

Bellevue City Council Meeting ++Amended Agenda++

Tuesday, August 4, 2026 4:30 PM

Bellevue City Hall

1500 Wall Street

Bellevue, NE 68005

1. PLEDGE OF ALLEGIANCE

2. INVOCATION - Pastor Andy Kaup, Bellevue Christian Center, 1400 Harvell Drive.

3. CALL TO ORDER AND ROLL CALL

4. OPEN MEETINGS ACT - Posted on the rear wall of Council Chambers and copies are available on the back table.

5. APPROVAL OF AGENDA, CONSENT AGENDA, CLAIMS, AND ADVISORY COMMITTEE REPORTS:

a. Approval of the Agenda

b. Approval of the Consent Agenda *(Items marked with an (*) are approved where this item is, unless otherwise removed)*

1. (*) Approval of the July 21, 2026 City Council Minutes.

2. (*) Acknowledge receipt of the July 23, 2026 Planning Commission Minutes.

6. APPROVAL OF CLAIMS.

7. SPECIAL PRESENTATIONS: NONE

8. ORGANIZATIONAL MATTERS:

a. (*) Recommend to reappoint Sharon Hammarlund to the Bellevue Bridge Commission to serve a six-year term, ending August 2032. (Mayor Hike)

b. (*) Recommend to reappoint Todd Aerni and Randall Lasenburg to the Planning Commission to serve three-year terms ending August 2029, and to appoint Scot Burmeister to the Planning Commission to serve a three-year term, ending August 2029. (Mayor Hike)

9. APPROVED CITIZEN COMMUNICATION: NONE

10. LIQUOR LICENSES: NONE

11. ORDINANCES FOR ADOPTION (3rd reading): NONE

12. ORDINANCES FOR PUBLIC HEARING (2nd reading):

a. Ordinance No. 4221: Compensation Ordinance Update. (HR Director)

b. Ordinance No. 4222: An ordinance to amend the City Code relating to agenda submission and Administrative review. (Councilman Burns)

13. ORDINANCES FOR INTRODUCTION (1st reading):

a. Ordinance No. 4123: An ordinance to amend the hours regarding closing time at all City Parks, City Park Facilities and Playground Areas which shall be opened daily to the public during the hours of 6:00 a.m. to 10:00 p.m. (Public Works Director)

14. PUBLIC HEARING ON MATTERS OTHER THAN ORDINANCES:

a. Request to final plat Lot 1, Quail Crossing Replat 1, being a replat of Lots 6, 7, and Outlot A, Quail Crossing. Applicant: Quail Crossing LLC. General Location: Southwest Corner of S. 42nd Street and Hwy 370. (Planning Director)

15. RESOLUTIONS: NONE

16. CURRENT BUSINESS:

a. Approve and authorize the Mayor to sign Change Order No. 1 with Doll Construction at the Police Department firing range site for electrical and storm utilities, in an amount not to exceed \$182,166.00. (Captain John Stuck)

b. Approve and authorize the Mayor to sign Change Order No. 1 with Valley Corp. for the Mission Avenue Improvement project, in an amount not to exceed \$81,295.52. (Public Works Director)

c. Approve the revised Employee Handbook (HR Director)

d. ++ Approve and authorize the Mayor to sign the Consulting Agreement with HUB International Great Plains, LLC., as the Broker of Record for Insurance Brokerage Services, in an amount not to exceed \$50,000.00. (HR Director) **(Item has been pulled by staff)**

e. ++ Approve the improved Tax Supported Debt Management Policy. (Finance Director)

17. ADMINISTRATION REPORTS: Comments must be limited to items on the current report **(July report is attached)**

18. CLOSED SESSION:

19. ADJOURNMENT

MINUTE RECORD

*5b1.
8/4/2026

Bellevue City Council Meeting, July 21, 2026, Page 1

A regular meeting of the Mayor and City Council of Bellevue was called to order by Mayor Rusty Hike at the Bellevue City Hall on July 21, 2026 at 6:00 p.m. Present were Council Members Kathy Welch, Rich Casey, Don Preister, Thomas Burns, Julie Collins, and Jerry McCaw. Absent: none.

Also present were City Administrator Jim Ristow and City Attorney Aimee Bataillon.

Notice of this meeting was given in advance thereof by publication in the Sarpy County Times, on the NE Public Notices website, posted and put on city website, the designated method for giving notice and was also given to the Mayor and all members of the City Council. Available in the Office of the City Clerk confirmation of the affidavit of publication, the certificate of posting, and the council's acknowledgment of receipt of notice. All proceedings shown hereafter were taken while the convened meeting was open to the public.

PLEDGE OF ALLEGIANCE AND INVOCATION

Hector Kennedy, Troop 464, Bellevue Lions Club Charter, led in the Pledge of Allegiance. Pastor David Witkop, Thanksgiving Church, 3702 370 Plaza, provided the invocation.

