND The fund used to account for all of the financial resources of the city except those required to be accounted for in another fund. The services accounted for in the General Fund include, among other things, general government, parks, recreation and public property, public safety, public works, housing, public libraries and planning, permits and health.

GENERAL OBLIGATION BONDS Bonds that finance a variety of public projects such as streets, buildings, and improvements; the repayment of these bonds is usually made from secondary property taxes, and these bonds are backed by the full faith and credit of the issuing government.

GOAL	The end to which effort is directed, to aim for.
GOVERNMENTAL FUNDS	This fund is used to account for the City's general governmental activities.
GRANT	A contribution of assets (usually cash) by one government unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes.
HOMESTEAD EXEMPTION	A deduction from the total taxable assessed value of property occupied by the owner.
INFRASTRUCTURE	Public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems and similar assets that are immovable and of value only to the government unit.
IN LIEU OF TAXES	Payments are made by tax exempt quasi-public entities to local government in place of property taxes.
INTERFUND TRANSFER	Transfer among City funds that are treated as revenues, expenditures or expenses.
INTERGOVERN-MENTAL	A transaction between two or more governmental departments or agencies.
INTERNAL SERVICE FUND	A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the city on a cost-reimbursement basis.
LANDFILL	A location where trash and garbage is buried between layers of earth for disposal.
LIABILITY	Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date. This term does not include encumbrances.
LINE-ITEM BUDGET	A budget which lists each expenditure category (salary, materials, travel, etc.) separately, along with the dollar amount budgeted for each specified category.
MODIFIED ACCRUAL BASIS	The method of accounting under which revenues are recognized when measurable and available to pay year end liabilities and expenditures are recognized when a transaction is expected to draw upon current spendable resources rather than future resources.
OPERATING BUDGET	The portion of the budget which pertains to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel and fuel.
ORGANIZATIONAL CHART	Chart showing the administrative and functional structure of the city.

PENSION TRUST FUNDS	This fund is used to account for assets held by the City in a trustee capacity. These funds represent the resources accumulated for pension benefit payments to qualified City employees.
PERFORMANCE MEASURES	Mechanism to monitor fulfillment of accomplishments.
PERSONNEL COSTS	Expenditures related to compensating employees, including salaries, wages, holiday pay, and benefits.
PROJECTION	An estimate of future revenues and expenditures.
PROPERTY TAX	A tax levied on the assessed value of both real and personnel property in proportion to the value of the property and the tax rate.
PROPRIETARY FUNDS	Transactions related to activities similar to those found in the private sector.
PURCHASE ORDER	A document authorizing the charge and delivery of specified merchandise or services.
REAPPROPRIATION	Appropriations which are not expended at the end of a fiscal year that are an encumbrance of the City or for a specific purpose are funded for in the subsequent fiscal year.
RESERVE	An account used to indicate that a portion of a fund's assets are legally restricted for a specific purpose and is, therefore, not available for general appropriation.
RESERVED FUND BALANCE	Those portions of fund balance that are not appropriate for expenditure or that are legally segregated for a specific future use.
REVENUE	Funds which the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.
REVENUE BONDS	Bonds usually sold for constructing a project which will produce revenue for an enterprise fund of the city. The revenue from operations of the enterprise funds is pledged to pay the principal and interest of the bond. These bonds have limited liability and do not carry the full faith and credit of the city.
REVENUE ESTIMATE	A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.
SCORE	A nonprofit association dedicated to helping small businesses get off the ground, grow, and achieve their goals through education and mentorship.

SERVICE LEVEL OPTIONS	A budget prepared with various levels of funding reductions or enhancements to the prior year budget.
SOURCE OF REVENUE	Revenues are classified according to their source or point of origin.
SPECIAL ASSESSMENT	A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed primarily benefiting those properties.
SPECIAL REVENUE FUND	These funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes.
TAX LEVY	The total amount to be raised by general property taxes.
TAX RATE	The amount of taxes levied for each $100 of assessed valuation.
TRANSFERS	All interfund transactions except loans or advances, quasi-external transactions and reimbursements.
TRUST FUND	Trust funds are used to account for assets held by the City in a trustee capacity, such as the following pension trust funds.
USER CHARGE/ FEES	The payment of fees for direct receipt of a public service by the party benefiting from the service.

ACA	Affordable Care Act
ADA	American Disability Act
ADM	Archer Daniels Midland
AED	Automated External Defibrillator
AHA	American Heart Association
ATV	All Terrain Vehicle
BAN	Bond Anticipation Note
BOD	Biological Oxygen Demand
BR!E	Business Retention & Expansion
BSIR	Biannual Strategy Implementation Report
CA	Constitutional Amendment
CAD	Computer Aided Drafting
CAFR	Comprehensive Annual Financial Report
CBOD	Carbonaceous Biological Oxygen Demand
CCDC	Community Character Development Coalition
CD	Certificate of Deposit
CDA	Community Development Agency
CDBG	Community Development Block Grant
CHAF	City Highway Allocation Fund
CIP	Capital Improvement Projects/Program
COPS	Community Oriented Policing Services
CPAP	Continuous Positive Airway Pressure
CR	Community Revitalization
CSO	Community Service Officer
DHHS	Department of Health and Human Services
DMRQA	Discharge Monitoring Report Quality Analysis
EMPG	Emergency Management Program Grant
EPA	Environmental Protection Agency
EVEDC	Elkhorn Valley Economic Development Council
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FTE	Full Time Equivalent
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Governmental Finance Officers Association
GIS	Geographic Information Systems
GPS	Global Positioning System

HHW	Household Hazardous Waste
HOME	Home Investment Partnership Act
HSP	High Service Pump
HUD	Housing and Urban Development
IS	Information Systems
LB	Legislative Bill
LC	LID Computation
LED	Liquid Emitting Diodes
LENRD	Lower Elkhorn Natural Resources District
LEOP	Local Emergency Operations Plan
NIMS	National Incident Management System
LLC	Limited Liability Company
LR	Legislative Resolution
LTFP	Long-Term Financial Plan
MAU	Makeup Air Unit
MDC	Mobile Data Computer
MGD	Million Gallons per Day
MOU	Memorandum of Understanding
NAHRO	National Association of Housing and Redevelopment Officials
NDEQ	Nebraska Department of Environmental Quality
NENEDD	Northeast Nebraska Economic Development District
NEPA	National Environmental Protection Act
NFIRS	National Fire Incident Reporting System
NFPA	National Fire Protection Agency
NNSWC	Northeast Nebraska Solid Waste Coalition
NPPD	Nebraska Public Power District
NRC	Norfolk Regional Center
NRD	Natural Resources District
NSPS	New Source Performance Standards
NWEA	Nebraska Water Environment Association
OPAC	Online Public Access Catalogues
OS	Off Site
PC	Personal Computer
PLC	Programmable Logic Controller
RFID	Radio Frequency Identification
RTU	Remote Terminal Unit

SBR	Sequential Batch Reactor
SCADA	Supervisory Control and Data Acquisition
SCBA	Self Contained Breathing Apparatus
SCORE	Service Corps of Retired Executives
SHB	Solids Handling Building
SID	Sanitary Improvement District
SIP	Street Improvement Plan
SNARE	Specialized Narcotics Abuse Reduction Effort
SOG	Standard Operating Guideline
SS	Suspended Solids
STP	Surface Transportation Program
TKN	Total Kjeldhal Nitrogen
USB	Universal Serial Bus
VEBA	Voluntary Employee Benefit Association
VFD	Variable Frequency Drive
VHF	Very High Frequency
VOIP	Voice Over Internet Protocol
WPC	Water Pollution Control

Resolution No. 2016-39

WHEREAS, Section 13-519 of Nebraska Revised Statutes places a budget limitation on governmental units; and

WHEREAS, Section 13-519(2) of Nebraska Revised Statutes allows governmental units an additional 1% increase in budget authority with a vote of at least 75% of the Council; and

WHEREAS, the Mayor and City Council of the City of Norfolk, Nebraska, want to maintain maximum flexibility for future budgets.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Norfolk, Nebraska that unused budgeted authority carried forward to fiscal year September 30, 2018 shall contain the additional 1% increase in restricted fund authority allowed upon the affirmative vote of at least 75% of the Council.

PASSED AND APPROVED this _____ day of _____, 2016.

_____
Mayor

ATTEST:

_____
City Clerk

(S E A L)

Approved as to form: _____
City Attorney

ORDINANCE NO. 5426

THE ANNUAL APPROPRIATION BILL

AN ORDINANCE OF THE CITY OF NORFOLK, NEBRASKA, ADOPTING THE BUDGET STATEMENT TO BE TERMED THE ANNUAL APPROPRIATION BILL; APPROPRIATING SUMS FOR NECESSARY EXPENSES AND LIABILITIES; ADOPTING THE PROPRIETARY BUDGET STATEMENT; ADOPTING THE STRATEGIC PLAN; PROVIDING FOR SEVERABILITY; PROVIDING WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND TAKE EFFECT; AND PROVIDING FOR THE PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF NORFOLK, NEBRASKA:

Section 1. That after complying with all procedures required by law, the budget presented and set forth in the budget statement is hereby approved as the Annual Appropriation Bill for the fiscal year beginning October 1, 2016 through September 30, 2017. All sums of money contained in the budget statement are hereby appropriated for the necessary expenses and liabilities of the City of Norfolk, Nebraska.

Section 2. That there is required to be levied upon taxable property within the City of Norfolk an all-purpose and exclusive annual levy sufficient to raise $2,332,448 for all municipal purposes except bonded indebtedness, the Vehicle Parking Fund, and the Economic Development Fund, and there is required a levy sufficient to raise $732,117 to cover interest and principal for general obligation bonds, $85,280 for the Vehicle Parking Fund, and $424,000 for the Economic Development Fund.

Section 3. That after complying with all procedures required by law the Proprietary Budget Statement presented for the Water, Sewer and Solid Waste funds is hereby approved for the fiscal year beginning October 1, 2016 through September 30, 2017.

Section 4. That the strategic plan presented and set forth in the budget statement is hereby approved.

Section 5. If any section of this ordinance, or any part of any section shall be declared invalid or unconstitutional, such declaration of invalidity shall not affect the validity of the remaining portions thereof.

Section 6. That this ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law, and publication in pamphlet form.

PASSED AND APPROVED this _____ day of _____, 2016.

ATTEST: _____
Mayor

_____
City Clerk

(S E A L)

Approved as to form: _____
City Attorney

Resolution No. 2016-40

WHEREAS, the Mayor and City Council of the City of Norfolk, Nebraska, held a public hearing on September 6, 2016 as required by Section 77-1601.02 of Nebraska Revised Statutes in order to set the tax requests for the Vehicle Parking Fund and General Fund at different amounts than the prior year's tax requests;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Norfolk, Nebraska as follows:

Section 1: The Vehicle Parking Fund property tax is increased from $83,751 for fiscal year 2015-2016 to $85,280 for fiscal year 2016-2017 resulting in a 2016-2017 property tax rate of .35.

Section 2: The property tax request for the General Fund is increased from $2,099,663 for fiscal year 2015-2016 to $2,332,448 for fiscal year 2016-2017 resulting in a 2016-2017 property tax rate of .168530.

Section 3: The property tax request for General Obligation Debt Service Fund remains unchanged at $732,117 resulting in a 2016-2017 property tax rate of .052899.

Section 4: The property tax request for the Economic Development Fund remains unchanged at $424,000 resulting in a 2016-2017 property tax rate of .030636.

PASSED AND APPROVED this _____ day of _____, 2016.

_____
Mayor

ATTEST:

_____
City Clerk

(S E A L)

Approved as to form: _____
City Attorney

ORDINANCE NO. 5427

AN ORDINANCE OF THE CITY OF NORFOLK, NEBRASKA, CLASSIFYING THE EMPLOYEES OF THE CITY: FIXING THE RANGES OF COMPENSATION OF SUCH EMPLOYEES: PROVIDING A PAY RANGE REPEALING ORDINANCE NO. 5361; PROVIDING FOR PUBLICATION IN PAMPHLET FORM AND WHEN THIS ORDINANCE SHALL TAKE EFFECT.

Section 1. The Mayor and City Council do hereby fund and adopt as the classification of employees of the City of Norfolk and the ranges of compensation to be paid for such classification as follows:

GRADE	POSITIONS	MINIMUM	MAXIMUM
39	VACANT	9484	13615
38	VACANT	9050	12929
37	VACANT	8638	12278
36	CITY ADMINISTRATOR	8247	11659
35	VACANT	7867	11074
34	VACANT	7511	10514
33	CITY ATTORNEY DIRECTOR OF PUBLIC WORKS	7125	9987
32	INFORMATION SYSTEMS MANAGER FINANCE OFFICER	6793	9484
31	VACANT	6483	9050
30	POLICE CHIEF	6189	8638
29	ECONOMIC DEVELOPMENT DIRECTOR	5910	8247
28	FIRE CHIEF	5641	7867
27	HUMAN RESOURCES DIRECTOR	5383	7511
26	CITY ENGINEER POLICE CAPTAIN	5140	7168
25	PROGRAMMER ANALYST	4908	6839

GRADE	POSITIONS	MINIMUM	MAXIMUM
24	FIRE PREVENTION MANAGER FIRE OPERATIONS MANAGER LIBRARY DIRECTOR WASTEWATER SUPERINTENDENT OPERATIONS MANAGER WATER & SEWER DIRECTOR RISK MANAGER	4754	6625
23	SENIOR ACCOUNTANT	4545	6331
22	CITY PLANNER PARK & BLDG MAINT. SUPERINTENDENT CITY CLERK SOLID WASTE SUPERVISOR STAFF ENGINEER DETECTIVE SERGEANT	4342	6051
21	STREET SUPERVISOR TECHNOLOGY & IMPLEMENTATION SUPPORT SPECIALIST HOUSING DIRECTOR PATROL SERGEANT	4153	5781
20	FIRE CAPTAIN WATER PLANT SUPERVISOR WASTEWATER PLANT SUPERVISOR	3968	5523
19	BUILDING OFFICIAL SHOP SUPERVISOR ENGINEERING AIDE III ADMINISTRATIVE EMERGENCY MANAGEMENT COORDINATOR HOUSING DEVELOPMENT MANAGER HEALTH INSPECTOR REFERENCE/SYSTEMS ASST. PARK SUPERVISOR ACCOUNTANT FIRE MARSHAL ELECTRICAL, PLUMBING, MECHANICAL INSPECTOR CORPORAL	3795	5281
18	BUILDING INSPECTOR FIRE LIEUTENANT COMMUNICATIONS DIRECTOR HOUSING PROGRAM MANAGER POLICE OFFICER/INVESTIGATOR	3627	5045

GRADE	POSITIONS	MINIMUM	MAXIMUM
17	HOUSING COORDINATOR GENERAL INSPECTOR LIBRARIAN I SCHOOL RESOURCE OFFICER FIRE INSPECTOR WATER/SEWER MECHANIC II POLICE OFFICER	3467	4821
16	ELECTRONIC SPECIALIST WATER PLANT OPERATOR II RECREATION COORDINATOR/ PAYROLL SPECIALIST ADMINISTRATIVE SECRETARY/ PERSONNEL SPECIALIST WATER & SEWER MECHANIC DISPATCHER SUPERVISOR WASTEWATER PLANT OPERATOR II	3315	4607
15	PREVENTIVE MAINTENANCE MECHANIC WASTEWATER MECHANIC HOUSING SPECIALIST UTILITY WORKER WATER PLANT OPERATOR I WASTEWATER PLANT OPERATOR I FIREFIGHTER CHEMICAL TECHNICIAN SOLID WASTE OPERATOR FACILITIES TECHNICIAN ADMINISTRATIVE ASSISTANT/ EMERGENCY MANAGEMENT COORDINATOR CREW LEADER	3169	4403
14	LEGAL ASSISTANT EQUIPMENT MECHANIC I CIRCULATION SUPERVISOR RECORDS SUPERVISOR LIBRARY TECHNICIAN I ECONOMIC DEVELOPMENT PROPERTY COORDINATOR ADMINISTRATIVE ASSISTANT ECONOMIC DEVELOPMENT COORDINATOR	3029	4209
13	EQUIPMENT OPERATOR ACCOUNT CLERK III PERMITS TECHNICIAN HOUSING ACCOUNTING SPECIALIST	2896	4022
12	PARK CARETAKER COMMUNITY SERVICE OFFICER CLIENT SERVICES SPECIALIST SECRETARY/CLAIMS COORDINATOR METER READER/MAINTENANCE WORKER AQUATICS MANAGER SECRETARY II	2770	3849

GRADE	POSITIONS	MINIMUM	MAXIMUM
11	MAINTENANCE WORKER LIBRARY TECHNICIAN DISPATCHER METER READER	2650	3675
10	LIBRARY ASSISTANT II SECRETARY I SCALE CLERK PROPERTY OFFICER CLIENT SUPPORT ASSISTANT	2534	3514
9	VACANT	2425	3360
8	LIBRARY ASSISTANT I LIBRARY ASSISTANT/SECURITY MONITOR	2321	3213
7	JANITOR LIBRARY ASSISTANT	2220	3071
6	LIBRARY AIDE	2044	2857
5	VACANT	1937	2714
4	VACANT	1847	2590
3	LIBRARY PAGE	1766	2474
2	VACANT	1684	2361
1	VACANT	1609	2255

Section 2. That Ordinance No. 5361 is hereby repealed.

Section 3. That the pay schedule as set forth in Section 1 and 2 shall be effective as of the date of October 1, 2016.

Section 4. That this ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as required by law.

PASSED AND APPROVED THIS _____ DAY OF _____, 2016.

ATTEST:

_____ _____

CITY CLERK MAYOR

APPROVED AS TO FORM: _____

CITY ATTORNEY

CONTRACT FOR ENGINEERING SERVICES
BETWEEN OWNER AND ENGINEER

Norfolk Southwest Sanitary Sewer Interceptor, Phase 2
Norfolk, Nebraska

THIS AGREEMENT is entered into this _____ day of _____, 2016, between the **City of Norfolk, Nebraska** (the "Owner") and **Kirkham, Michael and Associates, Inc.** (the "Engineer"). The Owner and the Engineer, in consideration of their mutual promises herein set forth, agree as follows:

I. DEFINITIONS

The following words and terms shall have the following meanings in this Agreement:

"Project" shall mean the project for which the Owner desires to engage the Services of the Engineer which is described as follows:

> **Design, bidding, easement description, public information, limited environmental (wetlands), permit applications and construction services for the Southwest Sanitary Sewer Interceptor, Phase 2. The pipeline will begin at the end of the existing 24-inch diameter sewer interceptor, located on the west side of Highway 81 and Monroe Avenue, proceed west to South 25th Street, then north to the lift station near Omaha Avenue. The total sanitary sewer length is approximately 7,800 lineal feet. Proposed 24-inch sanitary sewer pipe will be bid as ESVCP with an alternate bid for using PVC pipe.**

"Additional Services" shall mean the additional services of the Engineer described in Paragraph IV below.

"Construction Cost" means the total cost to Owner of those portions of the entire project designed or specified by Engineer. Construction Cost is one of the items comprising Total Project Costs.

"Engineer" shall mean the firm of:

Kirkham, Michael and Associates, Inc.
12700 West Dodge Road, P.O. Box 542030
Omaha, Nebraska 68154-8030

"Engineer's Opinions of Probable Construction Cost" if required under this Agreement represent Engineer's best judgment. However, since Engineer has no control over the cost of labor, materials, equipment or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, Engineer

cannot and does not guarantee that proposals, bids or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by Engineer.

