

**IN LIEU OF
DIRECTORS' MEETING
MONDAY, NOVEMBER 25, 2013**

I. CITY CLERK

II. MAYOR

1. Fiscal Impact Statement. Department: Police/Garage.
2. Fiscal Impact Statement. Department: Lincoln Fire & Rescue/Emergency Services.
3. NEWS RELEASE. Take steps now to prevent frozen pipes.
4. NEWS RELEASE. Residents urged to sign up now for "Snow Angels" program.
5. Administrative Regulation, #9. Use of Vehicles by City Employees.
6. NEWS ADVISORY. Mayor Beutler will hold a news conference Thursday, November 21, 10:00 a.m., 555 S. 10th Street, to discuss the final report on the Taking Charge citizen participation and the City's response.
7. NEWS RELEASE. Taking Charge participants want increased funding for street and sidewalk repair.

III. DIRECTORS CORRESPONDENCE

FINANCE/BUDGET

1. November sales tax reports reflecting September activity.
 - a) Actual Compared to Projected Sales Tax Collections;
 - b) Gross Sales Tax Collections (With Refunds Added Back In) 2009-2010 through 2013-2014;
 - c) Sales Tax Refunds 2009-2010 through 2013-2014; and
 - d) Net Sales Tax Collections 2009-2010 through 2013-2014.

PLANNING DEPARTMENT

1. Administrative Amendment No. 13068 approved by the Planning Director on November 12, 2013.

IV. COUNCIL MEMBERS

V. CORRESPONDENCE FROM CITIZENS

FISCAL IMPACT STATEMENT

DEPARTMENT/DIVISION: Police / Garage _____

DATE: 9/20/2013 _____

NEED			
<p>The Lincoln Police Garage needs to be replaced and we are asking for the funding in order to do a master plan study in order to have a better understanding of the funding needed to replace the facility. We have this in our CIP but have not allocated any funding for the project. In order to decide where funding will come from we need to have a better picture of the amount of funding needed. We did not have this in our current budget as we did not know we would need to have this study done this year. We are asking for funding from our enterprise account be allocated in our CIP budget to complete this study.</p>			
FUTURE IMPACT:	<input type="checkbox"/> Ongoing <input type="checkbox"/> Limited	Projected Completion Date <u>Master Plan/Survey January 2014</u>	
REVENUES GENERATED		LEGISLATIVE CHANGES	
		City	Yes <input type="checkbox"/> No <input type="checkbox"/>
		County	Yes <input type="checkbox"/> No <input type="checkbox"/>
		State	Yes <input type="checkbox"/> No <input type="checkbox"/>
IMPACT	Current Fiscal Year	Next Fiscal Year Annualized	
PERSONNEL (full time equivalents)			
PERSONNEL (cost) business unit: object code description			
SUPPLIES business unit: object code description			
OTHER SERVICES & CHARGES business unit: From Operating Fund to 404105.5621 object code description	\$30,000.00		
EQUIPMENT business unit: object code description			
TOTAL EXPENDITURES			
SOURCE OF REVENUES			

DIRECTOR _____

DATE _____

September 23, 2013

FINANCE DEPARTMENT COMMENTS	Availability of Appropriations: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	BUDGET OFFICER <u>Steve Walsh</u>
PURCHASING AGENT _____	
FINANCE DIRECTOR <u>Steve Walsh</u> DATE _____	

APPROVED: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	MAYOR <u>[Signature]</u>
	DATE _____

WHEN TO USE FISCAL IMPACT STATEMENT

1. Requesting transfer of operating appropriations.
2. Requesting increase in personnel (full time equivalents) appropriations.
3. Requesting transfer of capital improvement appropriations.
4. Requesting operational change not authorized during the budget process.
5. Requesting appropriations based on receipt of additional funds from outside sources.
6. Requesting use of Contingency funds.

HOW TO USE FISCAL IMPACT STATEMENT

NEED: There should be a detailed explanation of why a change to the previously approved budget is necessary. If the change will have any impact beyond the current fiscal year, it should also be noted.

FUTURE IMPACT: One of the boxes should be checked. An example of an item with ongoing impact would be a request for additional fte authorization that will also be requested in upcoming budgets. This would necessitate filling out the "Next Fiscal Year Annualized" column. An example of an item with limited impact would be asking for authorization to use salary savings for the one time purchase of equipment. If "Projected Completion Date" applies, please fill in.

REVENUES GENERATED: Please note if the request will affect current and future revenues.

LEGISLATIVE CHANGES: These boxes should be marked yes or no. Some of the actions this form is used for (transfer of capital improvement appropriations, Contingency Funds) require a City Council ordinance.

PERSONNEL (full time equivalents): Please note the number of fte's the request involves, if applicable.

PERSONNEL (cost), SUPPLIES, OTHER SERVICES AND CHARGES, EQUIPMENT: All entries in these boxes must have the business unit, object code, and object code description along with the dollar amount. Negative amounts must be indicated by brackets.

TOTAL EXPENDITURES: This box should contain the sum of the dollar amounts in the various expenditure categories.

SOURCE OF REVENUES: This box should contain the name of the fund the action is required for.

Summary of Department Projects

* Amounts are in thousands of dollars

Police Department

0344 - LPD Garage-Maintenance & Repair Facility;PhaseI(1) - 070400000344 - 2012/2013 FINAL

Group: (None) **Program:** (None)

Description: Replacement of the City-owned Police Garage at 635 J Street. The structure was originally constructed in the early 1930s and shows it's age and desrepair. It operates 24 hrs/day, 7 days/week and has become inadequate to service, store and repair LPD's fleet of approximately 268 police vehicles. Approximately 280 other City vehicles are maintained/repared annually. It is anticipated that the LPD's fleet will expand by 48-51 vehicles by 2015 based on current population growth and a stated goal of 1.5 officers per 1,000 population. The garage also supports the Lancaster Co. Sheriff's office fleet of approximately 30 law enforcement vehicles by providing "after hours" repairs on nights and weekends.

