

**CITY OF SCOTTSBLUFF**  
**Scottsbluff City Hall Council Chambers**  
**2525 Circle Drive, Scottsbluff, NE 69361**  
**CITY COUNCIL AGENDA**

**Regular Meeting**  
**March 2, 2020**  
**6:00 PM**

1. Roll Call
2. Pledge of Allegiance.
3. **For public information, a copy of the Nebraska Open Meetings Act is available for review.**
4. Notice of changes in the agenda by the city clerk (Additions may not be made to this agenda less than 24 hours before the beginning of the meeting unless added under Item 5 of this agenda.)
5. Citizens with business not scheduled on the agenda (As required by state law, no matter may be considered under this item unless council determines that the matter requires emergency action.)
6. Closed Session
  - a) Council reserves the right to enter into closed session if deemed necessary if the item is on the agenda as per Section 84-1410 of the Nebraska Revised Statutes.
7. Consent Calendar: (Items in the consent calendar are proposed for adoption by one action for all items unless any member of the council requests that an item be considered separately.)
  - a) Approve the minutes of the February 18, 2020 Regular Meeting.
  - b) Council to set a public hearing for March 16, 2020 at 6:00 p.m. to receive an update regarding status of proceedings for the Scottsbluff Monument Valley Pathway.
  - c) Council to approve the bid specifications for the 2020 City of Scottsbluff Seal Coat Project and authorize the city clerk to advertise for bids to be received by March 24, 2020 at 2:00 p.m.
  - d) Council to approve the plans and specifications for the Highland Drive Sanitary Sewer Extension and authorize the city clerk to advertise for bids to be received until 2:00 p.m. March 24, 2020.
  - e) Council to approve the plans and specifications for the Utility Relocations for the Scottsbluff Monument Valley Pathway and authorize the city clerk to advertise for bids to be received by March 24, 2020 at 2:00 p.m.
  - f) Council to approve the plans and specifications for the replacement of the metal roof and appurtenances at the City Hall building and authorize the city clerk to advertise for bids to be received by March 25, 2020 at 1:00 p.m.
8. Claims

- a) Council to consider and take action on claims of the City.
- 9. Financial Report
  - a) Council to receive the 2019 Annual Audit Report from Contryman and Associates.
- 10. Scottsbluff Youth Council
  - a) (informational only)
- 11. Petitions, Communications, Public Input:
  - a) Council to receive an update and results of the Born to Rein Project.
  - b) Council to receive a presentation on the City Manager Search from Baker Tilly.
- 12. Resolution & Ordinances:
  - a) Council to discuss and consider action to approve a Resolution updating the bank signature authorization and authorize the Mayor to sign the Resolution.
  - b) Council to discuss and consider action on a Resolution naming a Representative and Alternate to the NMPP Energy Members' Council and authorize the City Clerk to sign the Resolution.
- 13. Reports from Staff, Boards & Commissions:
  - a) Council to discuss and consider action on a quote for one Outdoor Warning Siren from Action Communications and authorize the Mayor to sign the Agreement.
  - b) Council to discuss and consider action on a Contract with WNCC for the use of Cleveland Field and authorize the Mayor to execute the Contract.
  - c) Council to discuss and consider action to approve writing a letter of support to Governor Ricketts in support of the Day Treatment Mental Health School and authorize the Mayor to sign the letter.
  - d) Council to discuss and consider action on approving the advertising of a Request for Proposal for solid waste disposal options.
- 14. Council reports (informational only): This item is intended for Council Members to update and inform other Council Members of meetings attended since the last City Council meeting.
- 15. Adjournment.

# **City of Scottsbluff, Nebraska**

**Monday, March 2, 2020**

**Regular Meeting**

**Item Closed1**

**Council reserves the right to enter into closed session if deemed necessary if the item is on the agenda as per Section 84-1410 of the Nebraska Revised Statutes.**

**Staff Contact:**

# **City of Scottsbluff, Nebraska**

**Monday, March 2, 2020**

**Regular Meeting**

## **Item Consent1**

**Approve the minutes of the February 18, 2020 Regular Meeting.**

**Staff Contact: City Council**



The Scottsbluff City Council met in a regular meeting on February 18, 2020 at 6:00 p.m. in the Council Chambers of City Hall, 2525 Circle Drive, Scottsbluff. Since the regular meeting would fall on a City recognized holiday the meeting was moved to the following day, according to §6-1-12. A notice of the meeting had been published on February 14, 2020, in the Star Herald, a newspaper published and of general circulation in the City. The notice stated the date, hour and place of the meeting, that the meeting would be open to the public, that anyone with a disability desiring reasonable accommodations to attend the Council meeting should contact the City Clerk's Office, and that an agenda of the meeting kept continuously current was available for public inspection at the office of the City Clerk in City Hall; provided, the City Council could modify the agenda at the meeting if it determined that an emergency so required. A similar notice, together with a copy of the agenda, also had been emailed to each council member, made available to radio stations KNEB, KMOR, KOAQ, and television stations KSTF and NBC Nebraska, and the Star Herald. The notice was also available on the city's website on February 14, 2020.

Mayor Gonzales presided and City Clerk Wright recorded the proceedings. The Pledge of Allegiance was recited. Mayor Gonzales welcomed everyone in attendance and encouraged all citizens to participate in the Council meeting asking those wishing to speak to come to the microphone and state their name and who they are representing for the record. Mayor Gonzales informed those in attendance that a copy of the Nebraska open meetings act is posted in the back of the room on the west wall for the public's review. The following Council Members were present: Raymond Gonzales, Jeanne McKerrigan, Scott Shaver, Nathan Green and Terry Schaub. Also present were City Manager Johnson and Deputy City Attorney John L. Selzer. Absent: None.

Mayor Gonzales asked if there were any changes to the agenda. City Clerk Wright stated that consent item 7b; approving the bid specifications for 23 Club Improvements 2020 need to be taken off the agenda. Public Works Director Mark Bohl came forward stating he needs time to go through some items and would like it removed for this meeting. Council Member Shaver made the motion, seconded by Council Member Schaub to, remove item 7b, approving the bid specifications for 23 Club Improvements 2020, "YEAS," McKerrigan, Shaver, Green, Schaub, and Gonzales. "NAYS," None. Absent: None. Mayor Gonzales asked if any citizens with business not scheduled on the agenda wished to include an item providing the City Council determines the item requires emergency action. There were none.

Moved by Council Member Shaver, seconded by Council Member Green that,

- a) The minutes of the February 3, 2020 Regular Meeting be approved,
- b) Council acknowledge a sewer claim from Mark Masterton and take no action on the claim. "YEAS," Green, Schaub, Shaver, Gonzales, and McKerrigan. "NAYS," None. Absent: None.

Moved by Council Member Schaub, seconded by Council Member Green, that the following claims be approved and paid as provided by law out of the respective funds designated in the list of claims dated February 18, 2020, as on file with the City Clerk and submitted to the City Council, "YEAS", Gonzales, Schaub, McKerrigan, and Green. "NAYS", Shaver. Absent: None.

#### CLAIMS

ACCELERATEDRECEIVABLESOLUTIONS,2-1PAYROLL,441.84;ACTION COMMUNICATIONS INC.,EQUIP MAINT-PD,2067.28;ADVANCE AUTO PARTS,POLICE #6- HEAD LIGHT BULB,56.07; AE SERVICES, LLC,RELOCATE METER LOOP AT 5TH AVE. & E. OVLD. FOR

T.S,1045;AHLERS BAKING INC,DEPT SUPPL-PD,63.34; ALLO COMMUNICATIONS,LLC,LOCAL TELEPHONE CHARGES,4087.15; AL'S TOWING,TOW SERVICE-PD,85; ALTEC INDUSTRIES INC,PM & DIELECTRIC INSPECTION ON BUCKET TRUCK,1025.5; ANTHONY J MURPHY,PER DIEM FOR NATIONAL FIRE ACADEMY,408; ASSURITY LIFE INSURANCE CO,2-1 PAYROLL,32.95; AUTOZONE STORES, INC,WIRE AND ITEMS TO INSTALL LIGHTS NEW UNIT 2,60.53; B & H INVESTMENTS, INC,SUPP - WATER,121;B&C STEEL CORPORATION,EQUIP MAINT PARK,393.24; BAKER TILLY VIRCHOW KRAUSE, LLP,1ST INSTALLMENT - PROF. SERVICES,7350; BLUFFS SANITARY SUPPLY INC.,DEPT SUP,407.08; BROWNELLS INC,EQUIP MAINT-PD,16.94; CAPITAL BUSINESS SYSTEMS INC.,CONT. SRVCS.,573.77; CELLCO PARTNERSHIP,CELL PHONE,343.36; CITY OF GERING,TRASH& RECYCLINGDISPOSAL JAN 2020,40140.76; CITY OF SCB,PETTY CASH,69.1;COLLABORATIVE SUMMERLIBRARYPROGRAM,PRGRM.,1648;COMPUTER CONNECTION INC,CONTRACTUAL-PD,44; CONTRACTORS MATERIALS INC.,SUPPLIES - 18TH ST. PLAZA FENCE,10.09; CREDIT BUREAU OF COUNCIL BLUFFS,MONTHLY FEE & EMPL.SCREEN,61; CYNTHIA GREEN,DEPT SUP,353.53; DALE VITITO,CIP-PATROL CARS-PD,46.82; DALE'S TIRE & RETREADING, INC.,MISC TIRE REPAIRS,2504.36; ELLIOTT EQUIPMENT COMPANY INC.,ES #818- CHAINS, GRIPPERS, TENSIONERS,1975.49; ENFORCEMENT VIDEO, LLC,EQUIP MAINT-PD,260; FASTENAL COMPANY,BOLTS, NUTS, WASHERS FOR 18TH ST. PLAZA FENCE,25.66; FEDERAL EXPRESS CORPORATION,POSTAGE,110.08; FLOYD'S TRUCK CENTER SCOTTSBLUFF,EQUIPMENT- NEW RAPID RAIL TRUCK,227510.39; FRANCISCO'S BUMPER TO BUMPER INC,TOW SERVICE-PD,95; FURNITURE LEISURE INC,KENO PARK,4639.65; FYR-TEK INC,TURNOUT GEAR FOR ABEL, MEIER, LEVICK, HOBBS,8865.2; GENERAL TRAFFIC CONTROLS, INC,GRIDSMART DETECTION SYSTEM FOR 5TH AVE & 27TH ST.,17780; GRAY TELEVISION GROUP INC,CONTRACTUAL SVC,1390; HALE FLORENCE,QUIT CLAIM DEED,100; HAWKINS, INC.,CHEMICALS,1691.4; HD SUPPLY FACILITIES MAINTENANCE LTD,DEPT SUP,1454.82;HOLIDAY INN - KEARNEY,HOTEL FOR LES LUKERT FIRE CONFERENCE- ABEL,299.85; HULLINGER GLASS & LOCKS INC.,BLDG. MAIN.,90; IDEAL LAUNDRY AND CLEANERS, INC.,UNIFORMS-PD,969.55; INGRAM LIBRARY SERVICES INC,BKS & AV,554.92; INTERNAL REVENUE SERVICE,2-1 PAYROLL,59165.75; INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE, INC,MEMBERSHIPS-PD,190;INTRALINKS, INC,CONTRACT SERVICES - JAN. 2020,3434.7; INVENTIVE WIRELESS OF NE, LLC,INTERNET,35.9; KNOW HOW LLC,EQUIP MAINT PARK,1089.3; LEXISNEXIS RISK DATAMANAGEMENT,CONSULTINGPD,100;M.C.SCHAFF&ASSOCIATES,INC,PROF.SERVICES - PATHWAY,4320; MADISON NATIONAL LIFE,2-1 PAYROLL,2505.83; MAILFINANCE INC,CONT. SRVCS.,366; MASEK DISTRIBUTING INC,EQUIP MAINT PARK,27.42; MATHESON TRI-GAS INC,CENTRAL GARAGE- WELDING GAS,171.81; MENARDS, INC,DEPT SUP WTR,1498.51; MIDLANDS NEWSPAPERS, INC,LEGAL PUBLISHING,2693.43; MUNIMETRIX SYSTEMS CORP,IMAGESILO - JAN. 2020,39.99; NE CHILD SUPPORT PAYMENT CENTER,2-1 PAYROLL,1107.1; NE DEPT OF REVENUE,WITHOLDINGS,20676.87;NEBRASKA INTERACTIVE, LLC,DRIVERS LICENSE REQ,111; NEBRASKA MACHINERY CO,GROUND MAINT PARK,1298.54; NEBRASKA PUBLIC POWER DISTRICT,ELECTRIC,45011.06; NEBRASKARURALRADIOASSOCIATION,CONTRACTUALSVC,332.5;NEOPOST,POSTAGE,1000 ;NEOPOST USA INC,RENT-PD,219.56; NETWORKFLEET, INC,GPS SERVICE FOR FLEET,350.2; ONE CALL CONCEPTS, INC,CONTRACTUAL,60.64; OREGON TRAIL PLUMBING, HEATING &

COOLING INC,BLDG MAINT ADM,285; PANHANDLE COOPERATIVE ASSOCIATION,FLEET FUEL - GASOLINE,18614.11; PANHANDLE ENVIRONMENTAL SERVICES INC,SAMPLES,140; PARRISH ABEL,FUEL FOR TRAVEL TO LES LUKERT CONFERENCE,26.5; PELCO CORP,NAME PLATES - CRA & LB840,135; PLATTE VALLEY BANK,2-1 PAYROLL,10467.5; POSTMASTER,POSTAGE,570.58; POWERPLAN,CHECK ENGINE & MACHINE INSPECTION ON SWEEPER,633.98; QUILL CORPORATION,DEPT SUPPL-PD,590.34; REGIONAL CARE INC,FLEX FUNDING,1070.7;REGIONAL WEST MEDICAL CENTER,ANNUAL JOB CREDIT - LB840,174175; RODRIGUEZ JOSE R,TOW SERVICE-PD,250; RON'S TOWING,TOW SERVICE-PD,175; ROSEMARY FLORES,EAST OVERLAND GRANT PROGRAM,10000;S M E C,2-1 PAYROLL,130.5; SALES MIDWEST, INC,EQUIP MAINT PARK,727.05;SANDBERG IMPLEMENT, INC,EQUIP MAINT PARK,709.81; SCB FIREFIGHTERS UNION LOCAL 1454,FIRE EE DUES,300; SCOTT WALTON,EQUIP MAINT PARK,380; SCOTTIES POTTIES INC,CONTRACTUAL,360; SCOTTSBLUFF POLICE OFFICERS ASSOCIATION,POLICE EE DUES,650; SCOTTSBLUFF SCREENPRINTING & EMBROIDERY, LLC,CIP-UNIFORMS/UNIFORMS-PD,163; SIMMONS OLSEN LAW FIRM, P.C.,LEGAL,16540.04;SMITH, RON,EAST OVERLAND GRANT PROGRAM,3329.98; SNELL SERVICES INC.,BLDG. MAIN.,297.5; SOCIETY FOR HUMAN RESOURCE MANAGEMENT,MEMBERSHIP - C.KITE (3/1/20 - 2/28/21),219; SOUNDSLEEPER SECURITY INC.,CONTRACTUAL-PD,14.95; SPECIALINVESTIGATIONS,INVEST SUPPL-PD,20; STARR LEHL,PLAQUE - N.JOHNSON,286.42; SUHOR INDUSTRIES, INC.,DEPT SUPP CEM,130; TACTICAL MEDICAL SOLUTIONS LLC,EQUIP MAINT-PD,185.14; TIFFANY SCHANK,EAST OVERLAND GRANT PROGRAM,2935.75; UNION BANK & TRUST,2-1 PAYROLL,19494.29; UNIQUE MANAGEMENT SERVICES, INC,CONT. SRVCS.,161.1; UNITED STATES WELDING,WELDING TIPS,18.6; UNITED STATES WELDING, INC,WELD. SUPP - ACETYLENE,110.42; VAN PELT FENCING CO, INC,SUPPLIES - 18TH ST. PLAZA FENCING,2506.3; VERMEER HIGH PLAINS,EQUIP MAINT PARK,145.89; WESTERN TRAVEL TERMINAL, LLC,VEH MAINT-PD,450; WOODS & AITKEN LLP,PROFESSIONAL SERVICES,12153.93; WYOMING CHILD SUPPORT ENFORCEMENT,2-1 PAYROLL,738.08; YOUNG MEN'S CHRISTIAN ASSOCIATION OF SCOTTSBLUFF, NE,2-1 PAYROLL,765;

City Manager Johnson presented the January 2020 Financial Report to the City Council explaining the audit is complete and will be presented March 2<sup>nd</sup>. Sales tax numbers have not been received at this time.

Mayor Gonzales opened the public hearing at 6:05 p.m. to consider the Class D Liquor License for Essential Fuel, LLC dba Essential Fuel.

Mr. Eric Reichert, Essential Fuel Manager and Police Chief Kevin Spencer were sworn in to testify on the liquor license. Moved by Council Member Schaub, seconded by Council Member Green, that the following exhibits, presented on behalf of the City Council, be entered into the record: 1) Essential Fuel, LLC dba Essential Fuel Liquor License application; 2) City Council check list for section 53-132 com sup 2016; 3) written statement of Police Chief Kevin Spencer dated February 14, 2020; 4) written statement of City Clerk dated February 18, 2020; 5) written statement from the Development Services Department dated February 6, 2020; "YEAS," Schaub, McKerrigan, Gonzales, Green, and Shaver. "NAYS," None. Absent: None.

Mr. Reichert explained to City Council that the Liquor License Investigatory Board had some

questions at their meeting regarding some violations of his that were not listed on the application. He further stated he had his insurance agent pull the report and the items listed that did not show were older. He added he has hired a store manager and two assistant managers that have extensive experience with alcohol. They will run ID checks through their passport POS system on anyone that looks under 40 years of age. The liquor inventory will be brought in the back of the building; however everything will be stored on the floor or in coolers under camera surveillance. He explained all employees will be required to take the TIPS training with the State Patrol; if there are compliance failures the employee will be immediately terminated.

Police Chief Spencer stated his biggest concern was the violations not reported on Mr. Reichert's record; however he did give a valid explanation. He went on to state he is impressed with Mr. Reichert's plan and that he has hired someone with experience in the alcohol industry to run the business. There is no disqualifying information and the Liquor License Investigatory Board sent a positive recommendation to Council.

There were no comments from the Public. Mayor Gonzales closed the public hearing at 6:12 p.m. Moved by Council Member McKerrigan, seconded by Council Member Green, to forward a positive recommendation to the Nebraska Liquor Control Commission for Essential Fuel, LLC dba Essential Fuel Class D Liquor License pursuant to Nebraska §53-132 (2)a, (2)b, (2)c, and (2)d, "YEAS," Gonzales, Green, McKerrigan, and Schaub. "NAYS," Shaver. Absent: None.

#### **RESOLUTION NO. 20-02-02**

#### **BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SCOTTSBLUFF, NEBRASKA:**

1. On February 18, 2020 the matter of the application of a Class D liquor license for Essential Fuel, LLC dba Essential Fuel, 2319 East Overland, Scottsbluff, NE 69361 came on for consideration by the Council. The following exhibits were offered and received:
  - Exhibit 1 - Application of Class D liquor license for Essential Fuel, LLC dba Essential Fuel, 2319 East Overland, Scottsbluff, NE 69361
  - Exhibit 2 - City Council Check List for Section 53-132 (Reissue 2016)
  - Exhibit 3 - Written statement of Police Chief dated February 14, 2020
  - Exhibit 4 - Written statement of City Clerk dated February 18, 2020
  - Exhibit 5 - Written statement of Development Services Department dated February 6, 2020
2. Witnesses were sworn and testimony was received in support of the application at the public hearing on this date from Eric Reichert, Manager; Police Chief Kevin Spencer spoke on behalf of the City.
3. Upon consideration of the evidence and the criterion to be considered by the City Council pursuant to law, the City Council finds as follows:
  - a. Applicant has demonstrated a fitness, willingness, and ability to properly serve or sell liquor in conformance to the rules and regulations of the Nebraska Liquor Control Act.

- b. Applicant has met its burden with regard to the check list provided by Section 53-132 R.R.S. (2016) and demonstrates a willingness and ability to properly serve or sell liquor in conformance to the rules and regulations of the Nebraska Liquor Control Act and its management and control appears to be sufficient to insure compliance with such rules and regulations.
4. By reason of the above, the Applicant has met the burden of proof and persuasion in producing evidence pertaining to the criterion prescribed in the Nebraska Statutes. Based on the above findings, the City Council approves the application and recommends to the Nebraska Liquor Control Commission that a Retail Class D liquor license be issued for Essential Fuel, LLC dba Essential Fuel, at the premises described in the application.
5. The City Clerk shall transmit a copy of this Resolution to the Commission.
6. Cost of publication: \$11.92.

Passed and approved this 18th day of February 2020.

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Mayor

ATTEST:

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City Clerk

“seal”

Regarding naming Eric Reichert as the Liquor License Manager of Essential Fuel and forwarding a recommendation to the Nebraska Liquor Control Commission, Council Member Schaub was concerned that Mr. Reichert did not have the TIPS training and did not have much hands on experience. He asked how much involvement Mr. Reichert will have with the business. Mr. Reichert stated not a lot; that is why he hired managers who have experience. Council Member Schaub then questioned why he was the Liquor License Manager. Police Chief Spencer came forward and explained there are quite a few businesses that do not have on site managers; this is allowed and is becoming more common. Moved by Council Member McKerrigan, seconded by Council Member Schaub, to submit a positive recommendation for Eric Reichert as Manager of the Class D liquor license for Essential Fuel, LLC dba Essential Fuel, “YEAS,” McKerrigan, Green, Schaub, and Gonzales. “NAYS,” Shaver. Absent: None.

Mayor Gonzales opened the public hearing at 6:17 p.m. to consider the Class I Liquor License for RP Empire Holdings, LLC dba 16<sup>th</sup> Empire.

Ms. Heather Hayes, 16<sup>th</sup> Empire Manger and Police Chief Kevin Spencer were sworn in to testify on the liquor license.

Ms. Hayes came forward and explained to Council they are mostly a restaurant; 85% of their sales are from food. All of the staff members have taken the responsible beverage training course with the exception of one and she will take the training in the next couple weeks. Their policy is to ID anyone who

looks under 35 and they only serve alcohol in glass containers; all other drinks in plastic. The alcohol is stored upstairs in a locked container and their policy is automatic termination if they fail a compliance check.

Police Chief Spencer reported the Police Department conducts extensive background checks on the applicants to see if they are fit, willing, and able and Ms. Hayes had a very uneventful report. He went on to state they have a good plan and are serious about preventing underage drinking with good policies in place.

Moved by Council Member Schaub, seconded by Council Member Green, that the following exhibits, presented on behalf of the City Council be entered into the record: 1) RP Empire Holdings, LLC dba 16<sup>th</sup> Empire Liquor License Application; 2) City Council check list for section 53-132 cum sup 2016; 3) written statement of Police Chief Kevin Spencer dated February 14, 2020; 4) written statement of City Clerk dated February 18, 2020; 5) written statement from Development Services Department dated February 7, 2020; "YEAS," McKerrigan, Shaver, Green, Schaub, and Gonzales. "NAYS," None. Absent: None.

There were no comments from the Public. Mayor Gonzales closed the public hearing at 6:20 p.m. Council Member Schaub moved, seconded by Council Member McKerrigan, to forward a positive recommendation to the Nebraska Liquor Control Commission for RP Empire Holdings, LLC dba 16<sup>th</sup> Empire Class I liquor license pursuant to Nebraska Nebraska§53-132 (2)a, (2)b, (2)c, and (2)d. "YEAS," Green, Schaub, Shaver, Gonzales, and McKerrigan. "NAYS," None. Absent: None.

#### **RESOLUTION NO. 20-02-03**

#### **BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SCOTTSBLUFF, NEBRASKA:**

2. On February 18, 2020 the matter of the application of a Class I liquor license for RP Empire Holdings, LLC dba 16<sup>th</sup> Empire, 1605 Ave. A Scottsbluff, NE 69361 came on for consideration by the Council. The following exhibits were offered and received:

Exhibit 1 - Application of Class I liquor license for RP Empire Holdings, LLC dba 16<sup>th</sup> Empire, 1605 Ave. A, Scottsbluff, NE 69361

Exhibit 2 - City Council Check List for Section 53-132 (Reissue 2016)

Exhibit 3 - Written statement of Police Chief dated February 14, 2020

Exhibit 4 - Written statement of City Clerk dated February 18, 2020

Exhibit 5 - Written statement of Development Services Department dated February 7, 2020

3. Witnesses were sworn and testimony was received in support of the application at the public hearing on this date from Heather Hayes, Manager; Police Chief Kevin Spencer spoke on behalf of the City.
7. Upon consideration of the evidence and the criterion to be considered by the City Council pursuant to law, the City Council finds as follows:
  - a. Applicant has demonstrated a fitness, willingness, and ability to properly serve or sell liquor in conformance to the rules and regulations of the Nebraska Liquor Control Act.
  - c. Applicant has met its burden with regard to the check list provided by Section 53-132 R.R.S. (2016) and demonstrates a willingness and ability to properly serve or

sell liquor in conformance to the rules and regulations of the Nebraska Liquor Control Act and its management and control appears to be sufficient to insure compliance with such rules and regulations.

8. By reason of the above, the Applicant has met the burden of proof and persuasion in producing evidence pertaining to the criterion prescribed in the Nebraska Statutes.  
Based on the above findings, the City Council approves the application and recommends to the Nebraska Liquor Control Commission that a Retail Class I liquor license be issued for RP Empire Holdings, LLC dba 16<sup>th</sup> Empire, at the premises described in the application.
9. The City Clerk shall transmit a copy of this Resolution to the Commission.
10. Cost of publication: \$11.92.

Passed and approved this 18th day of February 2020.

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Mayor

ATTEST:

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City Clerk

“seal”

Council Member Schaub moved, seconded by Council Member Green to submit a positive recommendation for Heather Hayes as Manager of the Class I liquor license for RP Empire Holdings, LLC dba 16<sup>th</sup> Empire, “YEAS,” Shaver, Gonzales, Schaub, McKerrigan, and Green. “NAYS,” None. Absent: None.

Ms. Michele Denton, Executive Director of West Nebraska Arts Center approached Council regarding a special arts related wine permit and special designated liquor license for an art exhibit reception on March 5, 2020 from 4:00-8:00 p.m. Ms. Denton explained they are allowed six per year and this is their second request. Police Chief Spencer stated he has no concerns as they have never been called to the Arts Center. Council Member Shaver made a motion, seconded by Council Member Green to approve the Special Designated Liquor License for the West Nebraska Arts Center, “YEAS,” Schaub, McKerrigan, Gonzales, Green, and Shaver. “NAYS,” None. Absent: None.

Mr. Anthony Mason, Executive Director with Riverside Discovery Center was present to give an update to City Council on the Zoo. Mr. Mason went over the budget statement of activities for the fiscal year and zoo attendance. He commented in the last two years they have stayed stable with just over 45,000 visitors; their goal is to continue to grow by utilizing the bear exhibit and marketing grants. The current membership totals are right around 750 for 2019 and they are continuing to grow. They offer both offsite and onsite educational programs and depending on the situation there is a fee. Mr. Mason also added a big draw will be the bear exhibit which is expected to break ground in March or April and will open before the end of summer.

Mr. Johnson approached Council regarding awarding the bid for the purchase of one new 72" rotary mower with 60" blade and 51" snow blower attachments for the Parks Department. Mr. Johnson explained there was one bid received from Sandberg Implement, Inc. for \$32,157.91. The bid met all specifications, is under the budgeted amount of \$35,000, and staff is recommending approval. Council Member Shaver made a motion, seconded by Council Member Schaub to approve awarding the bid for the purchase of a new mower for the Parks Department to Sandberg Implement, Inc. for \$32,157.91, "YEAS," McKerrigan, Shaver, Green, Schaub, and Gonzales. "NAYS," None. Absent: None.

Fire Chief, Tom Schingle and Anthony Murphy, Fire Code Official presented the International Fire Code 2018 Edition, commenting they are looking to update the Fire Code to be more align with the building code and the State of Nebraska, transitioning from the National Fire Protection Association (NFPA) Uniform Fire Code (UFC) to the International Fire Code (IFC). Mr. Murphy explained they are trying to do cleanup to Chapter 8 to keep things streamlined and harmonized with the building code; they also wanted to remain consistent with the City of Gering and what they adopted. Also, to keep a level of consistency between the two cities, both men would like to make a recommendation to keep the residential sprinklers section included in one and two family dwellings, however, Mr. Schingle pointed out the Planning Commission recommended to exempt one and two family residential dwelling fire suppression systems at their meeting earlier this month.

Council Member Schaub expressed concern with the residential sprinklers, stating it is putting too much restriction on single family development; also he has a concern with the storage of flammable liquids in excess of six gallons. Council Member Green stated he also has a hard time with the sprinkler system clarification for both codes and agrees with the gas can stipulation as well. Mr. Murphy commented the gas can stipulation has been in the City Code for some time and they are definitely willing to look at changing the amount. Council Member Shaver expressed concern residents would be in violation and asked for the amount to be adjusted. He also is not in favor of the sprinkler systems as that can get cost prohibitive for anybody doing construction. Mr. Murphy answered, by stating, the amount would run 1 to 1.5% of the total project. After discussion, City Manager Johnson expressed that research can be brought back what other communities our size are doing in the State. Council Member Shaver moved to table the International Fire Code 2018 Edition and Ordinance until we get the information. This was seconded by Council Member Green, "YEAS," Green, Schaub, Shaver, Gonzales, and McKerrigan. "NAYS," None. Absent: None.

Ms. Starr Lehl, Economic Development Director approached Council regarding an Economic Development Assistance Agreement for Prime Metals, Inc. for \$1,500,000. Ms. Lehl stated the business is a sheet metal fabrication company that makes HVAC systems for commercial buildings and they are proposing to bring 70 full time union waged jobs to the area. The project is being jointly funded through the City of Scottsbluff; the State of Nebraska is committing \$789,000 in Community Development Block Grant funds; the City of Gering, \$211,000 in Community Development Block Grant reuse funds; and also the company is applying for Nebraska Advantage.

Mr. Herb Gibson, President of Prime Metal Products, came forward and explained the company will market over a regional area, as there is quite a bit of trucking capacity to get product to market; they are very excited to get going in April. Council Member Shaver asked if this is a new company completely. Mr. Gibson answered yes, he was previously employed with Lukjan; his last day is March 1<sup>st</sup>. Council Member Green asked what brought Mr. Gibson to the City of Scottsbluff. Mr. Gibson answered they were looking for a place where property value, labor cost and work ethic matched and they



feel they have found that here. He is very excited to create a career by offering great benefits, including health insurance and 401K. They will also wage equalize. Mr. Gibson further explained there is a market here, as there is only one competitor in the Denver area.

Council Member Shaver asked if there is anything that needs to be put back in case something happens to the company. Ms. Lehl stated we have personal guarantees from the ownership and second position on all the equipment. Ms. Lehl went on to comment, stating, this is a great project that both communities and the State are investing in; the number of jobs is perfect because it is something the community can absorb and sustain. At the end of discussion, Council Member Shaver commented his biggest concern is that the business is in Gering, but they are not giving any LB840 at all. Council Member Schaub made the motion to accept the Economic Development Assistance Agreement for Prime Metals, Inc., seconded by Council Member McKerrigan. Before the vote, Ms. Lehl reminded Council that the City of Gering will be losing a substantial amount of their sales tax into their City for seven years; to her that is a huge investment into the company. Mayor Gonzales then asked for roll call. "YEAS," Gonzales, Schaub, McKerrigan, and Green. "NAYS," Shaver. Absent: None.

Mr. Johnson brought forth the Agreement with Larry Davis as the Campground Host for Riverside Park Campground, explaining Mr. Davis is a previous campground host; the only change to the agreement is increasing the amount from \$1,000 to \$1,200. The increase will amount to \$1,000 over the span of the contract and the fees will cover the cost of the contract as the campground makes around \$60,000 per year; staff is recommending approval. Moved by Council Member McKerrigan, seconded by Council Member Schaub, to approve the Agreement with Larry Davis as Campground Host for Riverside Park Campground and authorize the Mayor to sign the Agreement, "YEAS," Schaub, McKerrigan, Gonzales, Green, and Shaver. "NAYS," None. Absent: None.

Council took a five minute break reconvening at 7:09 p.m.

Regarding LB357 one-half additional sales tax, Mayor Gonzales stated he asked to have this on the agenda to consider since this is an election year. He wants to have the discussion now to identify a project to use the one-half cent sales tax on. Council Member Shaver commented, he thought it would have gone through the last time. Had they stuck to the storm sewers and not thrown everything at it; that is what killed it last time. He added, the only way it will go through is to have something specific that it has to be spent on, so it doesn't appear to be a slush fund to the public because they don't understand how it works; it needs to be very specific to what it is used for.

Council Member Schaub stated he is thinking more along using it for streets within the community that are getting tired; feeling it needs to be the top priority, then storm water.

Council Member Green added the streets have a funding mechanism and if we do this we need to use it for something that is pretty specifically not getting taxed or getting money from another place. He would like to see it used for storm water; as this is our one chance for that. He would prioritize storm water, but thinks the roads need help too.

Mayor Gonzales commented the interest is there and because of that, this will show up on future agendas. There was no action taken on the item.

Council Member Shaver made the motion, seconded by Council Member Schaub to remove from the table receiving an update, discussion, and considering action on moving forward with siting a regional landfill, "YEAS," Gonzales, McKerrigan, Shaver, and Schaub. "NAYS," Green. Absent: None.

Mr. Johnson approached Council and explained the item of siting a regional landfill was tabled at the last meeting, due to waiting for the WNED discussion on a regional landfill. Council Member Shaver was the first to comment on this discussion, stating, if we could get the Solid Waste Association of Northwest Nebraska (SWANN) to run ours or be able to get our stuff to them it would be amazing. They are extremely reasonable on their fees; they do it straight across the board with everybody, but they do have a different fee with the County because they do not do pickup. He also liked that the City is not directly involved. Council Member Green added he likes the no nonsense secondary benefits such as less road litter. It has opened his eyes to a bigger picture; it would be nice to have that format. Council Member Schaub commented he doesn't think we should bail out of the Trihydro stuff and allow it to still move forward. We need to look towards the near future, adding he thinks the landfill will be full before 2026.

Council Member Green then clarified he didn't look at SWANN as taking over or privatizing it, he likes their structure and their models. If we could tie that model or a combination of the models into what we are working for with Trihydro, that is where he is taking the takeaways from, not necessarily outsource everything. At the end of discussion, Council Member Schaub suggested directing staff in moving forward, before July 31<sup>st</sup>, looking into other options; at the same token, however, authorize the change order, but in the interim time look at other options. Mayor Gonzales then asked Council if they support the concept and want to move forward with it. Council Member Schaub made a motion to support moving forward with the siting of a regional landfill, seconded by Council Member McKerrigan, "YEAS," McKerrigan, Shaver, Green, Schaub, and Gonzales. "NAYS," None. Absent: None.

Council Member Schaub moved, seconded by Council Member McKerrigan to remove from the table the Work Change Order Agreement with Trihydro Corporation, "YEAS," Green, Schaub, Shaver, Gonzales, and McKerrigan. "NAYS," None. Absent: None.

Regarding the Work Change Order Agreement with Trihydro Corporation, Mayor Gonzales explained this is the change order Trihydro has asked us to sign off on extending the deadline to July 31<sup>st</sup> as they continue to try to find a site. Council Member Green stated his concern is the automatic authorization for Step 2 without knowing the outcome of Step 1. He thinks there needs to be a stipulation that it comes back to Council before we authorize Step 2. Council Member Shaver agreed with Council Member Green. City Manager Johnson then clarified to Council that Step 2 is for permit application and the various tasks involved with Step 2; if a site is found you need to go through this process before you can continue on. That is the reason Step 2 is included with Step 1, you have different things such as ground water monitoring, drawings, modelings, and analysis of the land, which is why it is tied to Step 1, because you have to find a site. He went on to add it is basically to get to the property to put monitoring wells on, which will have to come back to Council for approval. Council Member Shaver asked if any fees would be attached to Step 2. City Manager Johnson answered the change order states none, but he assumes there will be costs associated with test wells, but we do not know that yet.

Mayor Gonzales commented that we are far into this process and he does not see the harm with extending this out until July. Council Member Shaver made a motion to extend the time on Step 1 and bring it back when they have a site to the Council. The motion died for lack of a second. Mayor Gonzales moved to extend the work order for Trihydro to July 31<sup>st</sup> and authorize commencement of Step 2 upon completion of Step 1 and give the Mayor approval to sign the Agreement. The motion was seconded by Council Member Schaub. "YEAS," Schaub, McKerrigan, Gonzales, and Green. "NAYS," Shaver. Absent: None.

Under Council Reports, Council Member Shaver stated the 911 Committee Meeting was cancelled for lack of a quorum. He went to the First Net Meeting at the Public Safety Building instead. Council Member McKerrigan went to a Senior Center Meeting and Tri City Active Living Advisory meets this coming Monday. Mayor Gonzales stated a PADD meeting was last week and they are searching for a new director. Ms. Lehl came forward and added she attended a WNED meeting last Thursday; they voted to support LB720 and the City of Kimball would like help with nuisance abatement properties. They also discussed the Land Bank Bill. Council Member McKerrigan added she and Mayor Gonzales attended a meeting with Rick Myles, Andrew Dick and Bob Hastings to work towards possibly bringing in a residential treatment center for juveniles as there is a great need in our middle and high school for behavioral treatments.

Council Member Schaub made the motion, seconded by Mayor Gonzales, to adjourn the meeting at 7:35 p.m., “YEAS,” Gonzales, Green, McKerrigan, Shaver, and Schaub. “NAYS,” None. Absent: None.

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Mayor

Attest:

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City Clerk  
“SEAL”

# **City of Scottsbluff, Nebraska**

**Monday, March 2, 2020**

**Regular Meeting**

## **Item Consent2**

**Council to set a public hearing for March 16, 2020 at 6:00 p.m. to receive an update regarding status of proceedings for the Scottsbluff Monument Valley Pathway.**

**Staff Contact: City Council**

# **City of Scottsbluff, Nebraska**

**Monday, March 2, 2020**

**Regular Meeting**

## **Item Consent3**

**Council to approve the bid specifications for the 2020 City of Scottsbluff Seal Coat Project and authorize the city clerk to advertise for bids to be received by March 24, 2020 at 2:00 p.m.**

**Staff Contact: Mark Bohl, Public Works Director**

## **Advertisement for Bids**

### **2020 City of Scottsbluff Seal Coat Project**

Owner: City of Scottsbluff, Nebraska

Address: 2525 Circle Drive, Scottsbluff, NE 69361

Sealed Bids for the 2020 Seal Coat Project for the City of Scottsbluff, will be received by Kimberley Wright, City Clerk at City Hall, 2525 Circle Drive, Scottsbluff, Nebraska until 2:00 P.M., (Local Time) March 24th, 2020, and then at said office publicly opened and read aloud.

The Contract Documents may be examined at the following locations:

City of Scottsbluff  
2525 Circle Drive  
Scottsbluff, NE 69361

M.C. Schaff & Associates  
818 South Beltline Highway East  
Scottsbluff, NE 69361

Copies of the Contract Documents may be obtained at the office of M.C. Schaff & Associates located at 818 South Beltline Highway East, Scottsbluff, NE 69361 upon payment of \$25.00 for each set, none of which will be refunded.

Publish:        March 6, 2020  
                      March 13, 2020  
                      March 20, 2020

# **City of Scottsbluff, Nebraska**

**Monday, March 2, 2020**

**Regular Meeting**

## **Item Consent4**

**Council to approve the plans and specifications for the Highland Drive Sanitary Sewer Extension and authorize the city clerk to advertise for bids to be received until 2:00 p.m. March 24, 2020.**

**Staff Contact: Lynn Garton, Wastewater Supervisor**

# Agenda Statement

Meeting Date: March 2, 2020

**AGENDA TITLE:** Council to consider approval of plans and specifications for the Highland Drive Sanitary Sewer Extension and authorize the City Clerk to advertise for bids to be received prior to 2:00 p.m. March 24, 2020.

**SUBMITTED BY DEPARTMENT/ORGANIZATION:** Public Works

**PRESENTATION BY:** Rick Kuckkahn, Interim City Manager

**SUMMARY EXPLANATION:** This project will extend the City's sewer main on Highland Drive an additional 220 feet to the east, allowing properties to connect to City sewer. The City has found that these properties have been connected to a privately-owned sewer system within North Side Mobile Home Park rather than City services.

The State has reviewed and approved these plans and specifications.

**BOARD/COMMISSION RECOMMENDATION:**

**STAFF RECOMMENDATION:** Staff recommends that Council approve the plans and specifications and authorize the City Clerk to advertise for bids to be received prior to 2:00 p.m. March 24, 2020.

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## EXHIBITS

Resolution ☐      Ordinance ☐      Contract ☐      Minutes ☐      Plan/Map ☐

Please provide all visual presentation materials.

Other (specify) ☒ Plans and Specifications (on file with the City Clerk)

**NOTIFICATION LIST:** Yes ☐    No ☐    Further Instructions ☐

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City of Scottsbluff  
Office of the City Manager

Effective date: January 20, 2017



**Advertisement for Bids  
Highland Drive Sanitary Sewer Extension**

Owner: City of Scottsbluff  
Address: 2525 Circle Drive, Scottsbluff, NE 69361

Sealed Bids for the Highland Drive Sanitary Sewer Extension, for the City of Scottsbluff, will be received by Kimberley Wright, City Clerk at City Hall, 2525 Circle Drive, Scottsbluff, Nebraska until, 2:00 PM (Local Time) on Tuesday, March 24<sup>th</sup>, 2020, and then, at said office, publicly opened and read aloud.

The project consists of the construction of approximately 220 feet of 8-inch sanitary sewer main, 25 feet of 4-inch sanitary sewer service, one manhole, and a reconstruction of an existing manhole, along with related removals and replacements.

The Contract Documents may be examined at the following locations:  
City of Scottsbluff  
2525 Circle Drive  
Scottsbluff, NE 69361

M.C. Schaff & Associates  
818 South Beltline Highway East  
Scottsbluff, NE 69361

Copies of the Contract Documents may be obtained at the office of M.C. Schaff & Associates located at 818 South Beltline Highway East, Scottsbluff, NE 69361 upon payment of \$25.00 for each set, none of which will be refunded.

/s/ Kimberley Wright  
City Clerk

Publish three times:  
3/6/2020  
3/13/2020  
3/20/2020

# **City of Scottsbluff, Nebraska**

**Monday, March 2, 2020**

**Regular Meeting**

## **Item Consent5**

**Council to approve the plans and specifications for the Utility Relocations for the Scottsbluff Monument Valley Pathway and authorize the city clerk to advertise for bids to be received by March 24, 2020 at 2:00 p.m.**

**Staff Contact: Mark Bohl, Public Works Director**

**Advertisement for Bids  
Utility Relocations for Scottsbluff Pathway Project**

Owner: City of Scottsbluff  
Address: 2525 Circle Drive, Scottsbluff, NE 69361

Sealed Bids for the Utility Relocations for Scottsbluff Pathway Project for the City of Scottsbluff, will be received by Kimberley Wright, City Clerk at City Hall, 2525 Circle Drive, Scottsbluff, Nebraska until 2:00 P.M., (Local Time) March 24, 2020, and then, at said office, publicly opened and read aloud.

The project consists of the construction of approximately 450 linear feet of sanitary sewer main relocation, 160 linear feet of water main relocation and related work.

The Contract Documents may be examined at the following locations:  
City of Scottsbluff  
2525 Circle Drive  
Scottsbluff, NE 69361

M.C. Schaff & Associates  
818 South Beltline Highway East  
Scottsbluff, NE 69361

Copies of the Contract Documents may be obtained at the office of M.C. Schaff & Associates located at 818 South Beltline Highway East, Scottsbluff, NE 69361 upon payment of \$25.00 for each set, none of which will be refunded.

/s/ Kimberley Wright  
City Clerk

Publish three times:  
3/6/2020  
3/13/2020  
3/20/2020

# **City of Scottsbluff, Nebraska**

**Monday, March 2, 2020**

**Regular Meeting**

## **Item Consent6**

**Council to approve the plans and specifications for the replacement of the metal roof and appurtenances at the City Hall building and authorize the city clerk to advertise for bids to be received by March 25, 2020 at 1:00 p.m.**

**Staff Contact: City Council**

**Advertisement for Bids**  
**City of Scottsbluff City Hall Roof Replacement**

Owner: City of Scottsbluff  
Address: 2525 Circle Drive, Scottsbluff, NE 69361

Sealed Bids for the replacement of the metal roof and appurtenances for the City Hall building for the City of Scottsbluff, will be received by Kimberley Wright, City Clerk at City Hall, 2525 Circle Drive, Scottsbluff, Nebraska until 1:00 P.M., (Local Time) March 25, 2020, and then at said office publicly opened and read aloud.

The Contract Documents may be examined at the following locations:  
City of Scottsbluff  
2525 Circle Drive  
Scottsbluff, NE 69361

M.C. Schaff & Associates  
818 South Beltline Highway East  
Scottsbluff, NE 69361

Copies of the Contract Documents may be obtained at the office of M.C. Schaff & Associates located at 818 South Beltline Highway East, Scottsbluff, NE 69361 upon payment of \$25.00 for each set, none of which will be refunded.