OPEN MEETINGS ACT

Mayor Hike announced a copy of the Open Meetings Act is posted on the rear wall of the City Council Chambers and copies are located on table outside of the chambers.

APPROVAL OF THE AGENDA:

Motion was made by Burns, seconded by Welch, to approve the agenda. Roll call vote to approve the agenda was as follows: Welch, Casey, Preister, Burns, Collins, and McCaw voted yes; voting no: none; absent: none. Motion carried.

APPROVAL OF THE CONSENT AGENDA:

Motion was made by Casey, seconded by Burns, to approve the consent agenda consisting of the following items: Acknowledge receipt of June 9, 2026 Tree Board Minutes; and Approval of the July 7, 2026 City Council Minutes.

Roll call vote to approve the consent agenda was as follows: Welch, Preister, Casey, Burns, Collins, and McCaw voted yes; voting no: none; abstain: none; absent: none. Motion carried.

APPROVAL OF CLAIMS:

Motion was made by Casey, seconded by Preister, to approve July 21, 2026 Claims. Roll call vote to approve the motion was as follows: Welch, Casey, Preister, Burns, Collins, and McCaw voted yes; voting no: none; abstain: none; absent: none. Motion carried.

SPECIAL PRESENTATIONS: NONE

ORGANIZATIONAL MATTERS: NONE

APPROVED CITIZEN COMMUNICATION: NONE

LIQUOR LICENSES: NONE

ORDINANCES FOR ADOPTION: (3rd Reading):

Ordinance No. 4219: Request to rezone Lot 1, Quail Crossing Replat 1, being a replat of Lots 6, 7 and Outlot A, Quail Crossing from BG and RG-20 to RG-20-PS for the purpose of a multi-family residential development, with site plan approval and preliminary plat Lot 1 Quail Crossing Replat 1. Applicant: Quail Crossing, LLC. General location: South 45th Street and Hwy 370. (Planning Director)

Ordinance No. 4219: An ordinance to amend the Official Zoning Map of the City of Bellevue, Nebraska, as provided for by Article 3 of Ordinance No. 4207 by changing the zone classification of land located at or about South 42nd Street and Hwy 370, more particularly described in Section 1 of the ordinance and to provide an effective date was read for the third and final time.

Motion was made by Welch, seconded by McCaw, to approve Ordinance No. 4219: An ordinance to amend the Official Zoning Map of the City of Bellevue, Nebraska, as provided for by Article 3 of Ordinance No. 4207 by changing the zone classification of land located at or about South 42nd Street and Hwy 370, more particularly described in Section 1 of the ordinance and to provide an effective date. Roll call vote to approve the motion was as follows: Welch, Preister, Casey, Burns, Collins, and McCaw voted yes; voting no: none; abstain: none; absent: none. Motion carried.

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Bellevue City Council Meeting, July 21, 2026, Page 2

Preliminary plat Lot 1 Quail Crossing Replat 1.

Motion was made by Casey, seconded by Collins, to approve Preliminary plat Lot 1 Quail Crossing Replat 1. Roll call vote to approve the motion was as follows: Welch, Preister, Casey, Burns, Collins, and McCaw voted yes; voting no: none; abstain: none; absent: none. Motion carried.

Ordinance No. 4220: Prohibiting the operation of off-road recreational vehicles on public property in the city. (Police Department/Legal)

Ordinance No. 4220: An ordinance to amend Chapter 20, of the Bellevue Municipal Code by adding a new Article V, Sections 20-46 through 20-51 to prohibit the operation of off-road recreational vehicles upon the public streets, alleys, sidewalks, bikeways, trails, and other public property of the city; providing definitions; providing exceptions; providing for penalties; providing for severability; and providing an effective date was read for the third and final time.

Motion was made by Collins, seconded by Welch, to approve Ordinance No. 4220: An ordinance to amend Chapter 20, of the Bellevue Municipal Code by adding a new Article V, Sections 20-46 through 20-51 to prohibit the operation of off-road recreational vehicles upon the public streets, alleys, sidewalks, bikeways, trails, and other public property of the city; providing definitions; providing exceptions; providing for penalties; providing for severability; and providing an effective date. Roll call vote to approve the motion was as follows: Welch, Preister, Casey, Burns, Collins, and McCaw voted yes; voting no: none; abstain: none; absent: none. Motion carried.

ORDINANCES FOR PUBLIC HEARING: (2nd Reading): NONE

ORDINANCES FOR INTRODUCTION (1st reading):

Ordinance No. 4221: Compensation Ordinance Update. (HR Director)

Ordinance No. 4221: an ordinance of the City of Bellevue, Nebraska, classifying the employees of the city; fixing the ranges of compensation of such employees; providing a pay range schedule; providing for publication in pamphlet form; repealing Ordinance No. 4200; and providing for an effective date.

Mayor Hike stated the second reading and public hearing will be heard at the Council meeting on August 4, 2026 at 4:30 p.m.