"Owner" shall mean:

City of Norfolk, Nebraska
309 North 5th Street
Norfolk, Nebraska 68701

"Owner's Representative" shall mean the Owner's authorized representative designated as such in writing to act on behalf of the Owner for the purpose of coordinating and administering the work under this Agreement.

"Project Manager" shall mean the principal project manager designated as such in writing assigned to the Project and employed by and working directly under the authority of the Engineer.

"Services" shall mean the services of the Engineer described in Paragraph II below.

II. BASIC SERVICES OF THE ENGINEER

A. The Engineer shall perform the following Basic Services with respect to the Project in accordance with the General Terms and Conditions set forth in Paragraph V.

1. **Project Management**

a. Initial Kick-Off Meeting/Site Visit

A meeting will be scheduled before project work begins to encourage the exchange of ideas and information relative to the project. The objective of this meeting is to review the project scope of services, design criteria and expectations, obtain background information and refine the project schedule. The Kick-Off Meeting will also include a site visit to review alignment alternatives.

b. Project Management Work Plan

Following the Kick-Off Meeting, the Engineer will submit a project management work plan that will summarize the goals and criteria established during the Kick-Off Meeting, and identify the key contacts including telephone numbers and e-mail addresses. This task also includes project coordination, internal meetings, project tracking, progress reports, invoices and scheduling of meetings.

c. Data Collection and Background Research

The Kirkham Michael team will obtain the following information:

- Topographic survey of the alignment for the extension of the sanitary sewer.
- Field topographic surveys will be completed to obtain all necessary information pertaining to the existing facilities to allow for the design of the proposed improvements. The field topography survey will include the following items:
  - Accurate elevations of the ground, existing structures and surfaces along the project alignment and other facilities, as required.
  - Location, sizes, and elevations of the storm sewers and sanitary sewers. Locations of water mains, fiber optics, gas mains, electric lines, and other related facilities where conflicts are determined or connections are necessary.

c. Periodic Review Meetings

Periodic review meetings will be established with the City to discuss the status and progress of the project. The meetings will be scheduled at the 30%, 60%, and 90% completion milestones to review progress and status of the project.

d. On-going Project Communications and Correspondence

Kirkham Michael will maintain frequent communications with City staff and other interested parties as the project dictates. Project documentation and correspondence will be produced, as necessary, distributed, and filed for the record.

e. Maintain Project Schedule

The project is to be completed in accordance with the schedule established. Kirkham Michael will report on the status of the project schedule at four-week intervals and at appropriate intermediate intervals, as needed.

f. Submittals/Deliverables

a. Topographic Survey
b. Design Memorandum
c. Preliminary Draft Design Drawings
d. Final Design Drawings and Contract Documents
e. Easement Tract Drawings
f. Record Drawings

g. Opinions of probable construction cost at 30% and 90% completion for design reviews, and at 100% completion for bid reviews.

2. **Geotechnical Subsurface Exploration and Investigation**

a. The Engineer shall drill up to 11 borings along the sewer alignment. Three borings will be to a depth of 30 feet and 8 will be to a depth of 20 feet.

- Sampling will be in general accordance with industry standard procedures wherein Shelby tube samples or split-barrel samples are obtained. Two samples will be obtained in the upper five feet of each boring, and samples will be obtained at intervals of five feet thereafter. In addition we will observe and record water levels in the boreholes during and immediately after drilling. Once the samples have been collected and classified in the field, they will be placed in appropriate sample containers for transported to our laboratory.

b. The samples will be tested in the Engineer's laboratory to determine physical engineering characteristics. Testing will be performed under the direction of a geotechnical engineer and will include visual classification, moisture content, dry density, and strength tests (unconfined compression/calibrated penetrometer), as appropriate. In addition, up to nine grain size analysis tests will be performed on selected samples.

c. The results of the field and laboratory programs will be evaluated by a professional civil / geotechnical engineer licensed in the State of Nebraska, and presented in a geotechnical engineering report. The report will include the following:

- Computer generated boring logs with:
  - Soil stratification based on visual soil classification.
  - Ground surface elevation.
  - Summarized laboratory data.
  - Water levels observed in the boreholes.
- Boring location plan.
- Subsurface exploration and laboratory testing procedures.
- Encountered soil conditions.
- Site preparation/earthwork recommendations.
- Suitability of on-site soils for use as trench backfill.
- Site drainage discussion.

- Open-Cut trench side-slope stability and excavation support considerations.
- Tunnel/bore considerations.
- Groundwater control and dewatering concerns.
- Sewer pipe bedding recommendations.
  - Recommendations for repair (e.g., restoring subgrades below pavement sections).

3. **Project Design**

a. Design Memorandum Report. The Engineer will draft a Design Memorandum Report to provide a description of the basis of detailed design for the project. The report shall serve as the "guide" to completing the engineering design and development of the construction contract documents in accordance with all Local, State, and Federal Standards and regulations for the sanitary sewer project.

b. Prepare Contract Documents, detail drawings and specifications showing the scope, extent and character of the work to be performed and furnished by Contractor. The Engineer shall utilize the Owner's Standard Specifications for Construction. Prepare opinions of probable construction cost at 30% and 90% completion for design reviews. Review status of design and documents at the 30%, 60% and 90% complete stages.

c. Provide sufficient site topographic survey required for sewer design purposes.

d. Utility Coordination. The Engineer will review the utility locations shown on the plans, and verify these locations during field inspections. Plans will be printed and distributed to the Utility Companies and others for verification of ownership, type, size, and cased or uncased.

The Engineer will request the Utility Companies send back to the Engineer marked up plans with verification as requested. The Engineer will incorporate the information into the topography and reference the utility to the project centerline.

Identification and verification by the Utility Companies of major utility conflicts such as fiber optic lines, gas pipelines, crude oil pipelines, high-pressure waterlines, transmission lines, etc., will be accomplished at the earliest possible time. The Engineer and the Owner will discuss major conflicts and attempt to avoid them. If avoidance is not possible, the Engineer will then request the Utility Companies to verify the conflict and

provide a preliminary estimate of reimbursable costs associated with the utility relocation or provide schedule for utility relocation.

e. The Engineer will schedule and conduct a stakeholder meeting at the 30% complete stage to provide information to property owners and address questions and concerns.

f. Provide technical criteria, descriptions and design data for use in filing applications for permits or obtaining approvals from such governmental authorities as have jurisdiction to review or approve the final design of the Project, and assist Owner in consultations with appropriate authorities. Prepare a Stormwater Pollution Prevention Plan (SWPPP) for use as basis for NPDES permit application.

g. Prepare for review and approval by Owner, its legal counsel and other advisors, contract agreement forms, general conditions, supplementary conditions, bid forms, invitations to bid and instructions to bidders, all of which will be generally consistent in form and substance with the forms prepared by the Engineers Joint Contract Documents Committee, and assist in the preparation of other related documents.

h. Furnish the final contract documents, drawings and specifications along with an opinion of probable construction cost at 100% completion for bidding purposes.

The plans and specifications will be prepared for obtaining bids for one prime construction contract. Three (3) copies of final construction documents will be furnished by the Engineer for use by Owner. The Engineer will also provide an electronic version of the construction drawings in AutoCAD format using USGS NAD83 datum.

i. Provide assistance to the Owner for permit application, as necessary, such as an NPDES permit, Madison County Highway Department, Nebraska Department of Environmental Quality, Union Pacific Railroad and other permits necessary for construction.

4. **Bidding Phase**

Upon acceptance by Owner of the drawings, specifications, and other final design phase documentation, and upon authorization to proceed, Engineer shall:

a. Provide and distribute a maximum of twenty (20) copies of approved construction contract documents for bidding purposes.

b. Assist Owner in advertising for and obtaining bids or negotiating proposals for the contract for construction, materials, equipment and services; and maintain a record of prospective bidders to whom bidding documents have been issued, attend pre-bid conferences, if any, and receive and process deposits for bidding documents.

c. Issue addenda as appropriate to clarify or modify the bidding documents.

d. Consult with Owner as to the acceptability of subcontractors, suppliers and other persons and entities proposed by Contractor for those portions of the work as to which such acceptability is required by the bidding documents.

e. Owner staff will attend the bid opening and prepare bid tabulation sheets. Engineer will receive a copy of the bid tabulation and assist Owner in evaluating bids or proposals and in assembling and awarding contracts for construction, materials, equipment and services.

f. This phase will terminate and the services to be furnished hereunder will be considered complete upon execution of the Construction Contract or upon cessation of negotiations with prospective contractors or 60 calendar days after the bid opening or receipt of proposals, whichever event occurs first.

5. **Easement Acquisition**

The following activities/tasks will be necessary for easement acquisitions:

a. Additional land survey and records search at the County Courthouse to locate property corners necessary to write easement legal descriptions.

b. Prepare legal descriptions necessary for permanent and temporary construction easements. We anticipate 2 separate tract maps with legal descriptions.

c. Title reports will be provided by the Engineer for the parcels impacted by the project. Copies of the title reports will become a part of each parcel file and will be used to prepare right of way documents for the acquisition process.

6. **Environmental – Wetlands Services**

a. Wetland Delineation and Report

The Engineer will complete a jurisdictional wetland evaluation of wetlands and WUS for the project site. Wetlands identified during the investigation will be delineated in accordance with the U.S. Army Corps of Engineers (COE) 1987 Wetlands Delineation Manual and the Midwest Regional Supplement. Wetland boundaries will be located by sub-meter accuracy GPS in the field. Data on soils, hydrology, and vegetation will be collected. Color photographs of the wetland and upland areas will be taken, and data sheets will be filled out at locations that will allow wetland boundaries to be determined. A wetland report will be prepared documenting the findings.

The delineation will use mandatory technical criteria, field indicators, and other sources of information to assess whether the project area has jurisdictional WUS or wetlands. The classification will be performed by a degreed biologist or environmental scientist. If wetlands are present, the upland boundaries within the project area will be identified. WUS will also be identified and mapped during the delineation.

The methods Engineer will use in the delineation generally follow the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Midwest Region (2010) and the Federal Manual for Identifying and Delineating Jurisdictional Wetlands (1987). Jurisdictional wetlands generally have three essential characteristics: hydrophytic vegetation, hydric soils, and wetland hydrology.

The Engineer will provide the following services:

- Assemble and review application and available information (i.e., aerial photographs, soil classifications and soil survey maps, USGS topographic maps, National Wetland Inventory (NWI) maps.

- Perform an on-site visit to gather data pertaining to the hydrophytic vegetation community, surface hydrology, and hydric soil characteristics. The following items will be performed at discrete data point locations within suspect wetland areas on-site and will be characterized on appropriate wetland determination data forms for inclusion in the report.

    - Assess each stratum of vegetation (i.e., trees, saplings/shrubs, herbs, and woody vines). Vegetation will be classified by Genus species and dominance will be assessed.

- Classify soil types and evaluate hydric soil indicators using shallow soil probes or space holes.
- Observe site characteristics for wetland hydrology indicators.

- Utilize a Trimble GeoXT GPS (sub-meter accuracy) hand-held unit to map the location and boundaries of delineated wetlands. If heavy tree cover is present, a non-GPS survey may be needed to identify wetland boundaries.

- Prepare maps showing the delineated wetland area(s) and identified WUS.

- Submit the Wetland and Waters of the U.S. Delineation Report containing the applicable data and wetland jurisdictional rationale to the Owner for submittal to the USACE.

b. Assumptions and Key Understandings

The scope of work includes one site visit to conduct a baseline delineation which may be found acceptable to USACE. Under the Midwest Supplement, on specific sites the USACE may request that the three wetland criteria be evaluated over time to provide additional information regarding seasonal changes in the wetland boundaries and/or characteristics. If the USACE requests additional information, additional scope will be presented for City approval prior to conducting the work.

The fees do not include:

1) Additional meetings or data collection/evaluation that may be required by the USACE.

2) Mitigation Plan

3) Other services that may be required if wetland or WUS impacts become necessary and compensatory mitigation is required for impacts to jurisdictional waterbodies or wetlands.

If a permit application is necessary, the Engineer will prepare and submit a Section 404 Permit application to the USACE.

According to the Midwest Supplement, the end of the growing season occurs when woody deciduous species lose their leaves and/or the last herbaceous plants cease flowering and their leaves become dry or brown.

The growing season generally begins when two or more different non-evergreen vascular plant species growing in a wetland or surrounding area emerge from the ground, show new growth, bud, or flower. For better classification, the wetland delineation should be performed when vegetation is actively growing (generally May-October). If the wetland delineation will be performed outside of the growing season, surveying and classification of identified wetlands will be based on existing conditions, is subject to change and a follow-up visit may be necessary in the vegetative growing season to confirm plant species. The wetland delineation cannot be performed when the ground is covered in snow or when frozen ground conditions exist.

The report will be issued to the Owner within about 30 days of conducting the fieldwork and will contain a discussion of data collected during the site visit, site photographs and photo log, routine data forms, and figures documenting the project location and the location of delineated wetland areas observed, where applicable.

In order to proceed with this work and to comply with this delivery schedule, the Owner may at times need to support and validate the Engineer's activities to obtain:

- Right of entry through the properties to conduct the field services;
- Notification of any restrictions or special requirement by property owners (such as safety) regarding accessing the site;

7. **Construction Phase**

After a contract for construction is executed, the following services shall be provided by the Engineer after authorization by the Owner:

a. Schedule and conduct a pre-construction conference with the contractor, Owner, and other parties involved in the project to define the contract and administrative elements of the project.

b. Review and take appropriate action on shop drawings and samples, the results of tests and inspections and other data, which the contractor is required to submit.

III. OWNER'S RESPONSIBILITIES

The Owner shall provide all criteria and full and timely information with respect to the Owner's requirements for the Project to be included in the drawings and specifications in

order to assist the Engineer in the performance of the Services, including placing at the Engineer's disposal all information available to the Owner which is pertinent to the Project.

The Owner shall furnish approvals and permits from all governmental authorities having jurisdiction of the Project.

Owner will promptly review and submit comments to Engineer at the time of each submittal of documents prepared under Paragraphs II and IV and Owner will promptly advise Engineer of other consultants including scope of services, working in connection with the project.

Engineer is entitled to rely on criteria and information furnished by Owner.

The Owner shall designate its Owner's Representative who shall have complete authority to transmit instructions, receive information, interpret and define Owner's policies and make decisions with respect to the Project.

The Owner shall pay for all governmental review fees and also all construction period material and laboratory testing.

IV. ADDITIONAL SERVICES OF ENGINEER

A. If authorized in writing by Owner, the Engineer shall furnish Additional Services of the following types which are not considered to be included in the Services set forth in Paragraph II above, and the Owner shall compensate the Engineer for such Additional Services as agreed to by the parties and set forth in the written authorization.

1. Services to make measured drawings of or to investigate existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by Owner.

2. Services resulting from significant changes in the scope, extent or character of the portions of the Project designed or specified by Engineer or its design requirements including, but not limited to, changes in size, complexity, Owner's schedule, character of construction or method of financing; and revising previously accepted studies, reports, drawings, specifications or contract documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes or orders enacted subsequent to the preparation of such studies, reports, drawings, specifications, or contract documents, or are due to any other causes beyond Engineer's control.

3. Services resulting from facts revealed about conditions:

- which are different from information about such conditions that Owner previously provided to Engineer under Paragraph III and upon which Engineer was entitled to rely; or
- as to which Owner had responsibility to provide information under Paragraph III if such information was not previously provided.

4. Providing renderings or models for Owner's use.

5. Preparing documents for alternate bids requested by Owner for Contractor's work which is not part of the original bid documents, for out-of-sequence work, or for multiple construction contracts.

6. Undertaking investigations and studies including, but not limited to, detailed consideration of operations, maintenance and overhead expenses; the preparation of feasibility studies, cash flow and economic evaluations, rate schedules and appraisals; assistance in obtaining financing for the Project; detailed quantity surveys of materials, equipment and labor; and audits or inventories required in connection with construction performed by Owner.

7. Furnishing services of Engineer's Consultants for other than Basic Services; and furnishing data or services of the types described in Paragraph III when Owner employs Engineer to provide such data or services in lieu of furnishing the same under Paragraph III.

8. Services attributable to a variation in the number of prime contracts for work designed or specified by Engineer.

9. Services during out-of-town travel required of Engineer other than visits to the Owner’s office or project site as required by Paragraph II.

10. Preparing for, coordination with, participating in and responding to structured independent review processes, including, but not limited to, Construction Management, Cost Estimating, Project Peer Review, Value Engineering and Constructability Review requested by Owner; and performing or furnishing services required to revise studies, reports, drawings, specifications or Contract Documents as a result of such review processes.

11. Determining the acceptability of substitute materials and equipment proposed during the Bidding or Negotiating Phase when substitution prior to the award of contracts is allowed by the Bidding Documents.

12. Assistance in connection with bid protests, rebidding or renegotiating contract for construction, materials, equipment or services, except when such assistance is required to complete services called for in Paragraph II.

13. Preparing to serve or serving as a consultant or witness for Owner in any litigation, arbitration or other legal or administrative proceeding involving the Project.

14. Providing more extensive services required to enable Engineer to issue notices or certifications requested by Owner.

15. Other additional services performed or furnished by Engineer in connection with the Project, including services that are to be furnished by Owner and services not otherwise provided for in this Agreement as Basic Services.

B. When required by the Contract Documents in connection with the performance or furnishing of Engineer's services during the Construction Phase, Engineer shall perform or furnish, without waiting for specific authorization from Owner, Additional Services of the types listed in the following Paragraphs 1 through 5, inclusive. These services are not included as part of Basic Services except to the extent provided in Paragraph II. Engineer shall advise Owner in writing promptly after starting any such Additional Services.

1. Services in making revisions to drawings and specifications occasioned by the acceptance of substitute materials or equipment other than “or-equal” items; and services after the award of the construction contract in evaluating and determining the acceptability of a substitution, which is inappropriate for the Project or an excessive number of substitutions.

2. Services resulting from significant delays, changes or price increases occurring as a direct or indirect result of materials, equipment or energy shortages.

3. Additional or extended services during construction made necessary by (1) work damaged by fire or other cause during construction, (2) a significant amount of defective, neglected or delayed work of Contractor, (3) acceleration of the progress schedule involving services beyond normal working hours, or (4) default by Contractor.

4. Services (other than Basic Services) in connection with any partial utilization of any part of the Project by Owner prior to its Substantial Completion.

5. Evaluating an unreasonable claim or an excessive number of claims submitted by Contractor or others in connection with the work.

V. GENERAL TERMS AND CONDITIONS

A. Time of Beginning and Completion of Design Services

The Services to be performed under this Agreement shall commence immediately upon receipt by the Project Manager of the Owner's written Notice to Proceed. The intent of the Owner and the Engineer is to complete the design phase services within 150 days of the Notice to Proceed. It is recognized, however, by both the Owner and the Engineer that the timing of any necessary reviews by the Owner and others may affect the final completion date.

B. Schedule

The following schedule is provided:

Notice to Proceed from Owner	- Day 1
Completion of Design Phase Services	- Day 120
Completion of Easement Acquisition	- Day 130
Completion of Bidding Phase Services	- Day 150
Construction Notice to Proceed	- Day 210

This schedule is dependent upon Owner and Agency reviews and Contractor operations and schedule.

C. Payment to Engineer

For performance of the services as described in this agreement, the Consultant will be paid a fixed-fee-for-profit of $22,635, as defined in this section, and up to a maximum amount of $165,995 for actual costs as defined in this section, that are allowable subject to the terms of this agreement. The total agreement amount is $188,630.