/s/ Kimberley Wright  
City Clerk

Publish three times:  
March 7, 2020; March 14, 2020; March 21, 2020  
One affidavit of publication requested

# **City of Scottsbluff, Nebraska**

**Monday, March 2, 2020**

**Regular Meeting**

## **Item Claims1**

**Council to consider and take action on claims of the City.**

**Staff Contact: Liz Hilyard, Finance Director**



## Expense Approval Report

By Vendor Name

Post Dates 02/19/2020 - 03/02/2020

Description (Payable)	Account Name	(None)	(None)	(None)	Amount
<b>Vendor: 10123 - 26 GROUP, LLC</b>					
<b>Fund: 321 - TIF PROJECTS</b>					
TIF - 26 GROUP FUEL ST & CON ... DEBT SVC (INT) - TIF					284.84
				<b>Fund 321 - TIF PROJECTS Total:</b>	<b>284.84</b>
				<b>Vendor 10123 - 26 GROUP, LLC Total:</b>	<b>284.84</b>
<b>Vendor: 00460 - ACCELERATED RECEIVABLES SOLUTIONS</b>					
<b>Fund: 713 - CASH &amp; INVESTMENT POOL</b>					
WAGE ATTACHMENT	WAGE ATTACHMENT EE PAY				441.84
				<b>Fund 713 - CASH &amp; INVESTMENT POOL Total:</b>	<b>441.84</b>
				<b>Vendor 00460 - ACCELERATED RECEIVABLES SOLUTIONS Total:</b>	<b>441.84</b>
<b>Vendor: 02583 - ADVANCE AUTO PARTS</b>					
<b>Fund: 621 - ENVIRONMENTAL SERVICES</b>					
DEF	VEHICLE MAINTENANCE				221.00
				<b>Fund 621 - ENVIRONMENTAL SERVICES Total:</b>	<b>221.00</b>
<b>Fund: 631 - WASTEWATER</b>					
VEH MAINT	VEHICLE MAINTENANCE				4.19
				<b>Fund 631 - WASTEWATER Total:</b>	<b>4.19</b>
<b>Fund: 725 - CENTRAL GARAGE</b>					
TRANS #466- OIL, AIR, FUEL FIL...	EQUIPMENT MAINTENANCE				18.98
TRANS #462- OIL, AIR, FUEL FIL...	EQUIPMENT MAINTENANCE				70.88
PARKS #315- OIL FILTER AND L...	EQUIPMENT MAINTENANCE				7.61
POLICE #7- BRAKE PADS AND R...	EQUIPMENT MAINTENANCE				278.55
POLICE #7- BRAKE PADS	EQUIPMENT MAINTENANCE				51.99
PARKS #309- OIL AND AIR FILTER	EQUIPMENT MAINTENANCE				12.58
POLICE #2- OIL FILTER	EQUIPMENT MAINTENANCE				3.14
PILICE #7- OIL FILTER	EQUIPMENT MAINTENANCE				3.14
WATER #39- OIL FILTER	EQUIPMENT MAINTENANCE				3.36
TRANS #425- OIL AND AIR FILTER	EQUIPMENT MAINTENANCE				12.58
				<b>Fund 725 - CENTRAL GARAGE Total:</b>	<b>462.81</b>
				<b>Vendor 02583 - ADVANCE AUTO PARTS Total:</b>	<b>688.00</b>
<b>Vendor: 06068 - AHLERS BAKING INC</b>					
<b>Fund: 111 - GENERAL</b>					
DEPT SUPPLIES - PD	DEPARTMENT SUPPLIES				47.97
				<b>Fund 111 - GENERAL Total:</b>	<b>47.97</b>
				<b>Vendor 06068 - AHLERS BAKING INC Total:</b>	<b>47.97</b>
<b>Vendor: 07593 - AIRPORT DEVELOPMENT,LLC</b>					
<b>Fund: 321 - TIF PROJECTS</b>					
TIF - 1/31/2020	DEBT SVC (INT) - TIF				384.11
				<b>Fund 321 - TIF PROJECTS Total:</b>	<b>384.11</b>
				<b>Vendor 07593 - AIRPORT DEVELOPMENT,LLC Total:</b>	<b>384.11</b>
<b>Vendor: 01746 - AL'S TOWING</b>					
<b>Fund: 111 - GENERAL</b>					
TOW SERVICE - PD	CONTRACTUAL SERVICES				95.00
				<b>Fund 111 - GENERAL Total:</b>	<b>95.00</b>
				<b>Vendor 01746 - AL'S TOWING Total:</b>	<b>95.00</b>
<b>Vendor: 03711 - AMAZON.COM HEADQUARTERS</b>					
<b>Fund: 111 - GENERAL</b>					
Misc.	DEPARTMENT SUPPLIES				91.92
Misc.	AUDIOVISUAL SUPPLIES				13.98
Misc.	BOOKS				303.54

## Expense Approval Report

Post Dates: 02/19/2020 - 03/02/2020

Description (Payable)	Account Name	(None)	(None)	(None)	Amount
Misc.	PROGRAMMING				457.67
				<b>Fund 111 - GENERAL Total:</b>	<b>867.11</b>
<b>Fund: 661 - STORMWATER</b>					
DEPT SUP	DEPARTMENT SUPPLIES				21.47
DEPT SUP	DEPARTMENT SUPPLIES				21.47
				<b>Fund 661 - STORMWATER Total:</b>	<b>42.94</b>
				<b>Vendor 03711 - AMAZON.COM HEADQUARTERS Total:</b>	<b>910.05</b>
<b>Vendor: 08877 - ATTN: MIKE SESSIONS MEDICAL EQUIPMEN</b>					
<b>Fund: 111 - GENERAL</b>					
SMALL MEDICAL EXAM GLOVES	DEPARTMENT SUPPLIES				80.00
EXTRA LARGE MEDICAL EXAM G...	DEPARTMENT SUPPLIES				80.00
LARGE MEDICAL EXAM GLOVES	DEPARTMENT SUPPLIES				80.00
				<b>Fund 111 - GENERAL Total:</b>	<b>240.00</b>
				<b>Vendor 08877 - ATTN: MIKE SESSIONS MEDICAL EQUIPMEN Total:</b>	<b>240.00</b>
<b>Vendor: 04575 - AUTOZONE STORES, INC</b>					
<b>Fund: 111 - GENERAL</b>					
FUEL CAP FOR BRUSH 1	DEPARTMENT SUPPLIES				11.81
				<b>Fund 111 - GENERAL Total:</b>	<b>11.81</b>
				<b>Vendor 04575 - AUTOZONE STORES, INC Total:</b>	<b>11.81</b>
<b>Vendor: 00295 - B &amp; H INVESTMENTS, INC</b>					
<b>Fund: 111 - GENERAL</b>					
Dep. sup. - LIBRARY	DEPARTMENT SUPPLIES				21.50
Dep. sup. - LIBRARY	DEPARTMENT SUPPLIES				40.50
Dep. sup. - LIBRARY	DEPARTMENT SUPPLIES				50.00
				<b>Fund 111 - GENERAL Total:</b>	<b>112.00</b>
				<b>Vendor 00295 - B &amp; H INVESTMENTS, INC Total:</b>	<b>112.00</b>
<b>Vendor: 09716 - BLACK HILLS GAS DISTRIBUTION LLC</b>					
<b>Fund: 111 - GENERAL</b>					
Monthly Energy Bill	HEATING FUEL				454.56
Monthly Energy Bill	HEATING FUEL				261.62
Monthly Energy Bill	HEATING FUEL				153.93
Monthly Energy Bill	HEATING FUEL				261.61
Monthly Energy Bill	HEATING FUEL				446.86
Monthly Energy Bill	HEATING FUEL				610.79
Monthly Energy Bill	HEATING FUEL				112.40
				<b>Fund 111 - GENERAL Total:</b>	<b>2,301.77</b>
<b>Fund: 212 - TRANSPORTATION</b>					
Monthly Energy Bill	HEATING FUEL				1,631.31
				<b>Fund 212 - TRANSPORTATION Total:</b>	<b>1,631.31</b>
<b>Fund: 621 - ENVIRONMENTAL SERVICES</b>					
Monthly Energy Bill	HEATING FUEL				770.58
				<b>Fund 621 - ENVIRONMENTAL SERVICES Total:</b>	<b>770.58</b>
<b>Fund: 641 - WATER</b>					
Monthly Energy Bill	HEATING FUEL				130.25
				<b>Fund 641 - WATER Total:</b>	<b>130.25</b>
<b>Fund: 725 - CENTRAL GARAGE</b>					
Monthly Energy Bill	HEATING FUEL				262.57
				<b>Fund 725 - CENTRAL GARAGE Total:</b>	<b>262.57</b>
				<b>Vendor 09716 - BLACK HILLS GAS DISTRIBUTION LLC Total:</b>	<b>5,096.48</b>
<b>Vendor: 00405 - BLUFFS SANITARY SUPPLY INC.</b>					
<b>Fund: 111 - GENERAL</b>					
Jan. sup.	JANITORIAL SUPPLIES				30.32
LARGE MEDICAL GLOVES	DEPARTMENT SUPPLIES				23.01
DEPT SUPP ADM	DEPARTMENT SUPPLIES				132.94
				<b>Fund 111 - GENERAL Total:</b>	<b>186.27</b>



## Expense Approval Report

Post Dates: 02/19/2020 - 03/02/2020

Description (Payable)	Account Name	(None)	(None)	(None)	Amount
<b>Fund: 621 - ENVIRONMENTAL SERVICES</b>					
BREAK ROOM AND CLEANING S...	DEPARTMENT SUPPLIES				156.43
<b>Fund 621 - ENVIRONMENTAL SERVICES Total:</b>					<b>156.43</b>
<b>Vendor 00405 - BLUFFS SANITARY SUPPLY INC. Total:</b>					<b>342.70</b>
<b>Vendor: 07911 - CELLCO PARTNERSHIP</b>					
<b>Fund: 111 - GENERAL</b>					
FEBRUARY CELL PHONE	CELLULAR PHONE				267.31
WIFI FOR MOBILE COMMAND	PHONE & INTERNET				43.78
CELL PHONES - PD	PHONE & INTERNET				1,255.16
<b>Fund 111 - GENERAL Total:</b>					<b>1,566.25</b>
<b>Vendor 07911 - CELLCO PARTNERSHIP Total:</b>					<b>1,566.25</b>
<b>Vendor: 02396 - CITIBANK N.A.</b>					
<b>Fund: 111 - GENERAL</b>					
POSTAGE - PD	POSTAGE				34.37
<b>Fund 111 - GENERAL Total:</b>					<b>34.37</b>
<b>Fund: 213 - CEMETERY</b>					
DEPT SUPP CEM	DEPARTMENT SUPPLIES				98.99
<b>Fund 213 - CEMETERY Total:</b>					<b>98.99</b>
<b>Fund: 641 - WATER</b>					
DEPT SUP	DEPARTMENT SUPPLIES				117.46
DEPT SUP	DEPARTMENT SUPPLIES				277.86
<b>Fund 641 - WATER Total:</b>					<b>395.32</b>
<b>Vendor 02396 - CITIBANK N.A. Total:</b>					<b>528.68</b>
<b>Vendor: 00367 - CITY OF SCB</b>					
<b>Fund: 111 - GENERAL</b>					
DEPT SUPPL/POSTAGE - PD	DEPARTMENT SUPPLIES				30.00
DEPT SUPPL/POSTAGE - PD	POSTAGE				68.60
<b>Fund 111 - GENERAL Total:</b>					<b>98.60</b>
<b>Vendor 00367 - CITY OF SCB Total:</b>					<b>98.60</b>
<b>Vendor: 09915 - CLEMENS CARPET</b>					
<b>Fund: 111 - GENERAL</b>					
EQUIP MAINT REC	EQUIPMENT MAINTENANCE				28.01
<b>Fund 111 - GENERAL Total:</b>					<b>28.01</b>
<b>Vendor 09915 - CLEMENS CARPET Total:</b>					<b>28.01</b>
<b>Vendor: 03010 - COLONIAL LIFE &amp; ACCIDENT INSURANCE COMPANY</b>					
<b>Fund: 713 - CASH &amp; INVESTMENT POOL</b>					
SUPPLEMENTAL INS	LIFE INS EE PAYABLE				22.75
SUPPLEMENTAL INS	DIS INC INS EE PAYABLE				25.95
<b>Fund 713 - CASH &amp; INVESTMENT POOL Total:</b>					<b>48.70</b>
<b>Vendor 03010 - COLONIAL LIFE &amp; ACCIDENT INSURANCE COMPANY Total:</b>					<b>48.70</b>
<b>Vendor: 00267 - CONTRACTORS MATERIALS INC.</b>					
<b>Fund: 111 - GENERAL</b>					
DEPT SUPP PARK	DEPARTMENT SUPPLIES				161.30
<b>Fund 111 - GENERAL Total:</b>					<b>161.30</b>
<b>Fund: 212 - TRANSPORTATION</b>					
TOOLBOX FOR SUPERVISORS' PI...	DEPARTMENT SUPPLIES				519.40
SUPP - BIT FOR HAMMER DRILL	DEPARTMENT SUPPLIES				77.42
<b>Fund 212 - TRANSPORTATION Total:</b>					<b>596.82</b>
<b>Vendor 00267 - CONTRACTORS MATERIALS INC. Total:</b>					<b>758.12</b>
<b>Vendor: 09824 - CORE &amp; MAIN LP</b>					
<b>Fund: 631 - WASTEWATER</b>					
CONTRACTUAL SVC	CONTRACTUAL SERVICES				13,187.50
<b>Fund 631 - WASTEWATER Total:</b>					<b>13,187.50</b>

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Description (Payable)	Account Name	(None)	(None)	(None)	Amount
<b>Fund: 641 - WATER</b>					
CONTRACTUAL SVC	CONTRACTUAL SERVICES				13,187.50
				<b>Fund 641 - WATER Total:</b>	<b>13,187.50</b>
				<b>Vendor 09824 - CORE &amp; MAIN LP Total:</b>	<b>26,375.00</b>
<b>Vendor: 00714 - COZY, INC</b>					
<b>Fund: 218 - PUBLIC SAFETY</b>					
CIP-PO-PATROL CARS - PD	EQUIPMENT				800.00
				<b>Fund 218 - PUBLIC SAFETY Total:</b>	<b>800.00</b>
				<b>Vendor 00714 - COZY, INC Total:</b>	<b>800.00</b>
<b>Vendor: 06564 - CREDIT MANAGEMENT SERVICES INC.</b>					
<b>Fund: 713 - CASH &amp; INVESTMENT POOL</b>					
WAGE ATTACHMENT	WAGE ATTACHMENT EE PAY				144.96
				<b>Fund 713 - CASH &amp; INVESTMENT POOL Total:</b>	<b>144.96</b>
				<b>Vendor 06564 - CREDIT MANAGEMENT SERVICES INC. Total:</b>	<b>144.96</b>
<b>Vendor: 00406 - CRESCENT ELECT. SUPPLY COMP INC</b>					
<b>Fund: 212 - TRANSPORTATION</b>					
SUPP - PHOTO CELLS	DEPARTMENT SUPPLIES				87.28
				<b>Fund 212 - TRANSPORTATION Total:</b>	<b>87.28</b>
				<b>Vendor 00406 - CRESCENT ELECT. SUPPLY COMP INC Total:</b>	<b>87.28</b>
<b>Vendor: 09767 - CROELL INC</b>					
<b>Fund: 641 - WATER</b>					
DEPT SUP	DEPARTMENT SUPPLIES				215.34
				<b>Fund 641 - WATER Total:</b>	<b>215.34</b>
				<b>Vendor 09767 - CROELL INC Total:</b>	<b>215.34</b>
<b>Vendor: 07689 - CYNTHIA GREEN</b>					
<b>Fund: 111 - GENERAL</b>					
Dep. sup.	DEPARTMENT SUPPLIES				123.99
DEPT SUPP ADM	DEPARTMENT SUPPLIES				9.39
				<b>Fund 111 - GENERAL Total:</b>	<b>133.38</b>
				<b>Vendor 07689 - CYNTHIA GREEN Total:</b>	<b>133.38</b>
<b>Vendor: 03240 - DALE VITITO</b>					
<b>Fund: 218 - PUBLIC SAFETY</b>					
CIP-PO-PATROL CARS - PD	EQUIPMENT				1,119.14
				<b>Fund 218 - PUBLIC SAFETY Total:</b>	<b>1,119.14</b>
				<b>Vendor 03240 - DALE VITITO Total:</b>	<b>1,119.14</b>
<b>Vendor: 00404 - DAS STATE ACCOUNTING-CENTRAL FINANCE</b>					
<b>Fund: 111 - GENERAL</b>					
Monthly Long Distance	PHONE & INTERNET				6.31
Monthly Long Distance	PHONE & INTERNET				1.92
Monthly Long Distance	PHONE & INTERNET				9.22
Monthly Long Distance	PHONE & INTERNET				1.02
Monthly Long Distance	PHONE & INTERNET				3.03
Monthly Long Distance	PHONE & INTERNET				9.31
Monthly Long Distance	PHONE & INTERNET				34.77
Monthly Long Distance	PHONE & INTERNET				18.80
Monthly Long Distance	PHONE & INTERNET				2.76
Monthly Long Distance	PHONE & INTERNET				2.35
LONG DISTANCE	PHONE & INTERNET				16.44
				<b>Fund 111 - GENERAL Total:</b>	<b>105.93</b>
<b>Fund: 212 - TRANSPORTATION</b>					
Monthly Long Distance	PHONE & INTERNET				6.28
				<b>Fund 212 - TRANSPORTATION Total:</b>	<b>6.28</b>
<b>Fund: 213 - CEMETERY</b>					
Monthly Long Distance	PHONE & INTERNET				3.28
				<b>Fund 213 - CEMETERY Total:</b>	<b>3.28</b>

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<b>Fund: 224 - ECONOMIC DEVELOPMENT</b>					
Monthly Long Distance	PHONE & INTERNET				13.63
				<b>Fund 224 - ECONOMIC DEVELOPMENT Total:</b>	<b>13.63</b>
<b>Fund: 621 - ENVIRONMENTAL SERVICES</b>					
Monthly Long Distance	PHONE & INTERNET				2.75
				<b>Fund 621 - ENVIRONMENTAL SERVICES Total:</b>	<b>2.75</b>
<b>Fund: 631 - WASTEWATER</b>					
Monthly Long Distance	PHONE & INTERNET				2.35
				<b>Fund 631 - WASTEWATER Total:</b>	<b>2.35</b>
<b>Fund: 641 - WATER</b>					
Monthly Long Distance	PHONE & INTERNET				2.25
				<b>Fund 641 - WATER Total:</b>	<b>2.25</b>
<b>Fund: 661 - STORMWATER</b>					
Monthly Long Distance	PHONE & INTERNET				0.49
				<b>Fund 661 - STORMWATER Total:</b>	<b>0.49</b>
<b>Fund: 721 - GIS SERVICES</b>					
Monthly Long Distance	PHONE & INTERNET				0.47
				<b>Fund 721 - GIS SERVICES Total:</b>	<b>0.47</b>
<b>Fund: 725 - CENTRAL GARAGE</b>					
Monthly Long Distance	PHONE & INTERNET				1.75
				<b>Fund 725 - CENTRAL GARAGE Total:</b>	<b>1.75</b>
				<b>Vendor 00404 - DAS STATE ACCOUNTING-CENTRAL FINANCE Total:</b>	<b>139.18</b>
<b>Vendor: 07421 - DUANE E. WOHLERS</b>					
<b>Fund: 621 - ENVIRONMENTAL SERVICES</b>					
HAULING RECYCLING TO DENV...	DISPOSAL FEES				800.00
HAULING RECYCLING TO DENV...	DISPOSAL FEES				800.00
				<b>Fund 621 - ENVIRONMENTAL SERVICES Total:</b>	<b>1,600.00</b>
				<b>Vendor 07421 - DUANE E. WOHLERS Total:</b>	<b>1,600.00</b>
<b>Vendor: 01003 - ELLIOTT EQUIPMENT COMPANY INC.</b>					
<b>Fund: 725 - CENTRAL GARAGE</b>					
ES STOCK- ARM ADJUSTMENT ...	EQUIPMENT MAINTENANCE				74.88
				<b>Fund 725 - CENTRAL GARAGE Total:</b>	<b>74.88</b>
				<b>Vendor 01003 - ELLIOTT EQUIPMENT COMPANY INC. Total:</b>	<b>74.88</b>
<b>Vendor: 03950 - ENERGY LABORATORIES, INC DEPT 6250</b>					
<b>Fund: 641 - WATER</b>					
SAMPLES	SAMPLES				135.00
				<b>Fund 641 - WATER Total:</b>	<b>135.00</b>
				<b>Vendor 03950 - ENERGY LABORATORIES, INC DEPT 6250 Total:</b>	<b>135.00</b>
<b>Vendor: 09927 - FARMERS STATE BANK</b>					
<b>Fund: 321 - TIF PROJECTS</b>					
TIF - ELITE HEALTH REDEV	DEBT SVC (INT) - TIF				4,713.37
				<b>Fund 321 - TIF PROJECTS Total:</b>	<b>4,713.37</b>
				<b>Vendor 09927 - FARMERS STATE BANK Total:</b>	<b>4,713.37</b>
<b>Vendor: 02460 - FASTENAL COMPANY</b>					
<b>Fund: 111 - GENERAL</b>					
DEPT SUPP PARK	DEPARTMENT SUPPLIES				56.83
ANCHOR BOLTS FOR PLAZA FEN...	DEPARTMENT SUPPLIES				42.36
DEPT SUPP PARK	DEPARTMENT SUPPLIES				48.14
				<b>Fund 111 - GENERAL Total:</b>	<b>147.33</b>
				<b>Vendor 02460 - FASTENAL COMPANY Total:</b>	<b>147.33</b>
<b>Vendor: 07574 - FAT BOYS TIRE AND AUTO</b>					
<b>Fund: 725 - CENTRAL GARAGE</b>					
WATER #38- TIRES	EQUIPMENT MAINTENANCE				839.60

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Description (Payable)	Account Name	(None)	(None)	(None)	Amount
TRANS #402- NEW TIRES	EQUIPMENT MAINTENANCE				605.00
Fund 725 - CENTRAL GARAGE Total:					1,444.60
Vendor 07574 - FAT BOYS TIRE AND AUTO Total:					1,444.60
Vendor: 00548 - FEDERAL EXPRESS CORPORATION					
Fund: 641 - WATER					
POSTAGE	POSTAGE				188.62
Fund 641 - WATER Total:					188.62
Vendor 00548 - FEDERAL EXPRESS CORPORATION Total:					188.62
Vendor: 00794 - FLOYD'S TRUCK CENTER SCOTTSBLUFF					
Fund: 725 - CENTRAL GARAGE					
ES #828- BRANK CASE, FILTERS	EQUIPMENT MAINTENANCE				443.48
ES #828- VENTILATION KIT	EQUIPMENT MAINTENANCE				105.40
ES #816- FILTERS	EQUIPMENT MAINTENANCE				85.24
ES #816- VALVE PURGE KIT	EQUIPMENT MAINTENANCE				96.80
ES #815- FILTERS	EQUIPMENT MAINTENANCE				234.46
ES #827- MIRROR	EQUIPMENT MAINTENANCE				37.32
ES #820- HOOD LATCH	EQUIPMENT MAINTENANCE				35.04
ES #820- LUBE FILTER	EQUIPMENT MAINTENANCE				21.36
TRANS #450- OIL, FUEL, AND AL...	EQUIPMENT MAINTENANCE				101.13
TRANS #4045- OIL FILTER	EQUIPMENT MAINTENANCE				6.49
ES #825- LUBE FILTERS	EQUIPMENT MAINTENANCE				21.36
ES #828- RETURNED CRANK CA...	EQUIPMENT MAINTENANCE				-358.24
Fund 725 - CENTRAL GARAGE Total:					829.84
Vendor 00794 - FLOYD'S TRUCK CENTER SCOTTSBLUFF Total:					829.84
Vendor: 00887 - FYR-TEK INC					
Fund: 111 - GENERAL					
POSICHECK FOR SELF CONTAIN...	EQUIPMENT MAINTENANCE				1,496.00
Fund 111 - GENERAL Total:					1,496.00
Vendor 00887 - FYR-TEK INC Total:					1,496.00
Vendor: 00022 - GENERAL ELECTRIC CAPITAL CORPORATION					
Fund: 111 - GENERAL					
IBUPROFIN	DEPARTMENT SUPPLIES				17.08
Prgm.	PROGRAMMING				70.27
Prgm.	PROGRAMMING				44.08
BLDG MAINT/VEH MAINT - PD	BUILDING MAINTENANCE				21.91
BLDG MAINT/VEH MAINT - PD	BUILDING MAINTENANCE				21.92
BLDG MAINT/VEH MAINT - PD	VEHICLE MAINTENANCE				99.94
Fund 111 - GENERAL Total:					275.20
Fund: 215 - SPECIAL PROJECTS					
CAR SEAT PROGRAM - PD	DEPARTMENT SUPPLIES				149.94
Fund 215 - SPECIAL PROJECTS Total:					149.94
Fund: 621 - ENVIRONMENTAL SERVICES					
CLEANING AND BREAK ROOM S...	DEPARTMENT SUPPLIES				30.14
Fund 621 - ENVIRONMENTAL SERVICES Total:					30.14
Fund: 631 - WASTEWATER					
DEPT SUP	DEPARTMENT SUPPLIES				146.85
Fund 631 - WASTEWATER Total:					146.85
Vendor 00022 - GENERAL ELECTRIC CAPITAL CORPORATION Total:					602.13
Vendor: 00602 - GENERAL TRAFFIC CONTROLS, INC					
Fund: 212 - TRANSPORTATION					
TRAFFIC SIGNAL CABINET ASSY ...	ELECTRICAL MAINTENANCE				16,525.00
Fund 212 - TRANSPORTATION Total:					16,525.00
Vendor 00602 - GENERAL TRAFFIC CONTROLS, INC Total:					16,525.00

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Description (Payable)	Account Name	(None)	(None)	(None)	Amount
<b>Vendor: 10129 - GENNY'S SEWING &amp; CRAFTS</b>					
<b>Fund: 111 - GENERAL</b>					
UNIFORMS - PD	UNIFORMS & CLOTHING				297.75
				<b>Fund 111 - GENERAL Total:</b>	<b>297.75</b>
				<b>Vendor 10129 - GENNY'S SEWING &amp; CRAFTS Total:</b>	<b>297.75</b>
<b>Vendor: 00200 - HANDLEY INDUSTRIES, INC</b>					
<b>Fund: 641 - WATER</b>					
DEPT SUP	DEPARTMENT SUPPLIES				3,354.42
				<b>Fund 641 - WATER Total:</b>	<b>3,354.42</b>
				<b>Vendor 00200 - HANDLEY INDUSTRIES, INC Total:</b>	<b>3,354.42</b>
<b>Vendor: 04371 - HAWKINS, INC.</b>					
<b>Fund: 641 - WATER</b>					
CHEMICALS	CHEMICALS				2,280.30
				<b>Fund 641 - WATER Total:</b>	<b>2,280.30</b>
				<b>Vendor 04371 - HAWKINS, INC. Total:</b>	<b>2,280.30</b>
<b>Vendor: 00180 - HERSTEAD MONUMENT COMP. INC</b>					
<b>Fund: 111 - GENERAL</b>					
DEPT SUPP PARK	DEPARTMENT SUPPLIES				714.00
				<b>Fund 111 - GENERAL Total:</b>	<b>714.00</b>
				<b>Vendor 00180 - HERSTEAD MONUMENT COMP. INC Total:</b>	<b>714.00</b>
<b>Vendor: 04993 - HORSE CREEK II LLC</b>					
<b>Fund: 111 - GENERAL</b>					
SCHOOL & CONF LIB	SCHOOL & CONFERENCE				91.00
				<b>Fund 111 - GENERAL Total:</b>	<b>91.00</b>
				<b>Vendor 04993 - HORSE CREEK II LLC Total:</b>	<b>91.00</b>
<b>Vendor: 06423 - HYDROTEX PARTNERS, LTD</b>					
<b>Fund: 725 - CENTRAL GARAGE</b>					
CENTRAL GARAGE- OIL	OIL & ANTIFREEZE				1,537.62
ES STOCK- POWER KLEEN	EQUIPMENT MAINTENANCE				988.40
				<b>Fund 725 - CENTRAL GARAGE Total:</b>	<b>2,526.02</b>
				<b>Vendor 06423 - HYDROTEX PARTNERS, LTD Total:</b>	<b>2,526.02</b>
<b>Vendor: 00525 - IDEAL LAUNDRY AND CLEANERS, INC.</b>					
<b>Fund: 111 - GENERAL</b>					
DEPT SUPP ADM	DEPARTMENT SUPPLIES				52.79
Jan. sup.	JANITORIAL SUPPLIES				89.25
DEPT SUPP ADM	DEPARTMENT SUPPLIES				52.79
				<b>Fund 111 - GENERAL Total:</b>	<b>194.83</b>
<b>Fund: 212 - TRANSPORTATION</b>					
SUPP - MATS, TOWELS	DEPARTMENT SUPPLIES				33.56
SUPP - MATS, TOWELS	DEPARTMENT SUPPLIES				33.56
				<b>Fund 212 - TRANSPORTATION Total:</b>	<b>67.12</b>
<b>Fund: 621 - ENVIRONMENTAL SERVICES</b>					
RUGS, MOPS, SHOP TOWELS	DEPARTMENT SUPPLIES				103.92
RUGS, MOPS, SHOP TOWELS	DEPARTMENT SUPPLIES				103.92
RUGS, MOPS, SHOP TOWELS	DEPARTMENT SUPPLIES				103.92
				<b>Fund 621 - ENVIRONMENTAL SERVICES Total:</b>	<b>311.76</b>
<b>Fund: 631 - WASTEWATER</b>					
CONTRACTUAL SVC	CONTRACTUAL SERVICES				29.33
				<b>Fund 631 - WASTEWATER Total:</b>	<b>29.33</b>
<b>Fund: 641 - WATER</b>					
CONTRACTUAL SVC	CONTRACTUAL SERVICES				29.34
				<b>Fund 641 - WATER Total:</b>	<b>29.34</b>
<b>Fund: 725 - CENTRAL GARAGE</b>					
CENTRAL GARAGE- RUGS & SH...	DEPARTMENT SUPPLIES				34.79
CENTRAL GARAGE- SHOP TOWE...	DEPARTMENT SUPPLIES				34.79

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Description (Payable)	Account Name	(None)	(None)	(None)	Amount
CENTRAL GARAGE- SHOP TOWE...	DEPARTMENT SUPPLIES				75.31
CENTRAL GARAGE- SHOP TOWE...	DEPARTMENT SUPPLIES				34.79
Fund 725 - CENTRAL GARAGE Total:					179.68
Vendor 00525 - IDEAL LAUNDRY AND CLEANERS, INC. Total:					812.06
Vendor: 00937 - INDEPENDENT PLUMBING AND HEATING, INC					
Fund: 212 - TRANSPORTATION					
SUPP - CLEANER	DEPARTMENT SUPPLIES				9.80
Fund 212 - TRANSPORTATION Total:					9.80
Vendor 00937 - INDEPENDENT PLUMBING AND HEATING, INC Total:					9.80
Vendor: 09291 - INGRAM LIBRARY SERVICES INC					
Fund: 111 - GENERAL					
Bks.	BOOKS				63.93
Bks.	BOOKS				49.73
Fund 111 - GENERAL Total:					113.66
Vendor 09291 - INGRAM LIBRARY SERVICES INC Total:					113.66
Vendor: 00733 - INLAND TRUCK PARTS & SERVICE					
Fund: 725 - CENTRAL GARAGE					
WATER #443- HOSE ASSY	EQUIPMENT MAINTENANCE				16.39
WATER #443- HOSE ASSY	EQUIPMENT MAINTENANCE				17.54
WATER #443- RETURNED HOSE...	EQUIPMENT MAINTENANCE				-16.39
Fund 725 - CENTRAL GARAGE Total:					17.54
Vendor 00733 - INLAND TRUCK PARTS & SERVICE Total:					17.54
Vendor: 08154 - INTERNAL REVENUE SERVICE					
Fund: 713 - CASH & INVESTMENT POOL					
WITHHOLDINGS	MEDICARE W/H EE PAYABLE				3,698.10
WITHHOLDINGS	MEDICARE W/H EE PAYABLE				3,698.10
WITHHOLDINGS	FICA W/H EE PAYABLE				13,681.31
WITHHOLDINGS	FICA W/H EE PAYABLE				13,681.31
WITHHOLDINGS	FED W/H EE PAYABLE				21,371.81
Fund 713 - CASH & INVESTMENT POOL Total:					56,130.63
Vendor 08154 - INTERNAL REVENUE SERVICE Total:					56,130.63
Vendor: 08950 - INTERSTATE INDUSTRIAL SERVICE					
Fund: 641 - WATER					
CONTRACTUAL SVC	CONTRACTUAL SERVICES				136.24
Fund 641 - WATER Total:					136.24
Vendor 08950 - INTERSTATE INDUSTRIAL SERVICE Total:					136.24
Vendor: 08525 - INTRALINKS, INC					
Fund: 111 - GENERAL					
DATTO ALTO - LIBRARY FEB.2020	CONTRACTUAL SERVICES				218.00
DATTO SIRIS 4 - FEB 2020	CONTRACTUAL SERVICES				1,149.00
DATTO SIRIS 4 - POLICE DEPT FE...	CONTRACTUAL SERVICES				1,149.00
Fund 111 - GENERAL Total:					2,516.00
Vendor 08525 - INTRALINKS, INC Total:					2,516.00
Vendor: 06131 - JOHN DEERE FINANCIAL					
Fund: 111 - GENERAL					
DEPT SUPP PARK	DEPARTMENT SUPPLIES				124.95
DEPT SUPP REC	DEPARTMENT SUPPLIES				17.99
DEPT SUPP REC	DEPARTMENT SUPPLIES				19.98
Fund 111 - GENERAL Total:					162.92
Fund: 212 - TRANSPORTATION					
SUPP - COMB WRENCH	DEPARTMENT SUPPLIES				7.98
SUPP - RIVETS	DEPARTMENT SUPPLIES				6.49
SUPP - GRAB HOOK CLEAVIS	DEPARTMENT SUPPLIES				35.16
SUPP - CHAIN FOR YARD GATE	DEPARTMENT SUPPLIES				8.72
Fund 212 - TRANSPORTATION Total:					58.35

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Description (Payable)	Account Name	(None)	(None)	(None)	Amount
<b>Fund: 213 - CEMETERY</b>					
UNIFORM CEM	UNIFORMS & CLOTHING				109.98
<b>Fund 213 - CEMETERY Total:</b>					<b>109.98</b>
<b>Vendor 06131 - JOHN DEERE FINANCIAL Total:</b>					<b>331.25</b>
<b>Vendor: 08067 - JOHN DEERE FINANCIAL</b>					
<b>Fund: 111 - GENERAL</b>					
EQUIP MAINT PARK	EQUIPMENT MAINTENANCE				12.99
DEPT SUPP PARK	DEPARTMENT SUPPLIES				19.99
<b>Fund 111 - GENERAL Total:</b>					<b>32.98</b>
<b>Fund: 213 - CEMETERY</b>					
UNIFORM CEM	UNIFORMS & CLOTHING				69.99
<b>Fund 213 - CEMETERY Total:</b>					<b>69.99</b>
<b>Vendor 08067 - JOHN DEERE FINANCIAL Total:</b>					<b>102.97</b>
<b>Vendor: 09474 - JOHN DEERE FINANCIAL</b>					
<b>Fund: 111 - GENERAL</b>					
EQUIP MAINT PARK	EQUIPMENT MAINTENANCE				95.33
EQUIP MAINT PARK	EQUIPMENT MAINTENANCE				1,266.72
EQUIP MAINT PARK	EQUIPMENT MAINTENANCE				636.48
EQUIP MAINT PARK	EQUIPMENT MAINTENANCE				14.18
EQUIP MAINT PARK	EQUIPMENT MAINTENANCE				142.32
EQUIP MAINT PARK	EQUIPMENT MAINTENANCE				101.63
EQUIP MAINT PARK	EQUIPMENT MAINTENANCE				5.72
EQUIP MAINT PARK	EQUIPMENT MAINTENANCE				-854.88
<b>Fund 111 - GENERAL Total:</b>					<b>1,407.50</b>
<b>Vendor 09474 - JOHN DEERE FINANCIAL Total:</b>					<b>1,407.50</b>
<b>Vendor: 01048 - JULIUS D KONCABA</b>					
<b>Fund: 641 - WATER</b>					
VEH MAINT	VEHICLE MAINTENANCE				3,046.62
<b>Fund 641 - WATER Total:</b>					<b>3,046.62</b>
<b>Vendor 01048 - JULIUS D KONCABA Total:</b>					<b>3,046.62</b>
<b>Vendor: 09747 - KNOW HOW LLC</b>					
<b>Fund: 111 - GENERAL</b>					
DEPT SUPP PARK	DEPARTMENT SUPPLIES				11.98
LIFT SUPPORT STRUT FOR RESC...	DEPARTMENT SUPPLIES				21.51
<b>Fund 111 - GENERAL Total:</b>					<b>33.49</b>
<b>Fund: 212 - TRANSPORTATION</b>					
HOSE & FITTINGS FOR PAINT ST...	EQUIPMENT MAINTENANCE				89.78
<b>Fund 212 - TRANSPORTATION Total:</b>					<b>89.78</b>
<b>Fund: 213 - CEMETERY</b>					
EQUIP MAINT CEM	EQUIPMENT MAINTENANCE				7.13
<b>Fund 213 - CEMETERY Total:</b>					<b>7.13</b>
<b>Fund: 223 - KENO</b>					
KENO	DEPARTMENT SUPPLIES				4,995.00
<b>Fund 223 - KENO Total:</b>					<b>4,995.00</b>
<b>Fund: 621 - ENVIRONMENTAL SERVICES</b>					
HYDRAULIC HOSE FITTINGS	DEPARTMENT SUPPLIES				14.95
ICE MELT & LEATHER WORK GL...	DEPARTMENT SUPPLIES				59.90
ICE MELT & LEATHER WORK GL...	UNIFORMS & CLOTHING				216.85
COUPLERS	DEPARTMENT SUPPLIES				10.15
<b>Fund 621 - ENVIRONMENTAL SERVICES Total:</b>					<b>301.85</b>
<b>Fund: 725 - CENTRAL GARAGE</b>					
POLICE #8- BODY HARDWARE	EQUIPMENT MAINTENANCE				4.78
POLICE #8- FITTINGS	EQUIPMENT MAINTENANCE				18.04
TRANS #446- OIL, AIR, FUEL FIL...	EQUIPMENT MAINTENANCE				75.08
ES #828- WINDSHIELD WIPERS	EQUIPMENT MAINTENANCE				20.62
WATER #38- SHOCKS	EQUIPMENT MAINTENANCE				228.25

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Description (Payable)	Account Name	(None)	(None)	(None)	Amount
ES #827- OIL, FUEL, AIR FILTERS	EQUIPMENT MAINTENANCE				97.88
ES STOCK- HEAD LAMP BULBS	EQUIPMENT MAINTENANCE				19.62
PARKS #339- OIL AND AIR FILTE...	EQUIPMENT MAINTENANCE				26.76
PARKS #315- AIR FILTER	EQUIPMENT MAINTENANCE				17.86
PARKS #330- OIL AND AIR FILTER	EQUIPMENT MAINTENANCE				28.38
TRANS #449- OIL, AIR, FUEL FIL...	EQUIPMENT MAINTENANCE				84.75
TRANS #450- OIL AND AIR FILTE...	EQUIPMENT MAINTENANCE				47.49
PARKS #309- SWITCH	EQUIPMENT MAINTENANCE				28.03
ES #825- BATTERY	EQUIPMENT MAINTENANCE				199.90
EM #402- BALL JOINT, CONTROL...	EQUIPMENT MAINTENANCE				164.14
PARKS #397- HYDRAULIC, AIR, ...	EQUIPMENT MAINTENANCE				76.97
EM #402- SHOCK ABSORBERS	EQUIPMENT MAINTENANCE				193.56
PARKS #395- HYDRAULIC, OIL, ...	EQUIPMENT MAINTENANCE				66.97
CENTRAL GARAGE- BALL JOINT ...	DEPARTMENT SUPPLIES				65.99
PARKS #398- OIL, AIR, FUEL FILT...	EQUIPMENT MAINTENANCE				47.00
PARKS #399- OIL AND AIR FILTE...	EQUIPMENT MAINTENANCE				42.00
POLICE #16- BATTERY	EQUIPMENT MAINTENANCE				191.26
PARKS #398- HYDRAULIC FILTER	EQUIPMENT MAINTENANCE				49.94
PARKS #399- HYDRAULIC FILTER	EQUIPMENT MAINTENANCE				49.94
PARKS #399- FUEL FILTER	EQUIPMENT MAINTENANCE				5.00
PARKS #399- RETURNED FUEL FI...	EQUIPMENT MAINTENANCE				-5.00
Fund 725 - CENTRAL GARAGE Total:					1,845.21
Vendor 09747 - KNOW HOW LLC Total:					7,272.46

## Vendor: 07802 - KUHLMAN, BOBBI

## Fund: 111 - GENERAL

TRAINING PD	SCHOOL & CONFERENCE				76.00
Fund 111 - GENERAL Total:					76.00
Vendor 07802 - KUHLMAN, BOBBI Total:					76.00

## Vendor: 04892 - LEAGUE ASSOCIATION OF RISK MANAGEMENT

## Fund: 111 - GENERAL

ENDORS.#15 - PARKS CARGO T...	VEHICLE INSURANCE				127.14
Fund 111 - GENERAL Total:					127.14
Vendor 04892 - LEAGUE ASSOCIATION OF RISK MANAGEMENT Total:					127.14

## Vendor: 00242 - M.C. SCHAFF &amp; ASSOCIATES, INC

## Fund: 111 - GENERAL

ENG. SERV. FOR CONDEMNATI...	PATHWAY				4,200.00
DEPT CNTRCL SRVCS	CONTRACTUAL SERVICES				3,420.00
Fund 111 - GENERAL Total:					7,620.00
Vendor 00242 - M.C. SCHAFF & ASSOCIATES, INC Total:					7,620.00

## Vendor: 10124 - MASTERTON, MARK

## Fund: 631 - WASTEWATER

SEWER BACKUP CLAIM	SEWER BACKUP CLAIMS				2,791.39
Fund 631 - WASTEWATER Total:					2,791.39
Vendor 10124 - MASTERTON, MARK Total:					2,791.39

## Vendor: 07628 - MENARDS, INC

## Fund: 111 - GENERAL

GROUND MAINT PARK	GROUNDS MAINTENANCE				325.93
DEPT SUPP REC	DEPARTMENT SUPPLIES				214.90
DEPT SUPP PARK	DEPARTMENT SUPPLIES				36.97
DEPT SUPP REC	DEPARTMENT SUPPLIES				87.79
GROUND MAINT PARK	GROUNDS MAINTENANCE				21.11
KITCHEN CLEANING SOLUTION, ...	DEPARTMENT SUPPLIES				18.82
DEPT SUPP REC	DEPARTMENT SUPPLIES				154.77
GROUND MAINT PARK	GROUNDS MAINTENANCE				416.27
EQUIP MAINT PARK	EQUIPMENT MAINTENANCE				47.42
DEPT SUPP PARK	DEPARTMENT SUPPLIES				9.78
EQUIP MAINT REC	EQUIPMENT MAINTENANCE				16.94



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Description (Payable)	Account Name	(None)	(None)	(None)	Amount
GROUND MAINT PARK	GROUNDS MAINTENANCE				385.00
DEPT SUPP REC	DEPARTMENT SUPPLIES				-129.99
Fund 111 - GENERAL Total:					1,605.71
<b>Fund: 212 - TRANSPORTATION</b>					
SUPP - ROUND COVER, STUB	DEPARTMENT SUPPLIES				10.74
SUPP - T BEVEL	DEPARTMENT SUPPLIES				10.97
SUPP - PLYWOOD, SCREWS, ETC.	DEPARTMENT SUPPLIES				145.94
COMBO TOOL KIT, SAW BLADE, ...	DEPARTMENT SUPPLIES				279.51
SUPP - ELECT. TAPE, CUTTING T...	DEPARTMENT SUPPLIES				118.17
Fund 212 - TRANSPORTATION Total:					565.33
<b>Fund: 621 - ENVIRONMENTAL SERVICES</b>					
TEFLON TAPE	DEPARTMENT SUPPLIES				0.59
Fund 621 - ENVIRONMENTAL SERVICES Total:					0.59
<b>Fund: 631 - WASTEWATER</b>					
DEPT SUP	DEPARTMENT SUPPLIES				8.25
DEPT SUP	DEPARTMENT SUPPLIES				16.44
BUILDING MAINT	BUILDING MAINTENANCE				119.91
DEPT SUP	DEPARTMENT SUPPLIES				36.89
DEPT SUP	DEPARTMENT SUPPLIES				14.63
Fund 631 - WASTEWATER Total:					196.12
<b>Fund: 641 - WATER</b>					
DEPT SUP	DEPARTMENT SUPPLIES				406.59
DEPT SUP	DEPARTMENT SUPPLIES				63.81
Fund 641 - WATER Total:					470.40
Vendor 07628 - MENARDS, INC Total:					2,838.15
<b>Vendor: 01025 - MERCER LODDIE</b>					
<b>Fund: 111 - GENERAL</b>					
LEGAL FEES - PD	LEGAL FEES				20.00
Fund 111 - GENERAL Total:					20.00
Vendor 01025 - MERCER LODDIE Total:					20.00
<b>Vendor: 07253 - MICHAEL B KEMBEL</b>					
<b>Fund: 213 - CEMETERY</b>					
BLDG MAINT CEM	BUILDING MAINTENANCE				2,782.12
Fund 213 - CEMETERY Total:					2,782.12
Vendor 07253 - MICHAEL B KEMBEL Total:					2,782.12
<b>Vendor: 04082 - NE CHILD SUPPORT PAYMENT CENTER</b>					
<b>Fund: 713 - CASH &amp; INVESTMENT POOL</b>					
NE CHILD SUPPORT PYBLE	CHILD SUPPORT EE PAY				1,107.10
Fund 713 - CASH & INVESTMENT POOL Total:					1,107.10
Vendor 04082 - NE CHILD SUPPORT PAYMENT CENTER Total:					1,107.10
<b>Vendor: 06356 - NE DEPT OF HLTH &amp; HUMAN SVCS</b>					
<b>Fund: 111 - GENERAL</b>					
MEMBERSHIP	MEMBERSHIPS				40.00
MEMBERSHIP	MEMBERSHIPS				40.00
Fund 111 - GENERAL Total:					80.00
Vendor 06356 - NE DEPT OF HLTH & HUMAN SVCS Total:					80.00
<b>Vendor: 00797 - NE DEPT OF REVENUE</b>					
<b>Fund: 111 - GENERAL</b>					
TAX PYMT	SALES TAX PAYABLE				193.48
Fund 111 - GENERAL Total:					193.48
<b>Fund: 641 - WATER</b>					
TAX PYMT	SALES TAX PAYABLE				7,541.97
TAX PYMT	SALES TAX PAYABLE				13,938.28
Fund 641 - WATER Total:					21,480.25