It is desirable to remain at or near the existing location due to land acquisition and construction costs. The proximity to the Justice and Law Enforcement Center, and the County-City Building is also desirable. A number of sworn LPD employees use parking located at the garage which reduces the demand for employee parking at that location. No additional FTE's are expected to be needed with this project.

Construction of a new facility that incorporates the latest in environmentally friendly, economical efficiencies such as radiant floor heat, geothermal heating system, and high efficiency lighting would save money in operational costs well into the future and be much better for the environment. (SUST CAT 3)

Phase One: LPD intends to seek professional planning and design services to determine the space needs, adjacencies, site requirements, and establish a budget in the form of a Master Plan.

Comp Plan Conformance: Generally Conforms with Plan **Anticipated Date In Service:**

Rating: A **Status:**Continued

Prior Appropriations	\$0.0	Six Year Total	\$40.0	Costs Beyond	\$0.0	Project Total	\$0.0
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Appropriations

G.O. Bonds	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	\$40.0
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Estimated Cost by Activity

Other	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	X
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FINANCE DEPARTMENT COMMENTS	Availability of Appropriations: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	BUDGET OFFICER <i>Steve Hallen</i>
	PURCHASING AGENT _____
FINANCE DIRECTOR <i>Steve Hallen</i>	DATE 11/12/13
APPROVED: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>[Signature]</i> 11/19/13

WHEN TO USE FISCAL IMPACT STATEMENT

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TOTAL EXPENDITURES: This box should contain the sum of the dollar amounts in the various expenditure categories.

SOURCE OF REVENUES: This box should contain the name of the fund the action is required for.

PUBLIC WORKS AND UTILITIES DEPARTMENT

Lincoln Water System, 2021 N. 27th Street, Lincoln, NE 68503, 402-441-7571

FOR IMMEDIATE RELEASE: November 20, 2013

FOR MORE INFORMATION: Steve Owen, Lincoln Water System, 402-441-5925

TAKE STEPS NOW TO PREVENT FROZEN PIPES

With the arrival of cold temperatures, the Lincoln Water System (LWS) reminds property owners to take steps to protect pipes from freezing. LWS officials say the most common problems are associated with irrigation systems that have not been properly winterized. The pipe or backflow device can freeze and break causing costly damage and high water bills. Other locations where pipes can freeze are along exterior walls, in poorly insulated structures and in unheated basements, crawl spaces, attached garages and cabinets.

LWS recommends property owners take the following precautions:

- Properly drain and winterize lawn irrigation systems.
- Remove hoses from exterior faucets. Most newer homes have freeze-proof faucets which drain water when the hose is removed. Older homes may have a valve inside the home that needs to be shut off.
- Make sure that all areas with plumbing are heated. Space heaters should only be used according to manufacturer instructions and only when supervised.
- If pipes are concealed in accessible spaces near exterior walls, open cabinet doors to allow warmer air to reach the pipes.
- Heat tape should be installed according to manufacturer instructions or by a licensed plumber.
- Running a small amount of water from a kitchen or bathroom faucet for short intervals will usually keep pipes from freezing. About one cup of water every minute is recommended.
- Locate shut-off valves so that water can be shut off immediately if there is a leak or break in the plumbing system. The valves are usually near the water meter.

If your pipes do freeze, LWS recommends that property owners contact a licensed plumber who can locate the problem and safely unthaw and repair any broken pipes. Never use a flame or high heat device to unthaw pipes as this may damage piping or cause a fire.

More information on LWS is available at lincoln.ne.gov (keyword: water).

PUBLIC WORKS AND UTILITIES DEPARTMENT
555 South 10th Street, Lincoln, NE 68508, 402-441-7548

FOR IMMEDIATE RELEASE: November 20, 2013

FOR MORE INFORMATION: Diane Gonzolas, Citizen Information Center, 402-441-7831
Scott Opfer, Street and Traffic Operations, 402-525-5619

RESIDENTS URGED TO SIGN UP NOW **FOR “SNOW ANGELS” PROGRAM**

With winter weather on its way, the Public Works and Utilities Department reminds residents that volunteers are needed to shovel snow for those who are unable to clear their sidewalks and driveways. The Public Works and Utilities Department’s Snow Angels program links volunteers willing to shovel snow with residents who need the service. Individuals or organization wishing to volunteer for snow removal as part of the program may sign up online at lincoln.ne.gov (keyword: snow).

In addition to 51 individuals and one business, three churches have signed up to participate – St. Luke United Methodist Church, South Gate United Methodist Church and Crossbridge Christian Church. Scott Opfer, Street and Traffic Operations Manager, urged individuals and organizations to sign up before it snows so the service is available when it is needed. He said the program helped with snow removal at about 500 locations across the City, and many requested assistance due to health problems.

Those who need the help can find volunteers near their home online or by calling the Snow Center 402-441-7644 during regular business hours. Due to limited staffing, those needing assistance are asked to wait until after it has snowed to call the Snow Center for assistance.

Aging Partners has a separate snow removal program for low-income seniors who live in their homes, have no family or neighbors who can help with snow removal, and are physically unable to do snow removal for themselves. To determine if a senior is eligible, call Aging Partners Handyman Program at 402-441-7030 or 7031.