Ordinance No. 4222: An ordinance to amend the City Code relating to agenda submission and Administrative review. (Councilman Burns)

Ordinance No. 4222: An ordinance to amend Sections 2-29 and 2-107 of the Bellevue Municipal Code pertaining to agenda formulation, submission of materials, and review by Administrative Staff of ordinances, resolutions, and contract documents; to repeal all previous versions of the same; and to provide an effective date of this ordinance.

Mayor Hike stated the second reading and public hearing will be heard at the Council meeting on August 4, 2026 at 4:30 p.m.

PUBLIC HEARING ON MATTERS OTHER THAN ORDINANCES:

RESOLUTIONS:

Resolution No. 2026-14: A resolution approving the 2026-2027 Action Plan and Community Development Block Grant Budget for the October 2026 - September 2027 Program Year and authorizing the Mayor to sign along with the SF-44/424B and Entitlement Certifications, in an amount not to exceed \$307,019.00. (CDBG Program Specialist/Finance Director)

Mayor Hike opened the public hearing to give an opportunity for individuals to speak in favor of or in opposition.

Mr. Aaron Bowen, 2240 Calvert Street, Lincoln, Executive Director of Eastern Nebraska Community Action Partnership, spoke on behalf of the Bellevue Food Pantry and the benefits it has received from CDBG funds. He provided an update on the new food pantry and the amenities it offers. He thanked the city for their partnership and support.

Ms. Jill Connor, 11416 Browne Circle, Omaha, spoke on behalf of the Bellevue Food Pantry and thanked the city for their support. She provided a description of how the Bellevue Food Pantry has used CDBG funds.

No one else in the audience came forth to speak in support of or in opposition to the ordinance.

Mayor Hike declared the public hearing closed.

Motion was made by Preister, seconded by Welch, to approve Resolution No. 2026-14: A resolution approving the 2026-2027 Action Plan and Community Development Block Grant Budget for the October 2026 - September 2027 Program Year and authorizing the Mayor to sign along with the SF-44/424B and Entitlement Certifications, in an amount not to exceed \$307,019.00.

MINUTE RECORD

Bellevue City Council Meeting, July 21, 2026, Page 3

Councilman Preister thanked Mr. Bowen and Ms. Connor for their dedication to the food bank and the city. He thanked the CDBG Committee for their selection process and contribution to Bellevue.

Councilwoman Welch questioned if this amount is more or less than last year.

Mrs. Abby Highland, CDBG Program Specialist, explained it is about 2% less.

Roll call vote to approve the motion was as follows: Welch, Preister, Casey, Burns, Collins and McCaw voted yes; voting no: none; abstain: none; absent: none. Motion carried.

CURRENT BUSINESS:

Approve and authorize the Mayor to sign the Proposal from Omaha Door & Window Co. for the replacement of a wash bay garage door, in an amount not to exceed \$28,501.00. (Public Works Director)

Motion was made by Casey, seconded by Collins, to approve and authorize the Mayor to sign the Proposal from Omaha Door & Window Co. for the replacement of a wash bay garage door, in an amount not to exceed \$28,501.00. Roll call vote to approve the motion was as follows: Welch, Preister, Casey, Burns, Collins and McCaw voted yes; voting no: none; abstain: none; absent: none. Motion carried.

Approve and authorize the Mayor to sign the Estimate from K&J Elite Sports Turf, Inc. for the renovations of Haworth North & South ballfield, in an amount not to exceed \$39,650.00. (Public Works Director)

Motion was made by Collins, seconded by McCaw, to approve and authorize the Mayor to sign the Estimate from K&J Elite Sports Turf, Inc. for the renovations of Haworth North & South ballfield, in an amount not to exceed \$39,650.00. Roll call vote to approve the motion was as follows: Welch, Preister, Casey, Burns, Collins and McCaw voted yes; voting no: none; abstain: none; absent: none. . Motion carried.

Approval of the amendment to City Council Policy Resolution 9 regarding agenda submission procedures. (Councilman Burns)

Motion was made by Burns, seconded by McCaw, to approve the amendment to City Council Policy Resolution 9 regarding agenda submission procedures.

Councilwoman Welch requested an explanation on the reason for the request on the policy change.

Councilman Burns explained the City Council is a legislative body, and this policy change is to create separation. Currently, as it stands, the City Council does not have its own policy to introduce items. It is taken to the City Administrator, and approval needs to be received from the City Administrator to be put on the agenda. This process has been created requiring the support of another council member to be placed on the agenda.

Discussion followed on the process for the proposed policy change and how the process will work if the items are not in the budget.

Councilwoman Welch commented she doesn't understand the need for the change; she has never had any issues when addressing items.

Councilman Burns explained the process for the submitting items does require support of other Council Members and it will still need to go through Administration.

Mayor Hike mentioned while he has been Mayor, he doesn't recall having an item addressed by City Council members and not being placed on the agenda. Discussion followed.