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Description (Payable)	Account Name	(None)	(None)	(None)	Amount
<b>Fund: 661 - STORMWATER</b>					
TAX PYMT	SALES TAX PAYABLE				687.22
Fund 661 - STORMWATER Total:					687.22
Vendor 00797 - NE DEPT OF REVENUE Total:					22,360.95
<b>Vendor: 00068 - NE DEPT OF TRANSPORTATION</b>					
<b>Fund: 111 - GENERAL</b>					
PATHWAY	PATHWAY				65,975.70
Fund 111 - GENERAL Total:					65,975.70
<b>Fund: 641 - WATER</b>					
CONTRACTUAL SVC	CONTRACTUAL SERVICES				361.00
Fund 641 - WATER Total:					361.00
Vendor 00068 - NE DEPT OF TRANSPORTATION Total:					66,336.70
<b>Vendor: 02509 - NE MOSQUITO &amp; VECTOR CONTROL ASSN.</b>					
<b>Fund: 212 - TRANSPORTATION</b>					
1 MAN ATTEND MOSQUITO W...	SCHOOL & CONFERENCE				65.00
Fund 212 - TRANSPORTATION Total:					65.00
Vendor 02509 - NE MOSQUITO & VECTOR CONTROL ASSN. Total:					65.00
<b>Vendor: 00402 - NEBRASKA MACHINERY CO</b>					
<b>Fund: 725 - CENTRAL GARAGE</b>					
ES #831- CAP	EQUIPMENT MAINTENANCE				16.99
Fund 725 - CENTRAL GARAGE Total:					16.99
Vendor 00402 - NEBRASKA MACHINERY CO Total:					16.99
<b>Vendor: 00578 - NEBRASKA PUBLIC POWER DISTRICT</b>					
<b>Fund: 631 - WASTEWATER</b>					
ELECTRICAL	ELECTRIC POWER				16,622.05
ELECTRICAL	ELECTRIC POWER				222.15
Fund 631 - WASTEWATER Total:					16,844.20
<b>Fund: 641 - WATER</b>					
ELECTRICAL	ELECTRIC POWER				2,519.61
ELECTRICAL	ELECTRIC POWER				3,761.16
Fund 641 - WATER Total:					6,280.77
Vendor 00578 - NEBRASKA PUBLIC POWER DISTRICT Total:					23,124.97
<b>Vendor: 01757 - OCLC ONLINE COMPUTER LIBRARY CENTER, INC</b>					
<b>Fund: 111 - GENERAL</b>					
Cont. srvc.	CONTRACTUAL SERVICES				378.16
Fund 111 - GENERAL Total:					378.16
Vendor 01757 - OCLC ONLINE COMPUTER LIBRARY CENTER, INC Total:					378.16
<b>Vendor: 00864 - OMAHA WORLD- HERALD COMPANY</b>					
<b>Fund: 111 - GENERAL</b>					
Sbscrp.	SUBSCRIPTIONS				508.35
Fund 111 - GENERAL Total:					508.35
Vendor 00864 - OMAHA WORLD- HERALD COMPANY Total:					508.35
<b>Vendor: 00285 - OREGON TRAIL PLUMBING, HEATING &amp; COOLING INC</b>					
<b>Fund: 111 - GENERAL</b>					
BLDG MAINT - PD	BUILDING MAINTENANCE				71.25
BLDG MAINT - PD	BUILDING MAINTENANCE				71.25
Fund 111 - GENERAL Total:					142.50
Vendor 00285 - OREGON TRAIL PLUMBING, HEATING & COOLING INC Total:					142.50
<b>Vendor: 09876 - OWEN DEVELOPMENT, LLC</b>					
<b>Fund: 321 - TIF PROJECTS</b>					
TIF - OWEN ORAL SUR REDEV.	DEBT SVC (INT) - TIF				352.18
Fund 321 - TIF PROJECTS Total:					352.18
Vendor 09876 - OWEN DEVELOPMENT, LLC Total:					352.18

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Description (Payable)	Account Name	(None)	(None)	(None)	Amount
<b>Vendor: 00487 - PANHANDLE ENVIRONMENTAL SERVICES INC</b>					
<b>Fund: 631 - WASTEWATER</b>					
CONTRACTUAL SVC	CONTRACTUAL SERVICES				93.00
				<b>Fund 631 - WASTEWATER Total:</b>	<b>93.00</b>
<b>Fund: 641 - WATER</b>					
SAMPLES	SAMPLES				80.00
SAMPLES	SAMPLES				66.00
SAMPLES	SAMPLES				80.00
SAMPLES	SAMPLES				80.00
				<b>Fund 641 - WATER Total:</b>	<b>306.00</b>
				<b>Vendor 00487 - PANHANDLE ENVIRONMENTAL SERVICES INC Total:</b>	<b>399.00</b>
<b>Vendor: 00017 - PANHANDLE HUMANE SOCIETY</b>					
<b>Fund: 111 - GENERAL</b>					
CONTRACTUAL	CONTRACTUAL SERVICES				5,278.08
				<b>Fund 111 - GENERAL Total:</b>	<b>5,278.08</b>
				<b>Vendor 00017 - PANHANDLE HUMANE SOCIETY Total:</b>	<b>5,278.08</b>
<b>Vendor: 09936 - PANHANDLE PARTNERSHIP FOR HEALTH &amp; HUMAN SERVICES</b>					
<b>Fund: 224 - ECONOMIC DEVELOPMENT</b>					
2020 MEMBERSHIP DUES - STA...	MEMBERSHIPS				100.00
				<b>Fund 224 - ECONOMIC DEVELOPMENT Total:</b>	<b>100.00</b>
				<b>Vendor 09936 - PANHANDLE PARTNERSHIP FOR HEALTH &amp; HUMAN SERVICES Total:</b>	<b>100.00</b>
<b>Vendor: 00029 - PELCO CORP</b>					
<b>Fund: 111 - GENERAL</b>					
PLAQUE - N.JOHNSON	DEPARTMENT SUPPLIES				50.00
				<b>Fund 111 - GENERAL Total:</b>	<b>50.00</b>
				<b>Vendor 00029 - PELCO CORP Total:</b>	<b>50.00</b>
<b>Vendor: 01276 - PLATTE VALLEY BANK</b>					
<b>Fund: 321 - TIF PROJECTS</b>					
TIF - PLATTE VALLEY ADD IMPR.	DEBT SVC (INT) - TIF				376.36
TIF - FAIRFIELD INN REDEV.	DEBT SVC (INT) - TIF				2,860.58
				<b>Fund 321 - TIF PROJECTS Total:</b>	<b>3,236.94</b>
<b>Fund: 713 - CASH &amp; INVESTMENT POOL</b>					
HEALTH SAVINGS	HSA EE PAYABLE				10,467.50
				<b>Fund 713 - CASH &amp; INVESTMENT POOL Total:</b>	<b>10,467.50</b>
				<b>Vendor 01276 - PLATTE VALLEY BANK Total:</b>	<b>13,704.44</b>
<b>Vendor: 00272 - POSTMASTER</b>					
<b>Fund: 621 - ENVIRONMENTAL SERVICES</b>					
Postage	POSTAGE				117.92
Postage	POSTAGE				122.06
				<b>Fund 621 - ENVIRONMENTAL SERVICES Total:</b>	<b>239.98</b>
<b>Fund: 631 - WASTEWATER</b>					
Postage	POSTAGE				117.91
Postage	POSTAGE				122.05
				<b>Fund 631 - WASTEWATER Total:</b>	<b>239.96</b>
<b>Fund: 641 - WATER</b>					
Postage	POSTAGE				117.91
Postage	POSTAGE				122.05
				<b>Fund 641 - WATER Total:</b>	<b>239.96</b>
				<b>Vendor 00272 - POSTMASTER Total:</b>	<b>719.90</b>
<b>Vendor: 00796 - POWERPLAN</b>					
<b>Fund: 725 - CENTRAL GARAGE</b>					
TRANS #446- CAP	EQUIPMENT MAINTENANCE				140.33
				<b>Fund 725 - CENTRAL GARAGE Total:</b>	<b>140.33</b>
				<b>Vendor 00796 - POWERPLAN Total:</b>	<b>140.33</b>

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Description (Payable)	Account Name	(None)	(None)	(None)	Amount
<b>Vendor: 00075 - PROTEX CENTRAL, INC.</b>					
<b>Fund: 111 - GENERAL</b>					
FIRE EXTINGUISHERS & SERVICE...	EQUIPMENT MAINTENANCE				252.51
FIRE EXTINGUISHER INSPECTION..	BUILDING MAINTENANCE				11.40
<b>Fund 111 - GENERAL Total:</b>					<b>263.91</b>
<b>Vendor 00075 - PROTEX CENTRAL, INC. Total:</b>					<b>263.91</b>
<b>Vendor: 04089 - REGIONAL CARE INC</b>					
<b>Fund: 812 - HEALTH INSURANCE</b>					
FLEX FUNDING	FLEXIBLE BENFT EXPENSES				1,138.50
HEALTH INS. PREMIUM - MARC...	PREMIUM EXPENSE				39,904.80
<b>Fund 812 - HEALTH INSURANCE Total:</b>					<b>41,043.30</b>
<b>Vendor 04089 - REGIONAL CARE INC Total:</b>					<b>41,043.30</b>
<b>Vendor: 00798 - REGISTER OF DEEDS</b>					
<b>Fund: 213 - CEMETERY</b>					
LEGAL	LEGAL FEES				10.00
LEGAL	LEGAL FEES				10.00
LEGAL	LEGAL FEES				10.00
<b>Fund 213 - CEMETERY Total:</b>					<b>30.00</b>
<b>Vendor 00798 - REGISTER OF DEEDS Total:</b>					<b>30.00</b>
<b>Vendor: 09973 - ROD CLAUSE</b>					
<b>Fund: 224 - ECONOMIC DEVELOPMENT</b>					
LB840 GRANT FUNDS	ECONOMIC DEVELOPMENT				855.00
<b>Fund 224 - ECONOMIC DEVELOPMENT Total:</b>					<b>855.00</b>
<b>Vendor 09973 - ROD CLAUSE Total:</b>					<b>855.00</b>
<b>Vendor: 10041 - RODRIGUEZ JOSE R</b>					
<b>Fund: 111 - GENERAL</b>					
TOW SERVICE - PD	CONTRACTUAL SERVICES				95.00
<b>Fund 111 - GENERAL Total:</b>					<b>95.00</b>
<b>Vendor 10041 - RODRIGUEZ JOSE R Total:</b>					<b>95.00</b>
<b>Vendor: 00366 - ROOSEVELT PUBLIC POWER DISTRICT</b>					
<b>Fund: 641 - WATER</b>					
FEBRUARY 2020 ELECTRIC	ELECTRIC POWER				1,986.78
<b>Fund 641 - WATER Total:</b>					<b>1,986.78</b>
<b>Vendor 00366 - ROOSEVELT PUBLIC POWER DISTRICT Total:</b>					<b>1,986.78</b>
<b>Vendor: 09740 - ROTARY CLUB OF SCOTTSBLUFF/GERING</b>					
<b>Fund: 111 - GENERAL</b>					
PARTIAL YEAR DUES - N. JOHNS...	MEMBERSHIPS				84.00
<b>Fund 111 - GENERAL Total:</b>					<b>84.00</b>
<b>Vendor 09740 - ROTARY CLUB OF SCOTTSBLUFF/GERING Total:</b>					<b>84.00</b>
<b>Vendor: 00463 - RR DONNELLEY</b>					
<b>Fund: 111 - GENERAL</b>					
DEPT SUPPLIES - PD	DEPARTMENT SUPPLIES				634.26
<b>Fund 111 - GENERAL Total:</b>					<b>634.26</b>
<b>Vendor 00463 - RR DONNELLEY Total:</b>					<b>634.26</b>
<b>Vendor: 09997 - RURAL HEALTH DEVELOPMENT, INC.</b>					
<b>Fund: 224 - ECONOMIC DEVELOPMENT</b>					
ECON DEV	ECONOMIC DEVELOPMENT				6,383.33
<b>Fund 224 - ECONOMIC DEVELOPMENT Total:</b>					<b>6,383.33</b>
<b>Vendor 09997 - RURAL HEALTH DEVELOPMENT, INC. Total:</b>					<b>6,383.33</b>
<b>Vendor: 09489 - RYAN R KUMM</b>					
<b>Fund: 111 - GENERAL</b>					
GROUND MAINT PARK	GROUNDS MAINTENANCE				160.00
<b>Fund 111 - GENERAL Total:</b>					<b>160.00</b>
<b>Vendor 09489 - RYAN R KUMM Total:</b>					<b>160.00</b>

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<b>Vendor: 00026 - S M E C</b>					
<b>Fund: 713 - CASH &amp; INVESTMENT POOL</b>					
EMPLOYEE DEDUCTION	SMEC EE PAYABLE				130.50
				<b>Fund 713 - CASH &amp; INVESTMENT POOL Total:</b>	<b>130.50</b>
				<b>Vendor 00026 - S M E C Total:</b>	<b>130.50</b>
<b>Vendor: 00257 - SANDBERG IMPLEMENT, INC</b>					
<b>Fund: 111 - GENERAL</b>					
EQUIP MAINT PARK	EQUIPMENT MAINTENANCE				84.98
EQUIP MAINT PARK	EQUIPMENT MAINTENANCE				73.75
				<b>Fund 111 - GENERAL Total:</b>	<b>158.73</b>
				<b>Vendor 00257 - SANDBERG IMPLEMENT, INC Total:</b>	<b>158.73</b>
<b>Vendor: 02531 - SCB FIREFIGHTERS UNION LOCAL 1454</b>					
<b>Fund: 713 - CASH &amp; INVESTMENT POOL</b>					
FIRE EE DUES	FIRE UNION DUES EE PAY				300.00
				<b>Fund 713 - CASH &amp; INVESTMENT POOL Total:</b>	<b>300.00</b>
				<b>Vendor 02531 - SCB FIREFIGHTERS UNION LOCAL 1454 Total:</b>	<b>300.00</b>
<b>Vendor: 00852 - SCOTTS BLUFF COUNTY COURT</b>					
<b>Fund: 111 - GENERAL</b>					
LEGAL FEES - PD	LEGAL FEES				347.50
				<b>Fund 111 - GENERAL Total:</b>	<b>347.50</b>
				<b>Vendor 00852 - SCOTTS BLUFF COUNTY COURT Total:</b>	<b>347.50</b>
<b>Vendor: 00273 - SCOTTSBLUFF POLICE OFFICERS ASSOCIATION</b>					
<b>Fund: 713 - CASH &amp; INVESTMENT POOL</b>					
POLICE EE DUES	POL UNION DUES EE PAY				1,092.00
				<b>Fund 713 - CASH &amp; INVESTMENT POOL Total:</b>	<b>1,092.00</b>
				<b>Vendor 00273 - SCOTTSBLUFF POLICE OFFICERS ASSOCIATION Total:</b>	<b>1,092.00</b>
<b>Vendor: 00786 - SHERWIN WILLIAMS</b>					
<b>Fund: 111 - GENERAL</b>					
DEPT SUPP PARK	DEPARTMENT SUPPLIES				60.93
				<b>Fund 111 - GENERAL Total:</b>	<b>60.93</b>
				<b>Vendor 00786 - SHERWIN WILLIAMS Total:</b>	<b>60.93</b>
<b>Vendor: 00513 - SNELL SERVICES INC.</b>					
<b>Fund: 111 - GENERAL</b>					
BUILD MAINT PARK	BUILDING MAINTENANCE				75.00
Equip. main.	EQUIPMENT MAINTENANCE				1,830.00
				<b>Fund 111 - GENERAL Total:</b>	<b>1,905.00</b>
				<b>Vendor 00513 - SNELL SERVICES INC. Total:</b>	<b>1,905.00</b>
<b>Vendor: 09617 - SOUCIE ANDREW</b>					
<b>Fund: 111 - GENERAL</b>					
TRAINING - PD	SCHOOL & CONFERENCE				346.00
				<b>Fund 111 - GENERAL Total:</b>	<b>346.00</b>
				<b>Vendor 09617 - SOUCIE ANDREW Total:</b>	<b>346.00</b>
<b>Vendor: 00054 - STATE HEALTH LAB</b>					
<b>Fund: 641 - WATER</b>					
SAMPLES	SAMPLES				860.00
				<b>Fund 641 - WATER Total:</b>	<b>860.00</b>
				<b>Vendor 00054 - STATE HEALTH LAB Total:</b>	<b>860.00</b>
<b>Vendor: 01235 - STATE OF NE.</b>					
<b>Fund: 111 - GENERAL</b>					
CONTRACT - PD	CONTRACTUAL SERVICES				525.00
				<b>Fund 111 - GENERAL Total:</b>	<b>525.00</b>
				<b>Vendor 01235 - STATE OF NE. Total:</b>	<b>525.00</b>

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<b>Vendor: 05814 - SUPERIOR SIGNALS, INC</b>					
<b>Fund: 725 - CENTRAL GARAGE</b>					
WW #938- LIGHT BARS	EQUIPMENT MAINTENANCE				785.63
<b>Fund 725 - CENTRAL GARAGE Total:</b>					<b>785.63</b>
<b>Vendor 05814 - SUPERIOR SIGNALS, INC Total:</b>					<b>785.63</b>
<b>Vendor: 10027 - TERRY SCHAUB</b>					
<b>Fund: 111 - GENERAL</b>					
LEAGUE WINTER CONF. EXPENSE SCHOOL & CONFERENCE					277.55
<b>Fund 111 - GENERAL Total:</b>					<b>277.55</b>
<b>Vendor 10027 - TERRY SCHAUB Total:</b>					<b>277.55</b>
<b>Vendor: 01325 - THE PEAVEY CORP</b>					
<b>Fund: 111 - GENERAL</b>					
INVEST - PD	INVESTIGATIVE EXPENSES				160.50
INVEST - PD	INVESTIGATIVE EXPENSES				223.75
<b>Fund 111 - GENERAL Total:</b>					<b>384.25</b>
<b>Vendor 01325 - THE PEAVEY CORP Total:</b>					<b>384.25</b>
<b>Vendor: 08002 - TOYOTA MOTOR CREDIT CORPORATION</b>					
<b>Fund: 218 - PUBLIC SAFETY</b>					
HIDTA CAR LEASE PD	DEPARTMENT SUPPLIES				343.53
<b>Fund 218 - PUBLIC SAFETY Total:</b>					<b>343.53</b>
<b>Vendor 08002 - TOYOTA MOTOR CREDIT CORPORATION Total:</b>					<b>343.53</b>
<b>Vendor: 08821 - TYLER TECHNOLOGIES, INC</b>					
<b>Fund: 111 - GENERAL</b>					
SOFTWARE MAINTENANCE 4/1...	CONTRACTUAL SERVICES				4,536.89
<b>Fund 111 - GENERAL Total:</b>					<b>4,536.89</b>
<b>Fund: 621 - ENVIRONMENTAL SERVICES</b>					
SOFTWARE MAINTENANCE 4/1...	CONTRACTUAL SERVICES				4,536.89
ONLINE UB FEE 3/1/20 - 3/31/20	CONTRACTUAL SERVICES				116.00
<b>Fund 621 - ENVIRONMENTAL SERVICES Total:</b>					<b>4,652.89</b>
<b>Fund: 631 - WASTEWATER</b>					
SOFTWARE MAINTENANCE 4/1...	CONTRACTUAL SERVICES				4,536.90
ONLINE UB FEE 3/1/20 - 3/31/20	CONTRACTUAL SERVICES				116.00
<b>Fund 631 - WASTEWATER Total:</b>					<b>4,652.90</b>
<b>Fund: 641 - WATER</b>					
EQUIPMENT	EQUIPMENT				250.00
SOFTWARE MAINTENANCE 4/1...	CONTRACTUAL SERVICES				4,536.90
ONLINE UB FEE 3/1/20 - 3/31/20	CONTRACTUAL SERVICES				116.00
<b>Fund 641 - WATER Total:</b>					<b>4,902.90</b>
<b>Vendor 08821 - TYLER TECHNOLOGIES, INC Total:</b>					<b>18,745.58</b>
<b>Vendor: 09865 - UNION BANK &amp; TRUST</b>					
<b>Fund: 713 - CASH &amp; INVESTMENT POOL</b>					
RETIREMENT	REGULAR RETIRE EE PAY				7,659.92
RETIREMENT	REGULAR RETIRE EE PAY				3,712.89
RETIREMENT	DEFERRED COMP EE PAY				740.00
RETIREMENT	DEFERRED COMP EE PAY				2,081.40
RETIREMENT	RETIRE FIRE EE PAYABLE				2,607.39
RETIREMENT	RETIRE POLICE EE PAY				5,854.47
<b>Fund 713 - CASH &amp; INVESTMENT POOL Total:</b>					<b>22,656.07</b>
<b>Vendor 09865 - UNION BANK &amp; TRUST Total:</b>					<b>22,656.07</b>
<b>Vendor: 09840 - UNITED STATES WELDING</b>					
<b>Fund: 621 - ENVIRONMENTAL SERVICES</b>					
FINANCE CHARGES ON ACCOU...	DEPARTMENT SUPPLIES				1.05
<b>Fund 621 - ENVIRONMENTAL SERVICES Total:</b>					<b>1.05</b>
<b>Vendor 09840 - UNITED STATES WELDING Total:</b>					<b>1.05</b>

## Expense Approval Report

Post Dates: 02/19/2020 - 03/02/2020

Description (Payable)	Account Name	(None)	(None)	(None)	Amount
<b>Vendor: 08828 - US BANK</b>					
<b>Fund: 111 - GENERAL</b>					
SHIPPING FOR RETURN MATERI...	DEPARTMENT SUPPLIES				11.50
PUBLISHING	LEGAL PUBLICATIONS				59.00
EFILE 1099 MISC FOR 2019	CONTRACTUAL SERVICES				204.59
AIRFAIR TO NATIONAL FIRE AC...	SCHOOL & CONFERENCE				633.10
NATIONAL REGISTRY EMT- MEI...	MEMBERSHIPS				20.00
CERTIFIED RETURN RECEIPT PO...	POSTAGE				6.95
EARPIECES FOR TWO-WAY RAD...	DEPARTMENT SUPPLIES				79.50
TRAINING PD	SCHOOL & CONFERENCE				575.00
TRAINING PD	SCHOOL & CONFERENCE				439.60
PR	DEPARTMENT SUPPLIES				20.73
GAS PD	GASOLINE				27.15
SCHOOL & CONF PARK	SCHOOL & CONFERENCE				73.44
GAS PD	GASOLINE				29.29
GAS PD	GASOLINE				35.21
GAS PD	GASOLINE				27.70
DEPT SUPPLIES PD	DEPARTMENT SUPPLIES				31.07
LUGGAGE FARE FOR TRAVEL TO...	SCHOOL & CONFERENCE				30.00
GAS PD	GASOLINE				31.11
PROMOTIONAL ITEMS	PROGRAMMING				201.58
PROMOTIONAL ITEMS	PROGRAMMING				328.76
SERVICE CHARGE	PROGRAMMING				3.02
GASOLINE	GASOLINE				27.50
GASOLINE	GASOLINE				26.00
VIGILANT GUARD TRAVEL	SCHOOL & CONFERENCE				188.00
<b>Fund 111 - GENERAL Total:</b>					<b>3,109.80</b>
<b>Fund: 218 - PUBLIC SAFETY</b>					
SIERRA WIRELESS ANTENNA FO...	EQUIPMENT				314.00
<b>Fund 218 - PUBLIC SAFETY Total:</b>					<b>314.00</b>
<b>Fund: 224 - ECONOMIC DEVELOPMENT</b>					
GAS EXPENSE - S.LEHL	SCHOOL & CONFERENCE				14.52
CONFERENCE EXPENSE - LEHL	SCHOOL & CONFERENCE				152.56
CONFERENCE EXPENSE - S.LEHL	SCHOOL & CONFERENCE				258.00
CONF.EXPENSE - FLIGHTS S.LEHL...	SCHOOL & CONFERENCE				561.10
<b>Fund 224 - ECONOMIC DEVELOPMENT Total:</b>					<b>986.18</b>
<b>Fund: 631 - WASTEWATER</b>					
CONTRACTUAL SVC	CONTRACTUAL SERVICES				160.00
<b>Fund 631 - WASTEWATER Total:</b>					<b>160.00</b>
<b>Fund: 661 - STORMWATER</b>					
SCHOOLS & CONF	SCHOOL & CONFERENCE				79.00
CONTRACTUAL SVC	CONTRACTUAL SERVICES				4.99
<b>Fund 661 - STORMWATER Total:</b>					<b>83.99</b>
<b>Vendor 08828 - US BANK Total:</b>					<b>4,653.97</b>
<b>Vendor: 01544 - VAN PELT FENCING CO, INC</b>					
<b>Fund: 212 - TRANSPORTATION</b>					
BRACKETS FOR ELECTRONIC GA...	DEPARTMENT SUPPLIES				179.00
<b>Fund 212 - TRANSPORTATION Total:</b>					<b>179.00</b>
<b>Vendor 01544 - VAN PELT FENCING CO, INC Total:</b>					<b>179.00</b>
<b>Vendor: 07571 - WEST NEBRASKA CLAIMS SERVICE, INC</b>					
<b>Fund: 631 - WASTEWATER</b>					
SEWER BACKUP CLAIM - MAST...	SEWER BACKUP CLAIMS				423.00
<b>Fund 631 - WASTEWATER Total:</b>					<b>423.00</b>
<b>Vendor 07571 - WEST NEBRASKA CLAIMS SERVICE, INC Total:</b>					<b>423.00</b>
<b>Vendor: 06089 - WESTERN COOPERATIVE COMPANY</b>					
<b>Fund: 111 - GENERAL</b>					
EQUIP MAINT PARK	EQUIPMENT MAINTENANCE				736.82

## Expense Approval Report

Post Dates: 02/19/2020 - 03/02/2020

Description (Payable)	Account Name	(None)	(None)	(None)	Amount
EQUIP MAINT PARK	EQUIPMENT MAINTENANCE				-314.00
Fund 111 - GENERAL Total:					422.82
Vendor 06089 - WESTERN COOPERATIVE COMPANY Total:					422.82
Vendor: 00209 - WESTERN PLAINS BUSINESS FORMS INC					
Fund: 621 - ENVIRONMENTAL SERVICES					
CONSTRUCTION DUMPSTER AP...	DEPARTMENT SUPPLIES				106.80
Fund 621 - ENVIRONMENTAL SERVICES Total:					106.80
Vendor 00209 - WESTERN PLAINS BUSINESS FORMS INC Total:					106.80
Vendor: 09672 - WESTERN STATES BANK					
Fund: 321 - TIF PROJECTS					
TIF -REGANIS REDEV.	DEBT SVC (INT) - TIF				1,345.91
Fund 321 - TIF PROJECTS Total:					1,345.91
Vendor 09672 - WESTERN STATES BANK Total:					1,345.91
Vendor: 04430 - WESTERN TRAVEL TERMINAL, LLC					
Fund: 111 - GENERAL					
VEHICLE WASH UNIT 2	VEHICLE MAINTENANCE				26.00
Fund 111 - GENERAL Total:					26.00
Vendor 04430 - WESTERN TRAVEL TERMINAL, LLC Total:					26.00
Vendor: 03709 - WYOMING CHILD SUPPORT ENFORCEMENT					
Fund: 713 - CASH & INVESTMENT POOL					
CHILD SUPPORT	CHILD SUPPORT EE PAY				738.08
Fund 713 - CASH & INVESTMENT POOL Total:					738.08
Vendor 03709 - WYOMING CHILD SUPPORT ENFORCEMENT Total:					738.08
Vendor: 07239 - WYOMING FIRST AID & SAFETY SUPPLY, LLC					
Fund: 111 - GENERAL					
DEPT SUPP PARK	DEPARTMENT SUPPLIES				74.15
Fund 111 - GENERAL Total:					74.15
Vendor 07239 - WYOMING FIRST AID & SAFETY SUPPLY, LLC Total:					74.15
Vendor: 03379 - ZM LUMBER INC					
Fund: 111 - GENERAL					
GROUND MAINT PARK	GROUNDS MAINTENANCE				39.90
DEPT SUPP REC	DEPARTMENT SUPPLIES				26.90
DEPT SUPP PARK	DEPARTMENT SUPPLIES				32.21
DEPT SUPP REC	DEPARTMENT SUPPLIES				16.14
EQUIP MAINT PARK	EQUIPMENT MAINTENANCE				13.58
EQUIP MAINT PARK	EQUIPMENT MAINTENANCE				26.99
GROUND MAINT PARK	GROUNDS MAINTENANCE				18.49
Fund 111 - GENERAL Total:					174.21
Vendor 03379 - ZM LUMBER INC Total:					174.21
Grand Total:					409,332.72



## Report Summary

## Fund Summary

Fund	Expense Amount	Payment Amount
111 - GENERAL	109,113.55	193.48
212 - TRANSPORTATION	19,881.07	0.00
213 - CEMETERY	3,101.49	0.00
215 - SPECIAL PROJECTS	149.94	0.00
218 - PUBLIC SAFETY	2,576.67	0.00
223 - KENO	4,995.00	0.00
224 - ECONOMIC DEVELOPMENT	8,338.14	0.00
321 - TIF PROJECTS	10,317.35	0.00
621 - ENVIRONMENTAL SERVICES	8,395.82	239.98
631 - WASTEWATER	38,770.79	239.96
641 - WATER	59,989.26	21,720.21
661 - STORMWATER	814.64	687.22
713 - CASH & INVESTMENT POOL	93,257.38	93,257.38
721 - GIS SERVICES	0.47	0.00
725 - CENTRAL GARAGE	8,587.85	0.00
812 - HEALTH INSURANCE	41,043.30	1,138.50
<b>Grand Total:</b>	<b>409,332.72</b>	<b>117,476.73</b>

## Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
111-21311	SALES TAX PAYABLE	193.48	193.48
111-52111-111	DEPARTMENT SUPPLIES	247.91	0.00
111-52111-113	DEPARTMENT SUPPLIES	50.00	0.00
111-52111-141	DEPARTMENT SUPPLIES	423.23	0.00
111-52111-142	DEPARTMENT SUPPLIES	743.30	0.00
111-52111-151	DEPARTMENT SUPPLIES	348.64	0.00
111-52111-171	DEPARTMENT SUPPLIES	1,393.59	0.00
111-52111-172	DEPARTMENT SUPPLIES	408.48	0.00
111-52121-151	JANITORIAL SUPPLIES	119.57	0.00
111-52163-142	INVESTIGATIVE EXPENSES	384.25	0.00
111-52181-142	UNIFORMS & CLOTHING	297.75	0.00
111-52221-151	AUDIOVISUAL SUPPLIES	13.98	0.00
111-52222-151	BOOKS	417.20	0.00
111-52223-143	PROGRAMMING	533.36	0.00
111-52223-151	PROGRAMMING	572.02	0.00
111-52225-151	SUBSCRIPTIONS	508.35	0.00
111-52311-114	MEMBERSHIPS	84.00	0.00
111-52311-141	MEMBERSHIPS	20.00	0.00
111-52311-172	MEMBERSHIPS	80.00	0.00
111-52411-141	POSTAGE	6.95	0.00
111-52411-142	POSTAGE	102.97	0.00
111-52511-142	GASOLINE	150.46	0.00
111-52511-143	GASOLINE	53.50	0.00
111-53111-111	CONTRACTUAL SERVICES	204.59	0.00
111-53111-116	CONTRACTUAL SERVICES	7,052.89	0.00
111-53111-121	CONTRACTUAL SERVICES	3,420.00	0.00
111-53111-142	CONTRACTUAL SERVICES	5,993.08	0.00
111-53111-151	CONTRACTUAL SERVICES	378.16	0.00
111-53161-171	LEGAL PUBLICATIONS	59.00	0.00
111-53211-142	LEGAL FEES	367.50	0.00
111-53421-111	BUILDING MAINTENANCE	11.40	0.00
111-53421-141	BUILDING MAINTENANCE	93.16	0.00
111-53421-142	BUILDING MAINTENANCE	93.17	0.00
111-53421-171	BUILDING MAINTENANCE	75.00	0.00
111-53441-111	EQUIPMENT MAINTENAN...	252.51	0.00
111-53441-141	EQUIPMENT MAINTENAN...	1,496.00	0.00
111-53441-151	EQUIPMENT MAINTENAN...	1,830.00	0.00

## Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
111-53441-171	EQUIPMENT MAINTENAN...	2,042.61	0.00
111-53441-172	EQUIPMENT MAINTENAN...	92.37	0.00
111-53451-141	VEHICLE MAINTENANCE	26.00	0.00
111-53451-142	VEHICLE MAINTENANCE	99.94	0.00
111-53471-171	GROUNDS MAINTENANCE	1,366.70	0.00
111-53521-111	HEATING FUEL	454.56	0.00
111-53521-141	HEATING FUEL	261.62	0.00
111-53521-142	HEATING FUEL	415.54	0.00
111-53521-151	HEATING FUEL	446.86	0.00
111-53521-171	HEATING FUEL	610.79	0.00
111-53521-172	HEATING FUEL	112.40	0.00
111-53561-111	PHONE & INTERNET	6.31	0.00
111-53561-112	PHONE & INTERNET	1.92	0.00
111-53561-114	PHONE & INTERNET	9.22	0.00
111-53561-115	PHONE & INTERNET	1.02	0.00
111-53561-121	PHONE & INTERNET	3.03	0.00
111-53561-141	PHONE & INTERNET	9.31	0.00
111-53561-142	PHONE & INTERNET	1,289.93	0.00
111-53561-143	PHONE & INTERNET	60.22	0.00
111-53561-151	PHONE & INTERNET	18.80	0.00
111-53561-171	PHONE & INTERNET	2.76	0.00
111-53561-172	PHONE & INTERNET	2.35	0.00
111-53571-141	CELLULAR PHONE	267.31	0.00
111-53711-113	SCHOOL & CONFERENCE	277.55	0.00
111-53711-141	SCHOOL & CONFERENCE	663.10	0.00
111-53711-142	SCHOOL & CONFERENCE	1,436.60	0.00
111-53711-143	SCHOOL & CONFERENCE	188.00	0.00
111-53711-151	SCHOOL & CONFERENCE	91.00	0.00
111-53711-171	SCHOOL & CONFERENCE	73.44	0.00
111-53841-171	VEHICLE INSURANCE	127.14	0.00
111-54391-171	PATHWAY	70,175.70	0.00
212-52111-212	DEPARTMENT SUPPLIES	1,563.70	0.00
212-53431-212	ELECTRICAL MAINTENAN...	16,525.00	0.00
212-53441-212	EQUIPMENT MAINTENAN...	89.78	0.00
212-53521-212	HEATING FUEL	1,631.31	0.00
212-53561-212	PHONE & INTERNET	6.28	0.00
212-53711-212	SCHOOL & CONFERENCE	65.00	0.00
213-52111-213	DEPARTMENT SUPPLIES	98.99	0.00
213-52181-213	UNIFORMS & CLOTHING	179.97	0.00
213-53211-213	LEGAL FEES	30.00	0.00
213-53421-213	BUILDING MAINTENANCE	2,782.12	0.00
213-53441-213	EQUIPMENT MAINTENAN...	7.13	0.00
213-53561-213	PHONE & INTERNET	3.28	0.00
215-52111-142	DEPARTMENT SUPPLIES	149.94	0.00
218-52111-142	DEPARTMENT SUPPLIES	343.53	0.00
218-54411-141	EQUIPMENT	314.00	0.00
218-54411-142	EQUIPMENT	1,919.14	0.00
223-52111-171	DEPARTMENT SUPPLIES	4,995.00	0.00
224-52311-114	MEMBERSHIPS	100.00	0.00
224-53561-113	PHONE & INTERNET	13.63	0.00
224-53711-113	SCHOOL & CONFERENCE	986.18	0.00
224-59111-114	ECONOMIC DEVELOPME...	7,238.33	0.00
321-57222-111	DEBT SVC (INT) - TIF	10,317.35	0.00
621-52111-621	DEPARTMENT SUPPLIES	691.77	0.00
621-52181-621	UNIFORMS & CLOTHING	216.85	0.00
621-52411-621	POSTAGE	239.98	239.98
621-53111-621	CONTRACTUAL SERVICES	4,652.89	0.00
621-53193-621	DISPOSAL FEES	1,600.00	0.00

## Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
621-53451-621	VEHICLE MAINTENANCE	221.00	0.00
621-53521-621	HEATING FUEL	770.58	0.00
621-53561-621	PHONE & INTERNET	2.75	0.00
631-52111-631	DEPARTMENT SUPPLIES	223.06	0.00
631-52411-631	POSTAGE	239.96	239.96
631-53111-631	CONTRACTUAL SERVICES	18,122.73	0.00
631-53421-631	BUILDING MAINTENANCE	119.91	0.00
631-53451-631	VEHICLE MAINTENANCE	4.19	0.00
631-53466-631	SEWER BACKUP CLAIMS	3,214.39	0.00
631-53531-631	ELECTRIC POWER	16,844.20	0.00
631-53561-631	PHONE & INTERNET	2.35	0.00
641-21311	SALES TAX PAYABLE	21,480.25	21,480.25
641-52111-641	DEPARTMENT SUPPLIES	4,435.48	0.00
641-52117-641	SAMPLES	1,301.00	0.00
641-52411-641	POSTAGE	428.58	239.96
641-52611-641	CHEMICALS	2,280.30	0.00
641-53111-641	CONTRACTUAL SERVICES	18,366.98	0.00
641-53451-641	VEHICLE MAINTENANCE	3,046.62	0.00
641-53521-641	HEATING FUEL	130.25	0.00
641-53531-641	ELECTRIC POWER	8,267.55	0.00
641-53561-641	PHONE & INTERNET	2.25	0.00
641-54411-641	EQUIPMENT	250.00	0.00
661-21311	SALES TAX PAYABLE	687.22	687.22
661-52111-661	DEPARTMENT SUPPLIES	42.94	0.00
661-53111-661	CONTRACTUAL SERVICES	4.99	0.00
661-53561-661	PHONE & INTERNET	0.49	0.00
661-53711-661	SCHOOL & CONFERENCE	79.00	0.00
713-21512	MEDICARE W/H EE PAYAB...	7,396.20	7,396.20
713-21513	FICA W/H EE PAYABLE	27,362.62	27,362.62
713-21514	FED W/H EE PAYABLE	21,371.81	21,371.81
713-21517	POL UNION DUES EE PAY	1,092.00	1,092.00
713-21518	FIRE UNION DUES EE PAY	300.00	300.00
713-21523	LIFE INS EE PAYABLE	22.75	22.75
713-21524	SMEC EE PAYABLE	130.50	130.50
713-21527	WAGE ATTACHMENT EE ...	586.80	586.80
713-21528	REGULAR RETIRE EE PAY	11,372.81	11,372.81
713-21529	DEFERRED COMP EE PAY	2,821.40	2,821.40
713-21531	RETIRE FIRE EE PAYABLE	2,607.39	2,607.39
713-21533	RETIRE POLICE EE PAY	5,854.47	5,854.47
713-21534	DIS INC INS EE PAYABLE	25.95	25.95
713-21539	CHILD SUPPORT EE PAY	1,845.18	1,845.18
713-21541	HSA EE PAYABLE	10,467.50	10,467.50
721-53561-721	PHONE & INTERNET	0.47	0.00
725-52111-725	DEPARTMENT SUPPLIES	245.67	0.00
725-52531-725	OIL & ANTIFREEZE	1,537.62	0.00
725-53441-725	EQUIPMENT MAINTENAN...	6,540.24	0.00
725-53521-725	HEATING FUEL	262.57	0.00
725-53561-725	PHONE & INTERNET	1.75	0.00
812-53861-112	PREMIUM EXPENSE	39,904.80	0.00
812-53863-112	FLEXIBLE BENFT EXPENSES	1,138.50	1,138.50
Grand Total:		409,332.72	117,476.73

## Project Account Summary

Project Account Key	Expense Amount	Payment Amount
**None**	328,218.78	117,476.73
2122852111	149.94	0.00
21852111142	343.53	0.00
3121657222	384.11	0.00

## Project Account Summary

Project Account Key	Expense Amount	Payment Amount
3121757222	1,345.91	0.00
3121857222	2,860.58	0.00
3122057222	4,713.37	0.00
3122157222	352.18	0.00
3122257222	376.36	0.00
3122357222	284.84	0.00
6002052111	42.94	0.00
6002053111	4.99	0.00
6002053561	0.49	0.00
6002053711	79.00	0.00
7000354391	70,175.70	0.00
<b>Grand Total:</b>	<b>409,332.72</b>	<b>117,476.73</b>

UTILITY REFUNDS 3-2-2020

Account #	Contact	Service Address	Refund Amount
<a href="#">075-4143-09</a>	ALLYSA SHIPMAN	1601 5TH AVE SCOTTSBLUFF NE 69361	15.61
<a href="#">070-5070-09</a>	KATIE MUELLER	1925 CHEYENNE DR SCOTTSBLUFF NE 69361	14.15
<a href="#">010-5027-01</a>	DAVID BRODERICK	2305 AVE F SCOTTSBLUFF NE 69361	50.36
<a href="#">025-4516-02</a>	CRAIG CLAMPITT	1908 AVE N SCOTTSBLUFF NE 69361	14.3
<a href="#">035-1383-02</a>	NICO HERNANDEZ	1322 AVE G SCOTTSBLUFF NE 69361	15.89
<a href="#">025-1743-01</a>	HOMETOWN FAMILY RADIO	2002 AVE J SCOTTSBLUFF NE 69361	19.52
<a href="#">015-4028-02</a>	REGIONAL WEST MEDICAL CENTER	302 W 40TH ST SCOTTSBLUFF NE 69361	17.82
<a href="#">015-5074-01</a>	SHERARD AUDIOLOGY	2821 AVE B SCOTTSBLUFF NE 69361	14.41
8			\$162.06

# **City of Scottsbluff, Nebraska**

**Monday, March 2, 2020**

**Regular Meeting**

## **Item Fin Rep1**

**Council to receive the 2019 Annual Audit Report from Contryman and Associates.**

**Staff Contact: Liz Hilyard, Finance Director**

**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**  
  
**FINANCIAL STATEMENTS**  
**And**  
**INDEPENDENT AUDITOR'S REPORT**  
  
**September 30, 2019**

DRAFT

**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**

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**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**

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**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**

**MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)**

**September 30, 2019**

The management of the City of Scottsbluff, Nebraska (the City) offers readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended September 30, 2019. Please consider this discussion in conjunction with the additional information provided in the transactions, events and conditions reflected in the City's financial statements (beginning on page 12).

**FINANCIAL HIGHLIGHTS**

- The assets of the City exceeded its liabilities at September 30, 2019, by \$84,119,777 (net position). Of this amount, \$22,373,075 (unrestricted net position) may be used to meet the government's ongoing obligations to citizens and creditors.
- As of September 30, 2019, the City's governmental funds reported combined ending fund balances of \$21,739,579. This is an increase of \$1,366,103 in comparison with the prior year. This is in large part due to loan repayment activity in the Economic Development Fund and increased NPPD lease payment revenues in the General Fund.
- As of September 30, 2019, unassigned fund balance for governmental funds was \$8,202,608, or 96% of total general fund expenditures.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements.

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

The government-wide financial statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the City's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The statement of activities presents information showing how the City's net position changed during the year ended September 30, 2019. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

The government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general administrative services, public safety, streets and highways, health, planning and zoning, parks and recreation, libraries, and self-insurance. The business-type activities of the City include sanitation, wastewater, water, stormwater, electric utilities, and geographic information systems.

The government-wide financial statements can be found on pages 12-14 of this report.

**MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) – (CONTINUED)**

**September 30, 2019**

**FUND FINANCIAL STATEMENTS**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds - Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the City's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and government-wide activities.

The City maintains sixteen individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the General fund, the Transportation fund, the Economic Development fund, the Debt Service fund, the Special Projects fund, and the Leasing Corporation fund, which are considered to be major funds. Data from the other governmental funds are combined into a single, aggregated presentation. Individual fund data for each of the nonmajor governmental funds is provided in the form of combining statements elsewhere in this report.

The basic governmental fund financial statements can be found on pages 15-20 of this report.

Proprietary funds - The City maintains two different types of proprietary funds. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses enterprise funds to account for its sanitation, wastewater, water, stormwater, and electric systems. Internal service funds are used to accumulate and allocate costs internally among the City's various functions. The City uses internal service funds to account for its self-funding unemployment and health insurance and geographic information and central garage services. Because the self-funding services predominantly benefit governmental rather than business-type functions, they have been included within governmental activities in the government-wide financial statements. The geographic information and central garage services are shown as a business-type function and have been included within the business-type activities in the government-wide financial statements.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for all of the enterprise funds. Internal service funds are also combined into a single, aggregated presentation in the proprietary fund financial statements. Individual fund data for these funds is provided in the form of combining statements elsewhere in this report.

The basic proprietary fund financial statements can be found on pages 21-26 of this report.

# CITY OF SCOTTSBLUFF

## Scottsbluff, Nebraska

### MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) – (CONTINUED)

September 30, 2019

Fiduciary funds - Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

The fiduciary fund financial statements can be found on pages 27-28 of this report.

#### NOTES TO THE FINANCIAL STATEMENTS

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 29-43 of this report.

#### OTHER INFORMATION

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the City's budget. The City adopts an annual appropriated budget for its general fund and all other governmental funds. A budgetary comparison statement has been provided for the General, Transportation, Economic Development, Debt, Special Projects, and Leasing Corporation major funds to demonstrate compliance with this budget.

#### GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City, assets exceeded liabilities by \$84,119,777 at September 30, 2019.

By far the largest portion of the City's net position (57 percent) reflects its investment in capital assets (e.g., land, buildings, improvements, utility plant, infrastructure, and machinery and equipment), less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

City of Scottsbluff  
Condensed Statement of Net Position  
September 30, 2019 and 2018

	Governmental Activities		Business-type Activities		Total	
	2019	2018	2019	2018	2019	2018
Current and other assets	\$ 32,465,791	\$ 29,207,282	\$ 11,029,921	\$ 10,284,686	\$ 43,495,712	\$ 39,491,968
Capital assets	31,241,182	31,586,062	21,975,954	22,632,999	53,217,136	54,219,061
Other noncurrent assets	-	-	539,036	476,517	539,036	476,517
Total assets	63,706,973	60,793,344	33,544,911	33,394,202	97,251,884	94,187,546
Current liabilities	2,839,294	3,175,057	1,188,090	1,520,667	4,027,384	4,695,724
Long-term liabilities outstanding	3,510,786	4,944,274	863,145	1,255,888	4,373,931	6,200,162
Total liabilities	6,350,080	8,119,331	2,051,235	2,776,555	8,401,315	10,895,886
Deferred inflow of resources	4,730,792	3,072,362	-	-	4,730,792	3,072,362
Net assets						
Net investment in capital assets	26,788,562	25,653,456	20,882,133	20,841,582	47,670,695	46,495,038
Restricted	7,985,630	8,694,407	539,036	476,517	8,524,666	9,170,924
Committed	5,551,341	5,060,280	-	-	5,551,341	5,060,280
Assigned	-	193,500	-	-	-	193,500
Unrestricted	12,300,568	10,000,008	10,072,507	9,299,548	22,373,075	19,299,556
Total net position	\$ 52,626,101	\$ 49,601,651	\$ 31,493,676	\$ 30,617,647	\$ 84,119,777	\$ 80,219,298

**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**

**MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) – (CONTINUED)**

**September 30, 2019**

At September 30, 2019, the City is able to report positive balances in all three categories of net position, for the government as a whole.

**City of Scottsbluff**  
**Statement of Activities and Changes in Net Assets**  
**September 30, 2019 and 2018**

	Governmental Activities		Business-type Activities		Total	
	2019	2018	2019	2018	2019	2018
Revenues:						
Program revenues:						
Charges for services	\$ 563,036	\$ 522,961	\$ 10,585,548	\$ 10,246,676	\$ 11,148,584	\$ 10,769,637
Operating grants and contributions	113,937	112,137	-	-	113,937	112,137
Capital grants and contributions	375,413	636,073	-	90,987	375,413	727,060
General revenues:						
Property taxes	1,726,546	1,729,569	-	-	1,726,546	1,729,569
Sales and use tax	6,085,058	5,944,784	-	-	6,085,058	5,944,784
Other taxes	1,377,291	1,364,258	-	-	1,377,291	1,364,258
Intergovernmental	1,847,024	1,695,610	-	-	1,847,024	1,695,610
Investment income	787,902	179,685	303,710	51,771	1,091,612	231,456
Gain (loss) from sale of assets	109,109	562,062	(83,324)	-	25,785	562,062
Miscellaneous	2,175,970	1,685,546	81,388	70,685	2,257,358	1,756,231
Total revenues	15,161,286	14,432,685	10,887,322	10,460,119	26,048,608	24,892,804
Expenses:						
General government	4,437,589	4,343,256	-	-	4,437,589	4,343,256
Public safety	5,182,697	4,897,110	-	-	5,182,697	4,897,110
Transportation	2,959,772	3,014,139	-	-	2,959,772	3,014,139
Public health	183,211	176,735	-	-	183,211	176,735
Culture and recreation	2,378,048	2,598,580	-	-	2,378,048	2,598,580
Public works	242,996	281,229	-	-	242,996	281,229
Interest on long-term debt	113,216	86,277	-	-	113,216	86,277
Environmental services	-	-	2,301,844	2,256,514	2,301,844	2,256,514
Wastewater	-	-	2,142,334	2,149,950	2,142,334	2,149,950
Water	-	-	1,651,392	1,738,019	1,651,392	1,738,019
Electric	-	-	49,182	49,641	49,182	49,641
Stormwater	-	-	117,005	110,243	117,005	110,243
Geographic information systems	-	-	77,516	72,481	77,516	72,481
Central garage	-	-	311,327	345,088	311,327	345,088
Total expenses	15,497,527	15,397,326	6,650,600	6,721,936	22,148,127	22,119,262
Increase (decrease) in net assets before transfers	(336,241)	(964,641)	4,236,722	3,738,183	3,900,481	2,773,542
Transfers in (out)	3,360,693	2,732,018	(3,360,693)	(2,732,018)	-	-
Increase (decrease) in net assets	3,024,452	1,767,377	876,029	1,006,165	3,900,481	2,773,542
Net assets, October 1	49,601,651	47,834,274	30,617,647	29,611,482	80,219,298	77,445,756
Net assets, September 30	\$ 52,626,103	\$ 49,601,651	\$ 31,493,676	\$ 30,617,647	\$ 84,119,779	\$ 80,219,298



**MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) – (CONTINUED)**

**September 30, 2019**

**GOVERNMENTAL ACTIVITIES**

Governmental activities increased the City's net position by a total of \$3,024,450. Key elements in this increase follows:

- Investment income increased \$608,217 over the prior year earnings.
- Transfer of revenues from the City's NPPD lease increased \$628,675 as compared to the prior year.
- Loan repayments into the Economic Development Fund increased \$469,540 during the current year.
- Sales taxes were \$140,274 higher and hotel lodging occupation taxes \$17,073 higher than in the prior year.

**BUSINESS-TYPE ACTIVITIES**

Business-type activities increased the city's net position by \$876,029. Key elements in this increase follows:

- Investment income increased \$251,939 over the prior year earnings.
- Water, wastewater and sanitation revenues were all over budgeted amounts. Personnel, operating and contractual expenses were below budgeted amounts for all three funds.
- Additional reduced expenses in the sanitation fund from not purchasing budgeted amount for one refuse truck or the construction of a transfer station.

**FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS**

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**GOVERNMENTAL FUNDS**

The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of September 30, 2019, the City's governmental funds reported combined ending fund balances of \$21,739,579, an increase of \$1,366,105 in comparison with the prior year. This increase was largely due to investment earnings, increase in loan repayment activity in the Economic Development Fund and increased revenues from the NPPD lease.

The general fund is the chief operating fund of the City. At September 30, 2019, the unassigned fund balance of the general fund was \$8,202,608. As a measure of the general fund's liquidity, it may be useful to compare the unassigned fund balance to total fund expenditures. The unassigned fund balance represents 96 percent of total general fund expenditures.

**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**

**MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) – (CONTINUED)**

**September 30, 2019**

The fund balance of the City's general fund increased by \$1,583,812 during 2019. This increase was due to the increase in investment earnings of \$188,108 and increase in NPPD lease revenue transfers of \$628,675. In addition, building permit revenues were \$95,636 higher than the prior year due to a summer hail storm. Expenditures for salaries and benefits were \$210,964 less than budgeted due to not filling vacant positions. Supplies expenditures were \$32,097 less than budgeted and contractual services were \$111,261 less than budgeted.

**PROPRIETARY FUNDS**

The City's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

Unrestricted net position of the sanitation, wastewater system, water system, electric system, and stormwater system amounted to \$2,212,707, \$2,881,864, \$2,975,552, \$1,762,286, and \$591,750 respectively, at September 30, 2019. Factors concerning the finances of these funds have already been addressed in the discussion of the City's business-type activities.

**GENERAL FUND BUDGETARY HIGHLIGHTS**

Variances between actual general fund revenues and expenditures and the final amended budget include:

- \$451,577 positive variance in taxes. Sales tax receipts were \$322,806 over budget and hotel occupation tax receipts were \$133,505 over budget.
- Investment earnings were \$121,140 over budget.
- \$210,964 positive variance in general fund payroll and benefit expense.
- \$250,000 was budgeted in contingency to cover any unforeseen costs that may arise during the year. No contingency items were incurred.

**CAPITAL ASSET AND DEBT ADMINISTRATION**

**CAPITAL ASSETS**

The City's investment in capital assets for its governmental and business-type activities as of September 30, 2019, was \$53,217,136 (net of accumulated depreciation). This investment in capital assets includes land, buildings, improvements, machinery and equipment, streets, storm sewers, electric plant, and water and sewer plant.

City of Scottsbluff  
Capital assets (net of depreciation)  
September 30, 2019 and 2018

	Governmental Activities		Business-type Activities		Total	
	2019	2018	2019	2018	2019	2018
Land	\$ 554,216	\$ 554,216	\$ 1,525,791	\$ 1,461,475	\$ 2,080,007	\$ 2,015,691
Inventory	2,629,113	2,629,113	-	-	2,629,113	2,629,113
Construction in progress	242,517	1,822,762	232,891	847,889	475,408	2,670,651
Buildings and improvements	6,815,998	7,118,809	2,660,012	2,770,693	9,476,010	9,889,502
Equipment and vehicles	3,471,763	3,389,244	2,143,685	2,404,310	5,615,448	5,793,554
Infrastructure	17,527,575	16,071,918	10,841,324	10,173,343	28,368,899	26,245,261
Plant in service	-	-	4,572,251	4,975,289	4,572,251	4,975,289
Total	\$ 31,241,182	\$ 31,586,062	\$ 21,975,954	\$ 22,632,999	\$ 53,217,136	\$ 54,219,061

**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**

**MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) – (CONTINUED)**

**September 30, 2019**

Major capital asset events during 2019 included the following:

- 42<sup>nd</sup> Street improvements including street and curb expansion, sewer and storm drain extensions \$2,748,362
- Streets Department - new street sweeper \$244,026
- New sewer jet van \$218,937
- Cemetery new backhoe/loader \$78,850
- Parks Department – new wide area mower \$51,500

Additional information on the City's capital assets can be found in Note 4 of the notes to the financial statements on pages 37-38 of this report.

**LONG-TERM DEBT**

At September 30, 2019, the City of Scottsbluff had total bonded debt outstanding of \$4,855,000. This entire amount represents bonds secured solely by specified revenue sources (i.e., revenue bonds).

Additional information on the City's long-term debt can be found in Note 5 of the notes to the financial statements on pages 38-39 of this report.

**City of Scottsbluff**  
**Outstanding Bonded Debt**  
**September 30, 2019 and 2018**

	Governmental Activities		Business-type Activities		Total	
	2019	2018	2019	2018	2019	2018
General obligation bonds	\$ 3,009,027	\$ 3,819,944	\$ 440,973	\$ 515,056	\$ 3,450,000	\$ 4,335,000
Revenue bonds	1,405,000	2,070,000	-	-	1,405,000	2,070,000
Total	\$ 4,414,027	\$ 5,889,944	\$ 440,973	\$ 515,056	\$ 4,855,000	\$ 6,405,000

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

- The increase in the City's property tax base provided by real growth is estimated at .78%, with an actual increase in valuation from the prior year of approximately \$26.1 million.
- For the 2020 budget, the projection for sales tax was estimated at (3.0%) decrease due to the continuing local agricultural industry issues.
- Lodging occupation tax receipts have steadily increased over the past two years so annual projected receipts were increased to \$250,000.
- NPPD lease revenues projections remained flat due to the difficulty of projecting consumer power use.

The utility rates were increased for the 2020 budget year. The water, wastewater and sanitation rates were increased by 3%, each and the stormwater flat surcharge amount was increased 17% (from \$3.00 to \$3.50). The rate increases affected both residential and industrial consumers by approximately the same percentage. These increases are necessary to fund debt service, cover the cost of inflation, and cover the cost of federal mandates.

All of these factors were considered in preparing the City's budget for the 2020 fiscal year.



**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**

**MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) – (CONTINUED)**

**September 30, 2019**

**REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the City's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the City of Scottsbluff, Finance Department, 2525 Circle Drive, Scottsbluff, NE 69361.

DRAFT



# CONTRYMAN ASSOCIATES, P.C.

Certified Public Accountants

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## Independent Auditors' Report

To the Honorable Mayor, City Council,  
And City Manager  
City of Scottsbluff  
Scottsbluff, Nebraska

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Scottsbluff, Nebraska, as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the

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appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Scottsbluff, Nebraska as of September 30, 2019, and the respective changes in financial position, and where applicable, cash flows, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, on pages 4-11 and 44-51, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Scottsbluff's basic financial statements. The Other Supplementary Information as listed in the table of contents as pages 52-58 are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Other Supplementary Information are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Other Supplementary Information are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated February 28, 2020 on our consideration of City of Scottsbluff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City of Scottsbluff's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City of Scottsbluff's internal control over financial reporting and compliance.

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Certified Public Accountants  
Scottsbluff, Nebraska

February 28, 2020

**CITY OF SCOTTSBLUFF, NEBRASKA**  
**STATEMENT OF NET POSITION**  
**SEPTEMBER 30, 2019**

	Primary Government		
	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
Current assets:			
Equity in pooled cash	\$ 23,886,659	\$ 9,527,174	\$ 33,413,833
Funds held by county treasurer	118,441	-	118,441
Net receivables:			
Taxes	2,094,710	-	2,094,710
Accounts and unbilled	-	1,044,793	1,044,793
Special assessments	700,900	-	700,900
Notes receivable	4,072,199	-	4,072,199
Accrued interest	49,036	10,440	59,476
Governmental unit	219,985	-	219,985
Other receivables	1,323,861	-	1,323,861
Inventory	-	447,514	447,514
Total current assets	<u>32,465,791</u>	<u>11,029,921</u>	<u>43,495,712</u>
Noncurrent assets:			
Restricted investments	-	539,036	539,036
Capital assets - non-depreciable	3,425,845	1,758,681	5,184,526
Net capital assets - depreciable	<u>27,815,337</u>	<u>20,217,273</u>	<u>48,032,610</u>
Total noncurrent assets	<u>31,241,182</u>	<u>22,514,990</u>	<u>53,756,172</u>
Total assets	<u>\$ 63,706,973</u>	<u>\$ 33,544,911</u>	<u>\$ 97,251,884</u>
<b>LIABILITIES</b>			
Current liabilities:			
Accounts payable	\$ 370,133	\$ 294,700	\$ 664,833
Accrued interest payable	38,593	8,899	47,492
Other accrued expenses	237,484	213,797	451,281
Notes and warrants payable	2,193,084	396,328	2,589,412
Unearned billings	-	274,366	274,366
Total current liabilities	<u>2,839,294</u>	<u>1,188,090</u>	<u>4,027,384</u>
Noncurrent liabilities:			
Bonds and notes payable	2,948,700	688,594	3,637,294
Accrued compensated absences	562,086	174,551	736,637
Total noncurrent liabilities	<u>3,510,786</u>	<u>863,145</u>	<u>4,373,931</u>
Total liabilities	<u>6,350,080</u>	<u>2,051,235</u>	<u>8,401,315</u>
<b>DEFERRED INFLOW OF RESOURCES</b>			
Unavailable revenue - insurance proceeds	1,075,361	-	1,075,361
Unavailable revenue - notes receivable	3,655,431	-	3,655,431
Total deferred inflow of resources	<u>4,730,792</u>	<u>-</u>	<u>4,730,792</u>
<b>NET POSITION</b>			
Net investment in capital assets	26,788,562	20,882,133	47,670,695
Restricted for:			
Debt service	2,963,042	-	2,963,042
Economic development	4,488,969	-	4,488,969
New landfill	-	539,036	539,036
Other restricted	533,619	-	533,619
Committed	5,551,341	-	5,551,341
Unrestricted	<u>12,300,568</u>	<u>10,072,507</u>	<u>22,373,075</u>
Total net position	<u>52,626,101</u>	<u>31,493,676</u>	<u>84,119,777</u>
Total liabilities and net position	<u>\$ 63,706,973</u>	<u>\$ 33,544,911</u>	<u>\$ 97,251,884</u>

See accompanying notes to the basic financial statements.

**STATEMENT OF ACTIVITIES  
CITY OF SCOTTSBLUFF, NEBRASKA  
STATEMENT OF ACTIVITIES  
FOR YEAR ENDED SEPTEMBER 30, 2019**

		Program Revenues		
		Charges for	Operating	Capital
	Expenses	Services	Grants and	Grants and
			Contributions	Contributions
<b>Primary government:</b>				
Governmental activities:				
General government	\$ 4,437,589	\$ 13,442	\$ 30,000	\$ -
Public safety	5,182,697	265,851	80,632	82,009
Transportation	2,959,772	27,023	-	293,404
Public health and social services	183,211	85,150	-	-
Culture and recreation:				
Library	682,664	5,779	3,305	-
Parks and recreation	1,345,384	165,791	-	-
Zoo	350,000	-	-	-
Public works	242,996	-	-	-
Interest on long term debt	113,214	-	-	-
Total governmental activities	<u>15,497,527</u>	<u>563,036</u>	<u>113,937</u>	<u>375,413</u>
Business type activities:				
Environmental services	2,301,844	2,960,255	-	-
Wastewater	2,142,334	2,663,417	-	-
Water	1,651,392	1,944,456	-	-
Electric	49,182	2,738,184	-	-
Stormwater	117,005	100,230	-	-
Geographic information systems	77,516	-	-	-
Central Garage	311,327	179,006	-	-
Total business type activities	<u>6,650,600</u>	<u>10,585,548</u>	<u>-</u>	<u>-</u>
Total primary government	<u>\$ 22,148,127</u>	<u>\$ 11,148,584</u>	<u>\$ 113,937</u>	<u>\$ 375,413</u>

General Revenues:

- Taxes:
  - Property taxes, levied for general purposes
  - Property taxes, levied for debt service
  - Property taxes, levied for transportation
  - Property taxes, levied for cemetery perpetual care
  - Property taxes, levied for public safety
  - Property taxes, levied for business improvement district
  - Sales tax
  - Other taxes
- Intergovernmental
- Investment income
- Gain (loss) from sale of assets
- Miscellaneous
- Net transfers
- Total general revenues and transfers
- Change in net position
- Net position, October 1
- Net position, September 30

See accompanying notes to the basic financial statements.

Net (Expenses) Revenues and Changes in Net Position		
Primary Government		
Governmental Activities	Business type Activities	Total
\$ (4,394,147)	\$ -	\$ (4,394,147)
(4,754,205)	-	(4,754,205)
(2,639,345)	-	(2,639,345)
(98,061)	-	(98,061)
(673,580)	-	(673,580)
(1,179,593)	-	(1,179,593)
(350,000)	-	(350,000)
(242,996)	-	(242,996)
(113,214)	-	(113,214)
<u>(14,445,141)</u>	<u>-</u>	<u>(14,445,141)</u>
-	658,411	658,411
-	521,083	521,083
-	293,064	293,064
-	2,689,002	2,689,002
-	(16,775)	(16,775)
-	(77,516)	(77,516)
-	(132,321)	(132,321)
-	<u>3,934,948</u>	<u>3,934,948</u>
<u>(14,445,141)</u>	<u>3,934,948</u>	<u>(10,510,193)</u>
207,756	-	207,756
714,667	-	714,667
515,106	-	515,106
127,056	-	127,056
160,623	-	160,623
1,338	-	1,338
6,085,058	-	6,085,058
1,377,291	-	1,377,291
1,847,024	-	1,847,024
787,902	303,710	1,091,612
109,109	(83,324)	25,785
2,175,969	81,388	2,257,357
3,360,693	(3,360,693)	-
<u>17,469,593</u>	<u>(3,058,919)</u>	<u>14,410,674</u>
3,024,450	876,029	3,900,479
49,601,651	30,617,647	80,219,298
<u>\$ 52,626,101</u>	<u>\$ 31,493,676</u>	<u>\$ 84,119,777</u>



**CITY OF SCOTTSBLUFF, NEBRASKA**  
**BALANCE SHEET**  
**GOVERNMENTAL FUNDS**  
**SEPTEMBER 30, 2019**

	General Fund	Transportation Fund	Economic Development Fund	Debt Service Fund
<b>ASSETS</b>				
Equity in pooled cash	\$ 7,552,282	\$ 3,366,167	\$ 4,279,350	\$ 3,623,490
Funds held by county treasurer	12,481	39,262	-	40,876
Net receivables:				
Taxes	959,954	380,330	192,744	370,140
Special assessments	-	-	-	700,900
Notes receivable	-	-	4,072,199	-
Accrued interest	7,934	3,520	4,492	27,789
Governmental unit	14,189	196,227	-	-
Other receivables	85,029	18,678	24,271	-
Total assets	<u>\$ 8,631,869</u>	<u>\$ 4,004,184</u>	<u>\$ 8,573,056</u>	<u>\$ 4,763,195</u>
<b>LIABILITIES</b>				
Accounts payable	\$ 129,259	\$ 152,187	\$ 8,439	\$ -
Accrued salaries	188,189	24,577	3,259	-
Other accrued expenses	14,458	1,713	190	-
Warrants payable	-	-	-	727,757
Total liabilities	<u>331,906</u>	<u>178,477</u>	<u>11,888</u>	<u>727,757</u>
<b>DEFERRED INFLOW OF RESOURCES</b>				
Unavailable revenue - property taxes	97,355	290,222	-	377,971
Unavailable revenue - insurance proceeds	-	-	-	-
Unavailable revenue - special assessments	-	-	-	694,425
Unavailable revenue - notes receivable	-	-	4,072,199	-
Total deferred inflow of resources	<u>97,355</u>	<u>290,222</u>	<u>4,072,199</u>	<u>1,072,396</u>
<b>FUND BALANCES</b>				
Restricted for:				
Debt service	-	-	-	2,963,042
Economic development	-	-	4,488,969	-
Other restricted	-	-	-	-
Committed	-	3,535,485	-	-
Unrestricted	8,202,608	-	-	-
Total fund balances	<u>8,202,608</u>	<u>3,535,485</u>	<u>4,488,969</u>	<u>2,963,042</u>
Total liabilities and fund balances	<u>\$ 8,631,869</u>	<u>\$ 4,004,184</u>	<u>\$ 8,573,056</u>	<u>\$ 4,763,195</u>

See accompanying notes to the basic financial statements.



Special Projects Fund	Leasing Corporation Fund	Other Governmental Funds	Total Governmental Funds
\$ 191,205	\$ 7,744	\$ 2,283,327	\$ 21,303,565
-	-	25,822	118,441
-	-	191,542	2,094,710
-	-	-	700,900
-	-	-	4,072,199
182	6	2,393	46,316
6,001	-	3,568	219,985
<u>1,075,361</u>	<u>-</u>	<u>120,522</u>	<u>1,323,861</u>
<u>\$ 1,272,749</u>	<u>\$ 7,750</u>	<u>\$ 2,627,174</u>	<u>\$ 29,879,977</u>
\$ 20,964	\$ -	\$ 59,284	\$ 370,133
-	-	4,854	220,879
-	-	244	16,605
-	-	-	727,757
<u>20,964</u>	<u>-</u>	<u>64,382</u>	<u>1,335,374</u>
-	-	197,491	963,039
1,075,361	-	-	1,075,361
-	-	-	694,425
-	-	-	4,072,199
<u>1,075,361</u>	<u>-</u>	<u>197,491</u>	<u>6,805,024</u>
-	-	-	2,963,042
-	-	-	4,488,969
-	-	533,619	533,619
176,424	7,750	1,831,680	5,551,341
-	-	-	8,202,608
<u>176,424</u>	<u>7,750</u>	<u>2,365,299</u>	<u>21,739,579</u>
<u>\$ 1,272,749</u>	<u>\$ 7,750</u>	<u>\$ 2,627,172</u>	<u>\$ 29,879,977</u>

**CITY OF SCOTTSBLUFF, NEBRASKA  
RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCE  
TO THE STATEMENT OF NET POSITION  
SEPTEMBER 30, 2019**

Total Governmental Fund Balances		\$	21,739,579
<i>Amounts reported for governmental activities in the statement of net position are different because:</i>			
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds balance sheet.			31,241,182
Internal service funds are used by management to charge the costs of certain services to individual funds. These assets and liabilities of the internal service funds are included in governmental activities in the statement of net position.			2,585,814
Deferred inflow of resources in governmental fund financials for property taxes, special assessments and notes receivable is shown as revenue for government wide financials.			2,074,232
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds balance sheet.			
Due within one year:			
Interest payable	\$	38,593	
Bonds payable		1,465,327	
Due in more than one year:			
Bonds payable		2,948,700	
Compensated absences		562,086	
			<u>(5,014,706)</u>
Net position of governmental activities		\$	<u>52,626,101</u>

See accompanying notes to the basic financial statements.

**CITY OF SCOTTSBLUFF, NEBRASKA  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED SEPTEMBER 30, 2019**

	General Fund	Transportation Fund	Economic Development Fund	Debt Service Fund
Revenues:				
Taxes and special assessments	\$ 5,541,525	\$ 1,181,832	\$ 1,013,766	\$ 940,957
Licenses and permits	162,970	-	-	-
Intergovernmental	126,204	2,063,639	-	-
Charges for services	450,863	27,023	-	-
Investment income	222,337	119,609	139,033	153,122
Other revenue	103,540	28,765	644,640	-
Total revenues	<u>6,607,439</u>	<u>3,420,868</u>	<u>1,797,439</u>	<u>1,094,079</u>
Expenditures:				
Current operations:				
General government	581,714	-	1,757,882	698,909
Public safety	5,396,829	-	-	-
Transportation	-	1,782,037	-	-
Public health and social services	-	-	-	-
Culture and recreation:				
Library	736,662	-	-	-
Parks and recreation	1,224,995	-	-	-
Zoo	350,000	-	-	-
Public works	220,799	-	-	-
Capital expenditures	33,711	1,444,104	-	-
Debt service:				
Principal	-	810,917	-	-
Interest	-	68,425	-	20,229
Total expenditures	<u>8,544,710</u>	<u>4,105,483</u>	<u>1,757,882</u>	<u>719,138</u>
Excess revenues over (under) expenditures	<u>(1,937,271)</u>	<u>(684,615)</u>	<u>39,557</u>	<u>374,941</u>
Other financing sources (uses):				
Proceeds from sale of assets	8,390	-	-	-
Operating transfers in	3,512,693	-	-	-
Operating transfers out	-	(52,000)	-	-
Total other financing sources (uses)	<u>3,521,083</u>	<u>(52,000)</u>	<u>-</u>	<u>-</u>
Excess revenues and other financing sources over (under) expenditures and other financing uses	1,583,812	(736,615)	39,557	374,941
Fund balances, October 1	<u>6,618,796</u>	<u>4,272,100</u>	<u>4,449,412</u>	<u>2,588,101</u>
Fund balances, September 30	<u>\$ 8,202,608</u>	<u>\$ 3,535,485</u>	<u>\$ 4,488,969</u>	<u>\$ 2,963,042</u>

See accompanying notes to the basic financial statements.

Special Projects Fund	Leasing Corporation Fund	Other Governmental Funds	Total Governmental Funds
\$ 89,373	\$ -	\$ 436,078	\$ 9,203,531
-	-	3,200	166,170
22,991	-	9,031	2,221,865
-	-	85,150	563,036
5,032	851	75,262	715,246
39,574	693,629	328,245	1,838,393
<u>156,970</u>	<u>694,480</u>	<u>936,966</u>	<u>14,708,241</u>
87,812	20	36,155	3,162,492
25,018	-	168,981	5,590,828
-	-	-	1,782,037
-	-	195,563	195,563
-	-	2,002	738,664
-	-	-	1,224,995
-	-	-	350,000
-	-	38,103	258,902
7,149	-	329,585	1,814,549
-	665,000	-	1,475,917
-	28,629	-	117,283
<u>119,979</u>	<u>693,649</u>	<u>770,389</u>	<u>16,711,230</u>
<u>36,991</u>	<u>831</u>	<u>166,577</u>	<u>(2,002,989)</u>
-	-	-	8,390
-	-	-	3,512,693
-	-	(100,000)	(152,000)
-	-	(100,000)	3,369,083
36,991	831	66,577	1,366,094
<u>139,433</u>	<u>6,919</u>	<u>2,298,722</u>	<u>20,373,483</u>
<u>\$ 176,424</u>	<u>\$ 7,750</u>	<u>\$ 2,365,299</u>	<u>\$ 21,739,579</u>

**CITY OF SCOTTSBLUFF, NEBRASKA  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED SEPTEMBER 30, 2019**

Net Change in Fund Balances - Total Governmental Funds	\$ 1,366,094
<i>Amounts reported for governmental activities in the statement of activities are different because:</i>	
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation expense exceeds capital outlay in the current period.	(444,735)
Proceeds reported from the sale of assets are reported as revenue at the fund level. However, only the difference between proceeds and the carrying value of the assets is reported as gain or loss in the Statement of Activities.	100,719
Payments on debt are expenditures in the funds, but a debt payment decreases long-term liabilities in the Statement of Net Position.	1,475,917
Deferred inflow of resources in governmental fund financials for property taxes, special assessments and notes receivable is shown as revenue for government wide financials.	(106,684)
Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds:	
Accrued compensated absences	(32,689)
Accrued interest	4,069
Bond amortization costs	-
Internal service funds are used by management to charge the costs of certain services to individual funds.	661,760
Change in net position of governmental activities	<u>\$ 3,024,450</u>

See accompanying notes to the basic financial statements.

**CITY OF SCOTTSBLUFF, NEBRASKA**  
**STATEMENT OF NET POSITION**  
**PROPRIETARY FUNDS**  
**SEPTEMBER 30, 2019**

	Business-type Activities			
	Environmental Services	Wastewater	Water	Electric
<b>ASSETS</b>				
Current assets				
Equity in pooled cash	\$ 2,589,190	\$ 2,680,525	\$ 2,466,897	\$ 1,481,268
Net receivables:				
Accounts and unbilled	90,070	348,992	309,459	279,462
Accrued interest	2,725	2,812	2,615	1,556
Inventory	-	-	447,514	-
Total current assets	<u>2,681,985</u>	<u>3,032,329</u>	<u>3,226,485</u>	<u>1,762,286</u>
Noncurrent assets				
Restricted investments	539,036	-	-	-
Capital assets - non-depreciable	34,008	199,831	828,451	300,000
Net capital assets - depreciable	<u>851,483</u>	<u>10,111,383</u>	<u>7,622,435</u>	<u>280,425</u>
Total noncurrent assets	<u>1,424,527</u>	<u>10,311,214</u>	<u>8,450,886</u>	<u>580,425</u>
Total assets	<u>\$ 4,106,512</u>	<u>\$ 13,343,543</u>	<u>\$ 11,677,371</u>	<u>\$ 2,342,711</u>
<b>LIABILITIES</b>				
Current liabilities				
Accounts payable	\$ 107,503	\$ 47,305	\$ 74,894	\$ -
Accrued interest payable	-	4,116	-	-
Accrued salaries	32,021	25,428	22,689	-
Other accrued expenses	1,200	15,923	109,338	-
Current portion long-term debt	-	326,655	-	-
Unearned billings	<u>274,366</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total current liabilities	<u>415,090</u>	<u>419,427</u>	<u>206,921</u>	<u>-</u>
Noncurrent liabilities				
Long-term debt	-	317,294	-	-
Compensated absences	<u>54,188</u>	<u>61,809</u>	<u>44,012</u>	<u>-</u>
Total noncurrent liabilities	<u>54,188</u>	<u>379,103</u>	<u>44,012</u>	<u>-</u>
Total liabilities	<u>469,278</u>	<u>798,530</u>	<u>250,933</u>	<u>-</u>
<b>NET POSITION</b>				
Net investment in capital assets	885,491	9,663,149	8,450,886	580,425
Restricted for new landfill	539,036	-	-	-
Unreserved	<u>2,212,707</u>	<u>2,881,864</u>	<u>2,975,552</u>	<u>1,762,286</u>
Total net position	<u>3,637,234</u>	<u>12,545,013</u>	<u>11,426,438</u>	<u>2,342,711</u>
Total liabilities and net position	<u>\$ 4,106,512</u>	<u>\$ 13,343,543</u>	<u>\$ 11,677,371</u>	<u>\$ 2,342,711</u>

See accompanying notes to the basic financial statements.

Business-type Activities			Governmental Activities
Stormwater	Internal Service	Totals	Internal Service
\$ 624,957	\$ (315,663)	\$ 9,527,174	\$ 2,583,094
16,810	-	1,044,793	-
649	83	10,440	2,720
-	-	447,514	-
<u>642,416</u>	<u>(315,580)</u>	<u>11,029,921</u>	<u>2,585,814</u>
-	-	539,036	-
396,391	-	1,758,681	-
<u>1,347,758</u>	<u>3,789</u>	<u>20,217,273</u>	<u>-</u>
<u>1,744,149</u>	<u>3,789</u>	<u>22,514,990</u>	<u>-</u>
<u>\$ 2,386,565</u>	<u>\$ (311,791)</u>	<u>\$ 33,544,911</u>	<u>\$ 2,585,814</u>
\$ 50,079	\$ 14,919	\$ 294,700	\$ -
4,783	-	8,899	-
-	6,272	86,410	-
587	339	127,387	-
69,673	-	396,328	-
-	-	274,366	-
<u>125,122</u>	<u>21,530</u>	<u>1,188,090</u>	<u>-</u>
371,300	-	688,594	-
-	14,542	174,551	-
<u>371,300</u>	<u>14,542</u>	<u>863,145</u>	<u>-</u>
496,422	36,072	2,051,235	-
1,298,393	3,789	20,882,133	-
-	-	539,036	-
<u>591,750</u>	<u>(351,652)</u>	<u>10,072,507</u>	<u>2,585,814</u>
<u>1,890,143</u>	<u>(347,863)</u>	<u>31,493,676</u>	<u>2,585,814</u>
<u>\$ 2,386,565</u>	<u>\$ (311,791)</u>	<u>\$ 33,544,911</u>	<u>\$ 2,585,814</u>

**CITY OF SCOTTSBLUFF, NEBRASKA**  
**STATEMENT OF REVENUES, EXPENSES**  
**AND CHANGES IN NET POSITION**  
**PROPRIETARY FUNDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2019**

	Business-type Activities			
	Environmental Services	Wastewater	Water	Electric
Operating revenues:				
Charges for services	\$ 2,960,255	\$ 2,663,417	\$ 1,944,456	\$ 2,738,184
Other revenues	<u>2,985</u>	<u>14,093</u>	<u>63,312</u>	<u>-</u>
Total operating revenues	<u>2,963,240</u>	<u>2,677,510</u>	<u>2,007,768</u>	<u>2,738,184</u>
Operating expenses:				
Personnel services	1,130,387	846,914	752,798	-
Operating supplies	150,686	72,990	286,004	-
Contractual	543,333	70,316	79,502	-
Maintenance	154,677	81,929	16,718	-
Utilities	12,779	204,236	136,304	-
Insurance	55,959	86,162	47,238	-
Other operating expenses	12,634	14,511	11,601	-
Depreciation and amortization	<u>241,389</u>	<u>743,625</u>	<u>321,227</u>	<u>49,182</u>
Total operating expenses	<u>2,301,844</u>	<u>2,120,683</u>	<u>1,651,392</u>	<u>49,182</u>
Operating income (loss)	<u>661,396</u>	<u>556,827</u>	<u>356,376</u>	<u>2,689,002</u>
Non-operating revenues (expenses):				
Investment income	70,383	86,971	72,590	49,007
Interest expense	-	(21,651)	-	-
Net non-operating revenues (expenses)	<u>70,383</u>	<u>65,320</u>	<u>72,590</u>	<u>49,007</u>
Income (loss) before contributions & transfers	<u>731,779</u>	<u>622,147</u>	<u>428,966</u>	<u>2,738,009</u>
Other financing sources (uses):				
Gain (loss) from sale of assets	(4,121)	(73,003)	(6,200)	-
Operating transfers in	-	-	-	-
Operating transfers (out)	<u>(54,000)</u>	<u>(140,000)</u>	<u>(78,000)</u>	<u>(3,235,693)</u>
Total other financing sources (uses)	<u>(58,121)</u>	<u>(213,003)</u>	<u>(84,200)</u>	<u>(3,235,693)</u>
Change in net position	673,658	409,144	344,766	(497,684)
Net position, October 1	<u>2,963,576</u>	<u>12,135,869</u>	<u>11,081,672</u>	<u>2,840,395</u>
Net position, September 30	<u>\$ 3,637,234</u>	<u>\$ 12,545,013</u>	<u>\$ 11,426,438</u>	<u>\$ 2,342,711</u>

See accompanying notes to the basic financial statements.



Business-type Activities			Governmental Activities
Stormwater	Internal Service	Totals	Internal Service
\$ 100,230	\$ 179,006	\$ 10,585,548	\$ -
823	175	81,388	2,440,532
101,053	179,181	10,666,936	2,440,532
-	218,580	2,948,679	-
2,195	36,011	547,886	-
44,662	5,801	743,614	-
1,062	121,582	375,968	-
357	5,431	359,107	-
340	593	190,292	-
1,657	100	40,503	1,851,428
55,256	745	1,411,424	-
105,529	388,843	6,617,473	1,851,428
(4,476)	(209,662)	4,049,463	589,104
22,710	2,049	303,710	72,656
(11,476)	-	(33,127)	-
11,234	2,049	270,583	72,656
6,758	(207,613)	4,320,046	661,760
-	-	(83,324)	-
50,000	97,000	147,000	-
-	-	(3,507,693)	-
50,000	97,000	(3,444,017)	-
56,758	(110,613)	876,029	661,760
1,833,385	(237,250)	30,617,647	1,924,054
\$ 1,890,143	\$ (347,863)	\$ 31,493,676	\$ 2,585,814

**CITY OF SCOTTSBLUFF, NEBRASKA**  
**STATEMENT OF CASH FLOWS**  
**PROPRIETARY FUNDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2019**

	Business-type Activities			
	Environmental Services	Wastewater	Water	Electric
Cash flows from operating activities:				
Cash received from customers	\$ 3,008,798	\$ 2,639,425	\$ 2,025,652	\$ 3,235,694
Cash paid to suppliers	(916,517)	(549,110)	(554,813)	-
Cash paid to employees	(753,312)	(587,232)	(530,302)	-
Other expenses	(377,075)	(259,682)	(222,496)	-
Net cash provided by operating activities	<u>961,894</u>	<u>1,243,401</u>	<u>718,041</u>	<u>3,235,694</u>
Cash flows from non-capital financing activities:				
Transfers from (to) other funds	(54,000)	(140,000)	(78,000)	(3,235,694)
Net cash provided (used) by non-capital financing activities	<u>(54,000)</u>	<u>(140,000)</u>	<u>(78,000)</u>	<u>(3,235,694)</u>
Cash flows from capital and related financing activities:				
Purchases of capital assets	-	(450,278)	(117,788)	-
Principal paid on capital debt	-	(622,509)	-	-
Interest paid on capital debt	-	(23,381)	-	-
Net cash (used) by capital and related financing activities	<u>-</u>	<u>(1,096,168)</u>	<u>(117,788)</u>	<u>-</u>
Cash flows from investing activities:				
Investment in landfill	(62,521)	-	-	-
Interest and dividends	70,338	88,299	73,004	49,745
Net cash provided by investing activities	<u>7,817</u>	<u>88,299</u>	<u>73,004</u>	<u>49,745</u>
Net increase in cash and cash equivalents	915,711	95,532	595,257	49,745
Cash and cash equivalents, October 1	1,673,479	2,584,993	1,871,640	1,431,523
Cash and cash equivalents, September 30	<u>\$ 2,589,190</u>	<u>\$ 2,680,525</u>	<u>\$ 2,466,897</u>	<u>\$ 1,481,268</u>
Reconciliation of operating income (loss) to net cash provided (used) by operating activities:				
Operating income (loss)	\$ 661,396	\$ 556,827	\$ 356,376	\$ 2,689,002
Adjustments to reconcile operating income to net cash provided (used) by operating activities:				
Depreciation and amortization expense	241,389	743,625	321,227	49,182
Changes in assets and liabilities:				
Receivables - net of allowances	36,751	(18,118)	24,084	497,510
Inventory	-	-	9,215	-
Accounts and other payables	17,691	(42,758)	5,434	-
Accrued expenses	4,667	3,825	1,705	-
Net cash provided by operating activities	<u>\$ 961,894</u>	<u>\$ 1,243,401</u>	<u>\$ 718,041</u>	<u>\$ 3,235,694</u>
Non-cash activities:				
Exchange on purchase of capital asset	-	32,750	-	-
Contributed capital assets to government funds	4,121	19,967	6,200	-

See accompanying notes to the basic financial statements.

Business-type Activities			Governmental Activities
Stormwater	Internal Service	Totals	Internal Service
\$ 87,165	\$ 179,136	\$ 11,175,870	\$ 2,440,532
(42,305)	(195,006)	(2,257,751)	(1,858,977)
-	(148,090)	(2,018,936)	-
-	(70,490)	(929,743)	-
<u>44,860</u>	<u>(234,450)</u>	<u>5,969,440</u>	<u>581,555</u>
 50,000	 97,000	 (3,360,694)	 -
 50,000	 97,000	 (3,360,694)	 -
 (269,634)	 -	 (837,700)	 -
 (74,083)	 -	 (696,592)	 -
 (10,750)	 -	 (34,131)	 -
<u>(354,467)</u>	<u>-</u>	<u>(1,568,423)</u>	<u>-</u>
 -	 -	 (62,521)	 -
<u>23,431</u>	<u>2,066</u>	<u>306,881</u>	<u>73,026</u>
<u>23,431</u>	<u>2,066</u>	<u>244,360</u>	<u>73,026</u>
 (236,176)	 (135,386)	 1,284,683	 654,581
<u>861,133</u>	<u>(180,277)</u>	<u>8,242,491</u>	<u>1,928,513</u>
<u>\$ 624,957</u>	<u>\$ (315,663)</u>	<u>\$ 9,527,174</u>	<u>\$ 2,583,094</u>
 \$ (4,476)	 \$ (209,662)	 \$ 4,049,463	 \$ 589,104
 55,256	 745	 1,411,424	 -
 (13,160)	 -	 527,067	 -
 -	 -	 9,215	 -
 7,145	 (25,053)	 (37,541)	 (7,549)
 95	 (480)	 9,812	 -
<u>\$ 44,860</u>	<u>\$ (234,450)</u>	<u>\$ 5,969,440</u>	<u>\$ 581,555</u>
 -	 -	 32,750	 -
 -	 -	 30,288	 -

**CITY OF SCOTTSBLUFF, NEBRASKA**  
**STATEMENT OF FIDUCIARY NET POSITION**  
**FIDUCIARY FUNDS**  
**SEPTEMBER 30, 2019**

	Agency Fund	Pension Trust Fund	Total Fiduciary Funds
<b>ASSETS</b>			
Equity in pooled cash	\$ 374,991	\$ -	\$ 374,991
Investments managed by trustee	-	14,899,965	14,899,965
Net receivables:			
Accrued interest	394	-	394
Total assets	<u>\$ 375,385</u>	<u>\$ 14,899,965</u>	<u>\$ 15,275,350</u>
<b>LIABILITIES</b>			
Accounts and warrants payable	\$ 173,671	\$ -	\$ 173,671
Debt service	201,714	-	201,714
Total liabilities	<u>375,385</u>	<u>-</u>	<u>375,385</u>
<b>NET POSITION</b>			
Held in trust for pension benefits	-	14,899,965	14,899,965
Total net position	<u>-</u>	<u>14,899,965</u>	<u>14,899,965</u>
Total liabilities and net position	<u>\$ 375,385</u>	<u>\$ 14,899,965</u>	<u>\$ 15,275,350</u>

See accompanying notes to the basic financial statements.