ADMINISTRATIVE REGULATION

City of Lincoln

SUBJECT: Use of Vehicles by City Employees	EFFECTIVE DATE: November 1, 2013	A.R. NO.: 9
APPLIES TO: All Departments and Divisions	SUPERSEDES: AR#9 Issued 12-01-2001	Page 1 of 2

PURPOSE:

To establish policies and procedures governing the use of vehicles owned by the City and privately-owned vehicles used by City employees for official City business.

SCOPE:

Applies to all employees.

GENERAL:

The privilege of operating a City-owned vehicle within the scope of an employee's official duties shall be considered incidental to employment and under no circumstance shall be considered an assumed right. The Fleet Manager of the Police Garage will conduct an annual review of City vehicle use. Any violation of this policy may subject an employee to disciplinary action pursuant to the Personnel Code.

POLICY:

- (1) The use of all City-owned vehicles is strictly limited to conducting only the official business of the City.
- (2) No employee shall be allowed to drive a City vehicle home, except in the circumstances described below:
 - (a) An individual is required by a department head to perform after hours work with specially-equipped vehicles. An employee may take a specially-equipped vehicle home only when it is authorized in writing by the department head. A request to take a specially-equipped vehicle home shall provide the employee's job title, the type of vehicle and special equipment carried on the vehicle, and the reason it is necessary for the employee to drive the vehicle home. Automobiles, minivans and sport utility vehicles are not specially-equipped vehicles.
 - (b) The department head has authority to approve a vehicle being taken home for a specific scheduled event.
- (3) When a City department head determines that the use of a vehicle will serve the best interests of the City for travel outside Lincoln, preference should be given to the use of a City-owned vehicle rather than a private vehicle. Use of a private vehicle for City business outside Lincoln and the reimbursement of expenses for that use should not ordinarily be approved by a department head if a City-owned vehicle could instead be used by the department employee. A private vehicle may be approved for use and the expense thereof reimbursed when travel is within Lincoln or when no City-owned vehicle is reasonably available for use or when, in the judgment of the department head, circumstances make use of a City-owned vehicle impractical or inadvisable for other reasons.

ADMINISTRATIVE REGULATION

City of Lincoln

SUBJECT: Use of Vehicles by City Employees	EFFECTIVE DATE: November 1, 2013	A.R. NO.: 9
APPLIES TO: All Departments and Divisions	SUPERSEDES: AR#9 Issued 12-01-2001	Page 2 of 2

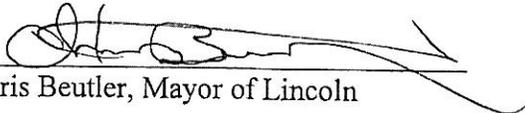
- (4) City Employees who wish to be reimbursed for mileage must first verify if a city pool car is available. If a city pool car is not available the employee, with their Directors permission, may be reimbursed for mileage using a personal vehicle.

No employee shall receive reimbursement for use of a personal vehicle driven between his or her residence and place of employment. At the end of a business day, if an employee has traveled in a personal vehicle from his or her place of employment to another location in the City, the employee may be reimbursed either for the mileage to return to their office or the mileage to drive to their home whichever is less.

No employee shall receive reimbursement for mileage during a lunch break, unless they are on preapproved per diem out of town travel. Employees driving a City-owned vehicle are only permitted to drive to the nearest eating establishment for lunch breaks.

- (5) Pools of vehicles are established by department when necessary. It is the responsibility of the department head to provide for the effective use of the pool vehicles operated by their department and keep department records of the usage sufficient to charge mileage to the appropriate budget. The intent is to have City-owned vehicles available to employees who, because of business mileage driven or type of work performed, have the greatest need to operate a City-owned vehicle. It is also the intent to minimize the amount of personal mileage reimbursement necessary.
- (6) Unless specifically exempted in writing by the Mayor, all City vehicles must be clearly identified by a door decal or conspicuous official markings identifying the department that operates the vehicle.
- (7) As stated in AR#23 smoking is prohibited in all vehicles owned by the City.
- (8) All employees operating a City vehicle shall obey all posted speed limits and traffic laws. Emergency, rescue and public safety vehicles are permitted to exceed speed limits in cases of rescue, emergency and when necessary to enforce the law, protect the public or save lives.
- (9) Only City employees are permitted to drive a City-owned vehicle.

The foregoing Administrative Regulation, superseding Administrative Regulation No. 9 effective December 1, 2001, is hereby APPROVED.


Chris Beutler, Mayor of Lincoln
Date: 11-14-13

OFFICE OF THE MAYOR

555 South 10th Street, Lincoln, NE 68508, 402-441-7511

DATE: November 20, 2013

FOR MORE INFORMATION: Diane Gonzolas, Citizen Information Center, 402-441-7831

Mayor Beutler will discuss the final report on the Taking Charge citizen participation effort and the City's response to the public input at a news conference at **10 a.m. Thursday, November 21** in the **Mayor's Conference Room, County-City Building, 555 S. 10th Street.**

OFFICE OF THE MAYOR

555 South 10th Street, Lincoln, NE 68508, 402-441-7511

FOR IMMEDIATE RELEASE: November 21, 2013

FOR MORE INFORMATION: Diane Gonzolas, Citizen Information Center, 402-441-7831

Lisa PytlikZillig, Public Policy Center, 402-472-5678

**TAKING CHARGE PARTICIPANTS WANT
INCREASED FUNDING FOR STREET AND SIDEWALK REPAIR**

Mayor to announce action plan next week

Lincoln residents participating in the City's October Community Conversation on budget issues said the City should increase funding for street and sidewalk repair, but not at the expense of other City services. The October 19th discussion was part of the Taking Charge public engagement process that also included an online survey.