Councilman Preister mentioned he appreciates Councilman Burns bringing up the issue, as there is an intentional separation of powers. The legislative body is assigned the responsibility of legislating. He explained how the policy was in the past and how it was changed. He explained running everything through administration does not allow the separation of powers.

Councilwoman Welch questioned if other first-class cities follow this process. Ms. Aimee Bataillon, City Attorney, commented it varies by first class cities. Some do it the way it is proposed and some use other procedures.

Councilman McCaw mentioned in the event a Council Member feels an item is a good idea, with the support of another Council Member, it is still reviewed in the same process and voted on by the Council.

Discussion followed on examples of scenarios and how they would be handled under the proposed amendment regarding agenda submission procedures.

Councilman Casey noted the City Administrator and the Mayor won't always be the City Administrator and Mayor. This allows protection further down the road. Discussion followed.

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Bellevue City Council Meeting, July 21, 2026, Page 4

Roll call vote to approve the motion was as follows: Welch, Preister, Casey, Burns, Collins and McCaw voted yes; voting no: none; abstain: none; absent: none. Motion carried.

Approve and authorize the Mayor to sign the Master Services Agreement with Navigate Wellness as the city's new Wellness Program Provider, in an amount not to exceed \$20,000.00. (Finance Director/Risk Manager)

Motion was made by Collins, seconded by Welch, to approve and authorize the Mayor to sign the Master Services Agreement with Navigate Wellness as the city's new Wellness Program Provider, in an amount not to exceed \$20,000.00.

Councilman Casey questioned if the previous company went out of business and if they city was at the end of the contract.

Mr. Scott Houghtaling, Risk Manager, advised the company did not go out of business. They do not offer the wellness portion anymore and will finish out the contract.

Councilman Preister questioned what benefits the new company has.

Mr. Houghtaling stated the new company is Navigate Wellness and the offer numerous health programs, such as tobacco sensations and healthy recipes. Conversation ensued.

Roll call vote to approve the motion was as follows: Welch, Preister, Casey, Burns, Collins and McCaw voted yes; voting no: none; abstain: none; absent: none. Motion carried.

Approve the revised Employee Handbook. (HR Director)

Motion was made by Collins, seconded by McCaw, to approve the revised Employee Handbook.

Councilman Burns requested on overview of some of the major changes.

Mr. Ristow, City Administrator, stated there is one underneath upgrades, to where it will limit them in the step process for an upgrade. The revision also includes cleaning up the language on non-fraternization.

Councilman Burns requested who proposes the changes. Mr. Ristow explained the changes are proposed by HR.

Councilman Burns questioned what changes are required by law. Ms. Battalion stated there are no changes required by law.

Councilman Burns questioned if there are current changes with the handbook requiring the revisions to the handbook. Ms. Battalion stated her understanding is some of the language is cleanup and some of the language is consistent to remain competitive with other cities.

Councilman Burns questioned why the sick leave was changed to specify minor child. He then read the statement with the suggested revisions. Councilman Burns inquired what the distinction between and adult sibling and an adult child is, why is this being changed to a minor child. He stated he would like to hold the item over.

Motion was made by Burns, seconded by Casey, to continue this item to August 4, 2026 at 4:30 p.m.

Councilwoman Collins withdrew her original motion and McCaw withdrew his second.

Roll call vote to continue to August 4, 2026 was as follows: Welch, Preister, Casey, Burns, Collins and McCaw voted yes; voting no: none; abstain: none; absent: none. Motion carried.

ADMINISTRATION REPORTS:

Comments must be limited to items on the current Reports **(July report will be attached to the August 4th Council meeting packet)**

CLOSED SESSION: NONE

Mayor Hike stated that just as a reminder the next City Council meeting on August 4th will be held at 4:30 p.m. due to National Night Out.

ADJOURNMENT

There being no further business to come before the Council at this time, on motion by Welch, seconded by Collins, the meeting was adjourned at 7:06 p.m.

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Bellevue City Council Meeting, July 21, 2026, Page 5

Roll call vote to approve the motion was as follows: Welch, Casey, Preister, Burns, Collins, and McCaw, voted yes; voting no: none; abstain: none; absent: none. Motion carried.

Susan Kluthe, City Clerk

Rusty Hike, Mayor

I, the undersigned, City Clerk of the City of Bellevue, Nebraska, hereby certify that the foregoing is a true and correct copy of proceedings had and done by the City Council on July 21, 2026; that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and readily available for public inspection at the office of the City Clerk; that such subjects were contained in said agendas for at least twenty-four hours prior to said meeting; that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public; that the said minutes were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body; that all news media requesting notification concerning meetings of said body were provided advance notification of the time and place of said meeting and the subjects to be discussed at said meeting.