The total agreement amount is categorized as follows:

BASE DESIGN		
Design, Bidding, Construction	-	$170,380
Geotechnical	-	$ 12,000
Wetlands Environmental	-	$ 6,250
TOTAL		$188,630

Occasionally, the conditions of this agreement may change. This may be due to a change in scope which may require an adjustment of costs. In order to justify the need to modify this contract, the Owner must first determine that the situation meets the following criteria:

- That the additional work is beyond the scope of services initially negotiated with Engineer; and
- That the proposed Services are within the scope of the Request for Proposal under which Engineer was selected and contract entered into; and
- That it is in the best interest of the Owner that the services be performed under this agreement.

Once the need for a modification has been established, a supplemental agreement will be prepared.

The fixed-fee is computed upon the direct labor or wage costs, indirect labor costs, indirect non-labor costs, and direct payroll additives. The fixed-fee is not allowable upon direct non-labor costs. The fee for profit is calculated by multiplying the sum of the wages and overhead costs billed by the negotiated fee for profit rate of twelve percent.

Actual costs include direct labor costs, direct non-labor costs, and overhead costs.

(1) Direct Labor Costs are the earnings that individuals receive for the time they are working directly on the project.

(a) Hourly Rates: For hourly employees, the hourly earnings rate shall be the employee's straight time hourly rate for the pay period in which the work was performed. For salaried employees, the hourly earnings rate shall be their normal hourly rate as established by the company's compensation plan, except for those pay periods where the employee works more hours than normally expected. In those pay periods, the hourly rate for project billing purposes shall be the actual rate determined by dividing the actual compensation for that pay period by the actual hours reported, including paid absences, for that pay period. Hours worked includes paid absences, such as: holiday, vacation, sick leave, administrative leave, etc.

(b) Time records: The hours charged to the project must be supported by adequate time distribution records. The records must clearly indicate the distribution of hours to all activities on a daily basis for the entire pay period, and there must be a system in place to ensure that time charged to each activity is accurate.

(2) Direct Non-Labor Costs charges in this category include actual allowable expenses for personnel away from their base of permanent assignment, communication costs, reproduction and printing costs, computer charges, special equipment and materials required for the project, special insurance

premiums if required solely for this agreement, and such other similar items.

A non-labor cost cannot be charged as a direct cost and also be included in the Engineer's overhead rate. If for reasons of practicality, the consultant is treating a direct non-labor cost category, in its entirely, as an overhead cost, then costs from that category are not eligible to be billed to this project as a direct expense.

Payment for eligible direct non-salary costs must be made on receipted invoices whenever possible, or on certified billings of the Engineer.

(3) Overhead Costs include indirect labor costs, indirect non-labor costs, and direct labor additives. Overhead costs are to be allocated to the project as a percentage of direct labor costs. The Engineer will be allowed to charge the project using its actual allowable overhead rate. Overhead rate increases which occur during the project period will not be cause for an increase in the maximum amount established in paragraph A of this section.

D. The Engineer shall submit invoices to the Owner at a minimum of monthly intervals. The invoices must present actual direct labor, actual overhead, actual direct non-labor costs, as well as the fixed-fee based upon the actual direct labor and overhead costs billed for that period. The invoices must identify each employee by name and classification, the hours worked, and each individual's actual labor cost. Direct non-labor expenses must be itemized and provide a complete description of each item billed.

E. The Owner, will make payment to the Engineer within 30 days of receipt of the Engineer's invoices.

The acceptance by the Engineer of the final payment will constitute and operate as a release to the Owner for all claims and liability to the Engineer, its representatives, and assigns, for any and all things done, furnished, or relating to the services rendered by or in connection with this agreement or any part thereof.
In the event of termination during any phase of the Basic Services, Engineer will be paid for services performed or furnished in accordance with this Agreement during that phase on the basis of Engineer's Raw Labor Costs times a factor of 3.23 for services performed or furnished during that phase to date of termination by Engineer's principals and employees engaged directly on the Project.

F. Invoices

Invoices will be submitted by the Engineer approximately on a monthly basis, and are due and payable by the Owner on receipt. The Engineer may, if payment is not

received within 60 days of billing date, after giving seven days written notice to the Owner, suspend Services without liability until the Owner has paid in full all amounts due the Engineer.

G. Insurance

The Engineer agrees for the life of this agreement, to carry insurance of the following types in at least the following amounts:

1.	Bodily Injury, Personal Injury and Property Damage with a combined single unit of liability of	$2,000,000 each occurrence
or	Bodily Injury	
	General and Automobile	$2,000,000 each person
	General and Automobile	$2,000,000 each occurrence
	Personal Injury	
	General and Automobile	$2,000,000 each person
	General and Automobile	$2,000,000 each occurrence
	Property Damage	
	General and Automobile	$2,000,000 each occurrence
	General and Automobile	$2,000,000 aggregate
2.	Workmen's Compensation – Statutory	
3.	Professional Liability Insurance	$1,000,000 annual aggregate

The insurance referred to in Number 1 above must be written under Comprehensive General and Comprehensive Automobile Liability Policy Forms, including coverage for all owned, hired, and non-owned automobiles. The City shall be named as an additional insured on the policies referred to in Number 1 above. The Engineer may at its option provide the limits of liability as set out above by a combination of the above described policy forms and excess liability policies. The Consultant shall furnish proof of insurance coverage to the City.

H. Indemnification

It is understood and agreed that, in providing the Services and Additional Services, if any, the Engineer shall indemnify the Owner for any loss or damage caused by its negligent act, error or omissions in performance of the Services (except for Uninsurable Activities).

Uninsurable Activities shall be defined as undertaking uninsurable obligations for the Owner's benefit which may involve the presence or potential presence of hazardous substances, including, but not limited to, activities relating to hazardous waste disposal and cleanup of environmental pollutants ("pollutants" meaning any solid,

liquid, gaseous or thermal irritant or contaminant, including smoke, vapor soot, fumes, acids, alkalis, chemicals, waste and waste materials to be recycled, reconditioned or reclaimed); liability relating to asbestos including specification of a product, material or process containing asbestos; failure to detect the existence or proportion of asbestos in a product, material or process; the abatement, replacement or removal of a product, material or process containing asbestos, and activities resulting in the actual, alleged or threatened discharge, dispersal, release or escape of pollutants and any other similar activity for which insurance is reasonably unavailable.

I. Gratuities

The Engineer represents that no gratuities (in the form of the entertainment, gifts or otherwise) were offered or given to any officer, agent, employee or representative of the Owner with a view towards securing a contract or securing favorable treatment with respect to the wording, amending or the making of any determination with respect to the performance of this Agreement.

J. Confidentiality

The Engineer shall maintain as confidential and not disclose to others without Owner's prior written consent, all information obtained from Owner, not otherwise previously known to the Engineer or in the public domain, as owner expressly designates in writing to be "CONFIDENTIAL". The provisions of this paragraph shall not apply to information in whatever form which is published or comes into the public domain through no fault of the Engineer, is furnished by or obtained from a third party who is under no obligation to keep the information confidential, or is required to be disclosed by law on order of a court, administrative agency or other authority with proper jurisdiction.

Owner agrees that Engineer may use and publish Owner's name and general description of the Engineer's services with respect to the Project in describing the Engineer's experience and qualifications to other clients or potential clients.

K. Use of Documents

All documents, including drawings, specifications, and electronic media prepared or furnished by Engineer (and Engineer’s subsidiaries, independent professional associates, consultants and subcontractors) pursuant to this Agreement are instruments of service in respect of the Project. The Owner shall retain an ownership and property interest therein when the Project is completed. Engineer shall furnish one set of Mylar drawings, two sets of blueline prints and electronic media disc in AutoCadd 13/14 Version. Owner may make and retain copies for information and

reference in connection with the Project; however, such documents are not intended or represented to be suitable for use or reuse by owner or others to complete the project or for extensions of the Project or on any other project. Any use or reuse without written verification or adaptation by the Engineer for the specific purpose intended will be at Owner's sole risk and without liability or legal exposure to Engineer or to the Engineer's subsidiaries, independent professional associates, consultants and subcontractors. Owner agrees to defend, indemnify and hold harmless the Engineer from any and all costs, expenses (including reasonable litigation costs), fees, losses, claims, demands, liabilities, suits, actions and damages whatsoever arising out of such reuse or alteration by the Owner or acting through the Owner. Any such verification or adaptation will entitle the Engineer to further compensation at rates to be agreed upon by Owner and the Engineer.

L. Termination

The Owner and/or Engineer shall have the right to terminate this contract at any time by giving at least 10 days notice in writing. The notice shall specify the effective date of such termination. Upon cancellation, the Owner will be responsible only for those costs incurred by Engineer to the date of termination.

In the event of termination, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Engineer under this Contract shall, at the option of the City, become its property and the Engineer shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

M. Governing Law - Miscellaneous

This Agreement is to be governed by and construed in accordance with the law of the State of Nebraska.

The Agreement expresses the entire Agreement between the parties, and no representations, promises or warranties have been made by either of the parties that are not fully expressed herein.

This Agreement is binding on successors and assigns of either party and neither party shall assign any rights under or interest in this Agreement without the consent of the other party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their proper officials as of the first day and year above written:

ENGINEER: **KIRKHAM, MICHAEL & ASSOCIATES, INC.**

Michael S. Olson, P.E.
Senior Vice President

ATTEST:

Ryan A. Brandt, P.E.
Project Manager

OWNER: **CITY OF NORFOLK, NEBRASKA**

Sue Fuchtman, Mayor
City of Norfolk, Nebraska

ATTEST:

Elizabeth Deck, City Clerk
City of Norfolk, Nebraska

ORDINANCE NO. 5428

AN ORDINANCE OF THE CITY OF NORFOLK, NEBRASKA TO ENACT A NEW SECTION 10-29 OF THE OFFICIAL CITY CODE TO PROVIDE FOR RENTAL OF TRANSFER STATION TRAILERS; TO PROVIDE WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT; AND TO PROVIDE FOR THE PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORFOLK, NEBRASKA:

Section 1. That a new Section 10-29 of the Official City Code is hereby enacted as follows:

Sec. 10-29. Transfer trailer rental.

The city transfer station may have transfer trailers available for rent to be used within city limits and the city's extraterritorial zoning jurisdiction only. The cost to rent a city transfer station trailer for a period not to exceed one (1) week including delivery, pickup, transfer station inspection, and hauling to the landfill shall be at the rate set forth in Section 2-5 of this Code plus the landfill gate fee. In addition, the individual or business renting the transfer station trailer shall be responsible for paying the following:

(1) Cost of labor and materials to repair any damage to the trailer caused by overloading or neglect while it is in possession of the individual or business renting the trailer.

(2) Cost of any extra labor necessary to unload any part of the contents of the trailer to bring it into compliance with weight restrictions.

(3) Cost of any extra labor necessary to sort items out of the trailer load that are not legal for landfill disposal (i.e. tires, refrigerators, batteries, etc.).

(4) Disposal cost of any items that the landfill does not accept.

(5) Any overweight fines that are imposed for the loaded trailer from the time it is picked up at the site until it arrives at the transfer station.

Section 2. That the operative date of this Ordinance shall be October 1, 2016.

Section 3. That the effective date of this Ordinance shall be from and after its passage, approval and publication in pamphlet form as required by law.

PASSED AND APPROVED this _____ day of September, 2016.

ATTEST:

_____ _____

Elizabeth A. Deck, City Clerk Sue Fuchtman, Mayor

Approved as to form: _____

Clint Schukei, City Attorney

ORDINANCE NO. 5429

AN ORDINANCE OF THE CITY OF NORFOLK, NEBRASKA TO AMEND SECTION 2-5 OF THE OFFICIAL CITY CODE TO CORRECT MECHANICAL PERMIT FEES; TO UPDATE TRANSFER STATION FEES; TO UPDATE WATER RATES; TO UPDATE WASTEWATER TREATMENT RATES; TO UPDATE LIBRARY FEES; TO PROVIDE WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT; AND TO PROVIDE FOR THE PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORFOLK, NEBRASKA:

Section 1. That Section 2-5 of the Official City Code be and the same are hereby amended to read as follows:

Sec. 2-5. Schedule of Fees.

(a) As used in this section:

Category 1 group shall mean a group physically located or having its principal place of business physically located within the city and its zoning jurisdiction.

Category 2 group shall mean a group physically located or having its principal place of business physically located outside of the city and its zoning jurisdiction.

Norfolk schools shall mean all public and private schools physically located within the city and its zoning jurisdiction.

In the event the description of any fee appearing in the Schedule of Fees in subsection (b) is inconsistent with the wording of the corresponding Code section, the wording of the Code section shall be deemed to control.

(b) Schedule of Fees:

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Ambulance Fees	Basic life support, non-emergency.	2-2	$450.00	10/1/2013
Ambulance Fees	Basic life support, emergency.	2-2	$600.00	10/1/2013
Ambulance Fees	Basic life support, assist only.	2-2	$100.00	9/1/2015
Ambulance Fees	Advanced life support (1), non-emergency.	2-2	$650.00	10/1/2013
Ambulance Fees	Advanced life support (1), emergency (one or two ALS interventions).	2-2	$750.00	10/1/2013
Ambulance Fees	Advanced life support (2), emergency (at least three different medications/procedures).	2-2	$850.00	10/1/2013
Ambulance Fees	Advanced life support, assist only.	2-2	$200.00	9/1/2015
Ambulance Fees	Specialty care transport (inter-hospital service beyond scope of paramedic).	2-2	$700.00	
Ambulance Fees	Fee per mile loaded outside Norfolk corporate city limits from 1 to 17 miles. Not including basic life support assistance or advanced life support assistance.	2-2	$14.00	10/1/2013
Ambulance Fees	Fee per mile loaded outside Norfolk corporate city limits from 18-50 miles. Not including basic life support assistance or advanced life support assistance.	2-2	$12.00	10/1/2013
Ambulance Fees	Fee per mile loaded outside Norfolk corporate city limits for 50+ miles. Not including basic life support assistance or advanced life support assistance.	2-2	$10.00	10/1/2013
Blighted Property	Processing fee to declare real property blighted.	2-3	$100.00	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Alarm Systems	False alarms, not including fire alarms, occurring 7-10 times within a permit year, per occurrence.	2.5-5(a)	$25.00	
Alarm Systems	False alarms, not including fire alarms, occurring 11-15 times within a permit year, per occurrence.	2.5-5(a)	$50.00	
Alarm Systems	False alarms, not including fire alarms, occurring 16-20 times within a permit year, per occurrence.	2.5-5(a)	$75.00	
Alarm Systems	False alarms, not including fire alarms, occurring 21 or more times within a permit year, per occurrence.	2.5-5(a)	$100.00	
Alarm Systems	Fire false alarms occurring 7-10 times within a permit year, per occurrence.	2.5-5(b)	$150.00	
Alarm Systems	Fire false alarms occurring 11-15 times within a permit year, per occurrence.	2.5-5(b)	$500.00	
Alarm Systems	Fire false alarms occurring 16 or more times within a permit year, per occurrence.	2.5-5(b)	$630.00	
Alcoholic Beverage Occupation Taxes	Manufacturer of alcohol and spirits.	3-27(a)	$2,000.00	
Alcoholic Beverage Occupation Taxes	Manufacturer of beer.	3-27(a)	Same as license	
Alcoholic Beverage Occupation Taxes	Manufacturer of wine.	3-27(a)	$500.00	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Alcoholic Beverage Occupation Taxes	Alcoholic liquors distributor.	3-27(a)	$1,500.00	
Alcoholic Beverage Occupation Taxes	Beer distributor.	3-27(a)	$1000.00	
Alcoholic Beverage Occupation Taxes	Retailer of beer only, for consumption on the premises.	3-27(a)	$200.00	
Alcoholic Beverage Occupation Taxes	Retailer of beer only, for consumption off the premises.	3-27(a)	$200.00	
Alcoholic Beverage Occupation Taxes	Retailer of alcoholic liquors for consumption on the premises and off the premises.	3-27(a)	$600.00	
Alcoholic Beverage Occupation Taxes	Retailer of alcoholic liquors for consumption off the premises.	3-27(a)	$400.00	
Alcoholic Beverage Occupation Taxes	Retailer of alcoholic liquors for consumption on the premises.	3-27(a)	$500.00	
Alcoholic Beverage Occupation Taxes	Special designated permit, per day.	3-27(a)	$80.00	
Alcoholic Beverage Occupation Taxes	Non-beverage user: Class 1.	3-27(a)	$10.00	
Alcoholic Beverage Occupation Taxes	Non-beverage user: Class 2.	3-27(a)	$50.00	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Alcoholic Beverage Occupation Taxes	Non-beverage user: Class 3.	3-27(a)	$100.00	
Alcoholic Beverage Occupation Taxes	Non-beverage user: Class 4.	3-27(a)	$200.00	
Alcoholic Beverage Occupation Taxes	Non-beverage user: Class 5.	3-27(a)	$500.00	
Alcoholic Beverage Occupation Taxes	Catering permit for Class C, D or I licensees.	3-27(a)	$200.00	
Alcoholic Beverage Occupation Taxes	Bottle club.	3-27(a)	$500.00	
Animals and Fowl	Animal impoundment fee for returned loose animals.	4-6	$10.00	
Animals and Fowl	Dog and cat pet licenses.	4-11	Free	
Animals and Fowl	Daily boarding fee, payable along with impoundment fee.	4-25	$5.00	
Animals and Fowl	First violation per owner or animal, payable along with impoundment fee.	4-25	$15.00	
Animals and Fowl	Second violation per owner or animal, payable along with impoundment fee.	4-25	$20.00	
Animals and Fowl	Third violation per owner or animal, payable along with impoundment fee.	4-25	$30.00	
Bicycles and Scooters	Bicycle registration.	5-2(b)	$2.00	
Bicycles and Scooters	Duplicate bicycle registration.	5-2(b)	$2.00	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Bicycles and Scooters	Motor scooter (gas/electric) registration.	5-25(c)	$5.00	
Bicycles and Scooters	Duplicate scooter (gas/electric) registration.	5-25(c)	$5.00	
Bicycles and Scooters	Release from impoundment (not inclusive of towing or removal fees).	5-27(c)	$25.00	
Building Permit Fees	Building permit fee per finished square foot for new construction and additions: ground floor and above.	6-18 6-162	$0.20	
Building Permit Fees	Building permit fee per finished square foot for new construction and additions: finished basement.	6-18 6-162	$0.13	
Building Permit Fees	Building permit fee per finished square foot for new construction and additions: unfinished basement.	6-18 6-162	$0.10	
Building Permit Fees	Building permit fee per finished square foot for new construction and additions: garage.	6-18 6-162	$0.10	
Building Permit Fees	Building permit fee per finished square foot for remodel of basement or finish.	6-18 6-162	$0.16	
Building Permit Fees	Building permit fee per square foot for unfinished and accessory structures: Garages, accessory buildings, decks and warehouses	6-18 6-162	$0.13 up to 100,000 sq. ft. and $0.01 for each additional sq. ft.	8/15/2016
Building Permit Fees	Building permit fee per foot of height for new communication towers.	6-18 6-162	$5.00	
Building Permit Fees	Building permit fee per foot of height to co-locate on a tower.	6-18 6-162	$2.50	
Building Permit Fees	Permit fee to locate a manufactured home in a mobile home park.	6-18 6-162	$100.00	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Building Permit Fees	Permit fee to install an in-ground swimming pool.	6-18 6-162	$100.00	
Building Permit Fees	Building permit fee to install a sign from 0-99 sq. ft.	6-18	$25.00	
Building Permit Fees	Building permit fee to install a sign from 100-199 sq. ft.	6-18	$50.00	
Building Permit Fees	Building permit fee to install a sign from 200-300 sq. ft.	6-18	$100.00	
Building Permit Fees	Demolition permit (when disconnection of water & sewer is NOT requested).	6-18 6-162	$25.00	10/1/2011
Building Permit Fees	Demolition permit (when disconnection of water & sewer is requested).	6-18 6-162	$40.00	10/1/2011
Building Permit Fees	Miscellaneous/minimum permit fee.	6-18 6-162	$25.00	
Building Permit Fees	Permit fee when work commences prior to permit application.	6-18 6-162	Triple normal permit fee	
Building Permit Fees	Re-inspection fee for third and subsequent re-inspection.	6-18 6-162	$50.00	
Electrical Contractor Registration Fees	Original issuance of State of Nebraska electrical contractor, Class B electrical contractor, Class A master electrician, Class B master electrician, special electrician, or a fire alarm installer's license.	6-71	$75.00	
Electrical Contractor Registration Fees	Renewal issuance of State of Nebraska electrical contractor, Class B electrical contractor, Class A master electrician, Class B master electrician, special electrician, or a fire alarm installer's license.	6-71	$50.00	
Electrical Permit Fees	Electrical permit fee based on valuation of work to be completed from $1.00 - $1,500.00.	6-94	$25.00	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Electrical Permit Fees	Electrical permit fee for work valued between $1,501.00 and $34,000.00. Permit cost calculated at $5.00 per each $500.00 value increase or fraction thereof, plus $25.00 minimum permit fee.	6-94	$25.00 (permit) +$5.00/$500.00 value increase	
Electrical Permit Fees	Electrical permit fee for work valued at greater than $34,000.00. Permit cost calculated at $10.00 per each $1,000.00 value increase or fraction thereof, after $34,000.00, plus $350.00 minimum permit fee.	6-94	$350.00 (permit)+$10.00/$1000.00 value increase	
Electrical Permit Fees	Minimum permit fee.	6-94	$25.00	
Electrical Permit Fees	Permit fee when work commences prior to permit application.	6-94	Triple normal permit fee	
Electrical Permit Fees	Re-inspection fee for third and subsequent re-inspections.	6-94	$50.00	
Mechanical Permit Fees	New installation fee, per number of square feet conditioned.	6-107	~~$0.15~~ $0.015	10/1/2016
Mechanical Permit Fees	Heating unit permit fee, under 140,000 BTU.	6-107	$35.00	
Mechanical Permit Fees	Heating unit permit fee, 141,000 BTU - 499,000 BTU (per unit).	6-107	$150.00	
Mechanical Permit Fees	Heating unit permit fee, greater than 499,000 BTU (per unit).	6-107	$250.00	
Mechanical Permit Fees	Cooling unit permit fee, residential (per unit).	6-107	$30.00	
Mechanical Permit Fees	Cooling unit permit fee, commercial (per ton).	6-107	$10.00	
Mechanical Permit Fees	Cooling unit permit fee, industrial chillers (per unit).	6-107	$750.00	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Mechanical Permit Fees	Miscellaneous installation fee (not requiring new/replacement equipment).	6-107	$25.00	
Mechanical Permit Fees	Mixing/VAV (variable air volume) boxes.	6-107	$25.00	
Mechanical Permit Fees	Commercial hood system permit fee, per square foot of hood.	6-107	$3.00	
Mechanical Permit Fees	Exhaust fans: (excludes one- and two-family dwellings)	6-107	$0.05 x exhaust CFM)	8/15/2016
Mechanical Permit Fees	Infrared pipe heating systems or hanging unit heaters permit fee (per unit).	6-107	$35.00	
Mechanical Permit Fees	Minimum permit fee.	6-107	$25.00	
Mechanical Permit Fees	Packaged Terminal Air Conditioner (PTAC Unit)	6-107	$25.00 for first unit plus $10.00 per each additional unit	9/1/2015
Mechanical Permit Fees	Permit fee when work commences prior to permit application.	6-107	Triple normal permit fee	
Mechanical Permit Fees	Re-inspection fee for third and subsequent re-inspections.	6-107	$50.00	
Mechanical Contractor Registration Fees	Original mechanical contractor's registration.	6-109	$75.00	
Mechanical Contractor Registration Fees	Renewal of mechanical contractor's registration.	6-109	$50.00	
Gas Contractor Registration Fees	Original gas contractor's registration.	6-111	$75.00	
Gas Contractor Registration Fees	Renewal of gas contractor's registration.	6-111	$50.00	
Plumbing Permit Fees	1st trap installation.	6-122	$10.00	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Plumbing Permit Fees	Additional trap installation fee (per trap).	6-122	$5.00 plus $0.01 per finished square foot	
Sanitary Sewer Line Installation	Installation of 4 inch sanitary sewer line, per 100 feet of line or fraction thereof.	6-122	$12.00	
Sanitary Sewer Line Installation	Installation of sanitary sewer line greater than 4 inches, per 100 feet of line or fraction thereof.	6-122	$20.00	
Private Water Line Installation	Installation of private water line up to and including 1 inch line, per 100 feet of line or fraction thereof.	6-122	$12.00	
Private Water Line Installation	Installation of private water line greater than 1-inch, per 100 feet of line or fraction thereof.	6-122	$20.00	
Private Water Line Installation	Minimum permit fee.	6-122	$25.00	
Private Water Line Installation	Permit fee when work commences prior to permit application.	6-122	Triple normal fee	
Private Water Line Installation	Re-inspection fee for third and subsequent re-inspection.	6-122	$50.00	
Plumbing Contractor Registration Fee	Original plumbing contractor's registration.	6-143(a)	$75.00	
Plumbing Contractor Registration Fee	Renewal of plumbing contractor's registration.	6-143(a)	$50.00	
Journeyman and Apprentice Plumber's Registration Fees	Original journeyman plumber's registration fee.	6-144(b)	$50.00	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Journeyman and Apprentice Plumber's Registration Fees	Renewal of journeyman plumber's registration fee.	6-144(b)	$25.00	
Journeyman and Apprentice Plumber's Registration Fees	Apprentice plumber's registration fee.	6-145	$10.00	
Property Maintenance	Application fee for appeal of the decision of a code official.	6-183	$500.00	
Fireworks	Fireworks stand occupation tax (annually, per permit).	8-5	$200.00	
Fire Code Permit Fees	L.P.G. tank, 20 - 500 gallon water capacity.	8-28	$25.00	
Fire Code Permit Fees	L.P.G. tank, 501 - 90,000 gallon water capacity.	8-28	$35.00	
Fire Code Permit Fees	Flammable and combustible liquid tanks, 50 - 20,000 gallon water capacity.	8-28	$70.00	
Fire Sprinkler and Suppression Contractor Fees	Initial registration to install fire sprinkler and suppression systems.	8-29	$75.00	
Fire Code Permit Fees	Annual re-registration to install fire sprinkler and suppression systems.	8-29	$50.00	
Fire Sprinkler and Suppression Contractor Fees	Fire sprinkler system permit, per head.	8-29	$1.50	
Fire Sprinkler and Suppression Contractor Fees	Fire suppression system permit, per extinguishing agent discharge point.	8-29	$3.00	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Fire Alarm Installer Contractor Fees	Fire alarm installer contractor registration.	8-31	$75.00	
Fire Alarm Installer Contractor Fees	Renewal of fire alarm installer contractor registration.	8-31	$50.00	
Fire Alarm Installer Contractor Fees	Fire alarm system permit fee, per initiating device.	8-31	$2.00	
Garbage and Trash	Typical municipal solid waste, per ton.	10-27(1)	$56.00	6/1/2014
Garbage and Trash	NNSWC gate fee, per ton.	10-28(a)	$24.00	
Garbage and Trash	Transfer station inspection fee, per load.	10-28(b)	$8.00	
Garbage and Trash	Transfer station minimum MSW fee, per vehicle.	10-28(c)	$12.00	
Garbage and Trash	Transfer station operating fee, per ton.	10-28(c)	$32.00	6/1/2014
Garbage and Trash	Sorting/loading labor, per hour.	10-28(d)	$40.00	11/4/2013
Garbage and Trash	~~Animal crematory, per hour~~ Crematory, single animal.	10-28(d)	~~$15.00~~ $42.00	10/1/2016
Garbage and Trash	Crematory, multiple animals.	10-28(d)	$84.00	10/1/2016
Garbage and Trash	Crematory, contraband	10-28(d)	$84.00	10/1/2016
Garbage and Trash	Automotive battery, each.	10-28(d)	$5.00	
Garbage and Trash	Computer/TV monitors, each.	10-28(d)	~~$10.00~~ $15.00	~~11/4/2013~~ 10/1/2016
Garbage and Trash	Computer system disposal, each.	10-28(d)	$15.00	
Garbage and Trash	Concrete, clean and un-coated, per ton.	10-28(d)	$5.00	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Garbage and Trash	Concrete, coated and/or painted, per ton.	10-28(d)	$5.00	
Garbage and Trash	Construction and demolition, untreated dimensional lumber, per ton.	10-28(d)	$30.00	
Garbage and Trash	Car tires, each.	10-28(d)	$2.50	
Garbage and Trash	Hazardous waste.	10-28(d)	Actual costs associated with handling, storage and disposal	
Garbage and Trash	Light truck tires, each.	10-28(d)	$3.00	10/6/2014
Garbage and Trash	Truck tires/skid loader rubber tracks, each.	10-28(d)	$15.00	10/6/2014
Garbage and Trash	Tractor tires, each.	10-28(d)	$35.00	10/6/2014
Garbage and Trash	Tire with rim, each.	10-28(d)	Twice the stated tire fee	
Garbage and Trash	Appliances, each.	10-30(a)	8.00	
Garbage and Trash	Appliances with Freon, each.	10-30(a)	$30.00	
Garbage and Trash	Yard waste, per 36 gallon bag.	10-30(b)	$0.60	
Garbage and Trash	Yard waste, per cubic yard.	10-30(b)	$3.00	10/1/2011
Garbage and Trash	Yard waste, per ton.	10-30(b)	$19.00	
Garbage and Trash	Yard waste, flat rate for standard size pickup boxes and smaller, each.	10-30(b)	$3.00	
Garbage and Trash	Tree waste, per ton.	10-30(c)	$19.00	
Garbage and Trash	Brush and limbs, flat rate for standard size pickup boxes and smaller, each.	10-30(c)	$3.00	
Garbage and Trash	Floppy discs, flash drives, small tape back-ups shredding, each.	NA	$0.50	11/4/2013

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Garbage and Trash	Large tape back-ups, phones without batteries shredding, each.	NA	$1.00	11/4/2013
Garbage and Trash	1-5 Hard drives/phones with batteries shredding, each.	NA	$5.00	11/4/2013
Garbage and Trash	6-20 Hard drives/phones with batteries shredding, each.	NA	$4.00	11/4/2013
Garbage and Trash	21+ Hard drives/phones with batteries shredding, each.	NA	$3.00	11/4/2013
Garbage and Trash	Large rubber tractor tracks, each.	NA	$100.00	11/4/2013
Garbage and Trash	Scale out weighing, one weight from stored weights, one weight is new.	NA	$8.00	11/4/2013
Garbage and Trash	Scale in weighing, weigh a vehicle in and out.	NA	$10.00	11/4/2013
Garbage and Trash	Sale of dirt, pickup or small trailer loaded by hand.	NA	$5.00	11/4/2013
Garbage and Trash	Transfer trailer rent and transportation (within city limits and extraterritorial zoning jurisdiction only), per load.	~~NA~~ 10-29	~~Actual cost of shipping,~~ $250.00 plus landfill gate fee~~, and transfer station inspection fee plus $50.00~~	~~11/4/2013~~ 10/1/2016
Health and Sanitation	Public pool operating permit (class B, C, D, E, or F pools).	11-47	$50.00	10/1/2013
Permits and Business Regulations	Circus, annual fee (not required for non-profit or civic clubs).	13-17(a)	$500.00	
Permits and Business Regulations	Carnival, daily fee.	13-17(b)	$50.00	
Permits and Business Regulations	Salvage yard permit annual fee.	13-42(a)	$50.00	
Permits and Business Regulations	Antique and used merchandise annual permit.	13-58(a)	$25.00	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Permits and Business Regulations	Auction permit, annual fee.	13-58(a)	$25.00	
Permits and Business Regulations	Second hand dealer permit, annual fee.	13-58(a)	$25.00	
Permits and Business Regulations	Pawnbroker's permit, annual fee.	13-71(b)	$100.00	11/21/2011
Permits and Business Regulations	Telecommunications occupation tax.	13-80(a)	3% gross receipts	
Permits and Business Regulations	Failure of telephone company to provide statement of quarterly gross receipts subject to occupation tax.	13-82(b)	$25,000.00	
Permits and Business Regulations	Itinerant merchant (occupation tax), per vehicle annually.	13-113(a)	$100.00	11/21/2011
Permits and Business Regulations	Peddler/solicitor (occupation tax), 3 month permit.	13-113(b)	$25.00	11/21/2011
Permits and Business Regulations	Peddler/solicitor (occupation tax) renewal, 3 month permit.	13-113(b)	$10.00	11/21/2011
Permits and Business Regulations	Peddler/solicitor (occupation tax) per vehicle, 3 month permit.	13-113(b)	$5.00	11/21/2011
Permits and Business Regulations	Street vendor/temporary merchant (occupation tax), annually.	13-113(c)	$75.00	11/21/2011
Permits and Business Regulations	Street vendor/temporary merchant (occupation tax), per vehicle, annually.	13-113(c)	$5.00	11/21/2011
Permits and Business Regulations	Appeal of denied itinerant merchant, peddler, solicitor, street vendor, or temporary merchant permit, non-refundable.	13-117	$100.00	11/21/2011

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Permits and Business Regulations	Games of chance (occupation tax).	13-143	5% of gross receipts per quarter	
Permits and Business Regulations	Distributing gambling devices (occupation tax).	13-144	5% of gross receipts per quarter	
Permits and Business Regulations	Gambling device permit fee per location.	13-148	$10.00	
Permits and Business Regulations	Hotel lodging (occupation tax)	13-163	4% of gross receipts	2/1/2011
Permits and Business Regulations	Restaurant and alcohol sales (occupation tax)	13-183	2% of gross receipts	2/1/2011
Permits and Business Regulations	Horse-drawn carriage business license	13-202	$25.00	11/21/2011
Mobile Homes and Mobiles Home Parks	Mobile home park permit, plus $1.00 per space.	15-33	$25.00 + $1.00 per space	
Nuisances	Administrative weed/litter/drainage fee.	17-16	$25.00	
Nuisances	Weed abatement fee.	17-16	Cost as billed by contractor plus $0.01 per square foot if weeds are controlled by the city	
Nuisances	Litter removal.	17-16	Actual cost of litter removal	
Nuisances	Stagnant water mitigation.	17-16	Actual cost of draining and filling to remove stagnant water	
Nuisances	Graffiti removal.	17-55(c)	Actual cost to remove graffiti	
Response to Large Parties	Large party response fee.	20-8	Actual cost	
Streets and Sidewalks	Sidewalk mobilization fee.	22-23(c)	$100.00	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Streets and Sidewalks	Construction or repair of sidewalks per square foot.	22-23(c)	$10.00	
Streets and Sidewalks	Under concrete pavement minimum fee, includes first 2 square yards.	22-68(a)	$375.00	
Streets and Sidewalks	Under concrete pavement, cost per additional square yard or fraction thereof.	22-68(a)	$75.00	
Streets and Sidewalks	Under gravel or earth roads minimum fee, includes first 2 square yards.	22-68(a)	$120.00	
Streets and Sidewalks	Under gravel or earth roads, cost per additional square yard or fraction thereof.	22-68(a)	$40.00	
Streets and Sidewalks	Concrete paving cuts, cost per foot.	22-68(a)	$5.00	
Streets and Sidewalks	Concrete paving cuts, minimum fee.	22-68(a)	$50.00	
Streets and Sidewalks	Sawing and removing curbs, cost per foot.	22-68(a)	$8.00	
Streets and Sidewalks	Removing curb and gutter, cost per foot.	22-68(a)	$5.00	
Streets and Sidewalks	Curb removal minimum fee.	22-68(a)	$100.00	
Streets and Sidewalks	Curb removal by grinding, permit fee.	22-68(a)	$15.00	
Streets and Sidewalks	Curb removal by grinding, cost per lineal foot.	22-68(a)	$9.50	
Streets and Sidewalks	Curb removal by grinding, minimum fee (non-inclusive of permit fee).	22-68(a)	$100.00	
Streets and Sidewalks	Curb removal by grinding, contractor permit fee.	22-68(a)	$15.00	
Streets and Sidewalks	Fill material for backfilling, cost per cubic yard.	22-68(a)	$7.00	
Streets and Sidewalks	Rental price per day: 12 foot barricade with legs.	22-68(b)	$3.00	
Streets and Sidewalks	Rental price per day: solar lights.	22-68(b)	$2.00	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Streets and Sidewalks	Rental price per day: plastic drum.	22-68(b)	$3.50	
Streets and Sidewalks	Replacement fee: each 12 foot barricade.	22-68(b)	$20.00	
Streets and Sidewalks	Replacement fee: each damaged "A" frame leg.	22-68(b)	$20.00	
Streets and Sidewalks	Replacement fee: each solar light.	22-68(b)	$25.00	
Streets and Sidewalks	Replacement fee: each plastic drum.	22-68(b)	$75.00	
Moving Buildings	Annual building mover's registration.	22-88	$100.00	
Moving Buildings	Single event building mover's fee.	22-88	$50.00	
Moving Buildings	Permit to move buildings.	22-98	$25.00	
Subdivisions	Lot boundary change filing fee.	23-16.1(b)	$100.00	
Subdivisions	Preliminary plat approval.	23-21	$100.00	
Subdivisions	Preliminary plat fee per lot.	23-21	$5.00	
Subdivisions	Final plat approval.	23-21	$100.00	
Subdivisions	Final plat fee per lot.	23-21	$5.00	
Subdivisions	Request for a waiver of minimum subdivision improvements.	23-48	$250.00	
Traffic	Impounded vehicle storage fee, first day.	24-152(c)	$25.00	
Traffic	Impounded vehicle storage fee, subsequent days.	24-152(c)	$5.00	
Traffic	Cost of towing an impounded vehicle.	24-152(c)	Actual cost	
Trees and Shrubbery	Failure to reimburse city for abatement of nuisance, in addition to cost of abatement.	25-2(d)	$25.00	
Water	Final reading required before new water and/or sewer service.	26-2	$30.00	
Water	Water and/or sewer service turn on fee for newly constructed residences and businesses.	26-2	$30.00	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Water	Water system tap fee.	26-11(a)	$95.00 + materials	
Water	Connection to water system, per front foot of property.	26-11(b)	$5.00	
Water	Restoration of water service during normal business hours.	26-18	$30.00	
Water	Restoration of water service outside of normal business hours.	26-18	$45.00	
Water Rates and Charges	Water usage rate for the first 660 cubic feet of water inside city limits.	26-41(b)	minimum fee for meter size	
Water Rates and Charges	Water usage rate per 100 cubic feet from 660 to 6,660 cubic feet of water inside city limits.	26-41(b)	~~$1.29~~ $1.40	10/1/2016
Water Rates and Charges	Water usage rate per 100 cubic feet from 6,660 to 33,660 cubic feet of water inside city limits.	26-41(b)	~~$1.03~~ $1.12	10/1/2016
Water Rates and Charges	Water usage rater per 100 cubic feet for water usage over 33,660 cubic feet inside city limits.	26-41(b)	~~$0.91~~ $0.99	10/1/2016
Water Rates and Charges	Water usage rate for the first 660 cubic feet of water outside city limits.	26-41(b)	minimum fee for meter size	
Water Rates and Charges	Water usage rate per 100 cubic feet from 660 to 6,660 cubic feet of water outside city limits.	26-41(b)	~~$2.58~~ $2.81	10/1/2016
Water Rates and Charges	Water usage rate per 100 cubic feet from 6,660 to 33,660 cubic feet of water outside city limits.	26-41(b)	~~$2.06~~ $2.25	10/1/2016
Water Rates and Charges	Water usage rater per 100 cubic feet for water usage over 33,660 cubic feet outside city limits.	26-41(b)	~~$1.52~~ $1.66	10/1/2016
Water Rates and Charges	Minimum charge for 5/8 inch water meter within city limits, per bi-monthly billing period.	26-41(c)	~~$11.40~~ $12.42	~~4/5/2012~~ 10/1/2016