"Citizens want City Hall to take care of what we already have," Mayor Beutler said. "They demonstrated a clear preference for fixing the streets they drive every day. They want an end to the potholes that create wear and tear on vehicles. They want the neighborhood sidewalks to be safe, smooth routes for students walking to school, neighbors taking an evening stroll or people going to work, rather than barriers to movement."

The findings of the Community Conversation are part of the Taking Charge final report issued today. The City has partnered with the University of Nebraska Public Policy Center on the Taking Charge process since 2008. This year's efforts focused on a strategic plan of action. More than 1,100 people participating in an online survey this summer identified Safety and Security and Efficient Transportation as the top two outcomes. About 100 people participating in the Community Conversation focused on a strategic spending plan in those two areas.

Beutler said the discussion participants understand the importance of new roads and the South Beltway to promote economic development and ease congestion. But when it comes to budgeting with limited resources, rehabilitation of existing roads is the highest priority. And none of the discussion groups recommended general fund cuts to fund roads.

"They do not want parks, pools, libraries and aging services to be cut in order to put more money into roads," he said. "They appreciate what these amenities do for their families and their role in attracting people to our community. Strategic planning that pits roads against other services will split the community and run counter to the consensus we hope to achieve from this effort."

In the area of Safety and Security, online participants focused on keeping the crime rate low, but the discussion groups were more concerned with the eroding emergency response rate to the edges of the City.

- more -

Taking Charge
November 21, 2013
Page Two

“When presented with performance indicators for both crime rates and emergency response, participants told us that bringing more addresses into the five-minute response range had to be the City’s top public safety priority,” Beutler said. “They see the fire station relocation plan as a crucial component to the strategic planning that will emerge from these sessions.”

The Mayor said he would announce next week the first steps to focus on the challenges identified by citizens, followed by a comprehensive plan next spring.

“The challenges associated with infrastructure require a comprehensive, long-term strategy,” Beutler said. “Keeping families safe and secure demands a similar outlook. I want to take the time to develop a long-term plan that meets these challenges within the parameters set by the community during this process.”

Survey results and more information on the Taking Charge process are available at lincoln.ne.gov (keyword: taking charge). More information on the University of Nebraska Public Policy Center is available at ppc.nebraska.edu.

**Actual Compared to
Projected Sales Tax Collections**

	2013-14 PROJECTED	2013-14 ACTUAL	VARIANCE FROM PROJECTED	\$ CHANGE FR. 12-13	% CHANGE FR. 12-13
SEPTEMBER	\$5,429,066	\$5,350,895	(\$78,171)	\$281,329	5.55%
OCTOBER	\$5,641,450	\$5,644,359	\$2,909	\$128,000	2.32%
NOVEMBER	\$5,641,450	\$5,714,609	\$73,159	\$688,201	13.69%
DECEMBER	\$5,296,326				
JANUARY	\$5,369,333				
FEBRUARY	\$6,802,926				
MARCH	\$5,010,935				
APRIL	\$4,818,462				
MAY	\$5,634,813				
JUNE	\$5,429,066				
JULY	\$5,475,525				
AUGUST	\$5,820,649				
TOTAL	\$66,370,001	\$16,709,863	(\$2,103)	\$1,097,530	7.03%

Actual collections for the fiscal year to date are 0.01% under projections for the year.

**CITY OF LINCOLN
GROSS SALES TAX COLLECTIONS
(WITH REFUNDS ADDED BACK IN)
2009-2010 THROUGH 2013-2014**

	ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-12	ACTUAL 2012-13	FR. PRIOR YEAR	ACTUAL 2013-14	FR. PRIOR YEAR
					% CHG.		% CHG.
SEPTEMBER	\$4,703,478	\$4,822,814	\$4,805,254	\$5,189,424	7.99%	\$5,431,071	4.66%
OCTOBER	\$4,687,315	\$4,987,584	\$5,206,659	\$5,568,892	6.96%	\$5,740,406	3.08%
NOVEMBER	\$4,922,939	\$4,938,240	\$5,219,952	\$5,194,649	-0.48%	\$5,729,609	10.30%
DECEMBER	\$4,502,684	\$4,708,180	\$4,901,748	\$5,250,751	7.12%		
JANUARY	\$4,354,458	\$4,777,606	\$5,076,013	\$5,180,028	2.05%		
FEBRUARY	\$5,426,478	\$5,920,886	\$6,327,532	\$6,223,991	-1.64%		
MARCH	\$4,226,466	\$4,418,795	\$4,782,783	\$5,077,914	6.17%		
APRIL	\$4,294,043	\$4,421,797	\$4,572,281	\$4,681,796	2.40%		
MAY	\$5,186,573	\$5,374,035	\$5,675,978	\$5,655,098	-0.37%		
JUNE	\$4,662,293	\$4,995,388	\$5,241,574	\$5,458,626	4.14%		
JULY	\$4,567,893	\$4,865,530	\$5,196,447	\$5,439,682	4.68%		
AUGUST	\$5,105,968	\$5,245,798	\$5,453,052	\$5,696,527	4.46%		
TOTAL	\$56,640,589	\$59,476,653	\$62,459,273	\$64,617,378	0.00%	\$16,901,086	5.94%