Susan Kluthe, City Clerk

MINUTE RECORD

Bellevue Planning Commission Meeting, July 23, 2026, Page 1

The Bellevue Planning Commission held a regular meeting on Thursday, July 23, 2026, at 6:00 p.m. in the Bellevue City Council Chambers. Upon roll call, present were Commissioners Taylor-Jones, Yoder, Hankins, Ackley, Aerni, Bennett, Perrin, Herall, and Lasenburg. Also present was Angela Curry, Assistant Planning Manager, and David Goedeken, Public Works Director.

Notice of this meeting was given in advance thereof by publication in the Sarpy County Times and posting in two public places and was also given to the Chairperson and members prior to the meeting. These minutes were written and available for public inspection within ten days of the meeting.

Hankins announced a copy of the Open Meetings Act is posted on the rear wall of the City Council Chambers, and also on the information table just outside the Chambers.

Motion was made by Yoder, seconded by Aerni, to approve the minutes of the June 25, 2026, regular meeting as presented. Upon roll call, all voted yes; Herall abstained. Motion carried.

Hankins asked if there were any updates or additions to staff reports. Curry advised there were no updates.

Motion was made by Taylor-Jones, seconded by Aerni, to accept into the record all staff reports, attachments, memos, and handouts regarding each application. Upon roll call, all present voted yes. Motion carried unanimously.

Hankins explained the public hearing procedures.

PUBLIC HEARING was held on a request to approve the 2027-2032 Capital Improvement Plan. Applicant: City of Bellevue.

Hankins asked staff for updates. Curry stated there were no updates and gave a summary of the request. Curry explained that the CIP (Capital Improvement Plan) is the City's long-range planning tool, intended to assist the city in identifying, prioritizing, and planning for future capital needs over a five-year period. The CIP had previously been utilized as a one-and-six-year planning document for the Public Works Department as well. This is no longer the case. Following a comprehensive review, the city revised the document to better align with its intended purpose as a long-range planning tool. The updated CIP is organized over a five-year period. The first two years represent projects that are anticipated to be considered during the upcoming budget cycles. Projects identified beyond those initial two years are considered "wish-list" projects. These future projects are included to identify potential community needs, and assist with long-term planning, but they remain subject to future priorities, available funding, and City Council approval. The Planning Department and Finance Department have jointly reviewed the Capital Improvement Plan to ensure that it accurately reflects its intended purpose and follows sound planning and budgeting practices.

Curry explained that, as part of the review, the CIP has been streamlined to include only those projects that qualify as a long-term capital improvement. Capital expenditure items such as vehicles, fire apparatus, heavy equipment, and attachments are no longer included in the CIP. They are more appropriately planned for, reviewed, and approved through the City's annual budget process instead of being placed in the CIP. Removing these purchases from the CIP eliminates duplication between the budget and the City's long-range planning document, and allows the CIP to remain focused on infrastructure, facilities, utilities, transportation, and associated costs. Curry gave one example of the long-range costs being the water park project, which includes about \$40,000,000.00 in remaining construction cost. Construction for this is anticipated to be completed by fall of 2027, so it will not appear in the CIP beyond that time. LB840 funding is also included in each year of the five-year Capital Improvement Plan. This reflects the City's ongoing economic development commitments and provides a comprehensive view of anticipated long-term capital-related investments. The Planning and Finance Department believe that making these revisions to remove capital expenditure allows the CIP to be represented in the manner originally intended. The document now clearly distinguishes long-term capital improvement projects from annual capital expenditures, and it provides more transparency in the city's capital planning process. Curry stated staff is recommending that the Planning Commission recommend approval to the City Council.

There was no one present to speak in favor of, or in opposition to this request. Subsequently, Hankins closed the public hearing.

Ackley asked, regarding the summary item of the \$40,000,000 for the water park, \$60,000,000 in bonds was already issued, so \$20 million went into last cycle and \$40 million is for what remains. He asked if

MINUTE RECORD

Bellevue Planning Commission Meeting, July 23, 2026, Page 2

that amount was already planned and allocated. Curry said yes. Ackley noted the annual \$750,000 LB840 allocation included within the CIP.

Yoder commented that when he saw the District 3 Fire Station mini split, he questioned the estimated \$200,000 cost, noting usually that would be around \$5,000-\$8,000 a unit. Goedeken clarified it is for more than one unit, and they will be installed in different sleeping and office areas. Yoder continued that the professional service fees seemed high on the restrooms for American Heroes Park; it appeared closer to a 14 percent fee versus a more typical 7 percent fee. He asked if those contracts were already signed. Goedeken confirmed they had been approved at the last City Council meeting. Yoder asked whether the Public Works building will be included. Goedeken said yes and added that the City sold what had been called the South Shop on Harlan Lewis Road to a private entity. He stated the City had significant costs to upgrade that shop and has now purchased property out on Gilmore Road between 25th and 36th Street. He said most of next year will involve designing and preparing a strategic plan for the site layout, then installing sewer and water, utilities, and paving the roadway to the site. Yoder added that there will be civil fees and professional service fees for that project as well. Yoder commented that he saw the \$10,000,000 for the covered walk down in the entertainment district, and not knowing further details he thought that seemed like a high cost for a covered walkway.