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Water Rates and Charges	Minimum charge for 3/4 inch water meter within city limits, per bi-monthly billing period.	26-41(c)	~~$12.35~~ $13.46	~~4/5/2012~~ 10/1/2016
Water Rates and Charges	Minimum charge for 1 inch water meter within city limits, per bi-monthly billing period.	26-41(c)	~~$14.50~~ $15.80	~~4/5/2012~~ 10/1/2016
Water Rates and Charges	Minimum charge for 1 1/2 inch water meter within city limits, per bi-monthly billing period.	26-41(c)	~~$26.50~~ $28.89	~~4/5/2012~~ 10/1/2016
Water Rates and Charges	Minimum charge for 2 inch water meter within city limits, per bi-monthly billing period.	26-41(c)	~~$41.00~~ $44.69	~~4/5/2012~~ 10/1/2016
Water Rates and Charges	Minimum charge for 3 inch water meter within city limits, per bi-monthly billing period.	26-41(c)	~~$78.00~~ $85.02	~~4/5/2012~~ 10/1/2016
Water Rates and Charges	Minimum charge for 4 inch water meter within city limits, per bi-monthly billing period.	26-41(c)	~~$120.00~~ $130.80	~~4/5/2012~~ 10/1/2016
Water Rates and Charges	Minimum charge for 6 inch water meter within city limits, per bi-monthly billing period.	26-41(c)	~~$230.00~~ $250.70	~~4/5/2012~~ 10/1/2016
Water Rates and Charges	Minimum charge for 5/8 inch water meter outside city limits, per bi-monthly billing period.	26-41(c)	~~$22.80~~ $24.85	~~4/5/2012~~ 10/1/2016
Water Rates and Charges	Minimum charge for 3/4 inch water meter outside city limits, per bi-monthly billing period.	26-41(c)	~~$24.70~~ $26.92	~~4/5/2012~~ 10/1/2016
Water Rates and Charges	Minimum charge for 1 inch water meter outside city limits, per bi-monthly billing period.	26-41(c)	~~$29.00~~ $31.61	~~4/5/2012~~ 10/1/2016
Water Rates and Charges	Minimum charge for 1 1/2 inch water meter outside city limits, per bi-monthly billing period.	26-41(c)	~~$53.00~~ $57.77	~~4/5/2012~~ 10/1/2016
Water Rates and Charges	Minimum charge for 2 inch water meter outside city limits, per bi-monthly billing period.	26-41(c)	~~$82.00~~ $89.38	~~4/5/2012~~ 10/1/2016
Water Rates and Charges	Minimum charge for 3 inch water meter outside city limits, per bi-monthly billing period.	26-41(c)	~~$156.00~~ $170.04	~~4/5/2012~~ 10/1/2016

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Water Rates and Charges	Minimum charge for 4 inch water meter outside city limits, per bi-monthly billing period.	26-41(c)	~~$240.00~~ $261.60	~~4/5/2012~~ 10/1/2016
Water Rates and Charges	Minimum charge for 6 inch water meter outside city limits, per bi-monthly billing period.	26-41(c)	~~$460.00~~ $501.40	~~4/5/2012~~ 10/1/2016
Water Rates and Charges	Service fee: delinquent charges collected more than once in a 12 month period.	26-46(a)	$30.00	
Sewers	Connection to, extension or alteration of, existing sewer lines per front foot of property.	26-58(a)	$5.00	
Sewers	Building sewer application, permit, and inspection fee (building sewer terminated in sewer main).	26-59(b)	$20.00	12/2/2013
Sewers	Building sewer application, permit, and inspection fee (building sewer terminated in manhole).	26-59(l)	$20.00	12/2/2013
Sewers	Appeal of decision of city engineer.	26-64(a)	$500.00 + publication and court reporter costs	11/4/2013
Sewers	Individual sewage system construction permit filing fee.	26-80	$50.00	
Water and Sewer Inspection	Inspection of water, sewer or disposal system as a condition of the sale of real estate or for the financing thereof.	26-86(c)	$50.00	
Wastewater Treatment	Residential and commercial waste water treatment, minimum bi-monthly charge.	26-97(e)	~~$23.57~~ $24.34 ($25.11 effective 9/1/2017)	~~9/1/2015~~ 10/1/2016
Wastewater Treatment	Additional charge per 100 cubic feet of waste water over 400 cubic feet of waste water per bi-monthly billing period.	26-97(e)	~~$1.67~~ $1.86 ($2.05 effective 9/1/2017)	~~9/1/2015~~ 10/1/2016

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Wastewater Treatment	Normal charge, per 1,000,000 gallons, for wastewater of greater strength than normal domestic sewage where BOD is equal or less than 300mg/L, TSS is equal or less than 300mg/L, and TKN is equal to or less than 40 mg/L.	26-97(f)	~~$2,222.56~~ $2,474.24 ($2,740.64 effective 9/1/2017)	~~9/1/2015~~ 10/1/2016
Wastewater Treatment	Charge for biological oxygen demand (BOD) for high strength waste.	26-97(f)	$0.1913 per pound above 300mg/L	9/1/2015
Wastewater Treatment	Charge for total suspended solids (TSS) for high strength waste.	26-97(f)	$0.1961 per pound above 300 mg/L	10/1/2012
Wastewater Treatment	Charge for total Kjeldahl nitrogen for high strength waste.	26-97(f)	$0.6986 per pound above 40 mg/L	9/1/2015
Wastewater Treatment	Minimum charge for mud pit waste disposed of at the wastewater plant's dump station.	26-97(i)	~~$155.00~~ $165.00, plus transfer station tipping fees established in section 10-28	~~9/1/2015~~ 10/1/2016
Wastewater Treatment	Minimum charge for septic waste.	26-97(i)	$67.00 per 1,800 gallon load	10/1/2011
Wastewater Treatment	Sewer reconnection fee, inside normal business hours for users of city sewer and water.	26-99.5	$30.00	
Wastewater Treatment	Sewer reconnection fee, outside normal business hours for users of city sewer and water.	26-99.5	$45.00	
Wastewater Treatment	Sewer only customers, second attempt to collect delinquent payment.	26-99.6	$15.00	
Wastewater Treatment	Sewer only customers, third and subsequent attempts to collect delinquent payment.	26-99.6	$30.00	
Wastewater Treatment	Exposure and disconnection of sewer.	26-99.6	Actual cost	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Wastewater Treatment	Permit to discharge waste industrial waste into a public sewer.	26-141(c)	$100.00	
Zoning	Application of appeal to zoning board of adjustment.	27-31(3)	$500.00 + publication costs	10/1/2013
Zoning	Amendment to zoning district map.	27-38(b)	$300.00 + publication costs	
Zoning	Conditional use permit.	27-56(2)a	$300.00 + publication costs	
Zoning	Release of a temporary sign removed from public right-of-way and held in the street division's enclosed yard.	27-323(a)4	$50.00	
Zoning	Post-platting hard surface waiver filing fee.	27-351	$250.00 + publication costs	
Miscellaneous: Administration	Returned check fee	NA	$25.00	10/1/2011
Miscellaneous: Baseball fields	Practice and games, annual per team.	NA	$70.00	10/6/2014
Miscellaneous: Cabin Rentals	Club house daily rental fee.	NA	$60.00	
Miscellaneous: Cabin Rentals	Club house refundable damage deposit (cash only).	NA	$100.00	2/19/2013
Miscellaneous: Cabin Rentals	Elkhorn lodge daily rental fee.	NA	$200.00	2/19/2013
Miscellaneous: Cabin Rentals	Elkhorn lodge refundable damage deposit (cash only).	NA	$200.00	2/19/2013
Miscellaneous: Cabin Rentals	Shelter house daily rental fee.	NA	$35.00	
Miscellaneous: Cabin Rentals	Shelter house refundable damage deposit (cash only).	NA	$100.00	2/19/2013
Miscellaneous: Cabin Rentals	Woodland cabin daily rental fee.	NA	$45.00	
Miscellaneous: Cabin Rentals	Woodland cabin refundable damage deposit (cash only).	NA	$100.00	2/19/2013
Miscellaneous: Cross country course	Practice and meets, annual per team	NA	$40.00	10/6/2014

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Miscellaneous: Fire Department	Copy of a fire report.	NA	$10.00	
Miscellaneous: Fire Department	Copy of plat, mailed.	NA	$6.00	11/4/2013
Miscellaneous: Fire Department	Detailed zoning verification questionnaire response	NA	$50.00	10/1/2011
Miscellaneous: Fire Department	Detailed code compliance questionnaire response	NA	$50.00	10/1/2011
Miscellaneous: Fire Department	Special operations/activities.	NA	Actual cost	
Miscellaneous: Fire Department	Subpoenaed copy of a rescue report.	NA	$10.00	
Miscellaneous: Football/soccer Field	Adult practice Category 1 group, per hour (2 hour minimum)	NA	$100.00	4/5/2012
Miscellaneous: Football/soccer Field	Adult practice Category 2 group, per hour (2 hour minimum)	NA	$125.00	4/5/2012
Miscellaneous: Football/soccer Field	Adult game, single Category 1 group	NA	$750.00	4/5/2012
Miscellaneous: Football/soccer Field	Adult game, single Category 2 group	NA	$1,000.00	4/5/2012
Miscellaneous: Football/soccer Field	Adult tournament Category 1 group, per day	NA	$1,000.00	4/5/2012
Miscellaneous: Football/soccer Field	Adult tournament Category 2 group, per day	NA	$1,250.00	4/5/2012
Miscellaneous: Football/soccer Field	Youth practice, Category 1 group, per hour (2 hour minimum)	NA	$50.00	4/5/2012

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Miscellaneous: Football/soccer Field	Youth practice, Category 2 group, per hour (2 hour minimum)	NA	$75.00	4/5/2012
Miscellaneous: Football/soccer Field	Youth games outside of regular season, (i.e. tournaments) Category 1 groups	NA	$250.00	4/5/2012
Miscellaneous: Football/soccer Field	Youth games outside of regular season, (i.e. tournaments) Category 2 groups	NA	$250.00	4/5/2012
Miscellaneous: Football/soccer Field	Special event	NA	To be determined by nature of event	4/5/2012
Miscellaneous: Football/soccer Lockers	Adult, per day (depending upon availability)	NA	$500.00	4/5/2012
Miscellaneous: Library	Late book fee, per day.	NA	$.10	10/1/2011
Miscellaneous: Library	Late DVD fee, per day.	NA	$1.00	
Miscellaneous: Library	Late ~~E-reader~~ hotspot fee, per day	NA	$5.00	~~10/1/2011~~ 10/1/2016
Miscellaneous: Library	Late video fee, per day.	NA	$1.00	
Miscellaneous: Library	Late audio book fee, per day.	NA	$0.10	
Miscellaneous: Library	Late CD fee, per day.	NA	$.25	10/1/2011
Miscellaneous: Library	Late video game fee, per day	NA	$1.00	10/1/2011
Miscellaneous: Library	Photo copy, each.	NA	$0.10	
Miscellaneous: Library	Lost materials.	NA	Actual cost of replacement	
Miscellaneous: Library	Genealogy research fee.	NA	$10.00	
Miscellaneous: Library	Interlibrary loan: microfilm/roll.	NA	$3.00	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Miscellaneous: Parking	Replacement parking tag	NA	$25.00	2/3/2014
Miscellaneous: Parking stall rental	Annual fee	NA	$55.00	10/1/2013
Miscellaneous: Parking stall rental	Quarterly fee	NA	$15.00	10/1/2013
Miscellaneous: Parks	Overnight camping in Ta-Ha-Zouka Park, per night	NA	$18.00	10/1/2011
Miscellaneous: Parks	Overnight camping in Ta-Ha-Zouka Park (primitive), per night	NA	$12.00	4/5/2012
Miscellaneous: Parks	Reservable picnic shelter	NA	$35.00	10/1/2011
Miscellaneous: Parks	Reservable stage at Central Park	NA	$35.00	9/1/2015
Miscellaneous: Parks	Reservable stage at Skyview Park	NA	$35.00	9/1/2015
Miscellaneous: Police Department	Copy of an accident report, picked up.	NA	$3.00	
Miscellaneous: Police Department	Copy of an accident report, mailed.	NA	$4.00	
Miscellaneous: Police Department	Records subpoena.	NA	$18.00	
Miscellaneous: Police Department	Copy of a video.	NA	$20.00	
Miscellaneous: Police Department	Copy of a photo.	NA	$1.00/sheet	
Miscellaneous: Police Department	Criminal history check.	NA	$5.00	

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Miscellaneous: Police Department	Finger printing.	NA	$10.00	
Miscellaneous: Police Department	Towed vehicle.	NA	Towing Cost	
Miscellaneous: Police Department	Towed vehicle storage, first day.	NA	$25.00	
Miscellaneous: Police Department	Towed vehicle, subsequent days.	NA	$5.00	
Miscellaneous: Police Department	Gun permit (background check).	NA	$5.00	
Miscellaneous: Police Department	Breath test related to DUI.	NA	$35.00	
Miscellaneous: Police Department	Blood/urine test related to DUI.	NA	$155.00	10/1/2013
Miscellaneous: Recreational Programs	Girls softball, per child.	NA	$15.00	10/1/2011
Miscellaneous: Recreational Programs	Girls softball, late registration, per child.	NA	$18.00	10/1/2011
Miscellaneous: Recreational Programs	Kreative Kids per child, per session.	NA	$20.00	10/1/2011
Miscellaneous: Recreational Programs	Men's basketball, per team.	NA	$255.00	10/1/2011
Miscellaneous: Recreational Programs	Women's volleyball, per team.	NA	$160.00	10/1/2011
Miscellaneous: Recreational Programs	Coed volleyball, per team.	NA	$160.00	10/1/2011

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Miscellaneous: Recreational Programs	Summer girl's volleyball, per team.	NA	$120.00	
Miscellaneous: Recreational Programs	Summer girl's basketball, per team.	NA	$250.00	
Miscellaneous: Recreational Programs	Men's flag football, per team.	NA	$220.00	10/1/2011
Miscellaneous: Recreational Programs	Swimming lessons, per student.	NA	$45.00	8/15/2016
Miscellaneous: Soccer fields (other than Veterans Memorial)	Practice and games, annual per team.	NA	$40.00	10/6/2014
Miscellaneous: Softball fields	Practice and games, annual per team.	NA	$70.00	10/6/2014
Miscellaneous: Street Department	Special operations/activities.	NA	Actual cost	
Miscellaneous: Swimming Pool Admissions	AquaVenture Daily admission: youth (age 5-15).	NA	$6.00	10/1/2012
Miscellaneous: Swimming Pool Admissions	AquaVenture Daily admission: adult (age 16-54).	NA	$8.00	10/1/2012
Miscellaneous: Swimming Pool Admissions	AquaVenture Daily admission: senior (age 55 & up).	NA	$7.00	10/1/2012
Miscellaneous: Swimming Pool Admissions	AquaVenture Family daily admission: (2 adults & up to 4 children).	NA	$32.00	10/1/2012

Category	Description of Fee	Municipal Code Reference	Fee	Date Last Modified
Miscellaneous: Swimming Pool Admissions	Liberty Bell, daily admission.	NA	$3.00	10/1/2011
Miscellaneous: Swimming Pool Admissions	Individual season pass: youth (age 5-15).	NA	$80.00	10/1/2011
Miscellaneous: Swimming Pool Admissions	Individual season pass: adult (age 16-54).	NA	$90.00	10/1/2011
Miscellaneous: Swimming Pool Admissions	Individual season pass: senior (age 55 & up).	NA	$80.00	10/1/2011
Miscellaneous: Swimming Pool Admissions	Family season pass.	NA	$190.00	10/1/2011
Miscellaneous: Swimming Pool Admissions	Children 4 and under.	NA	Free	10/1/2011
Miscellaneous: Tennis	Practice and meets, annual per team.	NA	$40.00	10/6/2014
Miscellaneous: Tournaments	Category 1 group		10% of gate fee *or* 5% of entry fee	10/6/2014
Miscellaneous: Tournaments	Category 2 group		20% of gate fee *or* 10% of entry fee	10/6/2014

Section 2. That the operative date of this Ordinance shall be October 1, 2016.

Section 3. That the effective date of this Ordinance shall be from and after its passage, approval and publication in pamphlet form as required by law.

PASSED AND APPROVED this _____ day of September, 2016.