**CITY OF LINCOLN
SALES TAX REFUNDS
2009-2010 THROUGH 2013-2014**

	ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-2012	% CHG. FROM PRIOR YEAR	ACTUAL 2012-2013	% CHG. FROM PRIOR YEAR	ACTUAL 2013-2014	% CHG. FROM PRIOR YEAR
SEPTEMBER	(\$100,061)	(\$55,500)	(\$263,004)	373.88%	(\$119,857)	-54.43%	(\$80,176)	-33.11%
OCTOBER	(\$95,246)	(\$121,738)	(\$79,193)	-34.95%	(\$52,533)	-33.66%	(\$96,046)	82.83%
NOVEMBER	(\$149,347)	(\$48,320)	(\$73,585)	52.29%	(\$168,241)	128.63%	(\$15,001)	-91.08%
DECEMBER	(\$202,950)	(\$12,388)	(\$5,982)	-51.71%	(\$187,607)	3036.19%	(\$18,536)	-90.12%
JANUARY	(\$257,206)	(\$363,009)	(\$49,785)	-86.29%	(\$145,767)	192.79%		
FEBRUARY	(\$104,235)	(\$70,579)	(\$45,283)	-35.84%	(\$131,438)	190.26%		
MARCH	(\$14,233)	(\$485,268)	(\$59,857)	-87.67%	(\$385,142)	543.44%		
APRIL	(\$75,738)	(\$10,063)	(\$44,038)	337.64%	(\$68,049)	54.52%		
MAY	(\$68,551)	(\$168,421)	(\$126,962)	-24.62%	(\$42,699)	-66.37%		
JUNE	(\$110,343)	(\$104,492)	(\$75,618)	-27.63%	(\$57,679)	-23.72%		
JULY	(\$251,505)	(\$73,768)	(\$52,331)	-29.06%	(\$95,902)	83.26%		
AUGUST	(\$286,162)	(\$3,563)	(\$111,293)	3023.78%	(\$27,656)	-75.15%		
TOTAL	(\$1,715,576)	(\$1,517,108)	(\$986,931)	-34.95%	(\$1,482,570)	50.22%	(\$209,759)	-60.29%

**CITY OF LINCOLN
NET SALES TAX COLLECTIONS
2009-2010 THROUGH 2013-2014**

ACTUAL 2009-2010	ACTUAL 2010-2011	ACTUAL 2011-2012	% CHG. FROM PR. YEAR	ACTUAL 2012-2013	% CHG. FROM PR. YEAR	ACTUAL 2013-14	% CHG. FROM PR. YEAR
\$4,603,417	\$4,767,314	\$4,542,250	-4.72%	\$5,069,566	11.61%	\$5,350,895	5.55%
\$4,592,069	\$4,865,846	\$5,127,466	5.38%	\$5,516,359	7.58%	\$5,644,359	2.32%
\$4,773,592	\$4,889,920	\$5,146,367	5.24%	\$5,026,408	-2.33%	\$5,714,609	13.69%
\$4,299,735	\$4,695,792	\$4,895,766	4.26%	\$5,063,144	3.42%		
\$4,097,252	\$4,414,597	\$5,026,227	13.85%	\$5,034,261	0.16%		
\$5,322,243	\$5,850,307	\$6,282,249	7.38%	\$6,092,554	-3.02%		
\$4,212,234	\$3,933,528	\$4,722,926	20.07%	\$4,692,772	-0.64%		
\$4,218,305	\$4,411,735	\$4,528,243	2.64%	\$4,613,747	1.89%		
\$5,118,022	\$5,205,614	\$5,549,016	6.60%	\$5,612,398	1.14%		
\$4,551,950	\$4,890,896	\$5,165,956	5.62%	\$5,400,947	4.55%		
\$4,316,388	\$4,791,762	\$5,144,116	7.35%	\$5,343,780	3.88%		
\$4,819,806	5,242,236	5,341,759	1.90%	5,668,871	6.12%		
\$54,925,013	\$57,959,545	\$61,472,341	6.06%	\$63,134,807	2.70%	\$16,709,863	7.03%



Memorandum

Date: ♦ November 19, 2013
To: ♦ City Clerk
From: ♦ Teresa McKinstry, Planning Dept.
Re: ♦ Administrative Approvals
cc: ♦ Jean Preister

This is a list of the administrative approvals by the Planning Director from November 12, 2013 through November 18, 2013:

Administrative Amendment No. 13068 to Final Plat No. 99020, approved by the Planning Director on November 12, 2013, requested by University of Nebraska Foundation, to extend the time for two years to install sidewalks for University of Nebraska Technology Park 1st Addition. The improvements shall be completed by October 30, 2015. Property is generally located at NW. 1st St. and Highland Blvd.

DIRECTORS' AGENDA
ADDENDUM
MONDAY, NOVEMBER 25, 2013

I. CITY CLERK

II. MAYOR & DIRECTORS' CORRESPONDENCE

MAYOR

1. NEWS RELEASE. Prepare now for winter weather.
2. NEWS RELEASE. Comment period offered for improvements at Coddington and West VanDorn.
3. NEWS ADVISORY. Mayor Beutler's public schedule for the week of November 23, 2013 through November 29, 2013.
4. NEWS ADVISORY. Mayor Beutler will hold a news conference Monday, November 25th, 9:30 a.m., at the County-City Building, 555 S. 10th Street, to announce an initial plan for funding sidewalk and street repair.
5. NEWS ADVISORY. The Mayor's news conference scheduled for today (see above, #4) is rescheduled for Tuesday, November 26th, 10:00 a.m. at the County-City Building, 555 S. 10th Street.
6. NEWS RELEASE. Separation of grass and leaves ends December 1.

III. DIRECTORS

FINANCE/TREASURER

1. Monthly City Cash Report. City cash at the close of business on October 31, 2013.

IV. COUNCIL MEMBERS

V. CORRESPONDENCE FROM CITIZENS

1. InterLinc correspondence from Ann Chalupa with comments of having her car vandalized while parked in a city parking garage. (Sent to Parking Services)
 - a) Explanation from Wayne Mixdorf, Parking Manager, to Ann Chalupa on her reference to receiving a violation notice.
2. Roy Hereth's comments on the proposed water district for SW 6th Street. (Public Hearing on November 25th)
3. Letter from Elaine Egner in support of the proposed water district for SW 6th Street.