Aerni noted the Bellevue Missouri River bridge replacement is being discussed in the CIP. He said it looks like over the next three years there will be about \$1,000,000 in engineering and asked whether that amount completes all engineering or is just a portion. Goedeken responded that it is just a portion, and that engineering at the moment is approximately 6 million to 7 million all the way through completion of construction. Aerni asked if construction is listed elsewhere, because he only sees three years of engineering. He asked whether the project is expected to span five to seven years. Goedeken said yes, and added that when designing a project that large, preliminary engineering, environmental review, Army Corps of Engineers involvement, right-of-way acquisition, and other elements must be completed. He explained they are in the implementation stage, which is why the amount of money next year is relatively small compared to the total project cost.

Aerni stated his second question concerns the Fort Crook Road bridge replacement, noting that it looks like \$300,000 of engineering is budgeted in the coming year, another \$300,000 in the second year, but then \$7,000,000 of engineering appears listed in the third year. He suggested the third year may represent construction and asked whether it might be noted incorrectly. Goedeken clarified construction will likely occur in 2030 or 2031. Aerni asked if there is also \$7,000,000 for engineering. Goedeken said yes. He noted some costs reflect right-of-way, some environmental review, and the project crosses the Papio Creek and Burlington Northern railroad, creating significant challenges. Aerni asked whether he anticipates the bridge being closed for at least five to seven years. Goedeken clarified the bridge will never reopen, it will be demolished and rebuilt. Aerni stated the Commission previously received a list of individual street projects and noted that he was looking for the 36th Street project north of Highway 370, which had been a topic of discussion for several years. He asked whether the project was included under reconstruction projects or had been removed from the CIP. Goedeken clarified that the project is partially designed and that portions of the project are located in both the county and the city. He stated that the project includes two bridges but is not currently planned for construction within the next three to four years.

Aerni asked whether the listed Public Works projects represented specific projects and whether the reconstruction category reflected panel replacement and similar improvements throughout the City. He questioned if the \$8.5 million in the coming year is all replacement panels and does not represent new projects. Goedeken said it will include panel replacement and asphalt overlays. He stated the 36th Street South project currently under construction will carry into next year's budget since the budget year starts October 1st. He added that some of the reconstruction budget represents carryover projects from the current year.

Yoder added that regarding the reconstruction projects he wanted to confirm whether Mission Avenue is included and whether sewer, utilities, and items under the roadway are included. Goedeken said yes. He stated the Mission Avenue project will include storm sewer, sanitary sewer, and pavement construction. Yoder commented that almost \$290 million over five years is a large portion of the City's costs. He referenced previous comments regarding the City's backlog of roadway repair and reconstruction projects.

MOTION was made by Aerni, seconded by Taylor-Jones, to recommend APPROVAL of a request to approve the 2027-2032 Capital Improvement Plan. Applicant: City of Bellevue. Case # 187. APPROVAL as presented. Upon roll all present voted yes. MOTION carried unanimously.

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Bellevue Planning Commission Meeting, July 23, 2026, Page 3

This item will proceed to City Council for PUBLIC HEARING on September 1, 2026.

Meeting adjourned at 6:20 p.m.

Jenna Lance

Jenna Lance

Planning/Permit Technician

MINUTE RECORD

6.
8/4/2026

CLAIMS FOR 2026/08/04 COUNCIL MEETING

PAGE 1

MAYOR

METROPOLITAN AREA PLANNING AGENCY	PC-MAPA QUARTERLY MEETING	15.46
		\$ 15.46

CITY ADMINISTRATOR

ADVANSTAR COMMUNICATIONS INC	PC-STANDARD PASS	90.00
AMERICAN AIR LINES	PC-AIR FARE FOR CONFERENCE	423.80
CAPITAL BUSINESS SYSTEMS, INC	2026/06/13-07/12 COPIER EXPENSE	36.78
CURB MOBILITY	PC-TRANSPORTATION	51.74
HOME2 SUITES BY HILTON	PC-LODGING FOR CONFERENCE	843.75
HOMEWOOD SUITES-GRAND PRAIRIE	PC-LODGING FOR CONFERENCE	657.01
OMAHA EPPLEY AIRFIELD	PC-PARKING FOR CONFERENCE	208.00
OMAHA PUBLIC POWER DISTRICT	2026/06/11-07/13 MONTHLY SERVICE	633.12
OMAHA WORLD HERALD	PC-2026/06/30M SUBSCRIPTION	29.99
OMAHA WORLD HERALD	PC-2026/07/31M SUBSCRIPTION	29.99
OPENAI	PC-2026/05/30M SUBSCRIPTION	20.00
SOUTHWEST AIRLINES	PC-AIR FARE FOR CONFERENCE	984.81
UBER TRIP	PC-TRANSPORTATION	469.70
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M DENTAL INSURANCE	85.26
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LIFE	33.29
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LTD	65.91
WSJ/BARRONS SUBSCRIPTION	PC-2026/06/11 SUBSCRIPTION	58.84
		\$ 4,721.99