**CITY OF SCOTTSBLUFF, NEBRASKA**  
**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION**  
**FIDUCIARY FUNDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2019**

	<u>Pension Trust Fund</u>
Additions:	
Contributions:	
Employer	\$ 458,111
Employee	<u>417,028</u>
Total contributions	875,139
Investment earnings:	
Net investment earnings and appreciation in fair value of investments	<u>592,701</u>
Total additions	<u>1,467,840</u>
Deductions:	
Benefit payments	199,966
Administrative costs	<u>59,231</u>
Total deductions	<u>259,197</u>
Change in fiduciary net position	1,208,643
Net position held in trust for pension benefits, October 1	<u>13,691,321</u>
Net position held in trust for pension benefits, September 30	<u>\$ 14,899,964</u>

See accompanying notes to the basic financial statements.

**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**

**NOTES TO THE FINANCIAL STATEMENTS**

**September 30, 2019**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Financial Reporting Entity - The City of Scottsbluff (City) is a municipal government responsible for providing services to the local citizenry, which are deemed best to be provided for by the public sector. The services provided include general administration, public safety, highways and streets, cemetery, recreation, public improvements, health and social services, parks, library, keno, environmental service, electric, water and wastewater; all of which are funded by tax collections and user fees.

In evaluating how to define the City for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in accounting principles generally accepted in the United States of America (GAAP). The basic, but not the only criterion, for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the City and/or its citizens, or whether the activity is conducted within the geographical boundaries of the City and is generally available to its citizens. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the City is able to exercise oversight responsibility.

As required by GAAP, these financial statements present the City of Scottsbluff (the primary government) and its component units. These component units are included in the City's reporting entity because of the significance of each unit's operational and financial relationship with the City.

City of Scottsbluff Leasing Corporation

The City of Scottsbluff Leasing Corporation was formed in 1981 to provide tax-exempt financing for various construction projects of the City. The governing body is appointed by the City's governing body. The services provided by the Leasing Corporation are so intertwined with the City that the Leasing Corporation is in substance the same as the City and it is reported as part of the City and blended in the City's financial statements.

Community Development Agency

The Community Development Agency was created by the Mayor and City Council to provide for redevelopment of various areas within the City. Although it is legally separate from the City, the sole purpose of this Agency is to provide for City redevelopment and it is presented in the City's Agency Fund.

Community Redevelopment Authority

The Community Redevelopment Authority was created by the Mayor and City Council to provide for redevelopment of various areas within the City. Although it is legally separate from the City, the sole purpose of this Authority is to provide for City redevelopment. There currently is no funding source for the Authority and currently acts in an advisory capacity only.

**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**September 30, 2019**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Government-Wide and Fund Financial Statements - The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. Fiduciary activities, whose resources are not available to finance the City's programs, are excluded from the government-wide statements. The material effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expense of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from government-wide financial statements. Major individual governmental funds and major individual proprietary funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation - The government-wide financial statements are reported using the *total economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized when they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, including interest on long-term debt, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, sales taxes, highway user fees, interdepartmental charges, intergovernmental revenues, and interest associated with the current fiscal period are all considered to be susceptible to accrual. Special assessments are recorded as revenues in the year the assessments are paid. Installments not yet paid are reflected as special assessments receivable and deferred revenues. Other revenue items are considered to be measurable and available only when cash is received by the City.

The City reports the following major governmental funds:

General Fund - The General Fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in other funds.



**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**September 30, 2019**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued) -**

The City reports the following special revenue funds:

Transportation Fund - This fund accounts for the resources accumulated and payments made for the maintenance, construction, and improvement of the streets in the City.

Economic Development Fund - This fund accounts for the resources and payments made for the Local Option Municipal Economic Development Act for the City. This Act sunsets in October, 2025.

Debt Service Fund - The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term principal, interest and related costs.

Leasing Corporation Fund - Leasing Corporation Fund is used to account for leasing of acquisition or construction of major capital facilities (other than those financed by proprietary fund types).

Special Projects Fund - Special projects fund is used to account for miscellaneous grants such as highway safety or revenue sources for specific items such as K-9 donations.

The government reports the following major enterprise funds:

Environmental Services Fund - This fund accounts for the activities of the government's sanitation utility.

Wastewater Fund - This fund accounts for the activities of the government's wastewater utility.

Water Fund - This fund accounts for the activities of the government's water distribution operations.

Electric Fund - This fund accounts for the activities of the government's electric system utility.

Stormwater Fund - This fund accounts for the activities of the stormwater utility.

Additionally, the government reports the following fund types:

Internal Service Funds - Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, or to other governmental units on a cost-reimbursement basis.

Trust and Agency Funds - Trust and Agency Funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. Agency funds are custodial in nature and do not involve the measurement of results of operations.

**Assets, Liabilities, and Net Position or Equity -**

Deposits and Investments - The City maintains a cash and investments pool for all funds. This pool is managed by the Finance Director and interest income is allocated to each fund based on its proportionate share in the pool. Each fund type's portion of this pool is displayed as "Equity in pooled cash". This pool consists of cash on hand, certificates of deposits, and investments. The City's cash and cash equivalents are considered to be cash on hand, cash held by County Treasurer, and short-term investments with original maturities of three months or less from date of acquisition. All investments are recorded at fair value based on quoted market prices.



**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**September 30, 2019**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Assets, Liabilities, and Net Position or Equity (Continued) -**

Unbilled Water and Sewer Revenue - Billings for water and sewer revenues are rendered on a semi-monthly basis. Unbilled water and sewer revenues, representing estimated consumer usage for the period between the last billing and the end of the year, have been recorded and are included in accounts receivable.

Inventories - Inventories are valued at the lower of cost or market, using the first-in, first-out method.

Restricted Assets - When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first and then unrestricted resources as needed.

Capital Assets - Capital assets, which include property, plant, equipment and infrastructure assets (e.g., roads, bridges, drainage systems, and similar items) are reported in the applicable governmental or business-type activities column in the government-wide financial statements. Capital assets are defined by the government as assets with an initial individual cost of more than \$5,000 or \$50,000 for infrastructure and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if actual historical cost was not available. Donated capital assets are recorded at estimated fair value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the assets lives are not capitalized.

Property, plant and equipment of the government is depreciated using the straight-line method over the following estimated useful lives:

Buildings and Improvements	10 - 50 years
Vehicles	5 - 20 years
Equipment	3 - 25 years
Infrastructure	20 - 60 years

Compensated Absences - City employees generally earn vacation days at a variable rate based on years of service. In the event of termination, an employee is reimbursed for accumulated vacation time up to a maximum allowed accumulation of 366 hours. Employees earn sick leave at the rate of one day per month with total accumulation limits established by the employees' bargaining unit. With 15 years of service, the maximum allowed is four workweeks.

Vacation and sick leave are accrued when incurred in the government-wide, proprietary, and internal service fund financial statements. Such accruals are based on current salary rates.

Long-Term Obligations - In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental and business-type activities in the statement of net assets.

In the fund financial statements, governmental fund types recognize bond proceeds as other financing sources and bond payments are expensed. Issuance costs are reported as current expenditures.

Estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**September 30, 2019**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Assets, Liabilities, and Net Position or Equity (Continued) -**

**Eliminations** – Certain eliminations have been made as prescribed by GASB Statement No. 34 in regards to interfund activities, payables and receivables. All internal balances in the statement of Net Assets have been eliminated except those representing balances between the governmental activities and the business-type activities, which are presented as internal balances and eliminated in the total primary government column. In the Statement of Activities, internal service fund transactions have been eliminated; however, those transactions between governmental and business-type activities have not been eliminated.

**Deferred Inflows of Resources** – In addition to liabilities, the statement of net position or balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The City has three items that qualify for reporting in this category and are reported in the governmental fund balance sheet. The unavailable revenues are from property taxes, special assessments and notes receivable that are deferred and recognized as an inflow of resources in the period that the amounts become available. In addition, the City also has an item that qualifies for unavailable revenues and reported in the Statement of Net Position. The unavailable revenue is economic development grants and loans that are earned over a period of time and are recognized as revenue and/or expense as the revenue is received and as credits are earned.

**Fund balance-Governmental Funds** – The fund balances for the City's governmental funds are displayed in five components:

*Nonspendable fund balance* – amounts that cannot be spent because they are either not in a spendable form (such as inventories and prepaid amounts) or are legally or contractually required to be maintained intact.

*Restricted fund balance* – amounts that can be spent only for specific purposes because of constraints imposed by external providers (such as grantors, bondholders, and higher level of government), or imposed by constitutional provisions or enabling legislation.

*Committed fund balance* – amounts that can be spent only for specific purposes determined by a formal action of the government's highest level of decision-making authority. Commitments may be established, modified, or rescinded only through ordinances approved by the City Council.

*Assigned fund balance* – amount the government intends to use for specific purposes that do not meet the criteria to be classified as restricted or committed. The City Manager may assign amounts

*Unassigned fund balance* – amounts that are available for any purpose; these amounts can be reported only in the City's General Fund.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the City considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the City considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the City Council has provided otherwise in its commitment or assignment actions.

The City would typically use restricted fund balances first, followed by committed resources, and then assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first to deter the use of these other classified funds.

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**September 30, 2019**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Assets, Liabilities, and Net Position or Equity (Continued) -**

**Equity** – Equity is classified as net position and displayed in three components:

- a. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of net assets with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – All other net assets that do not meet the definition of “restricted” or “invested in capital assets, net of related debt”.

**Adoption of New GASB Pronouncement**

During the fiscal year ended September 30, 2019, the City implemented GASB Statement No. 88 “*Certain Disclosures, Related to Debt, including Direct Borrowings and Direct Placements.*” This statement improves the information that is disclosed in notes to governmental financial statements related to debt, including direct borrowings and direct placements. The statement requires that additional essential information related to debt be disclosed in notes to the financial statements including unused lines of credit, assets pledged as collateral for the debt, and term specific in debt agreements related to significant events of default with finance-related consequences, significant termination events with finance-related consequences, and significant subjective acceleration clauses. The statement also requires that existing and additional information be provided for direct borrowings and direct placements of debt separately from other debt.

**NOTE 2 - DEPOSITS AND INVESTMENTS**

State Statute 14-563 R.R.S., 1943 authorizes funds of the City to be invested in “securities of the United States, the State of Nebraska, metropolitan city, county in which such metropolitan city is located or school district of such city, in the securities of municipally owned and operated public utility property and plants of such city, or in the same manner as funds of the State of Nebraska are invested, except that the city treasurer may purchase certificates of deposit from and make time deposits in banks selected as depositories of City funds”. Additionally, State Statute 15-847 R.R.S., 1943 requires banks either to give bond or to pledge government securities (types of which are specifically identified in the Statutes) to the city treasurer in the amount of the City’s deposits. The Statutes allow pledged securities to be reduced by the amount of the deposit, which is insured by the Federal Deposit Insurance Corporation (FDIC).

**Custodial Credit Risk** – Custodial credit risk is the risk that, in the event of the failure of the counterparty, the City would not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. As noted above, State Statutes 15-847 R.R.S., 1943 covers this risk. As of September 30, 2018 equity in pooled cash was fully insured by FDIC insurance or collateralized by pledged securities.

The City has invested funds in the Invesco Government Money Market Fund and the Royal Bank of Canada Government Money Market Fund. These funds invest exclusively in high-quality, short-term, U.S. dollar-denominated money market instruments that consist of U.S. Government obligations and repurchase agreements collateralized by U.S. Government obligations. As of September 30, 2019 the City had \$9,808,376 and \$24,897 respectively invested in Government Money Market Funds.

**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**September 30, 2019**

**NOTE 2 - DEPOSITS AND INVESTMENTS (CONTINUED)**

The City has entered into an investment pooling agreement with the Nebraska Public Agency Investment Trust (the Trust). The Trust was organized to allow various local governmental entities to pool their funds and invest in all instruments as allowed under state law. The trust investment consists primarily of U.S. Government securities, U.S. Government Agency securities, collateralized repurchase agreements and certificates of deposit, which are short-term in nature and not subject to significant market adjustments. The City had \$103,975 invested in the Trust at September 30, 2019.

Cash and Equity in Pooled Cash Management Account - At September 30, 2019, the City's cash and pooled investments, recorded at fair market value and includes \$374,991 in the Agency (TIF) fund, consisted of the following:

Cash	\$ 2,577,771
Cash w/bond trustee	814
Investments:	
U.S. Agencies and Instrumentality's Bonds and Notes	10,962,109
Money Market – Pledged Securities	1,020,016
Nebraska Public Agency Investment Trust	103,975
Certificates of deposit	<u>19,124,139</u>
	<u>\$ 33,788,824</u>
Shown on balance sheet as:	
Equity in pooled cash and investments	<u>\$ 33,788,824</u>
	<u>\$ 33,788,824</u>

Restricted Investments - The following details the restricted investment at September 30, 2019:

	<u>Enterprise Funds</u>
Pursuant to agreement with City of Gering:	
Investment	<u>\$ 539,036</u>
Total	<u>\$ 539,036</u>

Restricted investments consists of equity in checking account for the landfill in the name of City of Gering.

Investments Managed by Trustee - The City's Pension Trust Funds are administered by trustees. At September 30, 2019 Pension Trust Funds managed by a trustee consisted of the following:

	<u>Fire</u>	<u>Police</u>	<u>City</u>	<u>Total</u>
Mutual Funds	<u>\$ 3,567,761</u>	<u>\$ 4,477,453</u>	<u>\$ 6,854,751</u>	<u>\$ 14,899,965</u>

**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**September 30, 2019**

**NOTE 3 - RECEIVABLES**

Receivables at September 30, 2019, consist of the following:

<u>Fund</u>	<u>Taxes</u>	<u>Accounts and Other</u>	<u>Accrued Interest</u>	<u>Special Assessments</u>
General	\$ 964,922	\$ 99,218	\$ 7,922	\$ -
Special Revenue	766,673	1,444,628	10,516	-
Debt Service	389,621	-	27,789	737,800
Capital Projects	22,851	-	91	-
Enterprise	-	1,075,519	10,364	-
Internal Service	-	-	2,807	-
Fiduciary	-	-	394	-
Gross Receivables	\$ 2,144,067	\$ 2,619,365	\$ 59,883	\$ 737,800
Allowance for Uncollectibles	(49,357)	(30,726)	-	(36,900)
Net Receivables	\$ 2,094,710	\$ 2,588,639	\$ 59,883	\$ 700,900

LB 840 Economic Development Program notes receivable at September 30, 2019, consist of the following:

	<u>Beginning Balance</u>	<u>Additions (Awards)</u>	<u>Credits Earned</u>	<u>Principal Payments</u>	<u>Ending Balance</u>
Notes Receivable:					
Eligible for job credits	\$ 2,266,943	\$ 1,319,621	\$ 120,390	\$ 449,363	\$ 3,016,811
Not eligible for job credits	508,815	-	-	92,047	416,768
Grants:					
Eligible for job credits	\$ 805,419	110,016	276,816	-	638,620
Total LB 840 Receivables	\$ 3,581,177	\$ 1,429,637	\$ 397,206	\$ 541,410	\$ 4,072,199

Special assessment receivables - The City holds special assessment receivables in the amount of \$737,800. These assessments are financed through warrants payable. The special assessment debt is payable entirely by special assessment collections from the assessed property owners. In the case where the assessed property owners default on those payments, the City would be ultimately liable for that debt.

The City currently holds warrants payable in the amount of \$727,757. These warrants are renewed annually.



**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**September 30, 2019**

**NOTE 4 - CAPITAL ASSETS**

Capital asset activity for the year ended September 30, 2019, was as follows:

	<u>Beginning Balances</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balances</u>
<b>Governmental Activities:</b>				
Capital assets, not being depreciated:				
Land	\$ 554,216	\$ -	\$ -	\$ 554,216
Inventory	2,629,113	-	-	2,629,113
Construction in progress	<u>1,822,762</u>	<u>1,283,619</u>	<u>2,863,865</u>	<u>242,516</u>
Total capital assets, not being depreciated	<u>5,006,091</u>	<u>1,283,619</u>	<u>2,863,865</u>	<u>3,425,845</u>
Capital assets, being depreciated:				
Buildings and improvements	11,503,219	-	-	11,503,219
Equipment and vehicles	7,875,609	737,713	207,584	8,405,738
Infrastructure	<u>35,139,425</u>	<u>2,763,783</u>	-	<u>37,903,208</u>
Total capital assets, being depreciated	<u>54,518,253</u>	<u>3,501,496</u>	<u>207,584</u>	<u>57,812,165</u>
Less accumulated depreciation for:				
Buildings and improvements	4,384,410	302,811	-	4,687,221
Equipment and vehicles	4,486,365	608,567	160,960	4,933,972
Infrastructure	<u>19,067,507</u>	<u>1,308,127</u>	-	<u>20,375,634</u>
Total accumulated depreciation	<u>27,938,282</u>	<u>2,219,505</u>	<u>160,960</u>	<u>29,996,827</u>
Net capital assets being depreciated	<u>26,579,971</u>	<u>1,281,990</u>	<u>46,624</u>	<u>27,815,337</u>
Net governmental activities capital assets	<u>\$ 31,586,062</u>	<u>\$ 2,565,609</u>	<u>\$ 2,910,489</u>	<u>\$ 31,241,182</u>
<b>Business-type Activities:</b>				
Capital assets not being depreciated:				
Land	\$ 1,461,475	\$ 64,317	\$ -	\$ 1,525,792
Construction in progress	<u>847,889</u>	<u>463,444</u>	<u>1,078,444</u>	<u>232,889</u>
Total capital assets, not being depreciated	<u>2,309,364</u>	<u>527,761</u>	<u>1,078,444</u>	<u>1,758,681</u>
Capital assets, being depreciated:				
Buildings and improvements	7,103,478	-	-	7,103,478
Equipment and vehicles	6,124,762	342,690	244,244	6,223,208
Plant in service	21,611,535	-	-	21,611,535
Infrastructure	<u>14,197,856</u>	<u>1,078,442</u>	-	<u>15,276,298</u>
Total capital assets, being depreciated	<u>49,037,631</u>	<u>1,421,132</u>	<u>244,244</u>	<u>50,214,519</u>
Less accumulated depreciation for:				
Buildings and improvements	4,332,785	110,682	-	4,443,467
Equipment and vehicles	3,720,452	487,240	128,173	4,079,519
Plant in service	16,636,246	403,039	-	17,039,285
Infrastructure	<u>4,024,513</u>	<u>410,463</u>	-	<u>4,434,976</u>
Total accumulated depreciation	<u>28,713,996</u>	<u>1,411,424</u>	<u>128,173</u>	<u>29,997,247</u>
Net capital assets being depreciated	<u>20,323,635</u>	<u>9,708</u>	<u>116,071</u>	<u>20,217,273</u>
Net business-type activities capital assets	<u>\$ 22,632,999</u>	<u>\$ 537,469</u>	<u>\$ 1,194,515</u>	<u>\$ 21,975,954</u>

**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**September 30, 2019**

**NOTE 4 - CAPITAL ASSETS (CONTINUED)**

Depreciation expense was charged to functions/programs as follows:

Governmental activities:	
General government	\$ 75,838
Public safety	354,565
Transportation	1,404,488
Public health and social services	19,893
Culture and recreation	346,093
Public works	18,628
Total depreciation expense - governmental	<u>\$ 2,219,505</u>
Business-type activities:	
Environmental services	\$ 241,389
Wastewater	743,625
Water	321,227
Electric	49,182
Stormwater	55,256
Internal service	745
Total depreciation expense - business-type	<u>\$ 1,411,424</u>

**NOTE 5 - LONG-TERM DEBT**

General Obligation Bonds, Revenue Bonds and Direct Borrowings outstanding and related interest requirements as of September 30, 2019, are as follows:

	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Annual Installment</u>	<u>Principal Amount Outstanding</u>
Governmental activities:				
2015 Lease Rental and Refunding Bonds, dated June 23, 2015, due annually through 2021; secured by library building	\$ 1,205,000	.4% to 2.15%	49,500 to 225,000	\$ 470,700
2015 Lease Rental and Refunding Bonds, dated June 23, 2015, due annually through 2023; secured by public safety building and pool	2,080,000	.4% to 2.15%	84,000 to 370,000	782,400
2015 Lease Rental Revenue Bonds, dated June 23, 2015, due annually through 2021; secured by downtown buildings	440,000	.4% to 1.8%	16,500 to 75,000	151,900
2015 General Obligation Hwy Allocation Bonds, dated June 18, 2015, due annually through 2021; secured by infrastructure	2,330,000	.65% to 1.7%	470,000 to 480,000	950,000
2018 General Obligation Hwy Allocation Bonds, dated June 1, 2018, due annually through 2025; secured by infrastructure	2,404,944	1.85% to 2.55%	325,327 to 362,386	<u>2,059,027</u>
Total governmental activities				<u>\$ 4,414,027</u>

**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**September 30, 2019**

**NOTE 5 - LONG-TERM DEBT (CONTINUED)**

	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Annual Installment</u>	<u>Principal Amount Outstanding</u>
Business-type activities:				
2018 General Obligation Hwy Allocation Bonds, dated June 1, 2018, due annually through 2025; secured by infrastructure	515,056	1.85% to 2.55%	69,673 to 77,615	440,973
Wastewater treatment project loan - State of Nebraska, issued 2003, due annually through 2023	1,004,334	3.00%	56,660 to 60,300	243,084
Wastewater treatment project loan - State of Nebraska, issued 2011, due annually through 2020	1,685,000	2.00%	134,511 to 266,355	232,365
Wastewater treatment project loan – ARRA - State of Nebraska, issued 2011, due annually through 2020	842,500	0%	84,250	<u>168,500</u>
Total business-type activities				<u>\$ 1,084,922</u>
Total long-term debt				<u>\$ 5,498,949</u>

All of the wastewater treatment project loans are secured by the wastewater treatment plant.

All of the 2015 Leasing Corp Rental and Refunding bonds are secured by the library building, public safety building, Westmoor pool and downtown plaza buildings.

Annual requirements to pay principal and interest to maturity on outstanding debt follows:

<u>Fiscal Year Ended September 30</u>	<u>Governmental Activities</u>					
	<u>General Obligation Bonds</u>		<u>Revenue Bonds</u>		<u>Capital Lease</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2020	\$ 795,327	\$ 55,506	\$ 670,000	\$ 19,395	\$ -	\$ -
2021	813,563	41,227	445,000	10,030	-	-
2022	337,681	29,846	140,000	4,625	-	-
2023	345,917	21,982	150,000	1,613	-	-
2024	354,153	13,579	-	-	-	-
2025-2029	<u>362,386</u>	<u>4,620</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>\$ 3,009,027</u>	<u>\$ 166,760</u>	<u>\$ 1,405,000</u>	<u>\$ 35,663</u>	<u>\$ -</u>	<u>\$ -</u>



**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**September 30, 2019**

**NOTE 5 - LONG-TERM DEBT (CONTINUED)**

Fiscal Year Ended September 30	Business-Type Activities					
	General Obligation Bonds		NDEQ Loans – Direct Borrowing		Loans	
	Principal	Interest	Principal	Interest	Principal	Interest
2020	\$ 69,673	\$ 9,384	\$ 326,655	\$ 11,304	\$ -	\$ -
2021	71,437	7,955	196,633	5,918	-	-
2022	72,319	6,392	64,001	3,143	-	-
2023	74,083	4,708	56,660	1,209	-	-
2024	75,847	2,908	-	-	-	-
2025-2029	77,614	991	-	-	-	-
	<u>\$ 440,973</u>	<u>\$ 32,338</u>	<u>\$ 643,949</u>	<u>\$ 21,574</u>	<u>\$ -</u>	<u>\$ -</u>

Long-term liability activity for the year ended September 30, 2019 was as follows:

	10/1/18 Beginning Balance	Additions	Reductions	9/30/19 Ending Balance	Due Within One Year
<b>Governmental activities:</b>					
Bonds payable:					
Revenue bonds	\$ 2,070,000	\$ -	\$ 665,000	\$ 1,405,000	\$ 670,000
GO bonds	3,819,944	-	810,917	3,009,027	795,327
Compensated absences	530,247	401,549	369,710	562,086	-
Governmental activities	<u>\$ 6,420,191</u>	<u>\$ -</u>	<u>\$ 1,507,756</u>	<u>\$ 4,976,113</u>	<u>\$ 1,465,327</u>
<b>Business-type activities:</b>					
Bonds payable:					
GO bonds	\$ 515,056	\$ -	\$ 74,083	\$ 440,973	\$ 69,673
Loans payable – direct borrowing	\$ 1,266,458	\$ -	\$ 622,509	\$ 643,949	\$ 326,655
Compensated absences	170,976	152,064	148,489	174,551	-
Business-type activities	<u>\$ 1,952,490</u>	<u>\$ 3,535</u>	<u>\$ 696,592</u>	<u>\$ 1,259,473</u>	<u>\$ 396,328</u>

There are various bonds issued for tax increment financing projects within the City. These bonds are limited obligations of the agency payable exclusively from taxes levied against certain property in specified areas. These bonds are not general obligations of the CDA, CRA or the City, and are not included in the City's financial statements. The accumulation of resources to pay these bonds is accounted for in the agency funds for CDA and CRA.

**NOTE 6 - LEASE AGREEMENT - ELECTRICAL DISTRIBUTION SYSTEM**

The City leases the operation of their electrical distribution system to the Nebraska Public Power District, pursuant to an agreement which became effective January 1, 1990. This agreement continues until January 1, 2015, and thereafter from year to year, unless terminated on an anniversary of January 1, 2015, with at least five years prior written notice given by either party to the other, on or after February 1, 2009.

The Nebraska Public Power District shall maintain the distribution system and shall construct any additions necessary for service to the extent such additions are within the established extension policies of the Nebraska Public Power District.

Under the lease with the Nebraska Public Power District, the City will receive 12.5% of the gross retail electric revenues, adjusted for bad debt charge-offs, revenues from tax-supported agencies receiving a discount, and revenues associated with application of production cost adjustment billings and billings of other cost adjustments not included in the base rates.

**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**September 30, 2019**

**NOTE 7 - RETIREMENT PLANS**

City employees are covered by one of three retirement plans in effect, covering general city employees, fire fighters and police officers, respectively.

**General**

The City sponsors a defined contribution plan which covers substantially all general city employees. Under the terms of the plan, an employee must be age 21 or older and have completed one year of continuous service and have not attained the age of 64. Participating employees are required to contribute 3% of their earnings. The City then makes a matching contribution to the plan on their behalf. An additional voluntary contribution can be made by employees to the plan to the extent allowed under the Internal Revenue Code, currently an additional 10%. The City will contribute an amount equal to an employee's voluntary contribution, not to exceed 3% of the employee's compensation. Employees are 100% vested in the plan after completing 7 years of service, reaching normal retirement age (65), meeting the requirements for early retirement date, becoming totally disabled, or deceased, whichever occurs first. Contributions to the general city employee retirement plan were \$198,146 and \$203,951 by the City and plan participants, respectively. There were 85 participants in the plan.

**Fire Fighters**

Fire fighters are covered by a defined contribution plan sponsored by the City. Eligible employees are required to contribute 6.5% of their salary to the plan, which the City then matches at the rate of 13% of the participant's salary. Employees are fully vested after 7 whole years of service. A participant's normal retirement age is the date he attains age 55 and completes 21 years of service. Nebraska State statutes govern the coverage afforded to participants under this plan. Contributions to the fire fighters employee retirement plan were \$122,882 and \$65,731 by the City and plan participants, respectively. There were 22 participants in the plan.

**Police**

Police officers are covered by a defined contribution plan sponsored by the City. Participants in the plan are required to contribute 7.0% of their salary to the plan, which is matched by a 7.0% contribution from the City. Employees are fully vested after 7 whole years of service. Contributions to the police retirement plan were \$137,083 and \$147,345 by the City and plan participants, respectively. There were 34 participants in the plan.

**NOTE 8 - COMMITMENTS AND CONTINGENCIES**

The Environmental Protection Agency (EPA) requires any entity with a landfill site to bring its site into compliance with 40 CFR Part 257 and 258 (Subtitle D) or close the site by October, 1993. In prior years, the City closed its landfill. In the 2008 fiscal year, the City entered into an agreement with the City of Gering for use of their landfill site and a portion of the fee paid is going towards a future landfill site or equipment to extend the life of the current landfill.

The City is committed to \$350,000 annually to Riverside Discovery Center (RDC) for its operation of a zoo. The City entered into a contract with RDC on September 13, 2010 and payments to RDC were effective with transfer that occurred on October 1, 2010. Payments are due for ten years from effective date.

The City participates in a number of federally assisted grant programs, which are subject to financial and compliance audits. The amount of expenditures, if any, which may be disallowed by the granting agencies, is not determinable at this time; however, City officials do not believe that such amounts, if any, would be significant.

**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**September 30, 2019**

**NOTE 9 - RISK MANAGEMENT**

The City provides employee health insurance through a self-funded program and has contracted for administrative services and claims processing.

Due to the Affordable Care Act, the coverage lifetime maximum is unlimited. Re-insurance is covered by a policy which provided insurance above the City's participation of \$40,000 per person and \$1,358,859 in the aggregate.

The City continues to carry commercial insurance for all other risks of loss including worker's compensation, general liability and law enforcement liability. Settled claims have not exceeded coverage in any of the past three fiscal years.

**NOTE 10 - INDIVIDUAL INTERFUND RECEIVABLE, PAYABLE BALANCES, AND TRANSFERS**

Transfers are used to move revenues between funds. The transfers below are routine in nature.

	Transfers In			Total Transfers Out
	General Fund	Stormwater Fund	GIS Fund	
Transfers Out				
Trans. Fund	\$ 27,000	\$ -	\$ 25,000	\$ 52,000
Non-major Funds	100,000	-	-	100,000
Env. Services Fund	54,000	-	-	54,000
Wastewater Fund	54,000	50,000	36,000	140,000
Water Fund	42,000	-	36,000	78,000
Electric Fund	3,235,693	-	-	3,235,693
	<u>\$ 3,512,693</u>	<u>\$ 50,000</u>	<u>\$ 97,000</u>	<u>\$ 3,659,693</u>

**NOTE 11 - PROPERTY TAXES**

The tax levies are certified by the County Board on or before October 15th. Real estate taxes are due on December 31st and attach as an enforceable lien on property on January 1st following the levy date and become delinquent in two equal installments on May 1st and September 1st. Personal property taxes are due December 31st and become delinquent on May 1st and September 1st following the levy date.

Property taxes levied for 2018-2019 are recorded as revenue when expected to be collected within 60 days after September 30, 2019. Prior-year levies were recorded using these same principles, and remaining receivables are re-evaluated annually. Property taxes expected to be collected after 60 days are recorded as deferred revenue on the fund balance sheets.

The 2018 tax levy, for the 2018-2019 fiscal year, was \$1,913,738 with a tax rate per \$100 valuation of 0.216 for general and \$54,100 with a tax rate per \$100 valuation of .1809 for the business improvement district. The assessed value upon which the 2018 levy was based was \$885,989,875 for general and \$29,901,850 for the business improvement district.

**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**September 30, 2019**

**NOTE 12 – TAX ABATEMENTS**

As of September 30, 2019, the City provided tax abatements through the Tax Increment Financing (TIF) program. The Tax Increment Financing Law allows for the increased property taxes generated by the improvement of blighted property to be used to pay for the financing of community redevelopment/TIF projects. The statutes for community redevelopment/TIF are found in Neb. Rev. Stat. SS 18-2101 through 18-2150. The City must declare the area as substandard, blighted, and in need of redevelopment. The City is required to prepare a development plan. TIF bonds may be issued for the acquisition of property, site preparation, and public improvements. An agreement is entered into between the City and the Developer and a base valuation is established. The base property valuation remains assessable to all taxing entities. Any increase in value and resulting taxes are used to pay off the debt incurred for the redevelopment project. The project must not exceed a 15-year period. Currently, the City has Developer TIF bonds that extend through December 31, 2031. For the year ended September 30, 2019, the City abated \$48,062 in property tax revenue under the tax increment financing program.

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**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**

**REQUIRED SUPPLEMENTARY INFORMATION**

**CITY OF SCOTTSBLUFF, NEBRASKA**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN**  
**FUND BALANCES - BUDGET AND ACTUAL (BUDGET BASIS)**  
**GENERAL FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2019**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
Revenues:				
Taxes	\$ 4,961,268	\$ 4,961,268	5,412,845	\$ 451,577
Intergovernmental	73,169	73,169	123,769	50,600
Local	3,306,167	3,306,167	4,378,474	1,072,307
Total revenues	8,340,604	8,340,604	9,915,088	1,574,484
Expenditures:				
General government	952,760	952,760	594,175	358,585
Public safety - Police and Fire	5,506,228	5,506,228	5,369,629	136,599
Public works - Other	259,762	259,762	220,308	39,454
Culture and recreation	4,376,863	4,376,863	2,328,889	2,047,974
Total expenditures	11,095,613	11,095,613	8,513,001	2,582,612
Excess revenues over (under) expenditures	\$ (2,755,009)	\$ (2,755,009)	1,402,087	\$ 4,157,096
Fund balances, October 1			5,985,639	
Fund balances, September 30			\$ 7,387,726	

See accompanying notes.

**CITY OF SCOTTSBLUFF, NEBRASKA  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCES - BUDGET AND ACTUAL (BUDGET BASIS)  
TRANSPORTATION FUND  
FOR THE YEAR ENDED SEPTEMBER 30, 2019**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Positive (Negative)
Revenues:				
Taxes	\$ 1,119,793	\$ 1,119,793	\$ 1,130,161	\$ 10,368
Intergovernmental	2,051,370	2,051,370	2,048,933	(2,437)
Local	10,000	10,000	127,001	117,001
Total revenues	<u>3,181,163</u>	<u>3,181,163</u>	<u>3,306,095</u>	<u>124,932</u>
Expenditures:				
Public works - Streets	<u>4,300,736</u>	<u>4,300,736</u>	<u>4,156,755</u>	<u>143,981</u>
Total expenditures	<u>4,300,736</u>	<u>4,300,736</u>	<u>4,156,755</u>	<u>143,981</u>
Excess revenues over (under) expenditures	\$ <u>(1,119,573)</u>	\$ <u>(1,119,573)</u>	(850,659)	\$ <u>268,913</u>
Fund balances, October 1			<u>4,305,349</u>	
Fund balances, September 30			<u>\$ 3,454,690</u>	

See accompanying notes.

**CITY OF SCOTTSBLUFF, NEBRASKA**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN**  
**FUND BALANCES - BUDGET AND ACTUAL (BUDGET BASIS)**  
**ECONOMIC DEVELOPMENT FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2019**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
Revenues:				
Taxes	\$ 875,491	\$ 875,491	\$ 983,088	\$ 107,597
Local	219,625	219,625	728,932	509,307
Total revenues	<u>1,095,116</u>	<u>1,095,116</u>	<u>1,712,020</u>	<u>616,904</u>
Expenditures:				
Community development	2,711,721	2,711,721	1,757,581	954,140
Total expenditures	<u>2,711,721</u>	<u>2,711,721</u>	<u>1,757,581</u>	<u>954,140</u>
Excess revenues over (under) expenditures	\$ <u>(1,616,605)</u>	\$ <u>(1,616,605)</u>	(45,562)	\$ <u>1,571,043</u>
Fund balances, October 1			<u>4,566,437</u>	
Fund balances, September 30			<u>\$ 4,520,875</u>	

See accompanying notes.



**CITY OF SCOTTSBLUFF, NEBRASKA**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN**  
**FUND BALANCES - BUDGET AND ACTUAL (BUDGET BASIS)**  
**DEBT SERVICE FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2019**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Positive (Negative)
Revenues:				
Taxes	\$ 890,345	\$ 890,345	\$ 856,494	\$ (33,851)
Local	<u>1,125,358</u>	<u>1,125,358</u>	<u>180,261</u>	<u>(945,097)</u>
Total revenues	<u>2,015,703</u>	<u>2,015,703</u>	<u>1,036,755</u>	<u>(978,948)</u>
Expenditures:				
General government	<u>4,203,024</u>	<u>4,203,024</u>	<u>787,789</u>	<u>3,415,235</u>
Total expenditures	<u>4,203,024</u>	<u>4,203,024</u>	<u>787,789</u>	<u>3,415,235</u>
Excess revenues over (under) expenditures	\$ <u>(2,187,321)</u>	\$ <u>(2,187,321)</u>	248,966	\$ <u>2,436,287</u>
Fund balances, October 1			<u>4,117,778</u>	
Fund balances, September 30			<u>\$ 4,366,744</u>	

See accompanying notes.

**CITY OF SCOTTSBLUFF, NEBRASKA**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN**  
**FUND BALANCES - BUDGET AND ACTUAL (BUDGET BASIS)**  
**SPECIAL PROJECTS FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2019**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
Revenues:				
Taxes	\$ -	\$ -	\$ 89,373	\$ 89,373
Intergovernmental	-	-	50,562	50,562
Local	501,000	501,000	42,886	(458,114)
Total revenues	501,000	501,000	182,820	(318,180)
Expenditures:				
General government	500,000	500,000	119,838	380,162
Total expenditures	500,000	500,000	119,838	380,162
Excess revenues over (under) expenditures	\$ 1,000	\$ 1,000	62,982	\$ 61,982
Fund balances, October 1			420,176	
Fund balances, September 30			\$ 483,158	

See accompanying notes.

**CITY OF SCOTTSBLUFF, NEBRASKA**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN**  
**FUND BALANCES - BUDGET AND ACTUAL (BUDGET BASIS)**  
**LEASING CORPORATION FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2019**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Positive (Negative)
Revenues:				
Taxes	\$ -	\$ -	\$ -	\$ -
Local	<u>694,294</u>	<u>694,294</u>	<u>694,397</u>	<u>103</u>
Total revenues	<u>694,294</u>	<u>694,294</u>	<u>694,397</u>	<u>103</u>
Expenditures:				
General government	<u>694,444</u>	<u>694,444</u>	<u>693,649</u>	<u>795</u>
Total expenditures	<u>694,444</u>	<u>694,444</u>	<u>693,649</u>	<u>795</u>
Excess revenues over (under) expenditures	\$ <u>(150)</u>	\$ <u>(150)</u>	748	\$ <u>898</u>
Fund balances, October 1			<u>26,955</u>	
Fund balances, September 30			\$ <u>27,703</u>	

See accompanying notes.

**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**

**NOTES TO THE BUDGETARY COMPARISON SCHEDULES**

**September 30, 2019**

**NOTE 1 – BUDGET AND BUDGETARY ACCOUNTING**

The City follows the following procedures in establishing the budgetary data reflected in the accompanying financial statements:

1. Prior to September 1, the City Clerk submits to the City Council a proposed operating budget for the fiscal year commencing the following October 1. The operating budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted to obtain taxpayer comments.
3. Prior to September 20, the budget is legally enacted through passage of an ordinance.
4. Formal budgetary integration is employed as a management control device for the General, Special Revenue, Capital Projects, Debt Service and Proprietary Funds.
5. Budgets are prepared using the cash basis of accounting which is a basis not consistent with accounting principles generally accepted in the United States of America.
6. The City manager is authorized to transfer budgeted amounts between departments within any fund; however, any revision that alters total expenditures of any fund requires approval of council and a public hearing.
7. All appropriations lapse at year end.

**NOTE 2 - RECONCILIATION OF BUDGET BASIS REVENUE AND EXPENDITURES TO GAAP**

Revenues and expenditures presented on a non-GAAP budget basis of accounting differ from the revenues and expenditures presented in accordance with GAAP because of the different treatment of accruals. A reconciliation for the year ended September 30, 2019, which discloses the nature and amount of the adjustments necessary to convert the actual GAAP data to the budgetary basis, is presented below:

	General Fund	Transp. Fund	Econ. Dev. Fund	Debt Service Fund	Special Projects Fund	Leasing Corp. Fund
Net change in fund balances:						
Balance on a GAAP basis	\$ 1,583,812	\$ (736,615)	\$ 39,557	\$ 374,941	\$ 36,991	\$ 831
Basis differences (accruals occur because the cash basis of accounting use for budgeting differs from the modified accrual basis of accounting prescribed for governmental fund)	(181,725)	(114,044)	(85,119)	(125,975)	25,991	(83)
Balance on a budget basis	\$ 1,402,087	\$ (850,659)	\$ (45,562)	\$ 248,966	\$ 62,982	\$ 748

**CITY OF SCOTTSBLUFF**  
**Scottsbluff, Nebraska**  
**OTHER SUPPLEMENTARY INFORMATION**

**CITY OF SCOTTSBLUFF, NEBRASKA  
COMBINING BALANCE SHEET  
NONMAJOR GOVERNMENTAL FUNDS  
SEPTEMBER 30, 2019**

	Regional Library	Cemetery & Cemetery Perpetual Care	Business Improvement District	Public Safety Equipment	Industrial Site
<b>ASSETS</b>					
Equity in pooled cash	\$ 52,481	\$ 802,609	\$ 256,944	\$ 463,901	\$ 70,632
Funds held by county treasurer	-	9,629	74	12,553	-
Net receivables:					
Taxes	-	68,200	6,699	94,935	-
Accrued interest	55	842	269	489	71
Governmental unit	-	-	-	3,568	-
Other receivables	-	1,540	-	118,982	-
<b>Total assets</b>	<b>\$ 52,536</b>	<b>\$ 882,820</b>	<b>\$ 263,986</b>	<b>\$ 694,428</b>	<b>\$ 70,703</b>
<b>LIABILITIES</b>					
Accounts payable	\$ -	\$ 7,300	\$ 84	\$ 33,712	\$ 162
Accrued salaries	-	4,854	-	-	-
Other accrued expenses	-	244	-	-	-
<b>Total liabilities</b>	<b>-</b>	<b>12,398</b>	<b>84</b>	<b>33,712</b>	<b>162</b>
<b>DEFERRED INFLOW OF RESOURCES</b>					
Unavailable revenue - property taxes	-	70,245	7,052	97,909	-
<b>Total deferred inflow of resources</b>	<b>-</b>	<b>70,245</b>	<b>7,052</b>	<b>97,909</b>	<b>-</b>
<b>FUND BALANCES</b>					
Restricted for:					
Other restricted	1,215	-	-	-	-
Committed	51,319	800,177	256,850	562,807	70,541
<b>Total fund balances</b>	<b>52,534</b>	<b>800,177</b>	<b>256,850</b>	<b>562,807</b>	<b>70,541</b>
<b>Total liabilities and fund balances</b>	<b>\$ 52,534</b>	<b>\$ 882,820</b>	<b>\$ 263,986</b>	<b>\$ 694,428</b>	<b>\$ 70,703</b>

<u>Keno</u>	<u>Mutual Fire</u>	<u>CDBG Fund</u>	<u>Capital Projects Fund</u>	<u>Total Nonmajor Governmental Funds</u>
\$ 181,617	\$ 336,459	\$ 31,778	\$ 86,906	\$ 2,283,327
-	-	-	3,566	25,822
-	-	-	21,708	191,542
188	355	33	91	2,393
-	-	-	-	3,568
-	-	-	-	120,522
<u>\$ 181,805</u>	<u>\$ 336,814</u>	<u>\$ 31,811</u>	<u>\$ 112,271</u>	<u>\$ 2,627,174</u>
\$ 18,026	\$ -	\$ -	\$ -	\$ 59,284
-	-	-	-	4,854
-	-	-	-	244
<u>18,026</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>64,382</u>
-	-	-	22,285	197,491
-	-	-	22,285	197,491
163,779	336,814	31,811	-	533,619
-	-	-	89,986	1,831,680
<u>163,779</u>	<u>336,814</u>	<u>31,811</u>	<u>89,986</u>	<u>2,365,299</u>
<u>\$ 181,805</u>	<u>\$ 336,814</u>	<u>\$ 31,811</u>	<u>\$ 112,271</u>	<u>\$ 2,627,172</u>

**CITY OF SCOTTSBLUFF, NEBRASKA  
COMBINING STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
NONMAJOR GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED SEPTEMBER 30, 2019**

	Regional Library	Cemetery & Cemetery Perpetual Care	Business Improvement District	Public Safety Equipment	Industrial Site
<b>Revenues:</b>					
Taxes and special assessments	\$ -	\$ 160,349	\$ 7,089	\$ 209,301	\$ -
Licenses and permits	-	3,200	-	-	-
Intergovernmental	2,305	-	-	6,726	-
Charges for services	-	85,150	-	-	-
Investment income	1,703	26,113	9,036	13,555	3,552
Other revenue	1,547	43,800	-	118,982	-
Total revenues	<u>5,555</u>	<u>318,612</u>	<u>16,125</u>	<u>348,564</u>	<u>3,552</u>
<b>Expenditures:</b>					
Current operations:					
General government	-	-	-	-	1,080
Public safety	-	-	-	130,067	-
Public health and social services	-	195,563	-	-	-
Culture and recreation:					
Library	2,002	-	-	-	-
Public works	-	-	38,103	-	-
Capital expenditures	-	84,278	15,421	79,699	-
Total expenditures	<u>2,002</u>	<u>279,841</u>	<u>53,524</u>	<u>209,766</u>	<u>1,080</u>
Excess revenues over (under) expenditures	<u>3,553</u>	<u>38,771</u>	<u>(37,399)</u>	<u>138,798</u>	<u>2,472</u>
Other financing sources (uses):					
Operating transfers out	-	-	-	-	(100,000)
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(100,000)</u>
Excess revenues and other financing sources over (under) expenditures and other uses	<u>3,553</u>	<u>38,771</u>	<u>(37,399)</u>	<u>138,798</u>	<u>(97,528)</u>
Fund balances, October 1	<u>48,981</u>	<u>761,406</u>	<u>294,249</u>	<u>424,009</u>	<u>168,069</u>
Fund balances, September 30	<u>\$ 52,534</u>	<u>\$ 800,177</u>	<u>\$ 256,850</u>	<u>\$ 562,807</u>	<u>\$ 70,541</u>



<u>Keno</u>	<u>Mutual Fire</u>	<u>CDBG</u>	<u>Capital Projects</u>	<u>Total Nonmajor Governmental Funds</u>
\$ -	\$ -	\$ -	\$ 59,339	\$ 436,078
-	-	-	-	3,200
-	-	-	-	9,031
-	-	-	-	85,150
7,114	10,383	1,051	2,755	75,262
69,409	94,507	-	-	328,245
<u>76,523</u>	<u>104,890</u>	<u>1,051</u>	<u>62,094</u>	<u>936,966</u>
35,075	-	-	-	36,155
-	38,914	-	-	168,981
-	-	-	-	195,563
-	-	-	-	2,002
-	-	-	-	38,103
92,843	5,844	-	51,500	329,585
<u>127,918</u>	<u>44,758</u>	<u>-</u>	<u>51,500</u>	<u>770,389</u>
(51,395)	60,132	1,051	10,594	166,577
-	-	-	-	(100,000)
-	-	-	-	(100,000)
(51,395)	60,132	1,051	10,594	66,577
215,174	276,682	30,760	79,392	2,298,722
<u>\$ 163,779</u>	<u>\$ 336,814</u>	<u>\$ 31,811</u>	<u>\$ 89,986</u>	<u>\$ 2,365,299</u>



# CONTRYMAN ASSOCIATES, P.C.

Certified Public Accountants

505 North Diers Ave P.O. Box 700 Grand Island NE 68802 308-382-5720 Fax: 308-382-5945	201 Foundation Place, Suite 100 P.O. Box 2026 Hastings NE 68902 402-463-6711 Fax: 402-463-6713	315 West 60 <sup>th</sup> , Suite 500 P.O. Box 1746 Kearney NE 68848 308-237-5930 Fax: 308-234-4410	707 East Pacific P.O. Drawer H Lexington NE 68850 308-324-2368 Fax: 308-324-2360	1001 West 27 <sup>th</sup> Street P.O. Box 2246 Scottsbluff NE 69363 308-635-7705 Fax: 308-635-0599	1415 16 <sup>th</sup> Street, Suite 201 P.O. Box 191 Central City NE 68826 308-946-3870 Fax: 308-382-5945	826 G Street Geneva, NE 68361 402-759-3002 Fax: 402-759-4342
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## REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

### Independent Auditors' Report

To the Honorable Mayor, City Council  
And City Manager  
City of Scottsbluff, Nebraska

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Scottsbluff, Nebraska, as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the City of Scottsbluff's basic financial statements, and have issued our report thereon dated February 28, 2020.

### Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City of Scottsbluff's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of Scottsbluff's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of Scottsbluff's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City of Scottsbluff, Nebraska's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City of Scottsbluff's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Scottsbluff's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

---

Certified Public Accountants  
Scottsbluff, Nebraska

February 28, 2020

# **City of Scottsbluff, Nebraska**

**Monday, March 2, 2020**

**Regular Meeting**

**Item SBYC1**

**(informational only)**

**Staff Contact:**

# **City of Scottsbluff, Nebraska**

**Monday, March 2, 2020**

**Regular Meeting**

## **Item Public Inp1**

**Council to receive an update and results of the Born to Rein Project.**

**Staff Contact: Starr Lehl, Economic Development Director**

# **City of Scottsbluff, Nebraska**

**Monday, March 2, 2020**

**Regular Meeting**

## **Item Public Inp2**

**Council to receive a presentation on the City Manager Search from Baker Tilly.**

**Staff Contact: Rick Kuckkahn, Interim City Manager**

# **City of Scottsbluff, Nebraska**

**Monday, March 2, 2020**

**Regular Meeting**

## **Item Resolut.1**

**Council to discuss and consider action to approve a Resolution updating the bank signature authorization and authorize the Mayor to sign the Resolution.**

**Staff Contact: Liz Hilyard, Finance Director**

**RESOLUTION NO. 20-\_\_ - \_\_**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SCOTTSBLUFF, NEBRASKA:**

1. US Bank NA, First National Bank, First State Bank, Platte Valley Bank, Western States Bank and Pinnacle Bank, all with local branches in Scotts Bluff County, Nebraska and the Nebraska Public Agency Investment Trust (NPAIT) as well as Moreton Capital Markets, LLC are designated as depositories and/or financial investment institutions for funds of the City of Scottsbluff, Nebraska (“City”).
  - a. Depository funds of the City deposited in each bank shall be subject to withdrawal upon checks, notes, drafts, or other orders for the payment of money when signed on the City’s behalf by any two of the following City officials:

Raymond Gonzales OR  
Jeanne McKerrigan AND

Kimberley Wright OR Christine Burbach
  - b. All investment funds of the City held as Government Money Market Funds, Certificates of Deposit, Treasury Notes, and other authorized securities purchased by the City shall be signed by the Finance Director for the City, Elizabeth Hilyard and one of the following City officials per the City’s Investment Policy:

Rick Kuckkhan OR Kimberley Wright
2. Provided, the Finance Director for the City, Elizabeth Hilyard, is authorized to make ACH drafts and withdrawals for payroll, electronic claims, utility payment drafts and debt payments on behalf of the City from any of the financial institutions named in paragraph 1. of this Resolution.
3. The banks are authorized to pay all orders and receive them for the credit of or in payment from the payee or any other holder without inquiring into the circumstances of the issue or the disposition of the proceeds.
4. US Bank is authorized to issue Visa credit cards to City personnel. The personnel to receive the cards and the credit limit on said cards shall be as approved by the City Manager or his/her designee.



5. This Resolution will revoke Resolution 18-12-04 and all prior banking resolutions and shall be delivered to all banks named in this Resolution. This Resolution will remain in effect until notice of revocation is delivered to any of these banks.

Passed, approved and effective this 2<sup>nd</sup> day of March, 2020.

\_\_\_\_\_  
Mayor

ATTEST:

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

# **City of Scottsbluff, Nebraska**

**Monday, March 2, 2020**

**Regular Meeting**

## **Item Resolut.2**

**Council to discuss and consider action on a Resolution naming a Representative and Alternate to the NMPP Energy Members' Council and authorize the City Clerk to sign the Resolution.**

**Staff Contact: Rick Kuckkahn, Interim City Manager**

From: Jennifer McCoy <jmccoy@nmppenergy.org>  
Sent: Thursday, February 20, 2020 10:28 AM  
To: Kimberley Wright  
Cc: Jennifer McCoy  
Subject: \*\*\*Scottsbluff, NE -- NMPP Members Council Resolution  
Attachments: NMPP Members Council ResolutionBLANK20190309.pdf;  
UpdatedContactInformationBLANK(FillableFieldsPDF).pdf

Categories: Future Agenda Items

\*\* This is an EXTERNAL email. Exercise Caution. DO NOT open attachments or click links

from unknown senders or unexpected email. \*\*

Good Morning Kimberley,

We have a vacancy in the Alternate Representative position for the City of Scottsbluff on the NMPP

Energy Members Council. As an FYI, Nathan Johnson is the current Representative on the Members Council.

Attached is a Resolution the City of Scottsbluff can use to fill the Alternate Representative vacancy on

the NMPP Energy Members Council. Please return an executed original Resolution to me as soon as

possible so we can update our records.

I ve also attached a Contact Form that we would like completed for the new appointee(s) so that our records can be kept current.

NOTE: The City of Scottsbluff can appoint the Representative and Alt Representative on the NMPP

Energy Members Council by person or position (i.e. Mayor, Clerk, Utility Superintendent, etc.). The

appointed position can only be held by one individual, so the position of Council Member is not a

valid position as that is held by multiple individuals. If the City opts to appoint by position, any time

the individual in that position changes, we are able to update our records without having the City pass

a new resolution.

If you have any questions, please feel free to call me at 800-234-2595 ext. 214. Thank you.

Jennifer McCoy  
Administrative Assistant

8377 Glynoaks Drive | Lincoln, NE 68516  
Direct 402-473-8214 | Office 402-474-4759 x214 | nmppenergy.org

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Resolution No. \_\_\_\_\_

**Appointment to NMPP Members' Council**

NOW, THEREFORE, BE IT RESOLVED by the \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_, State of \_\_\_\_\_, that:

1. Such \_\_\_\_\_ be and hereby is a member of the Nebraska Municipal Power Pool.
2. The \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_, State of \_\_\_\_\_, does hereby appoint \_\_\_\_\_ as the representative\* of the \_\_\_\_\_ of \_\_\_\_\_, State of \_\_\_\_\_, to the Members' Council of the Nebraska Municipal Power Pool.
3. The \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_, State of \_\_\_\_\_, does hereby appoint \_\_\_\_\_ as the alternate representative\* of the \_\_\_\_\_ of \_\_\_\_\_, State of \_\_\_\_\_, to the Members' Council of the Nebraska Municipal Power Pool.

*\*Pursuant to Article V of the Amended and Restated Bylaws of the Nebraska Municipal Power Pool, "Any person appointed as Representative or Alternate Representative shall be a resident of the area receiving services from the appointing Member."*

*This is to certify that the appointments set out above were approved by the \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_, State of \_\_\_\_\_, at their meeting on \_\_\_\_\_, 20\_\_\_\_.*

\_\_\_\_\_  
Clerk

(SEAL)

# **City of Scottsbluff, Nebraska**

**Monday, March 2, 2020**

**Regular Meeting**

## **Item Reports1**

**Council to discuss and consider action on a quote for one Outdoor Warning Siren from Action Communications and authorize the Mayor to sign the Agreement.**

**Staff Contact: Tim Newman, Emergency Management Director**

## Agenda Statement

Item No.

For meeting of: 3/3/2020

**AGENDA TITLE:** Council to Consider Quote for One Outdoor Warning Siren from Action Communication and give approval to the Mayor to sign the agreement.

**SUBMITTED BY DEPARTMENT/ORGANIZATION:** Emergency Management

**PRESENTATION BY:** Tim Newman

**SUMMARY EXPLANATION:.** Quotes were solicited from four outdoor siren vendors. Action Communications was the only company to submit a quote. The quote, \$28,821.33, is in line with previous sirens installed by Action and adheres to the quotation specifications. In addition, it is possible that by reusing the existing pole located near US 26 and E 27<sup>th</sup> Street, the City will save \$1,600 off the quote. Please see attached quotation specifications and the Quote from Action. This is a CIP project and the quote is within the funding set aside for the project.

**BOARD/COMMISSION RECOMMENDATION:**

**STAFF RECOMMENDATION:** Recommend Awarding to Action Communication and have the Mayor sign the agreement.

---

### EXHIBITS

Resolution ☐ Ordinance ☐ Contract ☐ Minutes ☐ Plan/Map ☐

Other (specify) Quotation Specifications, Quote from Action Communications, Work Agreement, Siren Spec Sheet

**NOTIFICATION LIST:** Yes ☐ No ☐ Further Instructions ☐

**APPROVAL FOR SUBMITTAL:** \_\_\_\_\_  
City Manager

Rev 3/1/99CClerk

## **QUOTATION SPECIFICATIONS FOR SCOTTSBLUFF, NEBRASKA COMMUNITY OUTDOOR WARNING SIRENS**

SCOTTSBLUFF, NEBRASKA will be accepting quotations for the purchase and installation of one (1) electronic, radio controlled, community outdoor warning siren. The siren shall be installed at or near the following location:

Near the intersection of US Highway 26 and East 27<sup>th</sup> Street in Scottsbluff, Nebraska - 41.874623, -103.651029

**QUOTES MUST BE RECEIVED BY February 18<sup>TH</sup>, 2020 AND MAY BE DELIVERED BY ELECTRONIC MAIL TO [tnewman@scottsbluff.org](mailto:tnewman@scottsbluff.org) .**

### **GENERAL REQUIREMENTS:**

1. Each Vendor's Quotation must offer an omni-directional siren design with 360° coverage at all times during activation. The acoustic performance level shall be at least 123 dB(C) @ 100', with a minimum 70dB(C) perimeter range of 4000 feet in accordance with FEMA guidelines of -10 dB per distance doubled. The system must be designed to provide full coverage of the specified area @ 70 dB(C) minimum, unless otherwise specified. The siren shall produce 2000 Watts output. Speaker drivers must be accessible through access panels. Electronic sirens that use 100 watt speaker drivers will not be accepted. Sirens that fail to meet minimum performance ratings will not be accepted. The electronics control cabinet shall be manufactured from Natural Finish Aluminum. The use of two (2) batteries are required, and must be locally available. Batteries must be accessible with pull-out battery trays for service safety. A single 120 Volt AC temperature compensated battery charger must supply the incoming charge for the sirens. The charger must warm the batteries through increased voltage during cold weather. The use of battery heaters is strictly prohibited. The Radio control for the sirens must be a receiver with appropriate antenna, polyphaser for lightning protection and integration for the siren controller. The siren controller must be capable of decoding all current commands which includes 2 tone and 8 digit DTMF 50ms on 50ms off. The vendor whose quotation is accepted will install the siren. The vendor must provide complete advisory services during installation and complete all internal wiring, battery installation, siren programming, head-end programming, programming at the Scotts Bluff County Communications Center, the Scottsbluff Fire Trucks and the Scottsbluff Fire Station MIP5000 computer.
2. The siren system shall be an Electronic Siren System capable of six (6) warning tones: Wail, Attack, Alert, Hi/Lo, Air-horn, and Whoop. Timing duration for each tone shall be selectable, and shall include 30 seconds, 60 seconds, 90 seconds, 3 minutes, or up to five (5) minutes. The pitch of the "Alert" tone must be 565hz. In addition, the siren must be capable of pre-recorded and live voice messages as well.
3. The siren assembly and mounting bracket shall weigh no more than 400 lbs.

maximum atop the pole, and shall be able to sustain and operate in winds up to 100 mph. The siren head will have absolutely no internal or external moving parts. Sound MUST be produced electronically through speakers.

4. The siren system shall consist of a pole top mounted speaker cluster, and a two (2) compartment siren case assembly. The battery compartment must be completely separated from the electronics compartment. Batteries are required to be placed on pull-out battery trays for service and to prevent terminals from shorting to cabinet ground.

5. The five-speaker cluster assembly shall be equipped with five 400 watt speaker drivers and not less than 50ft of speaker cable. Speaker cable must not be spliced in any way. It shall be designed to project uniform acoustic output throughout 360°, ± 1 dB, out and away from the speaker in a vertical dispersion pattern, thus minimizing potentially environmentally hazardous ultrasonic signals in the area adjacent to the pole location. Peak output of the siren must be able to converge at one point at the 100 ft reference distance. The speaker assembly shall be fabricated from composite material, thus requiring no maintenance painting.

6. The siren case assembly, or electronics cabinet, shall consist of a two (2) compartment, natural finish aluminum housing, and shall not require maintenance painting. The upper compartment shall contain all of the necessary electronic assemblies for control and operation of the system; the lower compartment houses the batteries for the system. The siren controller must be water and moisture resistant.

7. Each siren shall operate on a 24 VDC power supply system provided by two (2) 12 volt, deep cycle, DC batteries wired in series. The battery system shall be maintained by a temperature compensated battery charger operating from an AC source.

8. In the event of incoming power loss, each siren shall be capable of at least twenty (20) minutes of continuous operation, or several days of intermittent use of brief siren signals before recharging of the batteries is necessary.

9. All sirens shall be controlled and activated by radio, utilizing two-tone and DTMF encoding controls. The radio receiver encoder/decoder unit in the siren enclosure shall be compatible with and interface to the Scotts Bluff County Consolidated Communications Center's existing base station radio and encoder (or existing siren systems).

10. Vendor will provide complete turn-key services to the City of Scottsbluff for Head-End integration. Complete wiring diagrams, schematics, and operational and installation instructions shall be provided within 30 days of project completion.

11. The vendor will provide the necessary trucks and manpower to remove existing



Thunderbolt siren equipment from the existing pole. The rotator, horn and bracket, solenoid, and chopper weigh approximately 333 lbs.

12. The vendor will set, or cause to be set, a new 55 foot, Class II wooden pole at the new site and will be responsible for notifying 811 to mark any underground utilities or pipelines prior to digging. If existing pole is found to be serviceable, the new pole will not be necessary and the cost of the pole and associated costs will be waived.

13. All quotations shall include any shipping freight charges;  
Ship to:

**Region 22 Emergency Management**  
**1801 Avenue B**  
**Scottsbluff, NE 69361**

14. All quotations shall include costs for startup and operational system training. Each vendor must provide sound mapping for the respective siren site.

15. Vendor shall deliver all sirens within (120) days of quotation acceptance. Complete installation and verifiable compatible operation of all sirens will be completed within (45) days of siren delivery.

16. The vendor must warrant the siren equipment from the date of installation for a period of not less than two (2) years for defects in components and parts, and for an additional period of three (3) years for no more than \$75.00 per module deductible. Batteries may be excluded from this warranty.

17. Scottsbluff will accept Industry Standard equivalents. Any deviations must be presented to Scottsbluff as a Request for Approved Equal (RAP), and must be fully explained in writing to the Region 22 Emergency Management Director. If a manufacturer chooses not to produce equipment with the minimum above specifications, Scottsbluff shall in no way be held liable for rejection of the quotation.

18. The City of Scottsbluff reserves the right to reject any and all quotations.

## **INTENT**

These specifications are not intended to include any proprietary items, components, circuits, or devices which would preclude any outdoor siren manufacturer from producing equipment to meet these specifications. All ratings, power outputs, and specific criteria are currently being met by commercially available equipment. The fact that a manufacturer chooses not to (or perhaps is unable to) produce equipment to meet these specifications, providing the above criteria are met, will not be

sufficient cause to adjudge these specifications as restrictive.

#### **EXCEPTIONS TO INDUSTRY STANDARD EQUIVALENTS:**

1. 100 Watt Compression Drivers will not be accepted as an approved equal.
2. Painted steel cabinets to house the siren electronics will not be accepted as an approved equal.
3. Siren head assemblies fabricated from any material other than corrosion resistant composite material will not be accepted as an approved equal.
4. The Sound Pressure Level (SPL) within the designated boundary shall be 70 dB(C) minimum, in conformance with FEMA's -10 dB per distance doubled path model, in accordance with FEMA publication CPG 1-17. A distance "halved" scheme will not be accepted.
5. To ensure system uniformity for operators, it is very important that voice messages be exactly what is currently in service on other electronic sirens within the Region 22 Emergency Management area. Any difference in format, duration, wording, pitch, or timing is unacceptable and cause for rejection of quotation.

#### **INSTALLATION:**

1. This shall be a **Turnkey installation**. All work shall be done by the vendor and/or under the supervision of the vendor. Vendor shall furnish all labor, materials, accessories, and services necessary to perform all the work in a professional manner as per the manufacturer's specifications, where applicable, and as set forth in these specifications. All work shall comply with all local, state, and federal codes having jurisdiction as well as the regulations of the area utility companies whose service is to be used. All costs are inclusive, no additional costs will be considered without an approved change order.
2. The vendor must have a **24 hour or less** response time for maintenance service and no more than three (3) days response time for replacement parts.
3. The vendor must have no judgments or potential judgments against them or the product that is offered. This will ensure that the vendor will be able to offer the provided warranty for the full duration required.



Quotation Evaluations: ( \_\_\_\_\_ Name of vendor \_\_\_\_\_ )

Requirement(a): Siren ( \_\_\_\_\_ Type of Siren \_\_\_\_\_ )

#1: 123dBc rated siren @ 100ft	<input type="checkbox"/> Yes	<input type="checkbox"/> No
#2: 5 Speaker Cells	<input type="checkbox"/> Yes	<input type="checkbox"/> No
#3: 4000ft of 70dB coverage	<input type="checkbox"/> Yes	<input type="checkbox"/> No
#4: Omni-Directional	<input type="checkbox"/> Yes	<input type="checkbox"/> No
#5: 400W Speaker drivers	<input type="checkbox"/> Yes	<input type="checkbox"/> No
#6: Speaker Access panels	<input type="checkbox"/> Yes	<input type="checkbox"/> No
#7: Cabinet Manufactured with Aluminum	<input type="checkbox"/> Yes	<input type="checkbox"/> No
#8: 5 Amplifiers	<input type="checkbox"/> Yes	<input type="checkbox"/> No
#9: Interstate or AC Delco Batteries	<input type="checkbox"/> Yes	<input type="checkbox"/> No
#10: Battery pull-out trays	<input type="checkbox"/> Yes	<input type="checkbox"/> No
#11: 120VAC Temp. Compensated Charger	<input type="checkbox"/> Yes	<input type="checkbox"/> No
#12: Match all existing activation formats	<input type="checkbox"/> Yes	<input type="checkbox"/> No
#13: Vendor assistance during installation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
#14: Projected system down-time no more than 24 hr	<input type="checkbox"/> Yes	<input type="checkbox"/> No
#15: 5 Year on-site warranty on components/parts	<input type="checkbox"/> Yes	<input type="checkbox"/> No
#16: Complete Verifiable match to current system	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Proposal Meets All Necessary Criteria?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------



Action Communications, Inc.

315 W. 27th Street  
Scottsbluff, NE 69361  
308-632-7836

## Quote

Date	Quote #
2/3/2020	1020

Name / Address
City of Scottsbluff 2525 Circle Dr Scottsbluff, NE. 69361

Rep	Project
RD	

Item	Description	Qty	U/M	Cost Each	Total
WPS2905A	Whelen Five Omni-Directional Speaker Cells Assembled in a Vertical Column	1	EA	17,000.00	17,000.00
C2030NU3	Two Way 10 digit DTMF Narrow Band UHF	1	EA	1,730.00	1,730.00
WPSTTU	Two-Tone Sequential option	1		395.00	395.00
2TTM	Decoder Two-Tone Sequential module (specify A tone, tone gap and B tone time duration)	1	EA	280.00	280.00
1982525	Replacement battery for S2000	2	EA	216.50	433.00
Freight	Freight/Shipping	1		400.00	400.00
Labor	Scope of Work Action Will install Siren per manufacturers Specifications	1		2,500.00	2,500.00
Non-Inventory ...	Misc Conduit Wire and Breakers	1		250.00	250.00
Contract Services	Electrician and permits	1		800.00	800.00
Contract Services	NPPD Pass through (This is an Estimate) Action will Extend the Manufacturers Warranty to 5 years	1		3,000.00	3,000.00
Labor	Remove and transport old sirens to city defined location or to the scrap yard. as directed	1		0.00	0.00
Labor	Labor to Program Paging Codes at the SB County Comm Center	1		400.00	400.00
MSGPROGL	Library message charge	1	EA	33.33	33.33

**Subtotal**

**Sales Tax (7.0%)**

**Total**

Phone #	Fax #
(308) 632-7836	(308) 632-5684

Signature



Action Communications, Inc.  
315 W. 27th Street  
Scottsbluff, NE 69361  
308-632-7836

## Quote

Date	Quote #
2/3/2020	1020

Name / Address
City of Scottsbluff 2525 Circle Dr Scottsbluff, NE. 69361

Rep	Project
RD	

Item	Description	Qty	U/M	Cost Each	Total
Contract Services	New Pole If the old pole is reusable this line item will not be necessary	1		1,600.00	1,600.00

**Subtotal** \$28,821.33

**Sales Tax (7.0%)** \$0.00

**Total** \$28,821.33

Thank you for the opportunity to quote the above materials. This quote is valid for 90 days.

Phone #	Fax #
(308) 632-7836	(308) 632-5684

Signature \_\_\_\_\_

## AGREEMENT

THIS AGREEMENT is made between the City of Scottsbluff, Nebraska, a Municipal Corporation (hereinafter called "CITY") and Action Communications, Inc., a Nebraska corporation (hereinafter called "Action").

1. For two weeks ending February 18, 2020, Region 22 Emergency Management solicited quotes to replace one (1) of its Community Outdoor Warning Sirens located near the intersection of US Highway 26 and East 27<sup>th</sup> Street in Scottsbluff, Nebraska. After directly soliciting for quotes from four outdoor siren vendors, Action submitted the only quote. Action was the most responsive and lowest quote to purchase and install one (1) electronic, radio controlled community outdoor warning siren ("siren").

2. Action agrees to install the siren according to the Quote Specifications for Scottsbluff, Nebraska Community Outdoor Warning Sirens and its Quote for Electronic Siren System ("Quote") returned to the City, which are attached hereto, marked as Exhibit "A" and incorporated by this reference. Action agrees to complete the installation of the sirens within 120 days of this date (March 2, 2020).

3. Action will install the siren as an independent contractor and not as an employee of the City.

4. Action agrees to maintain public liability insurance in an amount of not less than \$1,000,000.00. Such insurance policy will show the City as an additional insured. A certificate in a form acceptable to the City will be furnished to the City before Action is allowed access to the City's facilities.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year set forth below.

DATED: \_\_\_\_\_, 2020.

CITY OF SCOTTSBLUFF, NEBRASKA

ACTION COMMUNICATIONS, INC.,  
A NEBRASKA CORPORATION

By \_\_\_\_\_  
Mayor

By \_\_\_\_\_  
President

Attest:

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

# **City of Scottsbluff, Nebraska**

**Monday, March 2, 2020**

**Regular Meeting**

## **Item Reports2**

**Council to discuss and consider action on a Contract with WNCC for the use of Cleveland Field and authorize the Mayor to execute the Contract.**

**Staff Contact: Rick Deeds, Park Superintendent**



**CONTRACT**  
**(Cleveland Field)**

**THIS CONTRACT** is entered into on February 19, 2020, by and between the City of Scottsbluff, a Municipal Corporation (hereinafter referred to as "CITY"), and Western Community College Area, a Political Subdivision which operates as Western Nebraska Community College (hereinafter referred to as "WNCC").

1. CITY now grants to WNCC a non-exclusive right to use Cleveland Field, 1615 West 20th Street, Scottsbluff, a park owned by the CITY ("facility") for the use of the WNCC baseball program. The grant of the non-exclusive right shall be for a term extending through the 2020, 2021, 2022 and 2023 baseball seasons.
2. WNCC will furnish to the CITY (Parks and Recreation Department) no less than ninety (90) days prior to its first practice each year, a schedule of games and a list of dates when WNCC will require the facility. WNCC scheduled games will have priority over others concerning the use of the facility.
3. CITY will do and provide the following:
  - a. Facility and park maintenance.
  - b. Trash receptacles capable of handling litter associated with the normal use of the facility.
  - c. Onsite storage, if available, for pitching machine, balls, and other equipment belonging to WNCC during WNCC's baseball season only. The CITY shall not be responsible for theft of such items.
  - d. Portable toilets.
  - e. The CITY will allow WNCC to use the CITY's Gator and field marker applicator on site only. WNCC will provide fuel for the Gator as needed.
  - f. Provide a certificate of liability insurance for the use of CITY's property naming WNCC as an additional insured.
  - g. CITY will allow WNCC the exclusive use of one locker room from August 1st through May 30th of each year, extended if WNCC is involved in post-season play. At the end of use of said locker room, a walk through inspection will be performed with an employee of the CITY and an employee of WNCC being present. WNCC will keep the locker room in the same condition as at the commencement of this Contract, reasonable wear and tear excepted.
  - h. CITY shall invoice WNCC on a yearly basis for rent payments as hereinafter set forth.
4. WNCC shall do and provide the following:
  - a. WNCC shall pay the CITY the sum of \$1,500 per year payable on August 1, 2020 for use of the facility from August 1 through May 30 (or longer if extended

by post-season play). The sum payable for use of the facility for following years shall be as follows:

2021 - \$2,000 per year

2022 - \$2,500 per year

2023 - \$3,000 per year

Each payment shall be due and made on the first day of August each year during the term of this Contract.

- b. All field preparation including lining.
  - c. Provide diamond pro, as needed, for use of the facility by WNCC.
  - d. Provide names and telephone numbers of coaches and maintenance personnel in charge of preparing the facility.
  - e. Provide umpire, scorekeepers, and other staff necessary to conduct a game.
  - f. Provide any desired temporary outfield fencing. Any temporary outfield fencing will be removed by WNCC prior to the end of its season.
  - g. Place litter in receptacles within twenty-four hours following games and practices.
  - h. Provide extra bleachers, if needed. Any extra bleachers will be removed by WNCC prior to the end of its season.
  - i. WNCC will during and after their season, clean the restrooms, press box, dugouts, bleachers, storage building, locker rooms, coaches' office, concession stands, ticket office, and playing surface.
  - j. Provide insurance coverage for liability insurance and peril coverage for its improvements.
5. WNCC will reimburse the CITY for any damages to CITY property or equipment which occurs during WNCC activities.
6. If the rent or any part thereof shall be unpaid for thirty (30) days after becoming due, whether formally demanded or not, or any covenant on the part of WNCC shall not be performed after thirty (30) days prior written notification of breach of covenant, CITY shall have the right to terminate this Contract upon written notice delivered to WNCC.
7. If, as a result of Legislative action, WNCC can no longer conduct a baseball program, or if WNCC elects to discontinue its baseball program, WNCC shall have the right to terminate this Contract upon providing written notice delivered to the City advising of the termination, at which time title to all permanent improvements shall immediately transfer to the City. WNCC shall immediately thereafter vacate Cleveland Field and will no longer be responsible for any further rent payments.

[SIGNATURE PAGE WILL FOLLOW]

**CITY OF SCOTTSBLUFF, NEBRASKA**  
**A Municipal Corporation**

**Dated:** \_\_\_\_\_

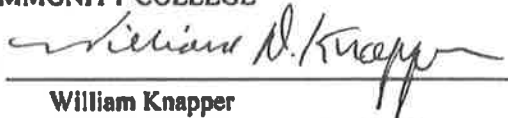
**By:** \_\_\_\_\_  
**Mayor**

**Attested to:**

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

**WESTERN COMMUNITY COLLEGE AREA,**  
**A Political Subdivision of the State of Nebraska,**  
**Which Owns and Operates WESTERN NEBRASKA**  
**COMMUNITY COLLEGE**

**Dated:** 2-19-2020

**By:**   
**William Knapper**  
**Vice-President of Administrative Services**

**Attested to:**

  
**Board Secretary**

2-25-2020

Cleveland Field Costs.

**The City provides.** Playing Turf Field, Dugouts, Stadium= (Crow's Nest, Umpire and Locker rooms, Restroom Facility, Ticket Booth, Place for Concessions, Storage area) Drinking fountain, Score Board, a Utility Vehicle to prep fields and Garage for storage, Electricity for ball field lights and related structures, Water for irrigation of both the softball and baseball fields and the stadium facility. The City winterizes and de-winterizes the stadium and irrigation systems. The city mows the fields twice a week during the season, applies infield conditioner when needed, applies chemicals and fertilizer and aerates and over seeds worn spots.

Mowing .....	\$1,250	Labor 50hrs/ season
Infield material .....	\$4,008	Labor unknown
Fertilizer .....	\$293.57	Labor unknown
Irrigation ... (Cost for Repairs) .....	\$90.70	Labor Unknown
Chemical ..... (Herbicide).....	\$336.25	Labor Unknown
Aeration .....	\$150.00	Labor 3 hours
Water Use .....	\$	Unknown
Electricity .....	\$	Unknown
Pay to contract for light repairs .....	\$	Varies year to year.
Building Supplies .....	\$_____	Unknown
Estimated Total	<b>\$6,128.52</b>	

- **Mowing-** The city mows a minimum of 2 times a week. We start mowing in April and finish usually in September. The length of season depends on growing conditions. We mow an extra time if there is an event on the weekend. (tournament)  
When the college is using the facility they mow when they have time. They like the infield mowed shorter. This is why they mow. Seasonal ..... **City cost \$1,250.00**  
**This does not include fuel.**
- **Infield Conditioner cost \$4,008 per load.** Sometimes we purchase, sometimes the college purchases. Last year we hauled clay to build up the infield; so to my knowledge no infield conditioner was purchased. This is the cost of product only. .... **City Cost \$4,008.00**
- **Fertilizer** – we fertilize the baseball field only in the fall. Fertilizer is applied at 1.5lbs of N. per 1000sq.ft. Fertilizer costs \$391.42/ton we use .75 of a ton. .... **City Cost \$293.57**
- **Irrigation Work** – Winterization, De-winterizing both softball and baseball fields. We check the booster pump and irrigation controller at least 2 times a week after the system is turned on and check the baseball irrigation system once every 2 weeks during the summer season. We don't do any work on the softball irrigation system after it is turned on or off for the season. Irrigation cost to replace and repair last season was \$90.70 for supplies.
- **Chemical costs.** Broadleaf control and bare ground control. Speedzone 2.5 gallons .. **\$170.00**  
Corner stone Plus (Roundup) 1 gallon apply thru out the growing season. .... **\$18.15.**  
Sahara, (Sterilant) use 1 10lb bag.....**\$148.10**  
**\$336.25**
- **Water use** – We currently don't charge for the use of water for the restrooms or irrigation. **Cost unknown.**
- **Electrical-** we currently don't charge for use of electricity. The city does contract every season to repair lights on the baseball field. This cost varies.
- **Aeration-** we go 2 directions in the fall and if time allows go one direction in the spring. We also have to locate irrigation boxes and heads before we can aerate. Labor 3 hours **City Cost \$150.**

This does not include

- Wear and tear of equipment,
- Fuel for equipment,
- Labor hours for checking or working on irrigation issues
- Labor hours to make repairs to facilities. (RR Leaks, Broken Windows or Door locks)
- Costs to haul clay.
- Electrical costs
- Water use.

- Does not include cost of supplies, (paint or boards for bleachers or fence)

**WNCC** currently pays \$1,500 to use the baseball facility. This is what they have already paid to use the facility 2019-2020 season. The college drags and preps the field for their games. They use the city equipment to do this. They also mow when they have time. Some improvements they have made is new concrete, backstop netting, crow's nest remodel , and new dugouts. They along with the Legion purchased sod and clay for the pitcher's mound. They purchase their own field marking material, and pick up trash. The College currently pay \$1,500 for Volunteer Field, (**softball field**), This contract started in August 1<sup>st</sup>. 2008 and is good for 20 years. 8 yrs left on this contract.

**Legion Baseball**- pays nothing. They paint and replace boards on the fence and pull weeds, pick-up trash, share in the cost of sod. A few years back they did pay for a urinal that was broken. They prep the fields when they play which includes dragging the fields and filling in holes, and they also buy the entire field marking material and clay for the pitcher's mound. They also have put in flower planters and a statue.

Rick Deeds

Park Supervisor

# **City of Scottsbluff, Nebraska**

**Monday, March 2, 2020**

**Regular Meeting**

## **Item Reports3**

**Council to discuss and consider action to approve writing a letter of support to Governor Ricketts in support of the Day Treatment Mental Health School and authorize the Mayor to sign the letter.**

**Staff Contact: Rick Kuckkahn, Interim City Manager**

# **City of Scottsbluff, Nebraska**

**Monday, March 2, 2020**

**Regular Meeting**

## **Item Reports4**

**Council to discuss and consider action on approving the advertising of a Request for Proposal for solid waste disposal options.**

**Staff Contact: Rick Kuckkahn, Interim City Manager**



## Agenda Statement

Item No.

For Meeting of: March 2, 2020

**AGENDA TITLE:** Council to approve request for proposals for solid waste, recyclables and yard waste collection and disposal.

**SUBMITTED BY DEPARTMENT/ORGANIZATION:** Public Works

**PRESENTATION BY:** City Manager Rick Kuckkahn

**SUMMARY EXPLANATION:** The Public Works Department is requesting the approval of soliciting proposals for solid waste, recyclables and yard waste collection and disposal.

**BOARD/COMMISSION RECOMMENDATION:**

**STAFF RECOMMENDATION:** Recommend approval to research the options for the City of Scottsbluff's solid waste program.

---

### EXHIBITS

Resolution ☐ Ordinance ☐ Contract ☐ Minutes ☐ Plan/Map ☐

Other (specify) Request For Proposal

**NOTIFICATION LIST:** Yes ☒ No ☐ Further Instructions ☐

Please list names and addresses required for notification.

- TDS  
PO Box 696  
Torrington, WY 82240
- Waste Connections  
710 Country Club Road  
Gering, NE 69341
- City of Gering  
Environmental Services  
PO Box 687  
Gering, NE 69341
- Waste Management  
1001 Fannin Street  
Houston, TX 77002

**APPROVAL FOR SUBMITTAL:** \_\_\_\_\_  
City Manager

**REQUEST FOR PROPOSAL**  
**FOR**  
**SOLID WASTE, RECYCLABLES AND YARD WASTE COLLECTION AND DISPOSAL**  
**(or variations/combinations of services)**  
**FOR PUBLIC WORKS DEPARTMENT**



**City of Scottsbluff, Nebraska**  
**2525 Circle Drive**  
**Scottsbluff, Nebraska 69361**

**March 2, 2020**

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**CITY OF SCOTTSBLUFF, NEBRASKA**

**REQUEST FOR PROPOSAL**

**Solid Waste, Recyclables and Yard Waste Collection and Disposal**

Sealed proposals will be received by the City of Scottsbluff, Nebraska at the office of the City Clerk, 2525 Circle Drive, Scottsbluff, NE 69361, until 10:00 a.m., (M.S.T.) March 27, 2020, for solid waste, recyclables and yard waste collection and disposal.

Complete Request for Proposals Documents are available and may be obtained from the City of Scottsbluff at the above referenced address. Proposals shall be submitted in a sealed envelope addressed to the City of Scottsbluff with the name "Request for Proposal for Solid Waste Collection and Disposal".

The City reserves the right to reject any and/or all Proposals, waive any informality in the Proposals received and to accept the Proposal it deems most beneficial to the City.

/s/Kimberley Wright, City Clerk

Publish 3F: March 6, 2020  
March 13, 2020  
March 20, 2020

## INFORMATION TO PROPOSERS

### 1.1 INTRODUCTION

The City of Scottsbluff (“City”) is requesting Proposals from qualified vendors (“Vendors”) for solid waste collection and/or disposal for the City. This Request for Proposals (“RFP”) is for the following: residential and commercial municipal solid waste, recycling and yard waste collection and/or disposal, and the processing and marketing of collected recycling and yard waste (“Services”). The initial contract (“Contract”) term shall be 25 years, from a contracted start date; provided, however that the City shall have a unilateral option for up to two additional 25 year Contract extensions as determined and agreed upon by the City and Selected Vendor.

The City is seeking a continuation of the existing solid waste collection services system with potential service improvements and revisions as described in a contract (“Contract”). The City prefers to award one comprehensive Contract for all Services. The City also seeks specified collection system and Contract alternatives. The City reserves the right to choose some, all or none of the alternatives proposed.

Proposers shall complete a Base Proposal, based on the Services described in this RFP; with the costs of alternatives separately identified on the specified proposal forms. During the review, the City shall compare all accepted Proposals based solely upon the Base Proposal, including alternatives. **The City may determine a highest rated proposed contractor based upon the evaluation criteria. The City would then attempt to negotiate a Contract with the highest rated proposed contractor using the Proposal and amend it as necessary to include any alternatives chosen by the City.**

**Once the review process is complete, The City may attempt to finalize a Contract with the highest rated proposed contractor. Such finalization would be based on the Proposal modified as necessary to include any alternatives selected by the City.**

**In the event any negotiations with the highest rated proposed contractor are unsuccessful, in the opinion of the City, the City may terminate such contract finalization and undertake contract finalization with the next highest rated proposed contractor, and so on, until such time as a Contract is awarded or the process is terminated.**

**THE CITY RESERVES THE RIGHT TO TERMINATE THIS RFP PROCESS AT ANY TIME AND FOR ANY REASON AND WITH NO FURTHER OBLIGATIONS, INCLUDING BUT NOT LIMITED TO PROPOSAL PREPARATION COSTS, TO ANY PROPOSER.**

This RFP is organized into four sections:

**Section 1: Information for Proposers** provides background information regarding the City’s solid waste handling system (the “System”) and generally describes the services to be performed by the Contractor according to the terms of the System.

**Section 2: Instructions for Proposers** provides instructions for submitting a responsive Proposal, and includes the procedures the City will follow in choosing the highest rated proposed contractor or “Selected Proposer”

**Section 3: Proposal Forms** includes the questions that must be answered and the forms that must be completed for a Proposal to be considered responsive to the RFP.

**Section 4: Appendices** include: (A) City Service Area Map; (B) 2016 - 2019 Tonnage Reports; (C) Solid Waste Municipal Code; and (D) 2020 Solid Waste Fee Structure.

## 1.2 EXISTING COLLECTION SYSTEM

This section generally describes the existing solid waste collection system or “System”. Carefully review the Proposal Documents to determine the scope of operations envisioned under the RFP. The Proposal Documents are just an overview of what will be contained in a Contract. A Contract will be more thorough and contain more detail of service agreements.

The City of Scottsbluff, Nebraska is located in the Great Plains region of the United States and has a population of just over 15,000 residents. Scottsbluff is the largest City in the Nebraska Panhandle and the 13th largest city in Nebraska. The City shares its borders with the City of Gering, and the City of Terrytown for a total population base of just under 24,000 residents. Scottsbluff is the retail hub of western Nebraska and eastern Wyoming offering abundant lodging, dining and shopping experiences.

Scottsbluff operates under the council-manager form of government and employs approximately 140 full-time employees. The City is served by five council members elected at-large to four-year terms. The Mayor is selected by his/her colleagues.

The City of Scottsbluff’s Environmental Services department is the current provider of solid waste, recyclables and yard waste collection. Current Services include year-round weekly curbside or alley collection for both solid waste and recyclables. Yard Waste is collected curbside or in the alley weekly during the months of April through November. A current total of 5,031 single-family customers, 295 multi-family and 843 commercial customer accounts are provided service. Garbage collection is mandatory within the City limits. The City provides collection services, recycling and yard waste drop-off locations and billing. Disposal of solid waste and recyclables is currently through the City of Gering at their transfer station and municipal landfill through a tipping fee. Yard Waste is currently disposed of at the City operated Compost Facility. Additional information on the City’s solid waste collection and utility billing system is available on the City’s website at [www.scottsbluff.org](http://www.scottsbluff.org).

Appendix B includes full-year 2016 - 2019 collection data provided by the Environmental Services department, including tonnage reports.

### Solid Waste Collection

Solid waste collection or garbage collection is required within the City limits by all households. It is collected from single-family, multi-family and commercial customers once a week all year long. Solid waste can be disposed of in either a 90 gallon roll-out container which is picked-up curbside or in a 1.5 cubic yard dumpster in the alley, usually shared by up to four households. Solid Waste container type for each household is determined by the City. The City collects the solid waste and delivers it to the City of Gering transfer station and landfill. Not all materials are allowed to be discarded in the solid waste container.

### Single-Stream Recycling

Single-stream recycling is a mixture of allowable recyclables into a 90-gallon roll-out container which is collected curbside weekly by the City. The single-stream recyclables are transferred to the City of Gering transfer station where it is then bailed and shipped to a third party. This program is included in the minimum rate and is no extra charge. This is an opt-in service by calling the City and asking for the delivery of a single-stream recycling container.

### Drop-off Recycling

Residents can drop off already sorted recycling at different locations throughout the City. Drop-off locations include multiple mobile trailers, an after-hours shed and the Environmental Services building. This is a free service for residents. Materials accepted are limited. Visit the City of Scottsbluff website at [www.scottsbluff.org](http://www.scottsbluff.org) for a list of accepted recyclables.

### Electronic Waste

Residents can drop off certain but not all approved electronics at the Environmental Services building during operating-hours. There is no charge to residents and is a fee per pound for commercial customers.

### Yard Waste Program

The City offers the collection of yard waste from customers included in the minimum rate. Yard waste is collected in a 90 gallon container either at the curb or in the alley. This service is offered weekly from April through November. The yard waste is transported to the City owned and operated compost facility.

### Cardboard Collection

The City offers containers for cardboard to commercial customers within the service area. Cardboard is collected on the day or days each week that the commercial customer requests. Cardboard collection is an additional fee added to the utility bill.

### Residential Collection

Residential Collection is the collection of both single-family and multi-family customer accounts. See single-family and multi-family collection below:

#### Single-Family Collection

Single-family residences are provided year-round weekly collection of solid waste, single-stream recycling and weekly yard waste collection during the months of April through November. Residents use City owned and provided curbside roll-out carts or alley dumpsters for solid waste collection. A minimum rate is charged for these services to each active customer account. All three services are included in the minimum rate. Materials allowed in each container (solid waste, single-stream, yard waste) vary and can be found on the City's website at [www.scottsbluff.org](http://www.scottsbluff.org).

#### Multi-Family Collection

Multi-family residences are provided with either curbside roll-outs or dumpsters for solid waste service as well as recycling and yard waste containers that accept the same materials as are handled by the single-family program. Multi-family cost of service is based on a scale depending on the amount of units within the facility.

#### Commercial Collection

Commercial solid waste collection is provided through the use of 90 gallon roll-out containers, 1.5 cubic yard dumpsters and 3.0 cubic yard dumpsters. Collection can be anywhere from once a week up to five times per week. Commercial accounts also have a single-stream recycling and yard waste program that operated the same way as the residential program.

### Special Pick-ups

Special pick-ups or extra pick-ups can be scheduled by residential or commercial customers. The City has the ability to accept and charge the customer for an extra pick-up or deny the pick-up. More information about special pick-ups can be found on the City website at [www.scottsbluff.org](http://www.scottsbluff.org).