PUBLIC WORKS AND UTILITIES DEPARTMENT

Street and Traffic Operations, 949 West Bond, Lincoln, NE 68503, 402-441-68521

FOR IMMEDIATE RELEASE: November 21, 2013

FOR MORE INFORMATION: Scott Opfer, Street and Traffic Operations Mgr., 402-525-5619

PREPARE NOW FOR WINTER WEATHER

The Public Works and Utilities Department encourages residents to be prepared for winter weather by reviewing the City snow operations information available at lincoln.ne.gov (keyword: snow). For City crews to clear streets effectively and efficiently, community cooperation is required. Residents are discouraged from parking on the street during any snow storm and are encouraged to plan ahead for alternative off-street parking.

The Mayor may declare three types of parking bans:

- **SNOW EMERGENCY:** Parking may be banned on both sides of emergency snow routes, arterial streets and City bus routes. These routes must remain open for emergency vehicles. Along non-arterial streets, bus routes are marked with signs.
- **SNOW REMOVAL DISTRICTS:** When a snow emergency is declared, the Mayor may prohibit parking on both sides of the street in areas designated as snow removal districts. In these areas, the snow is plowed into windrows, loaded into trucks and hauled out of the area. Typically, snow removal occurs between midnight and 8 a.m. The districts include streets in the following areas: Downtown, University Place, Havelock, Bethany, College View, 11th and "G", 17th and Washington, 25th and Sumner.
- **RESIDENTIAL:** A residential parking ban applies to streets that are not emergency snow routes, arterials or bus routes or included in a snow removal district. Parking is first banned on the even-numbered (north and east) side of the street. Once the Mayor has terminated that ban, parking will be banned on the odd-numbered (south and west) side of the street, and parking is again permitted on the even side.

All bans remain in effect until terminated by the Mayor. Vehicles parked illegally during parking bans are subject to fines, towing and storage costs at the owners' expense. Vehicles parked in a way that does not allow emergency vehicles to pass may be ticked for obstructing a public street.

The 2013-14 snow removal budget is about \$3.7 million, a 4.5 percent increase over the previous year. This includes a \$528,000 fund balance, \$1,133,261 from the Street Construction Fund, and \$2,045,114 from the General Fund.

- more -

November 21, 2013

Page Two

Residents also are asked to stay informed on the status of snow operations. The City uses the following methods to inform the public:

- Local news media sources
- The City website - lincoln.ne.gov (keyword: snow)
- RSS feeds - sign up at lincoln.ne.gov
- Twitter - sign up at twitter.com/lincolnsnow. You do not need a Twitter account to receive SMS alerts - text "follow lincolnsnow" to 40404 (standard text messaging rates apply).
- Time Warner Cable government access channels 5 and 10 and educational access channel 80.

City ordinance requires property owners to clear snow and ice from sidewalks by 9 a.m. the day following the end of the snow storm. Sidewalks must be kept clear of snow and ice during the day. The entire width of the walk must be cleared, along with any adjoining wheelchair ramps or curb cuts. It is illegal to push or blow snow into or on any street, alley or sidewalk. Violators are subject to a fine. Residents are encouraged to clear snow from fire hydrants.

Residents are also asked to keep the following contact information handy:

- Street Condition Emergencies - 402-441-7701
- Snow Center (parking bans/snow removal operations) - 402-441-7644
- Non-Emergencies/Potholes - 402-441-7646
- City Website - lincoln.ne.gov (*Click on "City Service Request" to report potholes, ice on streets, curb/gutter repair, snow being pushed into the street and other problems.*)

PUBLIC WORKS AND UTILITIES DEPARTMENT
Engineering Services, 901 West Bond, Lincoln, NE 68521, 402-441-7711

FOR IMMEDIATE RELEASE: November 22, 2013

FOR MORE INFORMATION: Craig Aldridge, Engineering Services, 402-416-5349
Stephanie Rittershaus, Alfred Benesch & Co., 402-479-2200

COMMENT PERIOD OFFERED FOR IMPROVEMENTS **AT CODDINGTON AND WEST VAN DORN**

The City is offering the public a 30-day comment period to respond to changes in the construction plans for the intersection of Coddington and West Van Dorn. The traffic safety and improvement project includes the installation of a single-lane roundabout.

When the project was explained to the public in May of 2012, the intent was to phase construction so that Van Dorn could remain open at all times. As the design process continued, it was determined that it will be necessary to close the east and west legs of the intersection for separate periods of up to 14 days. The plan to close Coddington Avenue during construction has not changed. Access to adjacent businesses and residences will be maintained at all times.

Because of the change, residents will be able to comment further on the project from November 25 through December 24 through mail or e-mail to the following addresses:

- Craig Aldridge, City Public Works and Utilities Department, caldridge@lincoln.ne.gov or 901 W. Bond St., Lincoln, NE 68521
- Stephanie Rittershaus Alfred Benesch & Company, sritershaus@benesch.com or 825 "J" St., Lincoln, NE 68508

Since the public meeting in May of 2012, the City and its contractor, Alfred Benesch & Company, have been completing required environmental documents and advancing the design plans. Once the environmental documents are approved, right-of-way acquisition will begin. At this time, construction of this project is expected to begin in the spring of 2015.

Additional project information can be found at saferwestvandorn.com.