LEGAL

LEAGUE OF NEBRASKA MUNICIPALITIES	PC-REGISTRATION FEE FOR PRECONFERENCE	590.00
NEBRASKA MUSEUMS ASSOCIATION	PC-2026/05/27-2027/05/26 RENEW MEMBERSHIP	30.00
NEBRASKA.GOV	INV # 9491010 JUSTICE CASE LISTING	30.00
OMAHA PUBLIC POWER DISTRICT	2026/06/11-07/13 MONTHLY SERVICE	111.73
THOMSON REUTERS - WEST	PC-2026/05/31M ONLINE SOFTWARE SUBSCRIPTION	636.00
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M DENTAL INSURANCE	85.26
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LIFE	34.20
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LTD	61.59
		\$ 1,578.78

CABLE ADVISORY

OMAHA PUBLIC POWER DISTRICT	2026/06/11-07/13 MONTHLY SERVICE	558.64
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M DENTAL INSURANCE	56.84
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LIFE	20.86
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LTD	29.55
		\$ 665.89

CITY CLERK

CAPITAL BUSINESS SYSTEMS, INC	2026/05/26-06/25 COPIER EXPENSE	148.13
CARDINAL COMMONS, LLC	2026/07/27 CARDINAL COMMONS TIF 8735-INTEREST	3,916.08
COLUMN SOFTWARE, PBC	PC-LEGAL ADS	1,313.32
MERCURY PROPERTY MANAGEMENT	2026/07/27 MERCURY PROPERTY TIF 8731-INTEREST	403.07
OMAHA PUBLIC POWER DISTRICT	2026/06/11-07/13 MONTHLY SERVICE	968.31
OMAHA WORLD HERALD	PC-LEGAL AD	154.21
ONE SOURCE	PC-BACKGROUND CHECKS	88.00
SARPY COUNTY CLERK	PC-FILING FEES	170.13
TKC CHANDLER , LLC	2026/07/27 TKC CHANDLER TIF 8731-INTEREST	2,705.26
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M DENTAL INSURANCE	56.84
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LIFE	21.66
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LTD	30.10
		\$ 9,975.11

FINANCE/RISK MANAGEMENT

AMAZON.COM, LLC	PC-DYMO LABELS, FILE FOLDERS, STAPLERS, WRITING PADS, LAMINATING POUCHES	317.80
BELLEVUE PRINTING COMPANY	PRINTING WINDOW ENVELOPES FOR STOCK	687.25
CAPITAL BUSINESS SYSTEMS, INC	2026/06/09-07/08 COPIER EXPENSE	9.96
OMAHA PUBLIC POWER DISTRICT	2026/06/11-07/13 MONTHLY SERVICE	819.34
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M DENTAL INSURANCE	303.54
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LIFE	75.01
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LTD	127.57
		\$ 2,340.47

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LIBRARY

QUADIENT FINANCE USA, INC	2026/06/30M LIBRARY NEOSHIPS PD 2026/07/10	830.67
4IMPRINT, INC	PC-MAXI GLIDE PENS WITH IMPRINT	243.20
AMAZON.COM, LLC	PC-BUBBLE MAILERS, ENVELOPES, ELEC SHARPENER, PRINTER SUPPLIES, BOOKS, PROGRAM SUPPLIES, DVD'S, WOOD FOR LASER CUTTING, KEYBOARD AND MOUSE, EASELS, CARDSTOCK PAPER, PC-WATER, FOIL, CUPS	3,417.02
BAKERS BELLEVUE		10.96
CAPITAL BUSINESS SYSTEMS, INC	2026/06/10-07/09 COPIER EXPENSE	223.56
CAPITAL BUSINESS SYSTEMS, INC	2026/09/02-12/01 COPIER EXPENSE	623.15
CENGAGE LEARNING, INC	BOOKS	86.40
CENTER POINT LARGE PRINT	LARGE PR NT BOOKS	95.88
COLUMN SOFTWARE, PBC	PC-NOTICE OF MEETING AD	17.45
CONNIE BARNARD	REIMB FOR NOTARY RENEWAL	32.50
DEMCO	PC-EASELS	94.62
HOBBY LOBBY	PC-FRUITS FOR PROGRAMMING SUPPLIES	5.98
HOSTGATOR.COM	PC-2026/05/25-06/24 DOMAIN MAINTENANCE	87.99
INGRAM LIBRARY SERVICES LLC	BOOKS	1,422.05
J P COOKE COMPANY	PC-NOTARY STAMP-C LACOSSE	52.25
JIMMY JOHNS	PC-FOOD FOR PROGRAMMING AND TRAINING	140.91
MIDWEST TAPE	DVD	111.70
NEBRASKA SECRETARY OF STATE	PC-NOTARY APPLICATION-C LACOSSE	32.50
QUADIENT LEASING USA, INC	PC-2026/06/08-09/07 POSTAGE METER LEASE	282.33
ULINE	PC-ADHESIVE TRANSFER TAPE	128.45
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M DENTAL INSURANCE	303.54
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LIFE	72.62
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LTD	97.32
WALMART SUPERCENTER	PC-FRUITS FOR PROGRAMMING SUPPLIES	12.22
ZOOM VIDEO COMMUNICATIONS INC	PC-2026/05/11-2027/05/10 WORKPLACE PRO	224.85
		\$ 8,650.12