ATTEST: _____
Sue Fuchtman, Mayor

_____
Elizabeth A. Deck, City Clerk

Approved as to form: _____
Clint Schukei, City Attorney

SUBDIVISION APPLICATION

FORM A

1. Subdivision Name: Thoendel's Addition to the Madison County, NE
2. Subdivision Location: Lots 7, 9 & part of 10 & Tract 2 of Summerer Administrative Boundary Change in NE4 of 19-24N-1W, Madison County, NE
3. Owner's Name: William Thoendel & LuAnn Carter, John Halsey, and Jason West & Jill Planer
4. Owner's Home Address: 4202 Piedmont Avenue, Nebraska, NE 68701 (Thoendel)
5. Telephone Number Work N/A
   Home N/A
   Cell 402-640-3482 (Thoendel)
6. Developer's Name: William Thoendel & LuAnn Carter
7. Developer's Address: 4202 Piedmont Avenue, Nebraska, NE 68701
8. Engineer: Schroeder Land Surveying, Norfolk, NE Phone: 402-371-7400
9. Present use of property: Residential
10. Desired use of property: Residential
11. Present Zoning: Ag & S-R
12. Legal Description: See attached sheet
13. Area of subject property, square feet and/or acres: Lot One: 1.37 Acres; Lot Two: 1.93 Acres & Lot Three: 2.19 Acres

William E Thoendel
luann carter
Signature of Owner

OR

Signature of Authorized Agent

RECEIVED
JUL 28 2016

Return Completed forms to: Norfolk Planning Commission; 701 Koenigstein; Norfolk, NE 68701 Rev: 02-2004

SUBDIVISION APPLICATION

FORM A

1. Subdivision Name: Thoendel's Addition to the Madison County, NE
2. Subdivision Location: Lots 7, 9 & part of 10 & Tract 2 of Summerer Administrative Boundary Change in NE4 of 19-24N-1W, Madison County, NE
3. Owner's Name: William Thoendel & LuAnn Carter, John Halsey, and Jason West & Jill Planer
4. Owner's Home Address: 4202 Piedmont Avenue, Nebraska, NE 68701 (Thoendel)
5. Telephone Number Work _____

   Home _____

   Cell 402-640-3482 (Thoendel)
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RECEIVED
JUL 28 2016

John Halsey
Signature of Owner

OR

_____
Signature of Authorized Agent

Return Completed forms to: Norfolk Planning Commission; 701 Koenigstein; Norfolk, NE 68701 Rev: 02-2004

SUBDIVISION APPLICATION

FORM A

1. Subdivision Name: Thoendel's Addition to the Madison County, NE
2. Subdivision Location: Lots 7, 9 & part of 10 & Tract 2 of Summerer Administrative Boundary Change in NE4 of 19-24N-1W, Madison County, NE
3. Owner's Name: William Thoendel & LuAnn Carter, John Halsey, and Jason West & Jill ~~Planer~~ West
4. Owner's Home Address: 4202 Piedmont Avenue, Nebraska, NE 68701 (Thoendel)
5. Telephone Number Work _____

   Home _____

   Cell 402-640-3482 (Thoendel)
6. Developer's Name: William Thoendel & LuAnn Carter
7. Developer's Address: 4202 Piedmont Avenue, Nebraska, NE 68701
8. Engineer: Schroeder Land Surveying, Norfolk, NE Phone: 402-371-7400
9. Present use of property: Residential
10. Desired use of property: Residential
11. Present Zoning: Ag & S-R
12. Legal Description: See attached sheet
13. Area of subject property, square feet and/or acres: Lot One: 1.37 Acres; Lot Two: 1.93 Acres & Lot Three: 2.19 Acres

RECEIVED
JUL 28 2016

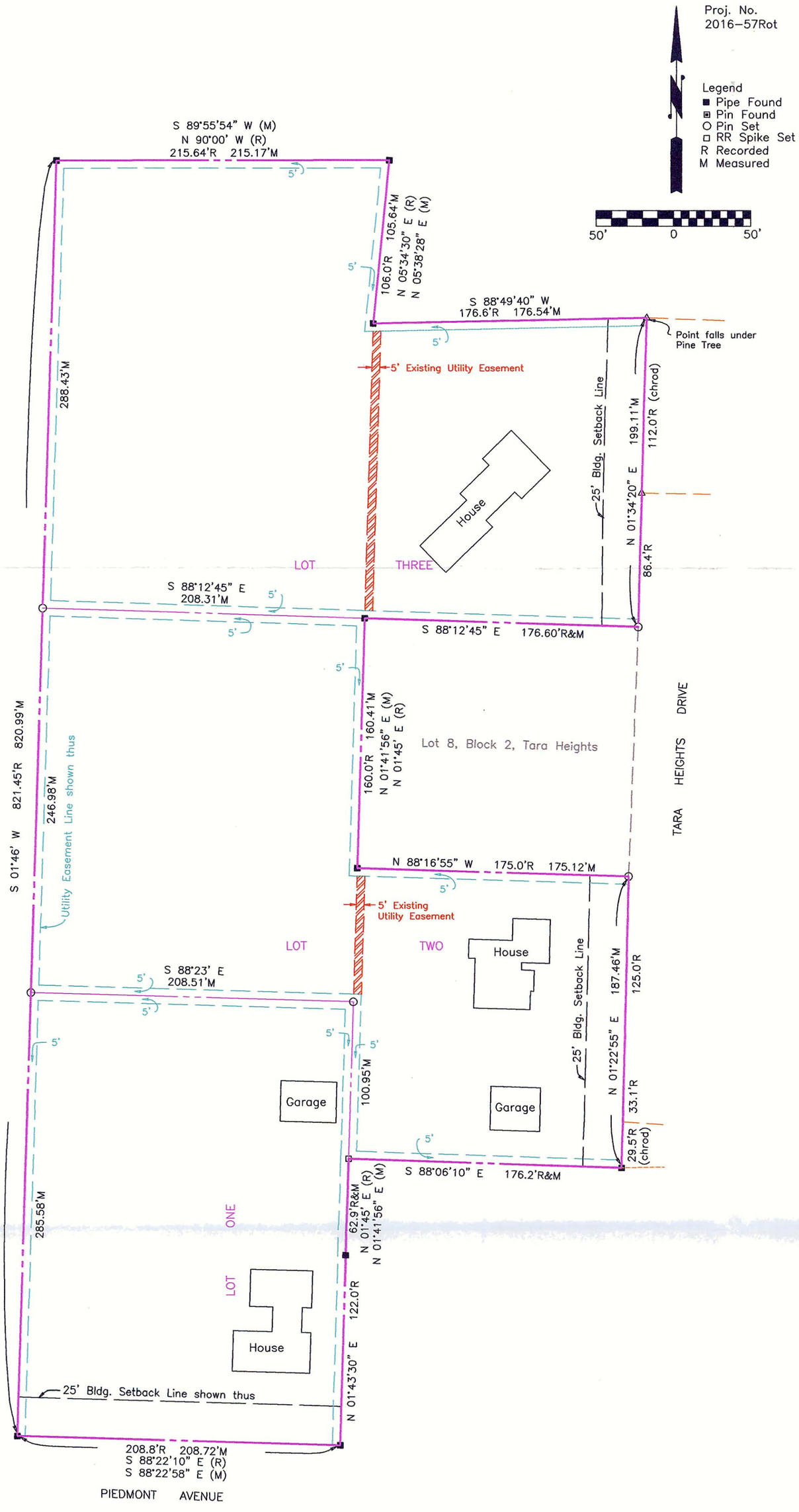
X _____
Signature of Owner

OR

X _____
Signature of Authorized Agent

Return Completed forms to: Norfolk Planning Commission; 701 Koenigstein; Norfolk, NE 68701 Rev: 02-2004

THOENDEL'S ADDITION to Madison County, Nebraska



Lot	Area	Address	Tax ID
One	1.37 acres	4202 Piedmont Avenue	590147153
Two	1.93 acres	805 Tara Heights Dr.	590168665
Three	2.19 acres	901 Tara Heights Dr.	590168649

Notes:
1) Bearings are based on Grid North (US/NAD83/NE Datum) based on direct observation using G.P.S. equipment on the HPRTK Network.
2) Distances shown on the Plat are Horizontal Ground Distances.
3) A four (4) foot sidewalk shall be constructed by the owner on the street side or sides of each lot in the addition abutting on a platted street as provided for by Ordinance No. 3780 of the City of Norfolk passed and approved on April 1, 1991.

Owners Certificate

We, the undersigned, sole owners of the real estate described in the Surveyors Statement, have caused said real estate to be platted into Lots One, Two & Three, to be known hereinafter as THOENDEL'S ADDITION to Madison County, Nebraska; do hereby dedicate the streets, avenues, drives, roads, and alleys and other public grounds to the use and benefit of the public and provided further are easements as shown on this plat.

_____ _____
William Thoendel LuAnn Carter

_____ _____
Jason West Jill Planer
now known as Jill West

_____ _____
John Halsey

State of Nebraska)
County of Madison)
The foregoing instrument was acknowledged before me this _____ day of _____, 2016, by William Thoendel and LuAnn Carter.

My commission expires: _____ _____
Notary Public

State of Nebraska)
County of Madison)
The foregoing instrument was acknowledged before me this _____ day of _____, 2016, by Jason West and Jill Planer now known as Jill West.

My commission expires: _____ _____
Notary Public

State of Nebraska)
County of Madison)
The foregoing instrument was acknowledged before me this _____ day of _____, 2016, by John Halsey.

My commission expires: _____ _____
Notary Public

APPROVAL

The foregoing and within plat, dedication and instrument was approved by the Planning Commission of the City of Norfolk, Madison County, Nebraska on this _____ day of _____, 2016.

_____
Chairman

APPROVAL

The foregoing and within plat, dedication and instrument was approved by the Honorable Mayor of the City of Norfolk, Madison County, Nebraska, by resolution duly passed on this _____ day of _____, 2016.

Attest: _____ _____
City Clerk Mayor

WAIVER

We, William Thoendel & LuAnn Carter, John Halsey, and Jason West & Jill Planer, are the owners of the real estate described hereon and hereby waive any right of claims as a result of damages occasioned by the establishment of grades or alterations of the surface.

_____ _____
William Thoendel LuAnn Carter

_____ _____
John Halsey

_____ _____
Jason West Jill Planer
now known as Jill West

State of Nebraska)
County of Madison)
This is to certify that this instrument was filed for record by the Register of Deeds Office at _____ __M on this _____ day of _____, 2016.

_____
Register of Deeds

Surveyors Statement

I, LaVern F. Schroeder, Registered Land Surveyor in the State of Nebraska, have made a survey of THOENDEL'S ADDITION to Madison County, Nebraska; that the Plat attached hereto is the original, accurate, true and correct plat of said THOENDEL'S ADDITION to Madison County, Nebraska; that said plat accurately and correctly reflects all of the lots, blocks, streets, avenues, alleys, parks, commons, and other grounds in said THOENDEL'S ADDITION, all of which are correctly designated and shown on the attached plat; that I surveyed and platted said THOENDEL'S ADDITION consisting of Lots One, Two & Three at the instance and request of the owner.

The tract of land comprising said Addition is more particularly described as follows:
Lot 7, Block 2 of Tara Heights in Madison County, Nebraska
AND
Lot 9 & all of Lot 10, Block 2, Tara Heights in Madison County, Nebraska
, except that part of Lot 10 described as follows: commencing at the Southwest corner of Lot 10, Block 2; thence North 62.9 feet; thence East 176.2 feet to the East line of said Lot 10; thence in a Southeasterly direction along the East line of said Lot 10, a distance of 63 feet to the Southeast corner of said Lot 10; thence West 184.8 feet to the place of beginning, all being in Block 2, Tara Heights in Madison County, Nebraska
AND

Tract 2 of Summerer Administrative Boundary Change recorded in Cabinet 2 of Plats, page 54B, described as follows:

A tract of land lying wholly in the Northeast ¼ of Section 19, Township 24 North, Range 1 West of the 6th P.M., Madison County, Nebraska, more particularly described as follows:

Beginning at a point on the ¼ section line 646.8 feet North and 40.2 feet East of the Southwest corner of the Northeast ¼ of said Section 19;
thence East 168.6 feet to the Southwest corner of Lot 11 of Tara Heights in Madison County, Nebraska;
thence North 122.0 feet to the Northwest corner of said Lot 11;
thence West 168.6 feet;
thence South 122.0 feet to the point of beginning and containing 0.47 acres more or less.

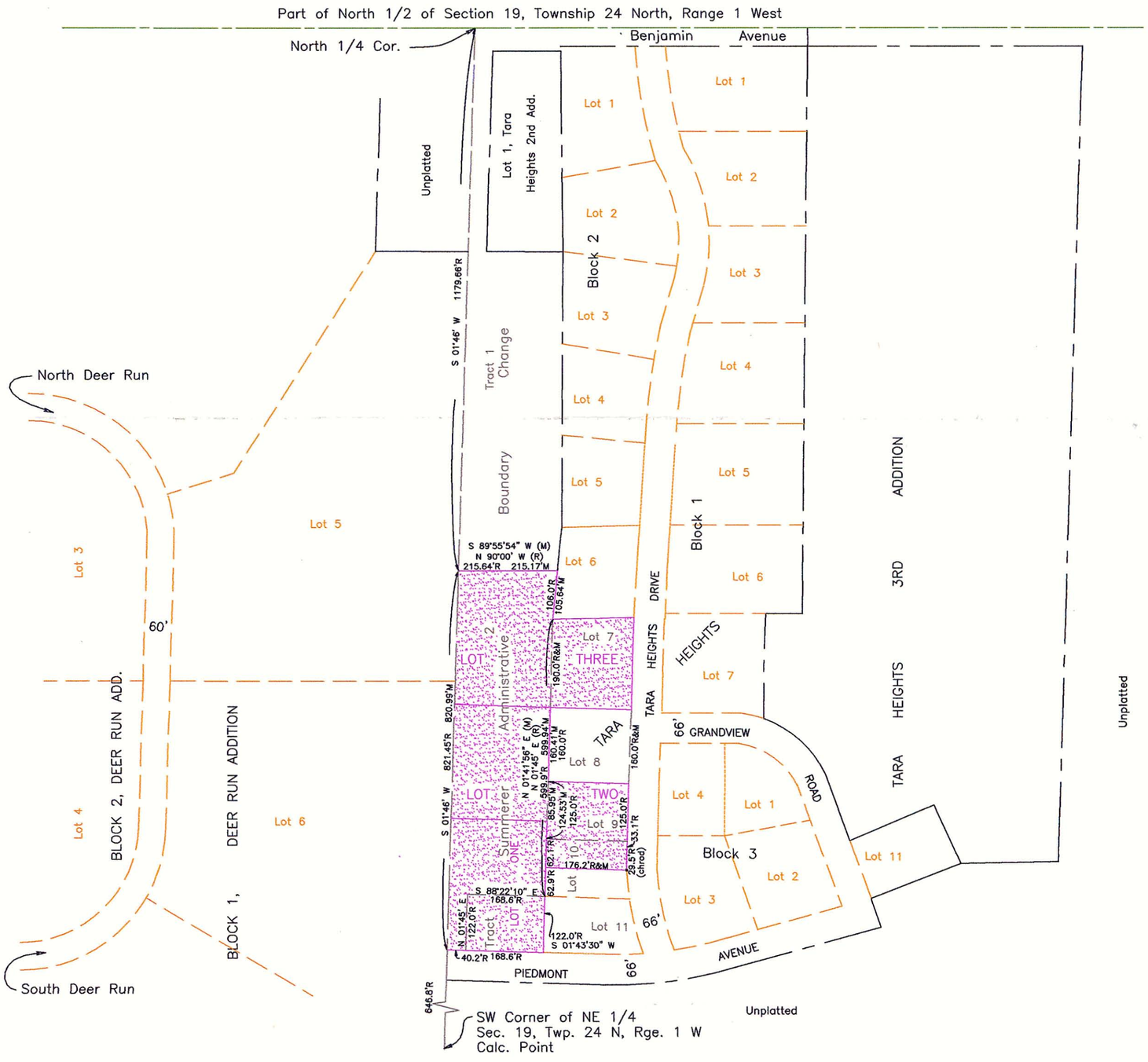
And A tract of land lying wholly in the Northeast ¼ of Section 19, Township 24 North, Range 1 West of the 6th P.M., Madison County, Nebraska, more particularly described as follows:

Commencing at the North ¼ corner of said Section 19;
thence South, on the ¼ section line, on an assumed bearing of South 01 degree 46 minutes West a distance of 1179.66 feet to the point of beginning;
thence continuing South 01 degrees 46 minutes West, on the ¼ section line, 821.45 feet to a point 646.8 feet North of the Southwest corner of the Northeast ¼ of said Section 19;
thence South 88 degrees 22 minutes 10 seconds East 40.2 feet, on a line if extended East would intersect the Southwest corner of Lot 11 of Tara Heights in Madison County, Nebraska;
thence North 01 degrees 45 minutes East 122.0 feet;
thence South 88 degrees 22 minutes 10 seconds East 168.6 feet to the Northwest corner of said Lot 11;
thence North 01 degree 45 minutes East 599.9 feet, along the Westerly line of said Tara Heights, to the Northwest corner of Lot 7 of said Tara Heights;
thence North 05 degrees 34 minutes 30 seconds East 106.0 feet along the Westerly line of said Tara Heights to a point 94.0 feet from the Northwest corner of Lot 6 of said Tara Heights;
thence North 90 degrees 00 minutes West 215.64 feet to the point of beginning and containing 3.48 acres more or less

I hereby state that I have executed this instrument on this 10th day of August, 2016.

_____
LaVern F. Schroeder
Registered Land Surveyor #312

Part of North 1/2 of Section 19, Township 24 North, Range 1 West



General Layout
1" = 100'

By the City of Norfolk, 309 N. 5th Street, Norfolk, NE 68701

RESOLUTION NO. 2016 - 41

BE IT RESOLVED BY THE CITY COUNCIL of the City of Norfolk, Nebraska, that the final plat of Thoendel's Addition to Madison County, Nebraska, more particularly described as follows:

Lot 7, Block 2 of Tara Heights in Madison County, Nebraska
AND
Lot 9 & all of Lot 10, Block 2, Tara Heights in Madison County, Nebraska, except that part of Lot 10 described as follows: commencing at the Southwest corner of Lot 10, Block 2; thence North 62.9 feet; thence East 176.2 feet to the East line of said Lot 10; thence in a Southeasterly direction along the East line of said Lot 10, a distance of 63 feet to the Southeast corner of said Lot 10; thence West 184.8 feet to the place of beginning, all being in Block 2, Tara Heights in Madison County, Nebraska
AND
Tract 2 of Summerer Administrative Boundary Change recorded in Cabinet 2 of Plats, page 54B, described as follows:
A tract of land lying wholly in the Northeast 1/4 of Section 19, Township 24 North, Range 1 West of the 6th P.M., Madison County, Nebraska, more particularly described as follows:
Beginning at a point on the 1/4 section line 646.8 feet North and 40.2 feet East of the Southwest corner of the Northeast 1/4 of said Section 19;
thence East 168.6 feet to the Southwest corner of Lot 11 of Tara Heights in Madison County, Nebraska; thence North 122.0 feet to the Northwest corner of said Lot 11; thence West 168.6 feet; thence South 122.0 feet to the point of beginning and containing 0.47 acres more or less.
And A tract of land lying wholly in the Northeast 1/4 of Section 19, Township 24 North, Range 1 West of the 6th P.M., Madison County, Nebraska, more particularly described as follows:
Commencing at the North 1/4 corner of said Section 19; thence South, on the 1/4 section line, on an assumed bearing of South 01 degree 46 minutes West a distance of

1179.66 feet to the paint of beginning; thence continuing South 01 degrees 46 minutes West, on the 1/4 section line, 821.45 feet to a point 646.8 feet North of the Southwest corner of the Northeast 1/4 of said Section 19; thence South 88 degrees 22 minutes 10 seconds East 40.2 feet, an a line if extended East would intersect the Southwest corner of Lot 11 of Tara Heights in Madison County, Nebraska; thence North 01 degrees 45 minutes East 122.0 feet ; thence South 88 degrees 22 minutes 10 seconds East 168.6 feet to the Northwest corner of said Lot 11; thence North 01 degree 45 minutes East 599.9 feet, along the Westerly line of said Tara Heights, to the Northwest corner of Lot 7 of said Tara Heights; thence North 05 degrees 34 minutes 30 seconds East 106.0 feet along the Westerly line of said Tara Heights to a point 94.0 feet from the Northwest corner of Lot 6 of said Tara Heights; thence North 90 degrees 00 minutes West 215.64 feet to the point of beginning and containing 3.48 acres more or less.

duly made, acknowledged and certified, be and the same is hereby approved and ordered, filed and recorded in the office of Register of Deeds, Madison County, Nebraska.

PASSED AND APPROVED this _____ day of _____, 20____.

_____
Sue Fuchtman, Mayor

ATTEST:

_____ (SEAL)
Elizabeth A. Deck, City Clerk

Approved as to form: _____
Clint Schukei, City Attorney

The foregoing instrument was acknowledged before me this _____ day of

_____, 20_____ by _____,_____

_____
Signature of Notary Public

_____
Printed Name of Notary Public

City of Norfolk
NEBRASKA
progress. right at home.

309 N 5th St
Norfolk, NE 68701
P402-844-2280 F402-844-2028
www.ci.norfolk.ne.us

August 16, 2016

Honorable Mayor
and
City Council

Dear Mayor and Council:

On August 16, 2016 the Norfolk Planning Commission reviewed the final plat of Thoendel's Addition located between Tara Heights and Deer Run Addition.

All items required for the final plat approval have been submitted.

The Planning Commission recommends approval of the final plat of Thoendel's Addition with a vote of (7-0).