Date: November 22, 2013

Contact: Diane Gonzolas, Citizen Information Center, 402-441-7831

Mayor Beutler's Public Schedule
Week of November 23 through 29, 2013
Schedule subject to change

Saturday, November 23

- Distribute food at "Giving Thanksgiving" event - 1 p.m., Center for People in Need, 3901 N. 27th St.

Monday, November 25

- News conference, topic to be announced - 9:30 a.m., room 303, County-City Building, 555 S. 10th St.

Tuesday, November 26

- Corrections Joint Public Agency meeting - 9 a.m., room 113, County-City Building
- KFOR - 12:30 p.m. (previously recorded)

Thursday, November 28 and Friday, November 29

CITY OFFICES CLOSED - THANKSGIVING HOLIDAY

OFFICE OF THE MAYOR

555 South 10th Street, Lincoln, NE 68508, 402-441-7511

DATE: November 22, 2013

FOR MORE INFORMATION: Diane Gonzolas, Citizen Information Center, 402-441-7831

Mayor Beutler will announce an initial plan for funding sidewalk and street repair at a news conference at **9:30 a.m. Monday, November 25** in **Room 303, County-City Building, 555 S. 10th Street.**

OFFICE OF THE MAYOR

555 South 10th Street, Lincoln, NE 68508, 402-441-7511

DATE: November 25, 2013

FOR MORE INFORMATION: Diane Gonzolas, Citizen Information Center, 402-441-7831

The Mayor's news conference scheduled for 9:30 a.m. today has been re-scheduled for **10 a.m. Tuesday, November 26 in Room 303, County-City Building, 555 S. 10th Street.** Mayor Beutler will announce an initial plan for funding sidewalk and street repair.

PUBLIC WORKS AND UTILITIES DEPARTMENT
Recycling Office, 2400 Theresa Street, Lincoln, NE 68521, 402-441-7043

FOR IMMEDIATE RELEASE: November 25, 2013

FOR MORE INFORMATION: Gene Hanlon, Recycling Coordinator, 402-441-7043

SEPARATION OF GRASS AND LEAVES ENDS DECEMBER 1

Beginning Sunday, December 1, Lincoln and Lancaster County residents will no longer be required to separate grass and leaves from their household trash.

The Nebraska Integrated Solid Waste Management Act requires that grass and leaves be separated from household trash from April 1 through November 30 of each year. During these months, the grass and leaves are diverted to the City's compost facility, and local waste haulers charge a separate fee for the yard waste collection.

Residents can place their grass and leaves with their household trash from December 1 through March 31, however additional fees may be charged for their regular waste collection based on the volume and weight of the leaves and grass collected.

More information on the City's recycling program is available at recycle.lincoln.ne.gov.

OFFICE OF TREASURER, CITY OF LINCOLN, NEBRASKA

November 21, 2013

TO: MAYOR CHRIS BEUTLER & CITY COUNCIL MEMBERS
 FROM: FINANCE DEPARTMENT / CITY TREASURER
 SUBJECT: MONTHLY CITY CASH REPORT

The records of this office show me to be charged with City cash as follows at the close of business October 31, 2013

Balance Forward	\$ 305,731,891.70
Plus Total Debits October 1-31, 2013	\$ 38,244,896.76
Less Total Credits October 1-31, 2013	\$ (43,780,653.67)
Cash Balance on October 31, 2013	<u>\$ 300,196,134.79</u>

I desire to report that such City cash was held by me as follows which I will deem satisfactory unless advised and further directed in the matter by you.

U. S. Bank Nebraska, N.A.	\$ 1,379,525.74
Wells Fargo Bank	\$ (74,803.38)
Wells Fargo Bank Credit Card Account	\$ (2,499.81)
Cornhusker Bank	\$ 118,958.72
First Nebraska Bank	\$ 6,938.51
Pinnacle Bank	\$ 177,274.05
Union Bank & Trust Company	\$ 92,894.38
West Gate Bank	\$ 10,544.33
Idle Funds - Short-Term Pool	\$ 47,415,742.23
Idle Funds - Medium-Term Pool	\$ 250,052,186.74
Cash, Checks and Warrants	\$ 1,019,373.28
Total Cash on Hand October 31, 2013	<u>\$ 300,196,134.79</u>

The negative bank balances shown above do not represent the City as overdrawn in these bank accounts. In order to maximize interest earned on all City funds, deposits have been invested prior to the Departments' notification to the City Treasurer's office of these deposits; therefore, these deposits are not recorded in the City Treasurer's bank account balances at month end.

I also hold as City Treasurer, securities in the amount of \$80,321,662.38 representing authorized investments of the City's funds.

ATTEST:

Teresa J. Meier
 Teresa Meier, City Clerk



Melinda J. Jones
 Melinda J. Jones, City Treasurer

**CITY OF LINCOLN - PLEDGED COLLATERAL STATEMENT
AS OF OCTOBER 31, 2013**

DESCRIPTION	CUSIP	MATURITY DATE	ORIGINAL FACE	CURRENT PAR	MARKET PRICE	MARKET VALUE
FHLMC REMIC 2776 CG 15DD	31394WJC3	04/15/2019	\$500,000.00	\$500,000.00		
FHLB STEP-UP	313379VC0	06/27/2019	\$1,000,000.00	\$1,000,000.00		
FHLB 5.0	313372HX5	02/18/2021	\$500,000.00	\$500,000.00		
FHLB STEP-UP .8	313382EA7	03/20/2018	\$500,000.00	\$500,000.00		
CORNHUSKER BANK		TOTAL PLEDGED	\$2,500,000.00	\$2,500,000.00		
FNMAU	3136FTS83	02/28/2017	\$500,000.00	\$500,000.00		
UNION BANK AND TRUST		TOTAL PLEDGED	\$500,000.00	\$500,000.00		
FHLB LOC #514319			\$7,500,000.00			\$7,500,000.00
USBANK		TOTAL PLEDGED	\$7,500,000.00	\$0.00		\$7,500,000.00

Mary M. Meyer

From: WebForm [none@lincoln.ne.gov]
Sent: Saturday, November 23, 2013 8:27 AM
To: Council Packet
Subject: InterLinc: Council Feedback

InterLinc: City Council Feedback for
General Council

Name: Ann Chalupa
Address: 4931 S 73 St
City: Lincoln, NE 68516

Phone:
Fax:
Email: annchslupa@gmail.com

Comment or Question:

Friday, Nov. 22, 2013, my car was vandalized by a city employee.