### Construction Dumpsters

Construction dumpsters can be provided to customers at an extra cost. Containers are 2.0 cubic yards. Payment is good for four dumps or four weeks, whichever comes first. Materials allowed to be disposed are limited to small construction waste material only. Large and heavy objects are not allowed.

### Open-top Roll-offs

The City of Gering currently provides large open-top dumpster roll-offs for Scottsbluff residents at a cost.

### Containers

The current containers range from a 90 gallon roll-out container to a 1.5 cubic yard dumpster to a 3.0 cubic yard dumpster. Most of the containers are owned by the City and used by the customers. There are a few containers that were purchased and are owned by customers from a previous time when containers were purchased by customers rather than borrowed.

### Disposal

Collected solid waste and single-stream recyclables are transported to the City of Gering transfer station and landfill. Yard waste is transported to the City owned and operated compost facility.

### Routes

The City is split into four sections which makes up the daily routes. Each of the four sections is picked up on a certain day each week. These four routes are on Monday, Tuesday, Thursday and Friday. Garbage and yard waste are picked up at each house once a week. The day the garbage and yard waste is picked up at each house is dependent on the location of the property. The location determines which of the four sections it is in and what day the collection service happens. The single-stream recyclables are picked up every Wednesday. Commercial routes depend on which days and how often each commercial account customer wants service.

### Altered Routes

Altered routes occur during holiday weeks or emergency situations. The alternative collection days are sent out as press releases, added to social media and the City website to notify the public of the changed collection days.

### Environmental Service Building

The Environmental Services building is used as an operation and maintenance facility for the Environmental Services department. It is used for office space, training, storage, recycling drop-off and more.



## Community Events

The City currently participates in events such as Free Dump Day, Household Hazardous Waste Day, Recycle Your Cycles, Pharmaceutical Take Back Event, Southeast Neighborhood Clean-up and more. Most if not all of these events are a partnership with Keep Scottsbluff/Gering Beautiful.

## Employees

The Environmental Services department has one supervisor, one records technician and eleven solid waste equipment operators; two of which operate the Compost Facility.

## Administration

The City manages solid waste functions through its Environmental Services Department which is a Division within the Public Works Department. Staff administers collection agreements, interfaces with state, regional and local agencies, develops and administers policy on solid waste as well as a range of conservation and sustainability issues, develops strategic partnerships and programs, and coordinates related outreach, marketing and education within the community.

The City's Finance Department handles the utility billing for solid waste, recyclables and yard waste collection. The City currently bills all residents and commercial customers bimonthly for the services.

## 1.3 GENERAL TERMS

### 1.3 General Scopes (A, B and C) of a Contract; Base Proposal

- A. The City is requesting Proposals from qualified Vendors for *solid waste collection and disposal services* ("Services") for the City. These Services include: solid waste, recyclables, cardboard, electronics and yard waste collection for all sectors; the disposal of all solid waste through a Transfer System to an appropriate and environmentally friendly landfill that is compliant with federal, state and local laws; the transfer of recyclables, cardboard and electronics to an appropriate recycling facility through the Transfer System; the transfer of yard waste to the City owned and operated Compost Facility; and providing open-top roll-offs and collection to City residents. The Contractor will have the opportunity to purchase current Environmental Services supplies, vehicles, equipment, buildings, and facilities at the discretion of the City. The Contractor will also have the ability to retain the current Environmental Services employees at the discretion of the Contractor and current employees. The Contractor would handle all solid waste services for the City including collection, disposal, administration and billing. All of the above items will be laid out in full detail in a Contract.
- B. The City is requesting Proposals from qualified Vendors for *solid waste disposal services* ("Services") for the City. These Services include: acceptance of solid waste, and recyclables, cardboard and electronics at either a Contractor owned Transfer Station and/or environmentally friendly landfill that is compliant with federal, state and local laws. The City will continue to handle the collection operations and will unload solid waste and recyclables at a Transfer Station or Landfill for a Tipping Fee agreed upon within a Contract. The Transfer Station can be currently owned by the Contractor, built by the Selected Proposer or built and operated by the City. The landfill can be owned and operated by the Contractor or by a third party. Transportation of solid waste from the Transfer Station to the Landfill will be dependent on the owner of the Transfer Station. Utility Billing will continue to be a responsibility of the City.

- C. The City is requesting *alternative* Proposals from qualified Vendors for variations of *solid waste collection and disposal services* (“Services”) for the City. These Services include: Any combination, variation or alteration of the above options. Alternative Proposals must be *clearly* outlined in submitted Base Proposals.

D. Additional information regarding *Scope A*:

The Contractor selected as a result of this RFP process shall be responsible for all aspects of the contracted-for Services, including but not limited to providing equipment, labor, supervision and supplies necessary to perform the Services. Unless otherwise agreed to by the City, the Contractor shall be solely responsible for providing containers necessary for all collection services to City customers. Current containers will be available for purchase by the Contractor at the discretion of the City. In addition, the selected Contractor shall assist the City in the production and distribution of public information about recycling, collection schedule changes and the promotion of new collection services. The Contractor will have primary responsibility for all customer materials.

The Contractor shall be responsible for providing functions relating to service delivery including informing customers of potential service levels and changes, receiving and resolving customer complaints, dispatching Containers, special collections and handling billing inquiries. The Contractor will prepare and send out bills to its residential and commercial customers. The Contractor shall handle all account changes, including opening accounts, closing accounts, changing account service levels and maintaining accounts. The Contractor shall accurately manage and communicate the service levels, billing information, tonnage reports in a database. The City will provide the Contractor with the current list of accounts including service levels, contact information and history. The Contractor must require solid waste service participation in accordance with Chapter 19 of the City Municipal Code.

E. Additional information regarding *Scope B*:

The Contractor selected as a result of this RFP process shall be responsible for all aspects of the contracted-for Services, including but not limited to providing equipment, labor, supervision and supplies necessary to perform the Services. Unless otherwise agreed to by the City, the Contractor shall be solely responsible for providing either a Transfer Station and Landfill or Landfill for the disposal of solid waste and recyclables. Current collection services and containers will continue to be City owned and operated. In addition, the City will continue the production and distribution of public information about recycling, collection schedule changes and the promotion of new collection services.

The City shall continue to be responsible for providing functions relating to service delivery including informing customers of potential service levels and changes, receiving and resolving customer complaints, dispatching Containers, special collections and handling billing inquiries. The City will prepare and send out bills to its residential and commercial customers. The City shall continue to handle all account changes, including opening accounts, closing accounts, changing account service levels and maintaining accounts. The City shall accurately manage and communicate the service levels, billing information, tonnage reports in a database. The Contractor will provide the City with scale tickets, tonnage reports and other reports set forth in the Contractor. The City will continue to require garbage service participation in accordance with Chapter 19 of the City Municipal Code.

## F. Additional information regarding Scope C

The Contractor selected as a result of this RFP process shall be responsible for all aspects of the contracted-for Services, including but not limited to providing equipment, labor, supervision and supplies necessary to perform the Services. Unless otherwise agreed to by the City, the Contractor shall be solely responsible for providing the agreed upon alternative services within a Contract.

The City intends to procure, at a minimum, those Services required as a part of the Base Proposal for the collection system and other services as defined in a Contract. The quality of current services is expected to remain the same or improve with the acceptance of a Contractor and Contract. Proposers responding to this RFP shall provide Proposals that meet the requirements of this RFP, including the Base Proposal requirements. The descriptions set forth in this RFP Section 1.3 is a general description and summary of the City's requested Services and shall not be the basis for any dispute over the City's requirements for either its (1) Base Proposal or (2) selection of a Contractor.

## **INSTRUCTIONS TO PROPOSERS**

### **2.1 DEFINED TERMS**

Terms used in these Proposal Documents that are defined in the RFP and/or Contract have the meanings assigned to them therein.

- “Contract” means a comprehensive Solid Waste, Recyclables and Yard Waste Collection and/or Disposal Contract, to be entered into by the City and the Selected Proposer(s) after completion of the RFP process.
- “Base Proposal” means the proposal submitted by a Proposer based on the Scope that meets the requirements of the RFP.
- “City” means the City of Scottsbluff, a municipality in the State of Nebraska.
- “Contractor” means the Selected Vendor that may enter into a Contract with the City related to the Services.
- “Day” or “Days” means calendar days unless otherwise specified.
- “Proposer” means a Vendor that submits a Proposal to the City in response to this RFP.
- “Proposal” means a formal response to the RFP submitted by a Proposer to the City. A Proposal is considered a “Responsive Proposal” if it includes all necessary documents, information, security, rates, proposed modifications to the Base Proposal in compliance with the RFP.
- “Proposal Documents” include the Advertisement for Proposals and the Request for Proposals, including the Information for Proposers, Instructions to Proposers, Proposal Forms, and additional information within.
- “RFP” means these procurement document.
- “Selected Proposer” means the Contractor to whom the City makes an award as provide in the Award of Contract section of these Instructions to Proposers.

- “Services” means all collection and processing services and associated functions addressed in the Base Proposal.
- “Vendor” means an individual, company, corporation, partnership, joint venture or other entity that has submitted a Proposal in response to the RFP.

## 2.2 COPIES OF PROPOSAL DOCUMENTS

Complete sets of the Proposal Documents shall be used in preparing Proposals, and may be obtained by request from:

Kimberley Wright, City Clerk  
City of Scottsbluff  
2525 Circle Drive  
Scottsbluff, NE 69341

[www.scottsbluff.org](http://www.scottsbluff.org)  
[KWright@scottsbluff.org](mailto:KWright@scottsbluff.org)  
(308) 630-6221

In making copies of the Proposal Documents available, the City does so only for the purpose of obtaining Proposals on the Services and does not confer a license to grant for any other use of these documents.

## 2.3 EXAMINATION OF PROPOSAL DOCUMENTS

It is the responsibility of each Vendor to do the following before submitting a Proposal:

- Carefully review the Proposal Documents before the deadline to submit and inform the City of any questions, comments or objections to any document or portion of the Proposal Documents, including but not limited to the requirements. Vendors shall include in objections any terms the Vendor is unable to meet and/or terms that the Vendor believes are preferential to a particular prospective Proposer.
- Notify the City of the Vendor’s interest in this RFP and provide the name, e-mail address and phone number of the person to whom RFP addenda and related information should be directed. An e-mail to the City’s contact listed in Section 2.2 shall be considered notice for purposes of this section 2.3. The City shall not provide addenda or other information to any Vendor that has not provided notice as required pursuant to this section 2.3.
- Carefully examine all of the Proposal Documents and any related attachments.
- Become familiar with local conditions that may affect costs, implementation, progress, performance or furnishing of the services or equipment required under the Proposal Documents.
- Consider federal, state and local laws, statutes, ordinances, regulations and other applicable laws, executive orders and/or guidelines (“Laws”) that may affect costs, implementation, progress, performance or furnishing of the services or equipment required under the Proposal Documents, including, but not limited to, applicable regulations.
- Submit any questions concerning the Proposal Documents to the City in a timely fashion in order that the questions may be answered in an addendum to be issued by the City.

- Notify the City of any conflicts, errors, omissions or discrepancies in the Proposal Documents.
- Obtain all required signatures on the Proposal Forms.

## 2.4 INTERPRETATIONS, SCHEDULE AN ADDENDA

All questions concerning the meaning or intent of the Proposal Documents and notifications concerning any conflicts, errors, omissions or discrepancies in the Proposed Documents are to be directed to the contact person specified in Section 2.2

Questions shall be received by 10:00 AM on March 23, 2020 in order to be considered. The City may, at its option, allow a second round of questions after that date, but questions may be limited to clarifications on answers provided during the first round of questions. The City will answer all questions via written addenda to this RFP to all Proposers who have provided notice of its interest pursuant to Section 2.3 by March 27, 2020. Questions and answers will also be posted to the City of Scottsbluff website at [www.scottsbluff.org](http://www.scottsbluff.org). Proposers shall note receipt of each addenda on the completed Form 5 (Certification) submitted with a Proposal. The City reserves the right to modify the Proposal Documents prior to the receipt of Proposals with notice to parties that submitted a notice and request for Proposal Documents pursuant to Section 2.3.

The City has set the following schedule for receipt and review of the Proposals. The City reserves the right to modify this schedule if deemed necessary.

EVENT	TIME FRAME
RFP approved by Council	March 2, 2020
Questions and Comments Deadline	March 23, 2020
Proposals Due	March 27, 2020
Proposal Evaluations and Interviews	April 2020 to May 2020
Selection and Finalization of Contract	Second Quarter 2020
Recommendation to City Council	Second Quarter 2020 to Third Quarter 2020
Transition Phase	Third Quarter 2020 to Fourth Quarter 2020
Start of Collection Services	Fourth Quarter to First Quarter 2021

The submission of a Proposal shall constitute an incontrovertible representation by the Proposer that the Proposer has complied with every requirement of these Instructions to Proposers, that without exception the Proposal is premised on Proposer being able and willing to perform and furnish the services, labor and equipment required by the Proposal Documents and that the Proposal Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance and furnishing of the services and equipment.

## 2.5 PROPOSAL SECURITY BOND

No Security bond is necessary.

## 2.6 CITY INVESTIGATIONS AND PROCESS DECISIONS

As part of the RFP evaluation process, the City reserves the right to do any or a combination of the following:

- Contact staff from other jurisdictions regarding their experiences;

- Visit a Proposer's facilities, including proposed processing facilities such as a Transfer Station or Landfill and proposed vehicles and equipment;
- Meet the Proposer's personnel, including interviewing the Proposer's existing route, operations, management, financial and customer services personnel during the performance of their regular duties;
- Retain independent consultants for assistance in evaluating Proposals and provide proposal materials to those consultants;
- Request clarification or additional information from a specific Proposer in order to assist in the City's evaluation of a Proposal;
- Require changes in the Proposal that the City deems necessary;
- Decline to award a Contract for the Services as a result of this RFP process;
- Discontinue negotiations with the Selected Proposer or any Proposer and commence discussions with any other responsive Proposer;
- Withdraw the RFP and reject any or all Proposals;
- Not award to any or all Proposers and issue a subsequent request for bids or request for new proposals based on concepts proposed in response to this RFP or otherwise;
- Continue Services as they are currently conducted with little to no changes;
- Seek other investigations, inquiries, reviews or clarifications which would allow the City to make informed decisions.

## 2.7 PROPOSALS

Each Proposer's Proposal shall provide unit prices for all service levels indicated on the appropriate Proposal forms. All Proposals shall be provided in year-2020 dollars. The Proposal unit prices shall be used, in part, to determine the Selected Proposer. All costs, including overhead and profit, and non-itemized taxes, fees or surcharges imposed by federal, state or local laws, for which the Proposer expects to receive payment as a result of the Services shall be included in the unit prices, unless otherwise specifically directed.

The data on the existing System concerning number of customers and collection tonnages should be viewed as estimates and are presented solely as the basis for calculations on which the award of a Contract will be made. Actual results experienced during the operation of the System may differ.

**NOTE: Although the City requires mandatory solid waste collection services, it cannot provide a guarantee as to the future number of customers that may utilize the Selected Proposer's services. Chapter 19 of the City of Scottsbluff Municipal Code explains the mandatory solid waste services to City residents.**

By submitting a Proposal, the Proposer is committing to commencement of collection services by an agreed upon start date and to comply with the submitted Proposal.

## 2.8 PREPARATION OF PROPOSAL FORMS

All blank spaces in the Proposal Forms shall be completed to be considered and no changes shall be made to any of the Proposal Forms. If forms submitted by a Proposer are substantially different than the Proposal Forms, the City may deem the Proposal non-responsive.

The Proposal prices shall be inclusive of all costs of providing the services, labor and equipment. The City may, at its sole discretion, deem any Proposal non-responsive to the Base Proposal that contains omissions, erasures, alterations or additions of any kind, or prices uncalled for, or obviously unbalance, or any Proposal that in any manner fails to conform to the conditions of this RFP.

The Proposers shall sign its proposal in ink in the blank space provided and all names shall be typed or printed below the signature, along with evidence that the Proposer is a duly organized and validly existing business, licensed to do business in the City and the State of Nebraska. If not licensed, then the Proposer shall provide a sworn statement that it will become licensed if selected as the successful Proposer prior to executing a Contract. The legal name of the Vendor submitting the Proposal shall be typed or printed in the space provided at the bottom of each page of the Proposal Forms. Proposals by corporations shall be executed in the corporate name by the president or a vice-president (or other corporate office accompanied by evidence of authority to sign). Proposals by partnerships shall be executed in the partnership name and signed by a partner, whose title shall appear under the signature.

If the signature is by an agent other than an officer of a corporation or a member of a partnership, a notarized power-of-attorney shall be on file with the City prior the opening of Proposals or shall be submitted with the Proposal; otherwise, the Proposal may be deemed non-responsive.

## 2.9 SUBMISSION OF PROPOSALS

Sealed proposals will be received by the City of Scottsbluff, Nebraska at the office of the City Clerk, 2525 Circle Drive, Scottsbluff, NE 69361, until 10:00 a.m., (M.S.T.) March 27, 2020, for solid waste, recyclables and yard waste collection and disposal.

Complete Request for Proposals Documents are available and may be obtained from the City of Scottsbluff at the above referenced address. Proposals shall be submitted in a sealed envelope addressed to the City of Scottsbluff with the name "Request for Proposal for Solid Waste Collection and Disposal".

The City reserves the right to reject any and/or all Proposals, waive any informality in the Proposals received and to accept the Proposal it deems most beneficial to the City.

## 2.10 MODIFICATION OR WITHDRAWAL OF PROPOSALS

Prior to the time and date designated for receipt of Proposals, any Proposal submitted may be modified or withdrawn by notice to the City. The Proposer shall provide such notice in writing to the City contact shown in Section 2.2 and shall include the signature of the Proposer. Notice of a Proposal modification or withdrawal shall only be considered by the City if the City receives it before the time and date set for receipt of Proposals. A late modification or withdrawal request shall not be recognized, and the City shall consider the originally submitted Proposal.

## 2.11 PROPOSAL EVALUATION

### 2.11.1 Evaluation Criteria

The City's Proposal evaluation committee shall review proposals based on the following criteria:

**NOTE: Not all criteria below will be reflected in each scope (A, B and C). Each Proposal submitted and accepted before the deadline will be evaluated based on the Scope or Scopes of service proposed.**

#### *(1) Responsiveness/Completeness (pass/fail)*

Each Proposal will be reviewed based on responsiveness to the information required. All forms shall be completed, all questions answered, and all information supplied in the format requested. The City may disqualify any Proposer not meeting these initial requirements. Proposers meeting these initial criteria may be contacted by the City to provide specific clarifications.

#### *(2) Minimum General Qualifications (pass/fail)*

Proposers must have experience operating solid waste, recyclables, and yard waste collection and/or disposal services. Proposers shall submit all information, related to their ability to successfully perform the work described in the RFP and Base Proposal, including a full and competent response to items A through E in Section 3.1 of this RFP. Proposers who do not fully respond to all questions, who do not clearly outline their proposed services, equipment and approaches, and/or who fail to clearly demonstrate their ability to perform under a Contract may be determined to "Fail" meeting the Minimum General Qualifications.

#### *(3) Rate Evaluations (70 points)*

The City shall review the rates provided by Proposers in conjunction with the overall Proposals provided on the Proposal due date. The City will determine the general trend of initial rate proposals, review the pricing of alternatives provided by Proposers, and consider the Proposal exceptions and related cost impacts identified by Proposers. Rates will be negotiated between the City and the Contractor every five years by using appropriate data and evaluations to determine reasonable rates.

Proposers shall provide the best possible and most accurate pricing for both the Base Proposal and alternatives.

#### *(4) Customer Service and Operations Approach, Demonstrated Ability and References (30 points)*

Proposers shall have demonstrated knowledge, skills, creativity, experience and capacity to design, deliver, manage and improve all aspects of customer service, operations, maintenance, outreach and education, marketing, procurement, financial management, contingency planning, sustainability performance and other aspects associated with the provision of services.

Proposers may be evaluated on the basis of Proposals submitted as well as references, interviews with Proposer staff and site visits. Evaluation shall be based upon a number of factors, which include, at the City's discretion, any number of the following:



#### *A) Customer Services*

Customer service elements shall be reviewed and may be evaluated with respect to the following items:

- Demonstrated customer service capacity, abilities and quantitative and qualitative evaluation measures (e.g. the number of representatives designated for the City, ring/hold time data, speed to answer by human representative);
- Ability to efficiently and effectively operate a utility billing system;
- Proposed local customers service opportunities, including stand-alone sites or partnerships with other businesses and institutions;
- The existence of formal, written training materials and frequency of customer service representative training;
- Proven strategies and demonstrated experience with minimizing customer and City complaints related to “misses,” damaged or misplaced containers, billing issues and other common customer and City complaints;
- Demonstrated responsiveness and expedient resolution of customer and City complaints;
- Demonstrated ability to provide a timely and efficient transition to a new contractor services with minimal impact to customers;
- Ability to establish and maintain a customer service-oriented web site;
- Demonstrated ability to effectively and efficiently address service disruptions and inclement weather events; and

#### *B) Contract Implementation and Compliance*

Contract implementation and compliance elements shall be reviewed and evaluated with respect to the following items:

- The extent to which a transition is necessary and expected customer impacts;
- Procedures, protocols and approach for verifying compliance with contract conditions and past performance on municipal contracts, including any violations or performance fees that were required to be paid by Proposer;
- Contract compliance and demonstration of meeting and/or exceeding customer and City service expectations based on interviews with client cities;
- Demonstrated ability to work with client cities, agencies and others in the effective delivery and implementation of services or programs;
- Policies and procedures for tracking and documenting services, including customer account information, reporting, allocating costs, tonnages, etc.; and
- Demonstrated ability to respond to and address customer service, operations or other issues or requests in a timely and effective manner.

In addition, Proposers shall be evaluated on their demonstrated ability (as confirmed by municipal clients) to work with municipal staff and successfully conduct good faith negotiations for performance reviews and required contract modifications such as service adjustments, unanticipated rate adjustments and/or contract extensions.

#### *C) Diversion Approach, System Design and Operations*

Diversion approach, system design and operations elements will be evaluated with respect to the following items:

## Operations

- Ability and established procedures and/or policies to maintain and operate a fleet of collection vehicles, including back-up vehicles, and containers in a clean, safe, sanitary and proper working condition;
- Demonstrated ability to deliver, exchange and remove customer containers in a timely, reliable and efficient manner, including the roll-out of new services or container options;
- Ability to effectively and reliably communicate between fleet vehicles and customer service staff in order to address service and other on-route issues;
- Demonstrated plans for and resources to provide contingency services in the event of equipment failure, loss of recycling processing, composting or municipal solid waste disposal capabilities or capacity, inclement weather, strike or other unexpected circumstances reasonably possible during the term of a Contract;
- Approach to oil and effluent spill response;
- Proven strategies to minimize service disruptions and customer issues such as “misses,” inclement weather and customer exceptions (i.e. extras, recyclable materials preparation, additional services, special populations, etc.);
- Ability to implement alternative routing technologies to improve collection efficiency; and
- Approach to handling short- and long-term inclement weather events (i.e. two consecutive missed collection days).

## Recycling and Yard Waste collection, processing and education

- The range of recyclables accepted beyond the minimum specified;
- The range of materials accepted by the Proposer’s selected processing facility and that facility’s plans and contingencies for handling a wide range of materials;
- Proposer’s approach to monitoring collected recyclable or yard waste materials and providing feedback to Customers on contamination levels;
- Proposer’s demonstrated strategies and proposed approach to management and reduction of contamination in inbound recycling and yard waste streams over the term of a Contract;
- The proposed approach for monitoring inbound recyclable loads, residuals from processing and out-throws, and prohibitives in outbound processing loads;
- The quality of recycling education and promotional materials developed solely by the Proposer and Proposer’s ability to clearly explain how to participate under a fully commingled recycling system;
- The quality of promotional materials supplied with containers and Proposer’s ability to clearly explain how to participate under a single-stream recycling collection program;
- Proposer’s ideas and demonstrated ability to provide educational and promotional support to maximize diversion, improve customer service, and reduce contamination under expanded recycling and yard waste collection programs; and
- Proposer’s ideas and demonstrated ability to provide educational and promotional support to maximize diversion, improve customer service, and reduce contamination under expanded recycling and yard.

## Collection, transfer and disposal

- The ability to properly collect, transfer and dispose of solid waste in an environmentally friendly manner that is compliant with all federal, state and local laws.

In addition, Proposers shall be evaluated on the basis of their proposed transition and implementation plan as described in Section 3 of this RFP, including completeness, rationale and schedule of customer information, promotion and notification, customer service, procurement and delivery of vehicles,

containers and other equipment, contingency plans and other considerations which ensure a successful transition and implementation of the Services consistent with the start of collection and/or disposal services.

The customer service and operations approach, demonstrated ability and references portion of Proposals shall be assessed a qualitative score of up to 30 points based upon any number of the factors listed above. Scores may be assessed based upon a comparison to other Proposals or on a stand-alone basis. While City staff will review and score this portion with careful consideration of the selected factors, they are not required to provide any justification (written or otherwise) for the scores assessed to this portion of the Proposal.

#### 2.11.2 Process

During the review, Proposals shall be reviewed by an evaluation team composed of City staff and one or more City consultants. The City's evaluation committee shall then provide a recommendation to City Council on whether to proceed. The City Council will determine whether to award a contract based on the recommendation, or any other option they choose.

Contract negotiation shall then proceed with the Selected Proposer or another Proposer if Contract negotiation with the Selected Proposer is not successfully concluded in a timely manner. The resulting Contract shall be submitted to the City Council for review and approval. The City Council will consider staff's recommendation, however, the City Council has the final authority to choose a Contractor and award a Contract to the party of their choice.

The City reserves all of its rights, including but not limited to the right to reject any and all Proposals, to waive any and all informalities, and to disregard all non-conforming, nonresponsive, irregular or conditional Proposals. In addition, the City reserves the right to reject the Proposals of any and all Proposers if the City believes that it would not be in the best interest of the City to make an award, whether because the Proposal is non-responsive, because the Proposer is not found to be responsible or fails to meet any other pertinent standard or criterion established by Scottsbluff, or whether it is otherwise not in the best interest of the City. In addition, the City reserves the right to terminate the RFP process at any time and for any reason.

#### 2.12 SERVICES START DATE

The Contractor/Selected Proposer shall start the Services under a Contract on an agreed upon date.

#### 2.13 PUBLIC DOCUMENTS AND DISCLOSURE

Under Nebraska State law, including without limitation Neb. Rev. Stat. 84-712 et seq, Nebraska Public Records Act, the documents and other records submitted in response to this RFP (should be considered public records upon submission to the City, subject to mandatory disclosure upon request by any person, unless the documents are exempted by a specific provision of law. The City assumes no contractual obligation to enforce any exemption. The City intends to disclose all sealed rate portions of the Proposals after they are opened to all Proposers. Proposers are cautioned to not include any confidential or proprietary information with their Proposals which they do not want disclosed. The City shall not be liable for or responsible for the disclosure of such information.

#### 2.14 DISCLAIMER OF COSTS

The City shall not be responsible for any costs incurred by any Vendors in preparing, submitting, or presenting its response to the RFP or interview process, as applicable. The City shall not be responsible

for any costs incurred by the Selected Proposer prior to the date of the execution of a Contract.

## 2.15 INSTRUCTIONS FOR SUBMITTING A RESPONSIVE PROPOSAL

### 2.15.1 Obtain Proposal Documents

Send a request for (1) the Proposal Documents, and (2) confirmation of Proposer email address so the City can provide Proposal information to the Proposer throughout the process. The City contact is listed in Section 2.2 of this RFP.

### 2.15.2 Conduct Investigation Deemed Necessary

Each Proposer shall conduct any investigation of the Service Area, projected customer counts, types and quantities of customer-owned equipment, markets, processing facilities and other conditions deemed necessary by the Proposer to submit a responsive Proposal.

### 2.15.3 Submit Responsive Proposal

Complete Proposals shall be submitted no later than 10:00 am MST on March 27, 2020, and shall be enclosed in a sealed package, marked with the words "Request for Proposal for Solid Waste Collection and Disposal" and marked so as to indicate, without being opened, the name and address of the Proposer. Proposals shall be accompanied by an envelope containing all other required Proposal documents, including completed Proposal Forms. Proposals can be mailed or delivered to:

Kimberley Wright, City Clerk  
City of Scottsbluff  
2525 Circle Drive  
Scottsbluff, NE 69341

[www.scottsbluff.org](http://www.scottsbluff.org)  
[KWright@scottsbluff.org](mailto:KWright@scottsbluff.org)  
(308) 630-6221

Proposers shall submit Proposals as required, complying with the requirements of the Proposal Documents. Submit **five copies**, printed and double-sided, of the Proposal Forms and other supporting documents. Please do not glue bind the Proposal Forms and supporting documents. The Proposal and all Proposal Forms shall be signed by an authorized person where indicated, and a person, with title, address, telephone number and e-mail address, whom the City may contact, shall be identified. **In addition to the printed copies, Proposer shall provide an electronic copy (.PDF format) of its entire proposal (minus bound corporate publications such as annual reports) in electronic format (CD or USB flash drive) submitted with the printed Proposal package.**

## 2.16 PROCESS INTEGRITY REQUIREMENTS

Each Proposer is individually and solely responsible for ensuring compliance with the following Process Integrity Requirements. This responsibility extends to Proposer's employees, agents, consultants, lobbyists, or other parties or individuals engaged for purposes of developing or supporting Proposer's Proposal or proposed services. Proposers shall comply as follows:

- All solid waste collection-related communications with the City shall be only through the City's designated staff contact identified in Section 2.2. Proposers or their agents shall not contact other City staff, appointed or elected officials, consultants retained by the City or other City

agents regarding current or future solid waste collection services from the time the RFP is posted publically on the City of Scottsbluff's website until the time a finalized Contract and/or staff recommendation of Selected Proposer is forwarded to the City Council and is made public in the City Council's Agenda Packet.

- When seeking information from the City to prepare a response, Proposer shall place its reliance only on information, RFP materials and Addenda provided by the City's contact designated in Section 2.2. Any reliance on other City information and publications may result in a non-responsive Proposal due to inaccurate or incomplete information. The City shall not be liable or responsible for inaccuracies or incomplete information found outside of the RFP, and Proposal Documents, including any attachments.
- Any information and materials to be utilized by the City during the Proposal evaluation and selection process shall be included as part of the original Proposal or submitted in response to a specific request from the City.

A Proposer shall be disqualified if the City determines the Proposer has failed to comply with the specific Process Integrity Requirements, has undermined the City's intention of conducting a fair and transparent competitive process based on the specified evaluation criteria, or has otherwise substantially diminished the City's ability to award a Contract in a timely manner and free of contention. The City reserves the sole right to disqualify any Proposer at any point in the process for failure to comply with the Process Integrity Requirements. The City also reserves the right to disqualify any Proposer, at any time, for fraud, any material misrepresentation, illegal conduct, or any act or omission that potentially or actually reflects poorly on the City.

## **PROPOSAL INSTRUCTIONS AND FORMS**

### **3.1 PROPOSAL PREPARATION GUIDELINES AND FORMAT**

These instructions provide guidelines governing the formation and content of the Proposal and the approach to be used for its development and presentation. The intent of this section is to describe the Proposal format and requested information that is essential to an understanding and evaluation of the proposed system. The inclusion of any additional pertinent data or information by the Proposer is recommended. Inclusion of general letters of support are not useful to the City when evaluating Proposer's capabilities and abilities to perform and are discouraged.

Proposals shall be stapled or bound, sealed, typed and prepared on both sides of 8-1/2" by 11" paper. Oversized documents may be submitted, but they must be folded to size and secured in the Proposal. All pages of the Proposals shall be numbered and sections clearly identified.

The Proposal and all attachments shall be complete and free of ambiguities, alterations and erasures.

The City does not require financial statements to be provided as part of Proposal submittals. However, the City reserves the right to request supplemental materials from Proposers to demonstrate to the City's satisfaction that any Proposer is fully capable to perform the Services.

The Proposal shall follow the format outlined below, and shall include the required content in sequential format.

**NOTE: Not all criteria below will be reflected in each scope (A, B and C). Each Proposal submitted and accepted before the deadline will be evaluated based on the Scope or Scopes of service proposed.**

## A. Executive Summary

Provide a brief overview of the entire Proposal and highlight the key aspects of the Proposal (maximum 6 pages). In the executive summary or cover letter, please confirm receipt of any RFP addenda received and considered during the development of your Proposal.

## B. Management and Qualifications

### B.1 Proposer (All Scopes)

State the name of your entity, home office address, Nebraska business address, Nebraska agent's name, address, e-mail address and telephone number, and the name, address, phone number, fax number, e-mail address, website address and title of the person to be contacted concerning the Proposal. If Proposer is a subsidiary, state the name of the parent company, the home office address, telephone number and website address of the parent company, and describe the parent company's relationship to the Proposer. State whether the person signing the Proposal has the authority to sign on behalf of Proposer. State also the names of companies that will share significant and substantive responsibilities with you, as joint venture partners or in another manner. Include documentation that Proposer is duly organized and validly existing business in good standing, and licensed to do business. Proposer shall provide a sworn statement that it will become licensed if selected as the Successful Proposer.

### B.2 Resumes (All Scopes)

Supply the names and resumes of the principal officers, partners or other officials of each entity involved in performing substantive responsibilities, and provide the names and resumes of the individuals who will be directly responsible for implementation of a Contract. At a minimum, include the general manager, operations manager(s), financial officer, education and customer outreach manager, customer service manager(s) and other personnel with whom the City will have regular contact with during the administration of a Contract. Describe the ownership, managerial and/or fiduciary role of each of the participating companies. Include the names, entity affiliation, telephone numbers and e-mail addresses of key individuals integrally involved in the Proposal. Provide an organizational chart or other means of explaining the interrelationships between the team members.

### B.3 Litigation and Violations (All Scopes)

List any entity, partner, holding company or subsidiary involved in the Proposal, or any corporate officer, that has been involved within the past five years in any litigation or arbitration including but not limited to any action or claim arising out of the procurement or performance of a municipal solid waste contract; arising out of performance of a processing or marketing contract; arising or connected with violation of state or federal anti-trust laws; arising from or connected with allegations of corrupt practices; or arising from operating permits and other operating requirements, including local, state and federal rules or regulations. In the case of national companies with multiple affiliated regional companies, the above disclosure should be limited to local operations and personnel. Explain details fully with copies of any pleadings and/or settlement papers. In the event that disclosure limited by court authorized nondisclosure provisions, then general circumstances shall be described to the extent authorized and disclosure requirements stated.

### B.4 Subcontractors (All Scopes)

List all items of work or elements of the Services to be performed by subcontractors, and the names, qualifications and resumes of the subcontractors. Also, list the equipment and supplies to be purchased from vendors. Provide an estimate of cost, expected time of purchase, and length of time necessary for delivery for each of the items.

## B.5 Experience (All Scopes)

Describe fully the experience of your team (both individuals and the corporate, partnership or entity team) in providing the Services requested in this RFP. Describe similar projects, and include the scope of services (including a summary of which collection and/or processing services were covered by a contract), annual revenues, tonnages and number of customers. Describe any major problems encountered in establishing service or collecting, processing, or marketing recyclables or yard waste. Provide references (including contact name, title, organization, mailing address and contact information) for all similar projects described. References should have direct operational management responsibility of Proposer's contract and full knowledge of Proposer's detailed performance under that contract. This will generally be a city staff member, not an elected official.

## C. Collection and Management Operations

### C.1 Solid Waste, Recycling and Yard Waste Collection and Handling (Scope A or C)

Describe fully the collection equipment and containers to be used under a Contract, keeping in mind the Proposal specifications for the collection frequency, types of containers, and the City's intention that solid waste, recyclables, and yard waste be collected separately. Identify the chassis and body used to collect residential and commercial customers. Also identify for each type of truck: the number of compartments, the capacity of each compartment, total weight, and volume capacity of vehicle, loading and unloading characteristics, the number necessary to perform the required Services, the average number of collections each vehicle can make in a day, and the useful expected life of each collection vehicle. Describe how each vehicle will be marked or signed so that witnesses to spills, leakage, and/or damage may quickly report such occurrence.

Identify any subcontractor used for container inventory and delivery.

Describe and provide examples of your route management system. Describe how routes are initially developed and modified over time, how your on-board computer systems manage route progress, route changes, exceptions (no set-out, blocked containers, contaminated materials, extra set-outs, etc.) and diversions from normal routes due to road maintenance, inclement weather or other unforeseen needs to deviate from the planned route. Also describe how the on-board system communicates with your call center's account system to provide close-to-realtime updates for each customer during the collection day.

Identify the destination for all collected materials. If more than one recycler or landfill will be used, identify the proportion of loads destined for various destinations and the criteria for routing trucks to a particular facility.

Describe fully your proposed recycling processing facility, including location, hours of operation, processing capability per hour and per day by material type, tons of material currently processed per day by material type, additional processing capacity committed to in the future by material type, and the amount of that capacity needed to process the recyclables collected. Specifically address how commingled materials are currently processed and the average rejection or contamination rate experienced by your firm or contracted processor. Describe how your Entity chooses recycling markets and ensures that collected materials are remanufactured into new products rather than high-graded and partially recycled or used as fuel.

Describe fully your proposed yard waste collection process, including transportation to the City owned and operated Composted Facility within the current operating hour.

Identify the operator (if subcontracted), location, structures, and zoning of your proposed maintenance and support facilities. Provide the number of repair bays available at the facility and maintenance staffing levels (i.e., mechanics and assistants). Provide the total number of trucks maintained at the site for all Proposer operations, as well as the number of trucks and spares dedicated to fulfill the Proposal.

The City actively works to protect its water resources, including surface and groundwater. It is essential that all containers do not leak and have tight fitting lids that close, and that they are always closed after servicing. What steps do you propose to ensure these requirements? Similarly, leaking compactors can pollute surface water and it is critical to the City that compactors do not leak during operation, or during or after servicing. What specific steps do you propose to prevent pollution from compactors?

## C.2 Billing Support and Customer Service Support – (Scope A or C)

Describe in detail the manufacturer and model of equipment and software used to maintain route lists, customer service histories, and the ability to provide City-requested reports of customer-specific information and data. Describe how your Entity will maintain a Utility Billing System.

Discuss how your Entity has implemented services in other cities, with particular emphasis on how the transition between the previous contractor and your Entity was handled, and how your Entity developed accurate customer service level and billing data.

The City considers customer service to be a very important aspect of solid waste collection and/or disposal services. Outline your overall approach to customer service and how the various elements of customer service (call center, web-based, and mobile app) work together to provide excellent customer service. Describe the functionality of your website including the basic structure, interface to customer service representatives and the degree to which customers can manage their accounts (e.g. change their subscribed service levels, order service, request a missed pick-up collection), and how you ensure that web and mobile app requests are accurately tracked and addressed. Describe your most recent innovations in service; for example, new technology on trucks or new methods/technologies to better communicate with customers.

Discuss how staffing levels are established and modified to ensure timely customer service, and how new and existing staff is trained. Describe how customer service performance is measured, including the specific targets or performance metrics used to evaluate your Entity's performance. If call center staff handle calls from more than one city or service area, describe the procedures and aids used by those staff to address calls from different service areas without delaying responses to customers.

Discuss how long it takes your Entity to respond to service calls, how you monitor and adapt your field staffing to minimize your response time, and how the resolution of each service call is performed in a timely manner.

Describe your procedures for handling "missed" collections. Does your Entity have a separate route for handling misses at the end of each day; is each route driver responsible for collecting their misses on the day or day after regular collection; or does your Entity use some other system? How has this approach worked to minimize repeat misses? How do you handle customers who repeatedly report unwarranted misses?

## C.3 Transition and Implementation Plan (All Scopes)

Describe your proposed transition and implementation plans to ensure an efficient and successful implementation of service provisions as outlined in the Proposal. Identify the major issues and describe your proposed approach. Discuss customer information, promotion and notification, customer service,



customer response, procurement and delivery of vehicles, containers and other equipment, contingency plans and other considerations which will ensure a successful transition and implementation of the Services consistent with the start of collection services. Include a timeline which identifies major tasks and key dates in the transition and implementation plan.

#### C.4 Transportation and Transfer Station (All Scopes)

Describe fully the transportation equipment and facilities to be used and the City's intention that solid waste, recyclables, and yard waste be accepted and handled separately and responsibly.

Identify any subcontractor used for transportation or Transfer Station functions.

Describe and provide examples of your transportation management and operation system. Identify the destination for all collected materials. If more than one recycler or landfill will be used, identify the proportion of loads destined for various destinations and the criteria for routing trucks to a particular facility.

Describe fully your proposed Transfer Station facility, including location, hours of operation, processing capability per hour and per day by material type, tons of material currently processed per day by material type, additional processing capacity committed to in the future by material type, and the amount of that capacity needed to process the solid waste and recyclables collected. Specifically address how commingled materials are currently processed and the average rejection or contamination rate experienced by your firm or contracted processor. Describe how your Entity chooses recycling markets and ensures that collected materials are remanufactured into new products rather than high-graded and partially recycled or used as fuel.

The City actively works to protect its water resources, including surface and groundwater. It is essential that all containers do not leak and have tight fitting lids that close, and that they are always closed after servicing. What steps do you propose to ensure these requirements? Similarly, leaking compactors can pollute surface water and it is critical to the City that compactors do not leak during operation, or during or after servicing. What specific steps do you propose to prevent pollution from compactors? (Only cover this paragraph if not already answered in C.1)

#### C.5 Disposal and Landfill (All Scopes)

Describe fully the Landfill equipment and facilities to be used under a Contract, keeping in mind Proposal specifications, and the City's intention that garbage, recyclables, and yard waste be accepted and handled separately and responsibly.

Identify any subcontractor used for disposal of solid waste at a Landfill.

Describe and provide examples of your Landfill operation system.

Identify the destination for all collected materials. If more than one recycler or landfill will be used, identify the proportion of loads destined for various destinations and the criteria for routing trucks to a particular facility.

Describe fully your proposed Landfill facility, including location, hours of operation, processing capability per hour and per day by material type, tons of material currently processed per day by material type, additional processing capacity committed to in the future by material type, and the amount of that capacity needed to process the solid waste collected. Specifically address how materials are currently processed and the average rejection or contamination rate experienced by your firm or contracted processor.

The City actively works to protect its water resources, including surface and groundwater. It is essential that all containers do not leak and have tight fitting lids that close, and that they are always closed after servicing. What steps do you propose to ensure these requirements? Similarly, leaking compactors can pollute surface water and it is critical to the City that compactors do not leak during operation, or during or after servicing. What specific steps do you propose to prevent pollution from compactors? (Only cover this paragraph if not already answered in C.1)

#### D. Implementation and Public Information

If you would be a new service provider for the City, describe in detail how your Entity would work with the City to ensure a smooth transfer of information and container exchanges in a timely manner to meet the start date. Identify the individuals involved in this effort, their qualifications and previous experience in transitioning existing collection programs. Describe whether the same person will be serving as part of the management staff throughout a Contract term as serves during the transition/implementation period.

Describe and provide examples of materials developed by Proposer's staff and used to introduce and support residential and commercial recycling and yard waste programs. Address how materials will be distributed and how residents seeking additional information will be accommodated during program introduction. Detail how your approach will increase and maintain participation and how methods may change as participation levels increase or decrease.

Describe fully the public information techniques you will use in responding to contamination or other customer problems at a particular site. Detail how your Entity's approach will increase and maintain participation and how methods may change as participation levels increase or decrease. Provide examples of where your approaches have been effective, how effectiveness is measured and also provide informational materials developed and used by your staff.

Describe and identify your Entity's website, and how you plan to present information about the Services on the website. Describe your procedures to keep information on your website up-to-date.

Identify and describe fully the qualifications of your Education and Outreach Program including previous experience in working with recycling collection programs and government organizations. Describe whether the same person will be serving as the Education and Outreach Program throughout a Contract term as serves during the Transition/Implementation Period.

#### E. Contract Modifications

For each Proposer-proposed Contract modification the following format shall be followed to maintain consistency between Proposals:

- Clearly indicate the reason for the requested change;
- Whether the proposed change is a mandatory part of your Proposal or is simply a preference;
- Propose alternative text; and
- Provide the rate impact to your Proposal (or "no rate impact" if none) resulting from the proposed change.

The listed rate impact shall reflect the annual rate reduction or increase of the proposed modification and shall be identified in dollars with a "+" representing an increase in annual aggregate rates and a "-" representing a decrease in annual aggregate rates. If there is no rate savings or increase associated with the proposed modification, the Proposer shall indicate "no cost impact."

The City encourages that any and all questions specifically regarding Contract language interpretation or the acceptability of alternative approaches be asked before the deadline date.

### 3.2 PROPOSAL FORMS

The following forms shall be completed in full and in accordance with both the Instructions to Proposers and with the instructions that follow below and shall be submitted collectively as the Proposal Forms. Use black or blue ink or type on all forms.

Proposer's responses to the questions in these Proposal Forms shall be used by the City to evaluate the responsiveness of Proposer and the ability of Proposer to provide the Services and equipment in a responsible manner. The information shall be submitted as indicated on the individual forms, but if Proposer needs additional space to respond to a question or if Proposer is requested to provide information that cannot be written directly on the forms, these items must be stapled or attached to the individual forms that correspond to the pertinent information. Oversized or bulky information such as drawings or bound documents shall be submitted under a separate cover, labeled to indicate the form number and content to which the information pertains, referenced as such on the Proposal Forms, and included as part of Proposer's Proposal.