Sincerely,

Brian Lundy

Brian Lundy, Chair
Norfolk Planning Commission

APPLICATION FOR WAIVER OF SUBDIVISION REQUIREMENTS

Name of applicant **Paul & Betsy Feilmeier**

Mailing Address **3105 West Eisenhower Avenue** Phone **(402)-371-3243**

Authorized Agent **Richard C. Johnson**

Mailing Address **701 Michigan Avenue** Phone **(402)-371-1255**

Relationship of applicant to property: Owner [x] Tenant [ ]

Years requested **20 Years**

When was subdivision approved? **Anticipate Approval August 15, 2016**

A waiver of minimum subdivision requirements is requested from the requirements set out in Chapter 23, Article I of the City Code of Norfolk for property

addressed as **3105-3209 West Eisenhower Avenue**

and legally described as **Lots 1, 2, and 3 Feilmeier's Eisenhower Avenue Addition (Tentative Description Pending Approval**

and zoned as **R-R, Rural Residential**

Section of subdivision regulations waiver is for **23-46g, Sidewalks**

Explain nature of request and hardship

There are no sidewalks along Eisenhower Avenue at this time. A sidewalk on these lots would not run to another sidewalk. Additionally, Eisenhower Avenue may be reconstructed prior to sidewalks being built along it which would quite possibly result in removal and replacement of a sidewalk built now.

Provide a sketch with this application including the application area, existing and proposed structures, appropriate dimensions and any other pertinent information.

The applicant hereby declares that all information submitted is true to the best of his knowledge and that all information required has been submitted.

RECEIVED
JUL 25 2016

Signature _____ Applicant

_____ Authorized Agent

Return Completed forms to: Norfolk Planning Commission; 309 N 5th Street; Norfolk, NE 68701

By the City of Norfolk 309 N. 5th Norfolk, NE 68701

RESOLUTION NO. 2016-42

WHEREAS, Paul and Betsy Feilmeier, have filed an application for a waiver of subdivision requirements outlined by Norfolk City Code 23-48 relative to sidewalk installation at Feilmeier's Eisenhower Avenue Addition; and

WHEREAS, the Norfolk Planning Commission on the 16th day of August, 2016, reviewed the applicant's request for a waiver and forwarded their recommendation to the Mayor and City Council; and

NOW, THEREFORE, in consideration of the above recitals the Mayor and City Council of the City of Norfolk, Nebraska, hereby adopt the following resolution:

BE IT RESOLVED by the Mayor and City Council of the City of Norfolk, Nebraska, that Paul and Betsy Feilmeier, are approved for a waiver from sidewalk installation requirements detailed in the Subdivision Regulations of the Norfolk City Code, for Feilmeier's Eisenhower Avenue Addition, consisting of part of the West 814.60 feet of the NE ¼ of the NW ¼ of Section 17, Township 24 North, Range 1 West of the 6th P.M., Madison County, Nebraska, more particularly described as follows:

> Referring to the Northwest corner of the NE 1/4 of the NW 1/4 of said Section 17; thence proceeding East, along the North line of the NE 1/4 of the NW 1/4 of said Section 17, on an assumed bearing of N89°59'42"E, 292.92 feet to the point of beginning; thence continuing N89°59'42"E, along the North line of the NE 1/4 of the SE 1/4 of said Section 17, 521.67 feet; thence S00°14'55"E, 581.99 feet; thence S89°59'42"W, 521.67 feet to a point which is 292.92 feet East of the West line of the NE 1/4 of the NW 1/4 of said Section l7; thence N00°14'55"W, 581.99 feet to the point of beginning. Said tract of land contains 6.97 acres, more or less.

BE IT RESOLVED by the Mayor and City Council that the following conditions are

hereby attached to said waiver as follows:

1. That said waiver is for ten years or until sidewalks are installed in the abutting area, whichever occurs first. Any modification or extension of said waiver shall be approved by the Mayor and City Council after recommendation by the Norfolk Planning Commission.

2. The site plan of Lot 1 of the development shall include provisions and grading for future sidewalk installation. This area shall remain free from landscaping or other land development that would prohibit future sidewalk installation.

3. Any future development site plans of Lot 2 shall include provisions and grading for future sidewalk installation. This area shall remain free from landscaping or other land development that would prohibit future sidewalk installation.

4. The City Council reserves the right to request the installation of sidewalks at any time, regardless of this or any other waiver.

PASSED AND APPROVED this _____ day of _____, 20____.

_____
Sue Fuchtman, Mayor

ATTEST:

_____
Elizabeth A. Deck, City Clerk

Approved as to form: _____
City Attorney

Acknowledgement

The foregoing instrument was acknowledged before me this ____ day of _____ 20_____, by Sue Fuchtman, Mayor, and Elizabeth A. Deck, City Clerk, both on behalf of the City of Norfolk, NE.

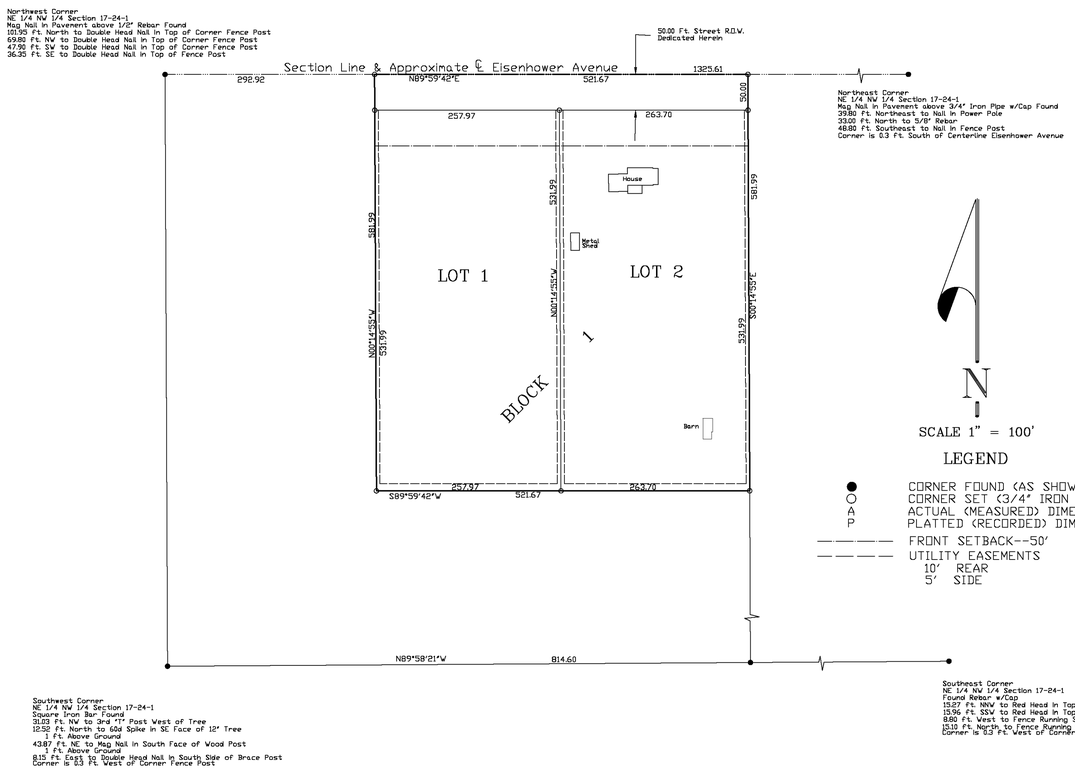
_____
Signature of Notary Public

_____
Printed Name of Notary Public

FEILMEIER'S EISENHOWER AVENUE ADDITION

MADISON COUNTY, NEBRASKA

CONSISTING OF PART OF THE WEST 814.60 FEET OF THE NE 1/4 OF THE NW 1/4 OF SECTION 17, TOWNSHIP 24 NORTH, RANGE 1 WEST OF THE 6TH P.M., MADISON COUNTY, NEBRASKA

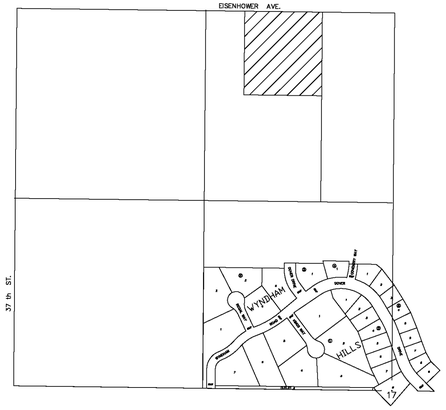


SCALE 1" = 100'

LEGEND

●	CORNER FOUND (AS SHOWN)
O	CORNER SET (3/4" IRON PIPE)
A	ACTUAL (MEASURED) DIMENSION
P	PLATTED (RECORDED) DIMENSION
————	FRONT SETBACK--50'
— — — —	UTILITY EASEMENTS 10' REAR 5' SIDE

NW 1/4 SECTION 17-24-1



VICINITY SKETCH

Not to Scale

LOT AREAS	STREET ADDRESSES
BLOCK 1	BLOCK 1
LOT 1 - 3.16 ACRES	LOT 1 - 3201 West Eisenhower Avenue
LOT 2 - 3.22 ACRES	LOT 2 - 3105 West Eisenhower Avnue

NOTE: A four (4) foot sidewalk shall be constructed by the owner on the street side or sides of each lot in the addition abutting on a platted street as provided for by Ordinance No. 3780 of the City of Norfolk passed and approved on April 1, 1991.

SURVEYOR'S CERTIFICATE

I, RICHARD C. JOHNSON, REGISTERED LAND SURVEYOR IN THE STATE OF NEBRASKA, HAVE DIRECTED AND SUPERVISED THE SURVEY OF A TRACT OF A LAND LYING WHOLLY IN THE WEST 814.60 FEET OF THE NE 1/4 OF THE NW 1/4 OF SECTION 17, TOWNSHIP 24 NORTH, RANGE 1 WEST OF THE 6TH P.M., MADISON COUNTY, NEBRASKA. SAID TRACT OF LAND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

REFERRING TO THE NORTHWEST CORNER OF THE NE 1/4 OF THE NW 1/4 OF SAID SECTION 17; THENCE PROCEEDING EAST, ALONG THE NORTH LINE OF THE NE 1/4 OF THE NW 1/4 OF SAID SECTION 17, ON AN ASSUMED BEARING OF N89°59'42"E, 292.92 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING N89°59'42"E, ALONG THE NORTH LINE OF THE NE 1/4 OF THE NW 1/4 OF SAID SECTION 17, 521.67 FEET; THENCE S00°14'55"E, 581.99 FEET; THENCE S89°59'42"W, 521.67 FEET TO A POINT WHICH IS 292.92 FEET EAST OF THE WEST LINE OF THE NE 1/4 OF THE NW 1/4 OF SAID SECTION 17; THENCE N00°14'55"W, 581.99 FEET TO THE POINT OF BEGINNING. SAID TRACT OF LAND CONTAINS 6.97 ACRES, MORE OR LESS.

I HAVE SUBDIVIDED SAID TRACT OF LAND INTO LOTS 1 AND 2, BLOCK 1 TO BE HEREINAFTER KNOWN AS FEILMEIER'S EISENHOWER AVENUE ADDITION, MADISON COUNTY, NEBRASKA, CONSISTING OF PART OF THE WEST 814.60 FEET OF THE NE 1/4 OF THE NW 1/4 OF SECTION 17, TOWNSHIP 24 NORTH, RANGE 1 WEST OF THE 6TH P.M., MADISON COUNTY, NEBRASKA AS SHOWN ON THE PLAT HEREIN.

I CERTIFY THAT THE PLAT HEREIN IS THE ORIGINAL, ACCURATE AND CORRECT PLAT OF SAID FEILMEIER'S EISENHOWER AVENUE ADDITION AND THAT SAID PLAT ACCURATELY AND CORRECTLY REFLECTS ALL OF THE LOTS, BLOCKS, ROADS, STREETS, AVENUES, ALLEYS, PARKS, COMMONS, AND OTHER GROUNDS IN SAID ADDITION, ALL OF WHICH ARE CORRECTLY AND ACCURATELY STAKED OFF AND MARKED AND ARE DESIGNATED AND SHOWN ON THE PLAT HEREIN.

I CERTIFY THAT THE SURVEY AND PLAT WERE MADE AT THE INSTANCE AND REQUEST OF THE OWNERS OF SAID TRACT OF LAND WHO ARE HEREIN NAMED.

I CERTIFY THAT I HAVE EXECUTED THE ABOVE INSTRUMENT THIS _____ DAY OF _____, 2016.

_____
RICHARD C. JOHNSON, L.S. NO. 429

APPROVAL

THE FOREGOING AND WITHIN PLAT, APPROVED BY THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF NORFOLK, MADISON COUNTY, NEBRASKA BY RESOLUTION DULY PASSED THIS _____ DAY OF _____, 2016.

ATTEST:

_____ _____
ELIZABETH A. DECK, CLERK SUE FUCHTMAN, MAYOR

APPROVAL

THE FOREGOING AND WITHIN PLAT APPROVED BY THE PLANNING COMMISSION OF THE CITY OF NORFOLK, MADISON COUNTY, NEBRASKA THIS _____ DAY OF _____, 2016.

_____
BRIAN LUNDY, CHAIRMAN

DEDICATION & WAIVER

WE, PAUL FEILMEIER AND BETSY FEILMEIER, HUSBAND AND WIFE, ARE THE SOLE OWNERS OF THE TRACT OF LAND DESCRIBED HEREIN. WE HAVE CAUSED TO BE MADE A SURVEY AND PLAT OF SAID TRACT OF LAND TO BE HEREINAFTER KNOWN AS FEILMEIER'S EISENHOWER AVENUE ADDITION, MADISON COUNTY, NEBRASKA, CONSISTING OF PART OF THE WEST 814.60 FEET OF THE NE 1/4 OF THE NW 1/4 OF SECTION 17, TOWNSHIP 24 NORTH, RANGE 1 WEST OF THE 6TH P.M., MADISON COUNTY, NEBRASKA. WE DO HEREBY DEDICATE THE STREETS, AVENUES, DRIVES, ROADS, AND PUBLIC GROUNDS DESIGNATED UPON AND REFERRED TO ON THE PLAT TO THE USE AND BENEFIT OF THE PUBLIC.

WE DO HEREBY PROVIDE EASEMENTS FOR THE CONSTRUCTION AND MAINTENANCE OF UTILITIES OF 5 FEET ALONG THE SIDE LOT LINES AND 10 FEET ALONG THE REAR LINE OF EACH LOT IN THE ADDITION AS SHOWN SHOWN ON THE PLAT HEREIN.

WE HEREBY WAIVE ANY RIGHT TO CLAIMS AS A RESULT OF DAMAGES OCCASIONED BY THE ESTABLISHMENT OF GRADES OR ALTERATIONS OF THE SURFACE OF ANY PORTION OF STREETS AND ALLEYS TO CONFORM TO ESTABLISHED GRADES.

_____ _____
BETSY FEILMEIER PAUL FEILMEIER

ACKNOWLEDGEMENT OF NOTARY

STATE OF NEBRASKA)
) S.S.
COUNTY OF MADISON)

THE FOREGOING WAS AGKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2016. BY PAUL FEILMEIER AND BETSY FEILMEIER, HUSBAND AND WIFE.

_____
NOTARY PUBLIC

_____
NOTARY PUBLIC (PRINTED NAME)

MY COMMISSION EXPIRES ON THE _____ DAY OF _____ , 20_____ , A.D.

CONSENT OF LIEN HOLDER

I, LARRY SCHOENFELDT, BEING A LIEN HOLDER ON THE TRACT OF LAND DESCRIBED IN THE SURVEYOR'S CERTIFICATE, DO HEREBY AGREE AND CONSENT TO THE PLATTING OF SAID TRACT OF LAND AS SHOWN HEREIN.

_____
LARRY SCHOENFELDT

ACKNOWLEDGEMENT OF NOTARY

STATE OF NEBRASKA)
) S.S.
COUNTY OF MADISON)

THE FOREGOING WAS AGKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2016. LARRY SCHOENFELDT.

_____
NOTARY PUBLIC

_____
NOTARY PUBLIC (PRINTED NAME)

MY COMMISSION EXPIRES ON THE _____ DAY OF _____ , 20_____ , A.D.

RESOLUTION NO. 2016 - 43

BE IT RESOLVED by the Mayor and City Council of the City of Norfolk, Nebraska, that after presentation of the City of Norfolk Capital Improvement Program, that:

The City of Norfolk Capital Improvement Program as presented and as filed in the office of the City Clerk be adopted as the official Capital Improvement Program for the current year.

PASSED AND APPROVED this 6th day of September, 2016.

ATTEST

_____ _____

City Clerk Mayor

(SEAL)

Approved as to form: _____

City Attorney

City of Norfolk
NEBRASKA
progress. right at home.

309 N 5th St
Norfolk, NE 68701
P402-844-2280 F402-844-2028
www.ci.norfolk.ne.us

August 16, 2016

Honorable Mayor
and
City Council

Dear Mayor and Council:

The Norfolk Planning Commission reviewed the City of Norfolk 2017-2026 Capital Improvement Plan on August 16, 2016.

It was presented by the Risk Manager, Lyle Lutt, and discussed in its entirety with the Planning Commission.

The Planning Commission recommends approval of the Capital Improvement Plan with a 7-0 vote.