I pay monthly to park in one of the city parking garages downtown. Friday, on my third trip up the ramp, I finally found a spot between two cars. All was well and I went to work. When I returned to my car at 5 p.m. I was stunned to find paper GLUED to my car! Apparently someone up the row hadn't parked properly the rest of us didn't get lined up between the lines. There was no common courteous call to tell me there was a problem with my car--only this notice GLUED to my car! There was absolutely no reason to glue anything to my car! I can't get the glue off without risking window breakage or the cleaner freezing to the car! This is vandalism and totally uncalled for and unacceptable! If I had been notified of the problem, I would have moved the car! The notice could have been placed under the windshield wipers! Isn't that how the police do violation notices? Please stop this practise of gluing notice to cars!

Mary M. Meyer

From: Wayne B. Mixdorf
Sent: Monday, November 25, 2013 11:56 AM
To: 'annchalupa@gmail.com'
Cc: Council Packet
Subject: parking violationwarning notice

Ms. Chalupa:

Your recent email concerning a parking violation warning notice applied to the window of your vehicle was forwarded to me this morning. I apologize for any inconvenience that this warning notice may have caused you. My research into the issue indicated that a standard "Parking Violation Warning Notice" (number 8817) was issued for your vehicle and applied to the window.

You are correct that situations such as this are often caused by one vehicle being parked incorrectly and causing a "domino" effect of subsequent vehicles also being parked outside of the stall lines. This is why the garage staff utilizes the warning notice. It is usually not possible to determine which vehicle instigated the problem so we notify all of the vehicle owners involved. We want to ensure that the warning is not overlooked, or removed by someone other than the owner, so it is placed in a prominent location which is generally the driver's side window.

The warning notice that Parking Services uses in these cases is a standard form designed for use on automotive glass. It has two thin strips of adhesive that allows the notice to adhere to the glass surface. It does not require any additional glue for this purpose. If it was any other type of notice that was placed on your vehicle, please notify Parking Services and we will investigate the matter to determine who may have done so.

It was never the intention of Parking Services staff to cause you to feel singled out as a parking violator or to cause any inconvenience in any way. The intention was simply to notify the owners of the vehicles of the parking problem resulting from the actions of one or two individuals. Again, I apologize for any inconvenience you may have experienced.

Regards,

Wayne Mixdorf, CAPP
Parking Manager
City of Lincoln | Parking Services Divison
850 "Q" Street
Lincoln, NE 68508
402-441-6097

Mary M. Meyer

From: Roy Hereth [rhereth@neb.rr.com]
Sent: Sunday, November 24, 2013 3:32 PM
To: Council Packet
Subject: FW: Proposed Water District for SW 6th Street

From: Roy Hereth [<mailto:rhereth@neb.rr.com>]
Sent: Sunday, November 24, 2013 3:30 PM
To: 'council@lincoln.ne.gov'
Cc: 'khumphrey@lincoln.ne.gov'
Subject: Proposed Water District for SW 6th Street

My name is Roy Hereth. My wife and I own two properties on the south end of SW 6th Street south of Prospector Court that is in the proposed special assessment district. 3117 SW 6th is our residence where we have lived for 37 years and 3116 was previously my in-laws residence and is now our rental property. The water from the wells on our properties have continuously tested good for drinking with no odor and very low nitrate levels. Talking with neighbors leads me to believe the water at our end of the street is an exception to the norm. The wells are over fifty five years old and ours like several in the area is off the basement or below grade which does not meet current city codes and therefore has not even been inspected after the initial city inspection. Wells that are below grade can be susceptible to sewer backup or flooding that may contaminate a lot of the ground water. Our concerns and therefore the reasons we are in favor of the proposed water district is that both our wells are aged to the point where the original cast iron casings are deteriorating and may contaminate the water at any time. We may not be aware of contamination for six months or until the next test date. We would need to have a new well drilled without the guarantee of producing drinkable water due to contamination. 3108 SW 6th that is located on the north side of our rental property has had two wells drilled in the last five years and have had problems with contaminated water. Many of the wells in our area do not meet the standards for drinking water most residents of Lincoln take for granted. We would like to have a water district created so we would at least have the choice to connect to Lincoln water since we are residents of Lincoln.

Thank you for your consideration
Roy Hereth

1435 Ridgeway
Lincoln NE
68506

Nov. 22, 2013

Lincoln City Council
555 S. 10th St.
Lincoln NE. 68508

RECEIVED

NOV 25 REC'D

CITY COUNCIL
OFFICE

Dear Council Persons,

I am very enthusiastic about #13-133 regarding a water district at SW 6th and along W. Prospector Ct etc. As an owner of property at 2908 S.W. 6th, I need good water. This would improve the neighborhood, save money instead of sinking \$ into new wells individually; be a safety factor for fire department use and all the businesses in the area; along with increasing property value. This is a good thing to do!

cc:
Public Works
& utilities

Sincerely
Glenn A Egnor