Proposers shall number each page that contains information that cannot be written directly on a form or pages that are reproductions of a form. The page number shall be placed in the upper right-hand corner of each such page and sub-lettered to correspond with the page to which the information pertains (e.g., Form 2).

Proposers may reproduce Proposal Forms on a computer and complete them using editing software, provided that each page so generated must have the header, footer and body of information in the same locations as the original form to assure uniformity of the Proposal's submittal. Typefaces may differ to the extent that the reproduced forms remain legible, however, changes are not encouraged. Stylistic enhancements and reformatting resulting in the omission of required information may render the Proposal non-responsive, at the sole discretion of the City if the City considers the omission to materially affect the Proposal. These Proposal Forms are available electronically in Microsoft Word, PDF, and Excel format from the City contact listed in Section 2.2 of this RFP.

Proposers shall provide complete and detailed responses to each question. If the Proposer fails to do so, its Proposal is likely to be deemed non-responsive and may be rejected by the City. During the execution of the Services, the City shall consider information submitted by the Selected Proposer to be binding, and any substitutions or deviations from the information provided may only be approved in writing by the City.

**Form 1**

**COVER SHEET AND GENERAL INFORMATION**

Entity Name: \_\_\_\_\_

Home Office Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

Name, Title, Address, Telephone Number, fax Number and E-Mail Address of the person to be contacted concerning the Proposal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If Applicable, Name of the Parent Company:

\_\_\_\_\_

Home Office Address, Telephone Number and Website Address of the Parent Company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the parent company's relationship with the Proposer:

If applicable, does the person signing the documents have the authority to sign on behalf of the Proposer?

\_\_\_\_\_Yes \_\_\_\_\_No

Names of Companies that will share significant and substantive responsibilities with the Proposer in performing S:

Attach to this form, and number appropriately, documentation showing that the Proposer is duly organized and validly existing as a corporation or partnership in good standing.

## Form 2

### PRICE PROPOSAL

Include in your Proposal monthly collection and/or disposal fees depending on Scope for all Services. Label the projected fees as "Form 2".

Although the City of Scottsbluff requires mandatory solid waste collection services, it cannot provide any guarantee as to the future number of customers that may utilize the Selected Proposer's Services. Prospective Proposers are responsible for developing their own internal service level profile forecasts reflecting their own estimates on growth that may occur by the start of a Contract.

The Contractor's fees provided on Form 2 shall include all capital, labor, disposal, and other operating costs, including administration, management, profit, contract fees and incidental taxes (e.g. tire and fuel taxes, B&O). State refuse collection tax, sales taxes on listed container rentals and city utility taxes shall be excluded from the Proposal rates. Contractor fees provided by the Proposer on Form 2 shall incorporate the following elements, and be based on actual cost of service:

**NOTE: On a separate page or pages, make a detailed list of Services with costs/rates including a description of what is all included in that specific rate. Include costs of Services that forgo what is included in the minimum rate (i.e. an extra container/collection).**

**The costs, rates, fees and other expenses listed on Form 2 should reflect all proposed costs that will be reflected in a Contract. Be sure to be detailed and inclusive of all appropriate costs.**

**Rates will be negotiated between the City and the Contractor every five years by using appropriate data and evaluations to determine reasonable rates.**

#### **SCOPE A**

- Residential Monthly Rate
- Multi-family Rate Structure
- Commercial Monthly Rate
- Yard Waste Monthly Rate
- Recycling Monthly Rate
- Commercial Cardboard Monthly Rate
- Special Collections Rates
- Drop-off Recycling Rates
- Electronic Recycling Rates
- Other Rates/Services:

#### **SCOPE B**

Transfer Station Tipping Fee per Ton for:

- Solid Waste
- Recyclables

- Transportation of Solid Waste from Transfer Station to Landfill
- Transportation of Recyclables to Recycling Facility

Or

- Landfill Tipping Fee per Ton:

#### **SCOPE C**

- Identify alternative costs not included in Scope A or B

### **Form 3**

#### **CERTIFICATION OF PROPOSAL - DECLARATION AND UNDERSTANDING**

The undersigned Proposer declares that the only persons or parties beneficially or financially interested in this Proposal are those named herein; that this Proposal is, in all respects, fair and without fraud; that it is made without collusion; and that the Proposal is made without any connection or collusion with any person submitting another Proposal in connection with this RFP.

The Proposer declares that this Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation; this Proposal is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; the Proposer has not directly or indirectly entered into any agreement, induced or solicited any other Proposer to submit a false or sham Proposal; the Proposer has not solicited or induced any person, firm or corporation to refrain from Proposing; the Proposer has not sought by collusion, fraud, deceit or any unlawful act to obtain for itself any advantage over any other Proposer or over the City; and Proposer has not otherwise taken any action in the restraint of free competitive proposals in connection with the Services for which this Proposal is submitted.

The Proposer declares that it has familiarized itself with the nature and extent of the Base Proposal, the existing solid waste collection services, all local conditions and all other relevant facilities, properties, laws and regulations that in any manner may affect cost, implementation, progress, performance or furnishing of the Services. The Proposer has satisfied itself as to the Services and equipment to be provided, including the fact that the description of the Services and equipment is brief and is intended only to indicate the general nature of the Services, and that this Proposal is made according to the provisions and under the terms and conditions of the Base Proposal, which fully and completely incorporated into this Proposal by this reference.

The Proposer further acknowledges that it has satisfied itself as to the nature and location of the solid waste handling services, the general and local conditions, particularly those bearing on the availability of equipment, access, recycling and compostable material markets, disposal fees, availability of labor, roads, and the uncertainties of weather or similar physical conditions in the City, the character of equipment and facilities needed to execute the Services, and all other matters that may in any way affect the Services or the cost thereof under a Contract.

The Proposer further acknowledges that it has satisfied itself as to the character, quality and quantity of information provided by the City regarding the existing solid waste collection services and solid waste system, and the Proposer has adequately investigated the City's customer base and any additional information that may be provided by the City. Failure by the Proposer to acquaint itself with the physical conditions of the City's customer base and all available information shall not relieve it from responsibility for properly estimating the difficulty or cost of successfully performing the Services and providing the equipment required.

The Proposer warrants that, as a result of its examination and investigation of all the data referenced above, it can execute the Services in a good, timely and workmanlike manner and to the satisfaction of the City. The City assumes no responsibility for any representation made by any of its officers, employees, representatives, or agents during or prior to the execution of a Contract, unless (1) such representations are expressly stated in a Contract; and/or (2) a Contract expressly provides that the City assumes the responsibility. The Proposer has given the City written notice in a timely manner of all conflicts, errors, omissions or discrepancies that it has discovered in the Proposal. The Proposer proposes and agrees to enter into a Contract with the City, in the form provided to provide services and equipment ("Services") as specified or indicated in a Contract for the prices and during the time period indicated in this Proposal and in accordance with the other terms and conditions of a Contract.

The Proposer accepts all of the terms and conditions of the Proposal Documents, including, without limitation, those dealing with the disposition of Proposal security. This Proposal will remain subject to acceptance until 180 days following Proposal submittal. The Selected Proposer shall provide the appropriate performance security and proof of insurance acceptable to the City within five (5) days of completion of Contract negotiation by the City and the Proposer.

### **Self-Reliance**

The Proposer acknowledges that the information contained in this Proposal represents its understanding of the City's existing solid waste collection services, terrain, streets, alleys, container locations, recycling markets, yard waste and other conditions that could affect the costs or operational efficiencies of fulfilling a Contract. In preparing this Proposal, the Proposer acknowledges that it is solely responsible for its Proposal and that it has relied on its own investigation and research.

### **Start Of Services And Contract Term**

If a Contract is negotiated, the Proposer agrees to commence all Services under the terms and conditions of a Contract on the agreed upon start date and to continue providing services throughout the term of a Contract as specified therein.

### **Unit Price**

Proposer proposes to invoice and collect payments or charges (rates), as set forth under the provisions of a negotiated Contract.

Proposer charges (rates) may be adjusted upward or downward solely as provided in a Contract. Generally, the Proposer shall be responsible for all real (non-inflationary) cost increases, and may benefit from any real cost decreases, except as specifically agreed to in a Contract. Proposer understands that the per-unit served price and the price adjustments are independent of the quantities and quality of materials collected. Proposer agrees that the perunit served price and the price adjustments represent a reasonable measure of the labor and materials required to execute the Services, including all allowances for overhead and profit, and applicable taxes, fees and surcharges for such services. Prices shall be given in U.S. dollars and cents.

### **Compliance with Process Integrity Requirements**

Proposer hereby certifies it and its employees, officers, and officials have complied with the Process Integrity Requirements as described in Section 2.16 of the RFP and further agrees to comply with those Guidelines during the Proposal evaluation process.

### Identification and Authorization

The name of the Proposer submitting this Proposal is:

\_\_\_\_\_

Doing business at: \_\_\_\_\_  
Street

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code

Which is the address to which all communications concerning this Proposal will be sent.

The names of the principle officers of the corporation submitting this Proposal, or of the partnership, or of all persons interested in this Proposal as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the Proposer is a partnership, attach to this for, and number appropriately a copy of its partnership agreement. If the Proposer is a corporation, or Limited Liability Company, attach to these form copies of its Articles of Incorporation, Certificate of Organization, bylaws, Operating Agreement and Certificate of Good Standing, as certified by the Secretary of the State of Nebraska.

#### If Sole Proprietorship or Partnership

IN WITNESS hereto the undersigned has set its hand this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Signature of Proposer Title

#### If Corporation or Limited Liability Company

IN WITNESS hereto the undersigned has set its hand this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Name of Corporation or Limited Liability Company

\_\_\_\_\_  
By Title/Member

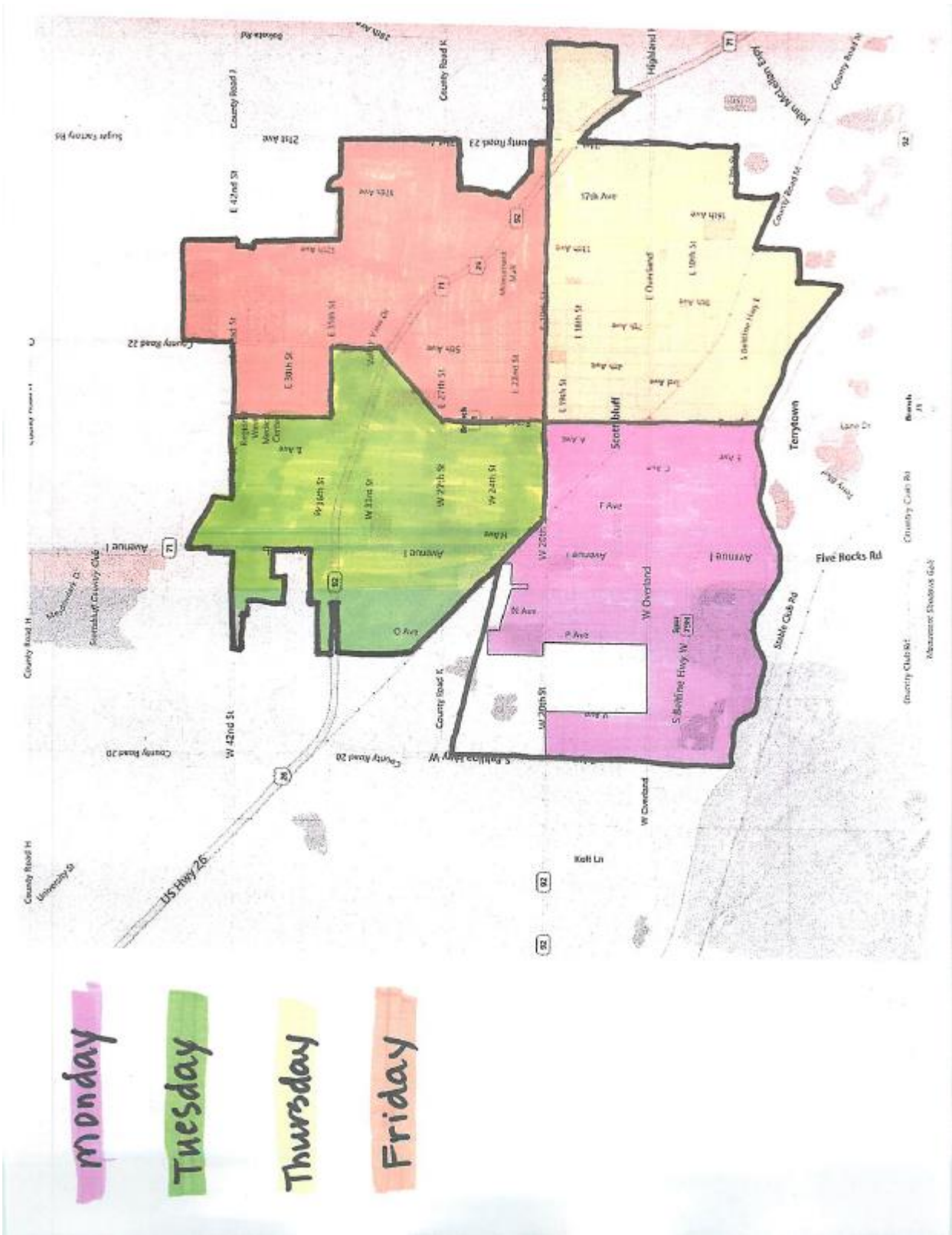
\_\_\_\_\_  
ATTEST (Secretary)



## **APPENDICES**

Appendix A: City Service Area Map  
Appendix B: 2016 - 2019 Tonnage Reports  
Appendix C: Solid Waste Municipal Code  
Appendix D: 2020 Solid Waste Fee Structure

APPENDIX A: CITY SERVICE AREA MAP



## APPENDIX B: 2016 - 2019 TONNAGE REPORTS

Average Tonnage for Trash Collection per month- 2019											
January	February	March	April	May	June	July	August	September	October	November	December
793.31	666.68	812.07	910.17	1,004.35	848.23	941.51	941.74	896.75	889.16	798.84	851.99
\$ 39,025.46	\$ 32,605.66	\$ 38,073.18	\$ 44,415.01	\$ 48,802.96	\$ 41,452.81	\$ 46,384.29	\$ 46,239.30	\$ 43,832.44	\$ 43,453.29	\$ 38,791.49	\$ 41,636.76
											YTD Total
											10,354.80
											\$ 472,106.99

Average Tonnage for Trash Collection per month- 2018											
January	February	March	April	May	June	July	August	September	October	November	December
859.79	925.16	1,307.89	898.31	1,042.76	893.78	951.00	838.12	791.35	902.85	856.01	760.93
\$ 39,615.68	\$ 35,266.17	\$ 42,537.44	\$ 43,900.42	\$ 50,959.63	\$ 41,679.04	\$ 46,475.33	\$ 44,971.20	\$ 38,533.52	\$ 44,021.52	\$ 41,833.16	\$ 37,369.89
											YTD Total
											11,027.95
											\$ 507,163.00

Average Tonnage for Trash Collection per month- 2017											
January	February	March	April	May	June	July	August	September	October	November	December
818.78	745.45	885.53	878.13	987.32	907.68	865.14	956.43	857.50	889.32	829.37	860.84
\$ 37,824.68	\$ 34,910.50	\$ 41,185.92	\$ 40,384.81	\$ 45,800.53	\$ 41,921.00	\$ 40,041.45	\$ 44,174.45	\$ 39,546.15	\$ 43,461.09	\$ 40,972.94	\$ 38,578.89
											YTD Total
											10,481.49
											\$ 488,802.41

Average Tonnage for Trash Collection per month- 2016											
January	February	March	April	May	June	July	August	September	October	November	December
783.70	836.31	905.39	946.21	961.99	930.93	853.45	958.88	921.10	836.22	814.71	805.59
\$ 36,159.96	\$ 38,543.83	\$ 41,635.14	\$ 43,598.41	\$ 44,313.00	\$ 42,918.93	\$ 38,545.34	\$ 43,990.88	\$ 42,423.11	\$ 38,557.22	\$ 37,553.95	\$ 37,149.98
											YTD Total
											10,554.48
											\$ 485,389.75

Average Scottsbluff Recycling (Single Stream) Tonnage per month- 2019											
January	February	March	April	May	June	July	August	September	October	November	December
19.25	18.77	20.28	24.53	25.15	20.30	20.87	19.28	10.80	21.30	12.93	21.74
\$ 606.74	\$ 525.89	\$ 499.90	\$ 604.67	\$ 619.95	\$ 500.38	\$ 514.45	\$ 475.27	\$ 266.53	\$ 525.09	\$ 318.71	\$ 535.89
											YTD Total
											235.20
											\$ 5,993.47

Average Scottsbluff Recycling (Single Stream) Tonnage per month- 2018											
January	February	March	April	May	June	July	August	September	October	November	December
22.07	13.18	13.73	14.72	24.99	20.42	17.80	18.19	16.98	22.78	12.19	15.22
\$ 544.02	\$ 324.89	\$ 338.45	\$ 362.84	\$ 616.00	\$ 503.36	\$ 438.77	\$ 554.62	\$ 418.56	\$ 561.52	\$ 300.49	\$ 375.17
											YTD Total
											212.27
											\$ 5,338.69

Average Scottsbluff Recycling (Single Stream) Tonnage per month- 2017											
January	February	March	April	May	June	July	August	September	October	November	December
15.43	16.20	13.11	17.38	20.73	18.08	16.36	20.66	14.95	15.87	20.45	14.61
\$ 380.35	\$ 399.34	\$ 323.17	\$ 429.33	\$ 510.96	\$ 445.69	\$ 403.27	\$ 509.28	\$ 368.52	\$ 391.20	\$ 504.09	\$ 360.13
											YTD Total
											203.83
											\$ 5,025.33

Average Scottsbluff Recycling (Single Stream) Tonnage per month- 2016											
January	February	March	April	May	June	July	August	September	October	November	December
4.76	12.08	14.83	14.40	10.95	15.09	11.84	15.21	12.58	13.17	9.70	12.71
\$ 117.33	\$ 297.78	\$ 365.55	\$ 354.97	\$ 269.93	\$ 371.97	\$ 291.86	\$ 374.93	\$ 310.08	\$ 324.66	\$ 207.56	\$ 313.31
											YTD Total
											147.32
											\$ 3,599.93

Average Tonnage for Drop off Recycling per month- 2019												
	January	February	March	April	May	June	July	August	September	October	November	December
Tons	42.62	42.62	40.09	41.79	45.11	65.03	43.12	48.00	21.67	38.04	42.51	45.13
Payment Rcvd.	\$ 1,091.90	\$ 1,648.95	\$ 1,144.55	\$ 1,091.90	\$ 849.45	\$ 968.00	\$ 480.25	\$ 451.43	\$ 195.94	\$ 440.57	\$ 367.63	\$ 518.20
# of Loads	2	2	2	2	2	3	2	3	1	2	2	2
City Cost	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 2,400.00	\$ 1,600.00	\$ 2,400.00	\$ 800.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
												YTD Total
												515.73
												\$ 9,248.77

Average Tonnage for Drop off Recycling per month- 2018												
January	February	March	April	May	June	July	August	September	October	November	December	
43.90	36.58	44.43	44.92	44.67	65.33	25.47	64.60	43.61	44.26	38.33	45.19	
\$ 1,477.39	\$ 1,492.98	\$ 1,526.91	\$ 1,118.85	\$ 1,943.75	\$ 1,885.67	\$ 1,273.50	\$ 1,892.35	\$ 1,528.20	\$ 1,808.10	\$ 1,476.75	\$ 1,768.20	
												YTD Total
												541.29
												\$ 19,192.65

Average Tonnage for Drop off Recycling per month- 2017												
January	February	March	April	May	June	July	August	September	October	November	December	
42.62	45.22	72.16	47.18	61.03	39.71	38.97	21.52	63.68	44.51	46.54	50.03	
\$ 2,175.75	\$ 2,749.09	\$ 5,213.39	\$ 3,497.55	\$ 3,951.76	\$ 2,932.39	\$ 2,910.96	\$ 1,563.36	\$ 4,612.98	\$ 2,688.92	\$ 2,351.28	\$ 2,383.09	
												YTD Total
												573.17
												\$ 37,030.52

Average Tonnage for Drop off Recycling per month- 2016												
January	February	March	April	May	June	July	August	September	October	November	December	
68.51	44.50	67.53	70.48	69.70	65.65	47.11	64.97	66.49	31.65	47.85	72.63	
\$ 2,180.18	\$ 1,315.13	\$ 1,947.26	\$ 2,341.79	\$ 2,335.39	\$ 2,322.69	\$ 2,075.35	\$ 2,869.70	\$ 3,197.85	\$ 1,846.94	\$ 2,332.79	\$ 3,709.32	
												YTD Total
												717.07
												\$ 28,474.39

## APPENDIX C

### SOLID WASTE MUNICIPAL CODE

#### CHAPTER 19 SOLID WASTE

##### Article

- [1. Definitions. 19-1-1 to 19-1-18.](#)
- [2. General Provisions. 19-2-1 to 19-2-9.](#)
- [3. Municipal Collection and Disposal System. 19-3-1 to 19-3-18.](#)
- [4. Violations; Penalty. 19-4-1 to 19-4-2.](#)

##### Nebraska Statutes

For statutory Provisions on solid waste disposal. see R.R.S. § 19-101 et seq.

#### ARTICLE 1 DEFINITIONS

##### Section

<u><a href="#">19-1-1</a></u>	<u><a href="#">Terms; defined.</a></u>
<u><a href="#">19-1-2</a></u>	<u><a href="#">Adequate preparation.</a></u>
<u><a href="#">19-1-3</a></u>	<u><a href="#">Approved container.</a></u>
<u><a href="#">19-1-4</a></u>	<u><a href="#">Bundle.</a></u>
<u><a href="#">19-1-5</a></u>	<u><a href="#">Collection point.</a></u>
<u><a href="#">19-1-6</a></u>	<u><a href="#">Collection schedule.</a></u>
<u><a href="#">19-1-7</a></u>	<u><a href="#">Collection service.</a></u>
<u><a href="#">19-1-8</a></u>	<u><a href="#">Compacted waste.</a></u>
<u><a href="#">19-1-9</a></u>	<u><a href="#">Disposable bags.</a></u>
<u><a href="#">19-1-10</a></u>	<u><a href="#">Garbage.</a></u>
<u><a href="#">19-1-11</a></u>	<u><a href="#">Hotel, motel or rooming house.</a></u>
<u><a href="#">19-1-12</a></u>	<u><a href="#">Premises, property.</a></u>
<u><a href="#">19-1-13</a></u>	<u><a href="#">Quick food establishment.</a></u>
<u><a href="#">19-1-14</a></u>	<u><a href="#">Rate schedule.</a></u>
<u><a href="#">19-1-14.1</a></u>	<u><a href="#">Recyclable materials.</a></u>
<u><a href="#">19-1-15</a></u>	<u><a href="#">Rubbish.</a></u>
<u><a href="#">19-1-16</a></u>	<u><a href="#">Solid waste.</a></u>
<u><a href="#">19-1-17</a></u>	<u><a href="#">Stationary containers.</a></u>
<u><a href="#">19-1-18</a></u>	<u><a href="#">Yard waste.</a></u>

##### **19-1-1. Terms; defined.**

For the purposes of this Chapter, the terms set forth in succeeding sections of this Article shall have the meanings ascribed to them in such sections. (Ord. 1945, 1972; Ord. 1116)

##### **19-1-2. Adequate preparation.**

“Adequate preparation” means the preparation of solid waste in a manner that complies with this

Chapter and with all regulations adopted pursuant thereto by the City Manager, and that will facilitate the collection process as determined by the City Manager. (Ord. 1945, 1972; Ord. 1116)

**19-1-3. Approved container.**

“Approved container” means:

- (1) a solid waste container designed for mechanical dumping that is compatible with the dumping mechanism installed on the collection vehicles, or
- (2) a self contained compactor containing unit with a capacity of twenty (20) or more cubic yards and of a design which has been specifically approved by the City Manager or the designee of the City Manager. In the sole discretion of the City Manager approval for such containers may be revoked at any time.
- (3) some other container which is designed and manufactured for use as a solid waste container, is constructed of plastic or galvanized metal, is watertight, has a capacity not to exceed thirty-two (32) gallons, and has been specifically approved as to construction by the City Manager or the designee of the City manager. In the sole discretion of the City Manager approval may be revoked at any time. (Ord. 3482, 1996)

**19-1-4. Bundle.**

“Bundle” means a package containing rubbish only, securely tied with wire, cord or rope. The longest dimension shall not exceed four (4) feet and the total weight shall not exceed seventy-five (75) pounds. Material must be bundled in a manner that will permit it to be handled by the ties without spillage. (Ord. 1945, 1972; Ord. 1116)

**19-1-5. Collection point.**

“Collection point” means the point of collection for solid waste shall be adjacent to the street right-of-way if no alley exists. Other locations that have been mutually agreed upon by the owner or occupant and the City Manager or his or her duly authorized representative are permissible. (Ord. 1945, 1972; Ord. 1116)

**19-1-6. Collection schedule.**

“Collection schedule” means the established routes of collection crews and vehicles, designed to provide the regular removal and disposal of solid waste from all premises within the corporate limits of the City. The schedule shall provide such frequency as deemed adequate by the City Council. (Ord. 1945, 1972; Ord. 1116)

**19-1-7. Collection service.**

“Collection service” means the regular collection and disposal of solid waste from all residential and commercial properties. (Ord. 1945, 1972; Ord. 1116)

**19-1-8. Compacted waste.**

“Compacted waste” shall mean solid waste which has been mechanically compacted or compressed. (Ord. 3176, 1990)

**19-1-9. Disposable bags.**

“Disposable bags” means bags made of paper or plastic for the specific purpose of containing solid

waste. Closure of bags must be accomplished by either tying those made of plastic or by folding those made of paper, before placing them at the collection points. (Ord. 1945, 1972; Ord. 1116)

**19-1-10. Garbage.**

“Garbage” means waste accumulations of animal, fruit or vegetable matter that attend the use and preparation of meat, fish, fowl, fruits or vegetables, and containers or packaging materials originally used for foodstuffs which become and remain soiled from such use. (Ord. 1945, 1972; Ord. 1116)

**19-1-11. Hotel, motel or rooming house.**

“Hotel, motel or rooming house” means a building, or group of buildings, containing individual lodging units, generally without kitchen facilities, used for temporary or semipermanent occupancy. (Ord. 1945, 1972; Ord. 1116)

**19-1-12. Premises, property.**

“Premises, property” means all land, both public and private, within the corporate limits of the City, and all public land of the City outside the corporate limits of the City. Public land includes, but is not limited to, public streets, alleys and parks. (Ord. 2298, 1977; Ord. 1116)

**19-1-13. Quick food establishment.**

“Quick food establishment” means a place of business in which food is prepared and sold at retail for consumption on the premises outside a building, or on adjacent premises outside a building. (Ord. 2298, 1977; Ord. 1116)

**19-1-14. Rate schedule.**

“Rate schedule” means the charges established by the City Council for collection and disposal services. (Ord. 1945, 1972; Ord. 1116)

**19-1-14.1. Recyclable materials.**

“Recyclable materials” means solid waste approved for recycling by the City Manager or the designee of the City Manager. (Ord. 3507, 1996)

**19-1-15. Rubbish.**

“Rubbish” means all refuse except garbage and yard waste. The term includes but is not limited to crockery, bottles, cans, vessels, pasteboard, rags, plastic, paper, wood scraps and similar materials. (Ord. 3355, 1994)

**19-1-16. Solid waste.**

“Solid waste” means useless or discarded material, except as otherwise provided in this section. The term includes garbage, rubbish, yard waste and recyclable materials, but does not include junk as defined in the Municipal Code, nor does it include liquid or gaseous wastes. (Ord. 3507, 1996)

**19-1-17. Stationary container.**

“Stationary container” means a fixed bin or wire enclosure for bulky items such as pasteboard boxes. The design and location of any stationary container must be approved by the City Manager or his or her designee. (Ord. 1945, 1972; Ord. 1116)

### **19-1-18. Yard waste.**

“Yard waste” means accumulations of grass or shrubbery cuttings, leaves, and other materials collected as a result of the care of lawns, shrubbery, vines, and gardens. (Ord. 3355, 1994)

## **ARTICLE 2 GENERAL PROVISIONS**

### **Section**

<a href="#"><u>19-2-1</u></a>	<a href="#"><u>Solid waste; disposition; restrictions; general.</u></a>
<a href="#"><u>19-2-2</u></a>	<a href="#"><u>Containers; required; specifications; collections.</u></a>
<a href="#"><u>19-2-3</u></a>	<a href="#"><u>Solid waste; combustible; restrictions; nuisance.</u></a>
<a href="#"><u>19-2-4</u></a>	<a href="#"><u>Lead-acid batteries; waste oil; tires; household appliances; prohibited.</u></a>
<a href="#"><u>19-2-5</u></a>	<a href="#"><u>Spillage; scattering.</u></a>
<a href="#"><u>19-2-6</u></a>	<a href="#"><u>Destructive, injurious material; removal.</u></a>
<a href="#"><u>19-2-7</u></a>	<a href="#"><u>Adequate preparation.</u></a>
<a href="#"><u>19-2-8</u></a>	<a href="#"><u>Carcass; removal; burial; outside City.</u></a>
<a href="#"><u>19-2-9</u></a>	<a href="#"><u>Quick food establishment.</u></a>

### **19-2-1. Solid waste; disposition; restrictions; general.**

A. No person shall dispose of any solid waste at any place except at a disposal area licensed by an appropriate state and environmental regulatory agency and in accordance with rules and regulations for such areas and facilities prescribed by such Department and by the City Manager or the designee of the City Manager.

B. No person shall bring into the city solid waste exceeding one cubic yard in mass or fifteen pounds in weight for the purpose of depositing such solid waste into an approved container. (Ord. 3916, 2006.)

### **19-2-2. Containers; required; specifications; collections.**

The owner or occupant of any premises within the corporate limits shall use approved containers to contain all accumulations of solid waste that may occur on the premises; provided, accumulations which, for a reason other than quantity, cannot be confined in an approved container will be collected by the City upon request made to the City Manager or the designee of the City Manager by the owner or occupant of the premises. In the case of institutional, business and commercial establishments situated in the Central Business District Zone (as created by Chapter 25), the City Manager, or his or her designee, may direct that a particular container be used by more than one such establishment. Collections in the latter Zone shall be made weekly. (Ord. 2809, 1983)

### **19-2-3. Solid waste; combustible; restrictions; nuisance.**

The accumulation of, keeping or disposal of combustible solid waste in the Fire Limits of the City, as they are now or may hereafter be constituted, is hereby declared to be a fire hazard. The accumulation, keeping or disposal of solid waste within the City in any manner other than as provided in this Chapter is hereby declared to be unlawful and a nuisance. (Ord. 1945, 1972; Ord. 1116)



**19-2-4. Lead-acid batteries; waste oil; tires; household appliances; prohibited.**

Lead-acid batteries, waste oil, tires, and household appliances may not be placed in any container intended for collection by the City. (Ord. 3355, 1994)

**19-2-5. Spillage; scattering.**

It shall be unlawful for any person or persons to:

- (A) Haul, transport, handle or store solid waste within the city in such a manner as to cause or allow it to be strewn upon any street or alley or public or private property; or
- (B) Cause solid waste to be strewn upon any street or alley or public or private property while filling an approved container, or while removing solid waste from an approved container. (Ord. 3915, 2006)

**19-2-6. Destructive, injurious material; removal.**

Any person who deposits or permits to be deposited any destructive or injurious material, or who is the operator of a vehicle involved in an accident which causes such material to be deposited, upon a public street, alley or other public way, shall immediately remove or cause to be removed such material. (Ord. 2298, 1977; Ord. 1116)

**19-2-7. Adequate preparation.**

The occupant or, if premises are unoccupied or the owner subscribes to the City's solid waste collection service, the owner of the premises shall be responsible for the adequate preparation of solid waste, including the practice of methods that will promote community cleanliness. (Ord. 2809, 1983)

**19-2-8. Carcass; removal; burial; outside City.**

It shall be unlawful for the owner or the person having the care, custody and control of any animal that shall die to permit the carcass to be or remain within the City for more than twenty-four (24) hours after the death of animal. It shall be unlawful for any person to deposit or bury, or cause to be deposited or buried on any street or alley or other place within the City any carcass of any dead animal, or to deposit or bury the carcass of any dead animal within one (1) mile of the City above the course of groundwater that is used for drinking purposes by the City. (Ord. 1945, 1972; Ord. 1116)

**19-2-9. Quick food establishment.**

Quick food establishments shall cause to be placed on the premises, adjacent to each commonly used exit and in such position that solid waste can be deposited in them by drivers of exiting vehicles without dismounting from the vehicle and that they will not interfere with the visibility of vehicular and pedestrian traffic on a public street, not less than two (2) solid waste containers of such design that solid waste can be so deposited in them. (Ord. 2298, 1977; Ord. 1116)

**ARTICLE 3 MUNICIPAL COLLECTION AND  
DISPOSAL SYSTEM**

**Section**

[19-3-1](#)      [Municipal collection, disposal system; established.](#)

<a href="#"><u>19-3-2</u></a>	<a href="#"><u>Same; removal, collection by other persons.</u></a>
<a href="#"><u>19-3-3</u></a>	<a href="#"><u>Collections; schedule.</u></a>
<a href="#"><u>19-3-4</u></a>	<a href="#"><u>Same; containers; place.</u></a>
<a href="#"><u>19-3-5</u></a>	<a href="#"><u>Same; building sites.</u></a>
<a href="#"><u>19-3-6</u></a>	<a href="#"><u>Yard waste; disposition only in special containers; limitation on number; violation; classification.</u></a>
<a href="#"><u>19-3-7</u></a>	<a href="#"><u>Tree and shrubbery branch disposal.</u></a>
<a href="#"><u>19-3-8</u></a>	<a href="#"><u>Collections; disposal, charges.</u></a>
<a href="#"><u>19-3-9</u></a>	<a href="#"><u>Rates; residential.</u></a>
<a href="#"><u>19-3-10</u></a>	<a href="#"><u>Rates; yard waste.</u></a>
<a href="#"><u>19-3-11</u></a>	<a href="#"><u>Same; institutional, business; commercial; industrial.</u></a>
<a href="#"><u>19-3-12</u></a>	<a href="#"><u>Service charges; due date, delinquent bill; payment.</u></a>
<a href="#"><u>19-3-13</u></a>	<a href="#"><u>Same; indigents.</u></a>
<a href="#"><u>19-3-14</u></a>	<a href="#"><u>Disposal area; licensed; regulations.</u></a>
<a href="#"><u>19-3-15</u></a>	<a href="#"><u>Same; waste; entry; deposit; molestation.</u></a>
<a href="#"><u>19-3-16</u></a>	<a href="#"><u>Trees, brush, yard waste; disposition at City disposal sites; charges.</u></a>
<a href="#"><u>19-3-17</u></a>	<a href="#"><u>Special collections; charges.</u></a>
<a href="#"><u>19-3-18</u></a>	<a href="#"><u>Recyclable materials.</u></a>

#### **19-3-1. Municipal collection, disposal system; established.**

The city shall operate a solid waste collection service within the City, and a solid waste disposal service for the benefit of the inhabitants of the City. Collection service shall be available to every residential unit and every institutional, business, commercial and industrial establishment provided, the City shall not be required to collect solid waste of types which the City's collection equipment is not designed to handle. The City may refuse service based on documented noncompliance with any provision of this Chapter or upon a failure to timely pay any charge authorized by this Chapter. (Ord. 3482, 1996)

#### **19-3-2. Same; removal, collection by other persons.**

No solid waste may be removed or collected by any person, firm or corporation other than the City, a person or other entity specifically authorized by the City to remove such solid waste, or the owner or occupant of the premises. (Ord. 3482, 1996)

#### **19-3-3. Collections; schedule.**

- (a) The City Manager or his or her designee shall prepare and publicize all collection schedules.
- (b) Collections of solid waste other than yard waste in residential areas shall be made not less than one time each week.
- (c) Institutional, business, commercial and industrial establishments shall be furnished collection and disposal service according to their individual needs as determined by the City Manager or the designee of the City Manager.
- (d) Yard waste shall be collected for a period of eight months during each calendar year. Yard waste collections shall be made not less than one time per week. The specific dates will be specified each year depending on prevailing weather conditions. (Ord. 3482, 1996)

**19-3-4. Same; containers; place.**

The point of collection for solid waste shall be on the alley adjacent to the property line if the property abuts an alley, or adjacent the back of curb line if the property does not abut an alley. The City Manager, or his or her designee, shall have the power to approve a different point of collection for individual properties. Storage practices shall be consistent with efficient collection and disposal procedures. The occupant or owner of property whose collection point is adjacent to the back-of-curb line shall not allow any containers to remain there except between 5:00 P.M. on the day preceding a collection day and 10:00 P.M. on the collection day. (Ord. 3355, 1994)

**19-3-5. Same; building sites.**

The contractor for any building construction, remodeling or repair project shall maintain on the building site one or more containers, to be supplied by the City on application of the contractor to the building site, into which shall be deposited all solid waste resulting from or accumulating in connection with the project work. Such container(s) shall be maintained at a collection point which complies with the requirements in this Article, except the requirement concerning hours. Application for such container(s) shall be made by the contractor in writing to the Sanitation Superintendent - who shall supply form(s) for the purpose to the Planning and Building Official - and shall be submitted to such Official concurrently with the filing of an application for a building permit under Article 1 of Chapter 4. (Ord. 2704, 1981)

**19-3-6. Yard waste; disposition only in special containers; limitation on number; violation; classification.**

- (a) Yard waste intended for collection by the City shall be placed in either approved containers designated for yard waste, or paper composting bags approved by the City Manager or his or her designee. The City shall not collect any bag unless a sticker purchased from the City has been affixed to the bag. No yard waste shall be placed in any container or bag not approved for the disposition of yard waste, and only yard waste shall be placed in containers approved for the disposition of yard waste. The City shall not be obliged to make more than two collections of compost bags during a calendar year from any premises. Each collection shall consist of no more than ten bags.
- (b) A violation of this section is a Class I violation.
- (c) This section shall be effective May 1, 1994. (Ord. 3355, 1994)

**19-3-7. Tree and shrubbery branch disposal.**

- (a) No tree or shrubbery branch larger than one inch in diameter shall be placed in any container intended for collection by the City. Tree and shrubbery branches smaller than one inch in diameter may be placed in either approved containers designated for yard waste or paper composting bags approved by the City Manager or his or her designee. Tree and shrubbery branches larger than one inch in diameter shall be bundled as described in this Chapter.
- (b) This section shall be effective May 1, 1994. (Ord. 3355, 1994)

**19-3-8. Collections; disposal; charges.**

The minimum charge for collection and disposal service shall cover collection and disposal of the contents of approved containers; provided, the minimum charge shall be payable in respect of every occupied residential unit and every occupied institutional, business or commercial establishment, whether or not the service is requested. Additional charges for collection from such units or

establishments shall be made, in accordance with the rate schedule, for solid waste which cannot be confined in an approved container. The charge for collection and disposal service requested by and furnished to an industrial establishment shall be made in accordance with the rate schedule. (Ord. 2809, 1983)

**19-3-9. Rates; residential.**

The minimum monthly charges for collection and disposal service to residential units for solid waste contained in approved containers shall be as provided in Chapter 6, Article 6.

**19-3-10. Rates; yard waste.**

The monthly charges for the disposition of one yard waste container shall be as provided in Chapter 6, Article 6.

**19-3-11. Same; institutional; business; commercial; industrial.**

The monthly charges for collection and disposal of solid waste of institutional, business, commercial and industrial establishments, and solid waste in required containers at construction sites, shall be based upon the number of approved containers collected per collection. All charges will be based on a container of 1.5 cubic yards unless the City Manager or his or her designee authorizes the use of a different sized container; provided however that charges for collection and disposal of solid waste from self contained compactor container units and open top roll off containers for construction waste shall be as defined in Chapter 6, Article 6. (Ord. 3482, 1996)

**19-3-12. Service charges, due date, delinquent bill; payment.**

All charges for solid waste collection and disposal service, as provided in the rate schedule at Chapter 6, Article 6, shall be paid at the office of the Finance Director when due according to the billing schedule. The charges for solid waste collection and disposal services under this Article shall be delinquent seventeen (17) days after the date of the bill. A penalty for late payment in the amount of ten percent (10%) of the charge shall be added to each bill when payment has become delinquent. The fact that service has continued after delinquency and payment of such charges shall not be construed as a waiver in any manner of the right to institute necessary and appropriate collection procedures. Whenever a bill for collection and service is delinquent, the City Manager, or his or her designee, may terminate collection and service. (Ord. 3876, 2005; Ord. 4195, 2016)

**19-3-13. Same; indigents.**

If the City Council shall find that any person is unable to afford collection and disposal service, but that need for the service exists, the City Council may order the service started and continued until further notice. (Ord. 1945, 1979; Ord. 1116)

**19-3-14. Disposal area; licensed; regulations.**

The City shall provide or contract for facilities and systems as necessary for the safe and sanitary disposal of solid waste generated within the City. (Ord. 3396, 1994)

**19-3-15. Same; waste; entry; deposit; molestation.**

All solid waste deposited or existing upon or in any solid waste disposal area owned or operated by the City shall be the property of the City. No person shall enter upon such an area, dispose of any

matter or thing, or carry off or in any manner disturb or molest any matter or thing deposited or existing, in or upon such an area, except with permission and under the direction of the City Manager or the designee of the City Manager. (Ord. 1945, 1972; Ord. 1116)

**19-3-16. Trees, brush, yard waste; disposition at City disposal sites; charges.**

Every person who shall dispose of trees, brush, or yard waste in any disposal site of the City shall effective April 1, 1992, pay a fee prior to the disposal based upon the charges per cubic yard as provided in Chapter 6, Article 6.

**19-3-17. Special collections; charges.**

Upon request, the City may, but is not required to, make special collections of solid waste. When such a collection is made, the charges shall be as provided in Chapter 6, Article 6.

**19-3-18. Recyclable materials.**

The City Manager shall promulgate regulations pertaining to the cleaning and sorting of recyclable materials. Recyclable materials intended for collection shall be cleaned and sorted according to such guidelines, and shall be placed in separate containers as approved by the City Manager or the designee of the City Manager. The City may refuse to pick up, or may refuse to accept as its designated disposal sites, any recyclable materials not prepared in accordance with such guidelines. The charges for the disposition of the recyclable materials shall be as provided in Chapter 6, Article 6. (Ord. 3507, 1996)

## **ARTICLE 4**

### **VIOLATIONS; PENALTY**

**Section**

<u><a href="#">19-4-1</a></u>	<u><a href="#">Violations; classification.</a></u>
<u><a href="#">19-4-2</a></u>	<u><a href="#">Same; presumption.</a></u>

**19-4-1. Violations; classification.**

- (a) A violation of any provision of this Chapter which is not specifically classified otherwise is a Class II violation.
- (b) A person who removes or causes to be removed solid waste from a residential unit or institutional, commercial or industrial establishment in violation of any provision of this Chapter shall be guilty of a Class I violation.
- (c) Each day that a violation of any provision of this Chapter shall continue shall constitute a separate offense and be punishable as such. (Ord. 3482, 1996)

**19-4-2. Same; presumption.**

Whenever solid waste is thrown, scattered, placed or deposited upon any premises or property from any motor vehicle in violation of any provision of this Chapter, the person operating such motor vehicle shall be presumed to have caused or permitted such solid waste to have been so thrown, scattered, placed or deposited; provided, such presumption shall be rebuttable. (Ord. 2298, 1977; Ord. 1116)

## APPENDIX D

### SOLID WASTE FEE STRUCTURE (refer to City Code 6-6-23 through 6-6-27)

EFFECTIVE as of December 17, 2019

#### **-Solid Waste**

Residential bimonthly (one container)	\$45.11
Residential bimonthly (two containers)	\$103.15

#### **Multifamily bimonthly structures (rate per unit):**

2 to 4 units	\$45.11
5 to 6 units	\$40.54
7 to 10 units	\$38.31
11 to 16 units	\$36.06
17 to 39 units	\$33.74
40 to 59 units	\$31.48
60 or more units	\$29.32

#### **Commercial bimonthly:**

90 gallon	\$93.28
1.5 cubic yard	\$124.40
3.0 cubic yard	\$236.72

**-Yard waste** (pickup of yard waste container is no additional cost if you currently have sanitation services) ([refer to City Code 6-6-26](#))

**-Single stream recycling** (pickup of single stream recycling is no additional cost if you currently have sanitation services)

**-Cardboard** (pickup of commercial cardboard containers is \$20 per month per container) ([refer to City code 6-6-26.1](#))

**-E-waste** (non-residential drop-off is 50 cents per pound for electronic waste, \$5 per computer monitor or desktop or laptop computer and \$26 per appliance. Residential drop-off is free of charge) ([refer to City code 6-6-26.1](#))

#### **-Special collections** ([refer to City code 6-6-27](#))

Residential 90 gallon roll-out trash container	\$11.00
Residential yard waste container	\$11.00
1.5 CY trash container	\$14.66
3.0 CY trash container	\$27.89
Each appliance	\$26.00

#### **-Special Events**

90 gallon - \$11.00 rental fee per container and \$11.00 for dump per container  
1.5 CY - \$14.66 rental fee per container and \$14.66 for dump per container  
3.0 CY - \$27.89 rental fee per container and \$27.89 for dump per container