Sincerely,

Brian Lundy

Brian Lundy, Chair
Norfolk Planning Commission

CAPITAL IMPROVEMENT PROGRAM
CITY OF NORFOLK, NEBRASKA
Fiscal Years 2016-2017 through 2025-2026

(2) PROJECT PRIORITY
A - Urgent
B - Necessary
C - Desirable

FUNDING SOURCE CODES:
CD Comm Dev Funds
GDS Go Bonds sold
GOC Go Bonds Proposed
PS Funds from Prop. Sales
GR General Revenues
RB Revenue Bonds
RS Revenue Sharing
SC Service Charges
SR Special Reserves
NBR State Revenues
UR Utility Revenues
GT Gas Tax Revenues
AS Assessments
FA Federal & State Grants
OF Other Funds
3AA Federal Highway Funds
ST Sales Tax
K Keno Funds
PST Public Safety Tax Anticipation Bonds
W911 Wireless E911 Funds
CP Council Priorities
LP Lease Purchase

(0) PROJ. NO.	Dept.	(1) PROJECT TITLE & DESCRIPTION	PROJECT FUNDED (Y/N)	(2) PROJECT PRIORITY	(3) TOTAL EST.PROJ. COST	(4) OUTSIDE FUNDS & SOURCES	(5) LOCAL FUNDS & SOURCES	(6) BUDGETED PRIOR TO 2016-2017	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
General Fund:																		
1.	Adm	Network Switches - All Divisions	Y	B	100,000		100,000				GR 100,000							
		Admin. General Revenues	**Y**	**GR**	**100,000**		**100,000**				**100,000**							
1.	Eng.	Radios	Y	B	15,080		15,080		LP 15,080									
		Engineering Lease Purchase	**Y**	**LP**	**15,080**		**15,080**		**15,080**									
1.	Str.	1995 IHC Tractor (2606) (new 2608)	Y	B	100,000	PS 15,000	85,000		GR 85,000									
2.	Str.	2000 IHC, Sander/Snow Plow (1140) (new 1151 4x4)	Y	B	115,000	PS 10,000	105,000		GR 105,000									
3.	Str.	Radios	Y	B	189,160		189,160		LP 189,160									
4.	Str.	2011 Tymco Sweeper (2713) (new	Y	B	180,000	PS 50,000	130,000			GR 130,000								
5.	Str.	Flood Control Renovation	Y	B	100,000		100,000			GR 100,000								
6.	Str.	Asphalt Storage Tank	Y	B	125,000	PS 50,000	75,000			GR 75,000								
7.	Str.	Spray Patcher	Y	B	235,000		235,000			GR 235,000								
8.	Str.	1987 Sicard 8' Snow Blower (2204)	Y	B	85,000	PS 20,000	65,000				GR 65,000							
9.	Str.	1999 New Holland Tractor (2607)	Y	B	100,000	PS 15,000	85,000				GR 85,000							
10.	Str.	1996 IHC, snow plow 4x4 (1138) (new 1152)	Y	B	115,000	PS 10,000	105,000				GR 105,000							
11.	Str.	2006 Large Sewer Cleaner (20% share)	Y	B	90,000		90,000				GR 90,000							
12.	Str.	1994 John Deere Patrol (2408) (new 2410)	Y	B	130,000	PS 30,000	100,000					GR 100,000						
13.	Str.	2008 Ford Boom Truck (80229) (New 80230)	Y	B	90,000	PS 15,000	75,000					GR 75,000						
14.	Str.	1999 IHC Water Truck (1201) (new 81202)	Y	B	90,000	PS 5,000	85,000						GR 85,000					
15.	Str.	2005 Sterling Utility Box (Form Truck) (1145)	Y	B	65,000	PS 5,000	60,000						GR 60,000					
16.	Str.	2009 Fair 8' Snow Blower (2205)	Y	B	85,000	PS 20,000	65,000							GR 65,000				
17.	Str.	2015 Sweeper (2714) (new 2716)	Y	B	180,000	PS 50,000	130,000							GR 130,000				
18.	Str.	1996 IHC, Snow Plow 4x4 (1139) (new 1153)	Y	B	115,000	PS 10,000	105,000								GR 105,000			
19.	Str.	1996 IHC, snow plow 4x4 (1137) (1154)	Y	B	115,000	PS 10,000	105,000								GR 105,000			
20.	Str.	2000 IHC, Sander/Snow Plow (1141) (new 1155)	Y	B	100,000	PS 10,000	90,000									GR 90,000		
21.	Str.	2002 Freightliner, Snow Plow (1143) 4x4	Y	B	115,000	PS 10,000	105,000									GR 105,000		
22.	Str.	2012 Hyundai Front End Loader (2314)	Y	B	130,000	PS 30,000	100,000										GR 100,000	
23.	Str.	2001 IHC Snow Plow (1142) (Liquid)	Y	B	100,000	PS 10,000	90,000										GR 90,000	
24.	Str.	2013 Hyundai Front End Loader (2315)	Y	B	130,000	PS 30,000	100,000											GR 100,000
25.	Str.	2009 Sterling Utility Box (Form Truck #2) (1146)	Y	B	65,000	PS 5,000	60,000											GR 60,000
26.	Str.	2003 Freightliner, snow plow (1144)	Y	B	100,000	PS 10,000	90,000											GR 90,000
27.	Str.	Landscape Master Plan	Y	B	1,415,379		1,415,379	GR 235,410		GR 274,699		GR 192,535	GR 272,644	GR 245,652			GR 429,849	
		Street General Revenues	**Y**	**GR**	**3,850,379**		**3,850,379**		**190,000**	**814,699**	**345,000**	**367,535**	**417,644**	**440,652**	**210,000**	**195,000**	**619,849**	**150,000**

CAPITAL IMPROVEMENT PROGRAM
CITY OF NORFOLK, NEBRASKA
Fiscal Years 2016-2017 through 2025-2026

(2) PROJECT PRIORITY
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FUNDING SOURCE CODES:
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RS Revenue Sharing
SC Service Charges
SR Special Reserves
NBR State Revenues
UR Utility Revenues
GT Gas Tax Revenues
AS Assessments
FA Federal & State Grants
OF Other Funds
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		Street Trade In	**Y**	**PS**	**420,000**		**420,000**											
		Public Safety Bonds	**Y**	**PST**														
		Lease Purchase	**Y**	**LP**	**189,160**		**189,160**		**189,160**									
1.	Park	Johnson Park Enhancement	Y	B	87,500		52,500	K 35,000	K 52,500									
2.	Park	Trail Enhancement	Y	B	210,000		210,000					K 105,000			K 105,000			
3.	Park	Skyview Armor Coat	Y	B	90,000		90,000				K 30,000			K 30,000			K 30,000	
4.	Park	Liberty Bell Park Splash Pad	Y	C	420,350		420,350					K 70,350	K 350,000					
5.	Park	Southeast Trail Loop	Y	C	2,365,000		2,365,000				K 150,000	K 200,000	K 200,000	K 400,000	K 315,000	K 400,000	K 300,000	K 400,000
6.	Park	Ta-Ha-Zouka Phase III Soccer Fields	Y	C	210,000		210,000			K 100,000	K 110,000							
7.	Park	Skatepark Rebuild	Y	B	250,000	OF 125,000	125,000		K 125,000									
8.	Park	Radios	Y	B	42,160		42,160		LP 42,160									
9.	Park	North Victory Road Trail	Y	B	225,000	AS 55,000	170,000		GOC 170,000									
10.	Park	Flood Control Trail Under Omaha Ave	Y	B	234,000	FA 208,000	26,000		GR 26,000									
11.	Park	Flood Control Trail Under Omaha Ave	Y	B	26,000	OF 26,000												
12.	Park	Improvements to Park West of YMCA	Y	C	100,000		100,000		K 100,000									
13.	Park	Improvements to Park West of YMCA	Y	C	400,000		400,000		CP 400,000									
		Park General Revenues	**Y**	**GR**	**26,000**		**26,000**		**26,000**									
		Park Keno Funds	**Y**	**K**	**3,607,850**		**3,572,850**	**35,000**	**277,500**	**100,000**	**290,000**	**375,350**	**550,000**	**430,000**	**420,000**	**400,000**	**330,000**	**400,000**
		Federal & State Grants	**Y**	**FA**	**208,000**	**208,000**												
		Other Funds	**Y**	**OF**	**151,000**	**151,000**												
		Assessments	**Y**	**AS**	**55,000**	**55,000**												
		Lease Purchase	**Y**	**LP**	**42,160**		**42,160**		**42,160**									
		Council Priorities	**Y**	**CP**	**400,000**		**400,000**		**400,000**									
		GO Bonds Proposed	**Y**	**GOC**	**170,000**		**170,000**		**170,000**									
1.	Library	Library Addition	Y	A	4,060,000		4,060,000	ST 3,340,000	ST 2,500,000	ST 1,560,000								
		Sales Tax	**Y**	**ST**	**4,060,000**		**4,060,000**		**2,500,000**	**1,560,000**								
1.	Fire	Aerial to Replace 1974 Snorkel	Y	A	1,200,000	OF 600,000	600,000			PST 600,000								
2.	Fire	Ambulance to Replace 2006 Marque Ford Ambulance (Rescue 4)	Y	A	232,500		232,500				PST 232,500							
3.	Fire	Radios	Y	B	239,200		239,200		PST 239,200									
4.	Fire	Defibrillators - 3	Y	A	99,400		99,400		PST 99,400									
5.	Fire	Hazmat Equipment	Y	B	60,000		60,000					PST 60,000						
6.	Fire	Ambulance to Replace 2009 Chevy Ambulance (Rescue 2)	Y	B	232,500		232,500							PST 232,500				
7.	Fire	Pumper (Crash/Rescue) to Replace 2003 International Pumper (Engine 6)	Y	B	391,750		391,750									PST 391,750		
8.	Fire	Training Tower Repairs	Y	B	100,000		100,000					PST 100,000						
		Fire Public Safety Bonds	**Y**	**PST**	**1,955,350**		**1,955,350**		**338,600**	**600,000**	**232,500**	**160,000**		**232,500**		**391,750**		
		Other Funds	**Y**	**OF**	**600,000**	**600,000**												
		Federal & State Grants	**Y**	**FA**														
1.	Police	Records/CAD/Jail Software Upgrade	Y	B	440,000		440,000				PST 440,000							

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2.	Police	Wireless 911 portion of CAD Upgrade	Y	B	160,000		160,000				W911 160,000							
3.	Police	MDC Upgrade	Y	B	100,000		100,000						PST 100,000					
4.	Police	E911 Equipment	Y	B	62,000		62,000						PST 62,000					
5.	Police	E911 Equipment	Y	B	248,000		248,000						W911 248,000					
6.	Police	Boiler Replacement	Y	B	150,000		150,000							PST 150,000				
7.	Police	Radio Console Upgrade	Y	B	175,000		175,000									PST 175,000		
8.	Police	Radios	Y	B	139,760		139,760		PST 139,760									
		Police Public Safety Bonds	**Y**	**PST**	**1,066,760**		**1,066,760**		**139,760**		**440,000**		**162,000**	**150,000**		**175,000**		
		Wireless E911 Funds	**Y**	**W911**	**408,000**		**408,000**				**160,000**		**248,000**					
		General Fund Funding Sources:																
		General Revenues	Y	GR	3,976,379		3,976,379		216,000	814,699	445,000	367,535	417,644	440,652	210,000	195,000	619,849	250,000
		Trade In	Y	PS	420,000	420,000												
		Assessments	Y	AS	55,000	55,000												
		Public Safety Tax Anti. Bonds	Y	PST	3,022,110		3,022,110		478,360	600,000	672,500	160,000	162,000	382,500		566,750		
		Keno Funds	Y	K	3,572,850		3,572,850		277,500	100,000	290,000	375,350	550,000	430,000	420,000	400,000	330,000	400,000
		Lease Purchase	Y	LP	246,400		246,400		246,400									
		Council Priorities	Y	CP	400,000		400,000		400,000									
		Wireless E911	Y	W911	408,000		408,000				160,000		248,000					
		Other Funds	Y	OF	751,000	751,000												
		Sales Tax	Y	ST	4,060,000		4,060,000		2,500,000	1,560,000								
		GO Bonds Proposed	Y	GOC	170,000		170,000		170,000									
		Federal & State Grants	Y	FA	208,000	208,000	0											
Enterprise Fund:																		
1.	Water	1st & Braasch Water Main Replacement	Y	A	110,000		110,000			UR 17,000	UR 31,000	UR 31,000	UR 31,000					
2.	Water	Radios	Y	B	49,640		49,640		UR 49,640									
3.	Water	Trunking Equipment	Y	B	250,000		250,000		UR 250,000									
4.	Water	Water Line on Victory Road; Magnet Drive to Eisenhower Ave	Y	A	130,000		130,000		UR 130,000									
5.	Water	Industrial Tank at Victory Road and Benjamin Ave	Y	B	2,300,000		2,300,000		UR 2,300,000									
6.	Water	Water Extension on 1st Street & 13th Street to South Side of Elkhorn River	Y	C	1,150,000		1,150,000		RB 1,150,000									
7.	Water	Connect 1st Street Connection to 13th Street Connection	Y	C	620,000		620,000		RB 620,000									
8.	Water	West Vertical Well & Pipeline	Y	A	5,583,900		5,583,900					RB 1,861,300				RB 1,861,300	RB 1,861,300	
9.	Water	Zone 2 Northwest Line 12" 2Z1	Y	B	640,500		640,500				UR 640,500							
10.	Water	Sheridan Drive Line 12" 2Z2	Y	B	365,400		365,400				UR 365,400							
11.	Water	Zone 2 Southwest Line 12" 2Z3	Y	B	869,400		869,400				RB 869,400							
12.	Water	West Plant Transfer Pump Upgrade	Y	B	253,600		253,600									RB 253,600		
13.	Water	2006 Kubota Excavator (1/2 share)	Y	B	60,000		60,000						UR 60,000					
		Water Revenue Bonds	**Y**	**RB**	**8,476,900**		**8,476,900**		**1,770,000**		**869,400**	**1,861,300**				**2,114,900**	**1,861,300**	
		Water Utility Revenue	**Y**	**UR**	**3,905,540**		**3,905,540**		**2,729,640**	**17,000**	**1,036,900**	**31,000**	**91,000**					
1.	Sewer	Hwy 35 Interceptor	Y	B	1,065,000		1,065,000		RB 1,065,000									
2.	Sewer	Omaha Ave Lift Station & Force Main	Y	B	2,750,000		2,750,000		RB 2,750,000									
3.	Sewer	1st Street & Monroe Avenue Sewer Main Replacement	Y	A	530,000		530,000		UR 530,000									

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4.	Sewer	Sewer to Serve SW Corner of 25th Street and Eisenhower Ave from 13th Street	Y	C	475,000		475,000		RB 475,000									
5.	Sewer	1st Street & Braasch Avenue Sewer Main Replacement	Y	B	155,000		155,000			UR 23,300	UR 43,900	UR 43,900	UR 43,900					
6.	Sewer	Small Sewer Jet to Replace 1990 Sewer Jet	Y	A	150,000		150,000		UR 150,000									
7.	Sewer	Line 30" Sanitary Sewer from 8th & Omaha to 4th & Washington	Y	B	954,900		954,900			RB 954,900								
8.	Sewer	2006 Large Sewer Cleaner (80% share)	Y	C	360,000		360,000				RB 360,000							
9.	Sewer	Line 36" Sanitary Sewer from Bluff south on Chestnut south to Monroe	Y	C	1,820,400		1,820,400			RB 1,820,400								
10.	Sewer	Radios	Y	B	13,200		13,200		UR 13,200									
11.	Sewer	18th Street from Vicki Lane to Center. Center from 18th to Omaha & Omaha, Center to 14th	Y	C	950,000		950,000			UR 950,000								
12.	Sewer	Southwest Interceptor from 13th and Monroe 25th and 275	Y	B	2,450,000		2,450,000		RB 2,450,000									
13.	Sewer	Southeast Subsystem Phase 1 Southeast subsystem excluding area east of 1st & Sherwood	Y	C	1,549,000	AS 774,500	774,500									RB 774,500		
14.	Sewer	Replace Parkhill Liftstation	Y	C	320,000		320,000						UR 320,000					
15.	Sewer	2006 Kubota Excavator (1/2 share)	Y	B	60,000		60,000						UR 60,000					
16.	Sewer	Southeast Subsystem Phase 2 Southeast subsystem area east of 1st & Sherwood	Y	C	836,000	AS 418,000	418,000										RB 418,000	
		Sewer Revenue Bonds	**Y**	**RB**	**11,067,800**		**11,067,800**		**6,740,000**	**2,775,300**	**360,000**					**774,500**	**418,000**	
		Sewer Utility Revenue	**Y**	**UR**	**2,178,200**		**2,178,200**		**693,200**	**973,300**	**43,900**	**43,900**	**423,900**					
1.	WPC	Tractor Replacement (1/2 share)	Y	C	45,000		45,000									UR 45,000		
2.	WPC	Biosolids Study	Y	C	30,000		30,000				UR 30,000							
3.	WPC	Trickling Filter Distributor replacement (2)	Y	A	350,000		350,000		UR 350,000									
4.	WPC	#1 Primary Drive Replacement	Y	B	50,000		50,000			UR 50,000								
5.	WPC	Paint Primary & Thick Mechanisms (1 of 5)	Y	B	350,000		350,000			UR 70,000	UR 70,000			UR 70,000	UR 70,000	UR 70,000		
6.	WPC	Radio Replacement (9)	Y	B	38,400		38,400		UR 38,400									
7.	WPC	#1 Sludge Thickener Drive	Y	B	80,000		80,000			UR 80,000								
8.	WPC	#2 Primary Drive Replacement	Y	B	50,000		50,000			UR 50,000								
9.	WPC	SBR Underground Air Piping Replacement	Y	B	60,000		60,000				UR 60,000							
10.	WPC	Belt Filter Press Overhaul (1 of 2)	Y	B	300,000		300,000					RB 300,000						
11.	WPC	Biosolids Upgrade	Y	C	4,000,000		4,000,000						RB 4,000,000					
12.	WPC	PLC #5 & 6 Replacement	Y	C	95,000		95,000						UR 95,000					
13.	WPC	Trickling Filter A media	Y	C	550,000		550,000							UR 550,000				
14.	WPC	UV System Replacement	Y	C	250,000		250,000								RB 250,000			
15.	WPC	Spreader Box Replacement	Y	C	80,000		80,000									OF 80,000		
		WPC Revenue Bonds	**Y**	**RB**	**4,550,000**		**4,550,000**					**300,000**	**4,000,000**		**250,000**			
		WPC Utility Revenue	**Y**	**UR**	**1,698,400**		**1,698,400**		**388,400**	**250,000**	**160,000**		**95,000**	**620,000**	**70,000**	**115,000**		
		WPC Other Funds	**Y**	**OF**	**80,000**		**80,000**									**80,000**		
1.	Swmg	Trailer	Y	A	745,000		745,000		UR 74,500	UR 74,500	UR 74,500	UR 74,500	UR 74,500	UR 74,500	UR 74,500	UR 74,500	UR 74,500	UR 74,500
2.	Swmg	Radios	Y	B	24,000		24,000		UR 24,000									
3.	Swmg	Building	Y	B	1,000,000		1,000,000			UR 1,000,000								

CAPITAL IMPROVEMENT PROGRAM
CITY OF NORFOLK, NEBRASKA
Fiscal Years 2016-2017 through 2025-2026

(2) PROJECT PRIORITY
A - Urgent
B - Necessary
C - Desirable

FUNDING SOURCE CODES:
CD Comm Dev Funds
GDS Go Bonds sold
GOC Go Bonds Proposed
PS Funds from Prop. Sales
GR General Revenues
RB Revenue Bonds
RS Revenue Sharing
SC Service Charges
SR Special Reserves
NBR State Revenues
UR Utility Revenues
GT Gas Tax Revenues
AS Assessments
FA Federal & State Grants
OF Other Funds
3AA Federal Highway Funds
ST Sales Tax
K Keno Funds
PST Public Safety Tax Anticipation Bonds
W911 Wireless E911 Funds
CP Council Priorities
LP Lease Purchase

(0) PROJ. NO.	Dept.	(1) PROJECT TITLE & DESCRIPTION	PROJECT FUNDED (Y/N)	(2) PROJECT PRIORITY	(3) TOTAL EST.PROJ. COST	(4) OUTSIDE FUNDS & SOURCES	(5) LOCAL FUNDS & SOURCES	(6) BUDGETED PRIOR TO 2016-2017	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
4.	Swmg	Tractor (1/2 share)	Y	B	45,000		45,000									UR 45,000		
5.	Swmg	2 Over-the-Road Trucks	Y	B	220,000		220,000							UR 110,000				UR 110,000
6.	Swmg	Shag/spare OTR	Y	B	110,000		110,000				UR 110,000							
7.	Swmg	2 Shag (used)	Y	C	100,000		100,000						UR 50,000				UR 50,000	
8.	Swmg	Land Purchase	Y	C	140,000		140,000				UR 140,000							
9.	Swmg	Payloader (used; from streets)	Y	C	100,000		100,000										UR 100,000	
		Solid Waste Utility Revenue	**Y**	**UR**	**2,484,000**		**2,484,000**		**98,500**	**1,074,500**	**324,500**	**74,500**	**124,500**	**184,500**	**74,500**	**119,500**	**224,500**	**184,500**
		Solid Waste Grants	**Y**	**OF**														
		Enterprise Fund Funding Source:																
		Revenue Bonds	Y	RB	24,094,700		24,094,700		8,510,000	2,775,300	1,229,400	2,161,300	4,000,000		250,000	2,889,400	2,279,300	
		Utility Revenue	Y	UR	10,266,140		10,266,140		3,909,740	2,314,800	1,565,300	149,400	734,400	804,500	144,500	234,500	224,500	184,500
		Other Funds	Y	OF	80,000		80,000									80,000		