ADMINISTRATIVE SERVICES/PERSONNEL

IDEAL PURE WATER COMPANY	BOTTLED WATER	48.00
OMAHA PUBLIC POWER DISTRICT	2026/06/11-07/13 MONTHLY SERVICE	633.12
UKG INC	2026/06/M PRO TIME MANAGEMENT, OVERAGE USE	2,775.51
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M DENTAL INSURANCE	227.36
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LIFE	74.66
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LTD	102.27
UNITED STATES TREASURER	2026 FORM 720 Q2	1,290.24
		\$ 5,151.16

CODE ENFORCEMENT

CAPITAL BUSINESS SYSTEMS, INC	2026/06/10-07/09 COPIER EXPENSE	58.66
METROPOLITAN UTILITIES DIST	2026/06/04-07/02 MONTHLY SERVICE	31.84
OMAHA PUBLIC POWER DISTRICT	2026/06/11-07/13 MONTHLY SERVICE	198.22
POSITIVE CONCEPTS	PC-PRINTER PAPER FOR IN-VEHICLE PRINTERS	925.00
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M DENTAL INSURANCE	198.94
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LIFE	62.36
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LTD	78.59
		\$ 1,553.61

PUBLIC WORKS

ALFRED BENESCH & COMPANY	BPW 240122-GOOGLE FIBER INSTALL 2026/06/08-07/05	3,684.70
CHARLES VRANA & SONS CONSTRUCTION CO	BPW 240802-ENTERTAINMENT DIST-PHASE 1 2026/06/17-07/18	295,753.91
COLUMN SOFTWARE, PBC	PC-LEGAL AD	110.18
FELSBURG HOLT & ULLEVIG, INC	BPW 260203-US75 & US34 INTERCHANGE SIGNAL 2026/06/01-	8,755.50
JEO CONSULTING GROUP, INC	BPW 250119-PW STRATEGIC PLANNING THRU 2026/07/17	4,977.50
JEO CONSULTING GROUP, INC	BPW 250803-QUAIL CREEK DAM THRU 2026/06/19	1,788.75
JEO CONSULTING GROUP, INC	BPW 260109-PCSMP & SWPPP REVIEW FY 2026 THRU 2026/07/03	4,810.00
JEO CONSULTING GROUP, INC	BPW 260105-PUBLIC WORKS FACILITY CAMPUS THRU 2026/07/03	33,000.00
METROPOLITAN UTILITIES DIST	2026/06/04-07/02 MONTHLY SERVICE	53.47
MIDLANDS PRINTING	BUSINESS CARDS-J HURTT	123.63
NEBRASKA FLOODPLAIN & STORMWATER MGR ASSN	PC-REGISTRATION FOR TRAINING CONFERENCE	295.00
NEBRASKA IOWA SUPPLY COMPANY, INC	DIESEL FOR CITY TANKS	5,052.00
OLUWASENI (SHANEE) ADEKUNLE	REIMB PER DIEM FOR CONFERENCE	51.00
OMAHA PUBLIC POWER DISTRICT	2026/06/11-07/13 MONTHLY SERVICE	332.88
PRECISE MRM LLC	2026/06/30M FLAT DATA PLAN	92.00
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M DENTAL INSURANCE	170.52
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LIFE	58.48
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LTD	89.60
		\$ 359,199.12

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PARKS		
AMAZON.COM, LLC	PC-CREDIT-HI PRESSURE WASH NOZZLES	(29.99)
AMAZON.COM, LLC	PC-HI PRESSURE WASH NOZZLE	29.99
A-RELIEF SERVICES	2026/06/13-07/10 PORTABLE RESTROOMS-CHURCH	199.00
A-RELIEF SERVICES	2026/06/21-07/18 PORTABLE RESTROOMS-SWANSON PARK	199.00
A-RELIEF SERVICES	2026/07/23-08/19 PORTABLE RESTROOMS-ASPEN PARK	199.00
COX BUSINESS SERVICES	2026/07/31M MONTHLY SERVICE	107.39
HD SUPPLY FACILITIES MAINTENANCE	JANITORIAL SUPPLIES	161.46
HOME DEPOT	PC-BATTERIES, PLY FISH TAPE	116.84
MARKING REFRIGERATION, INC	ICE MACHINE REPAIR	235.00
MENARDS	PC-POLY EXPANSION ON JOINT, SUPPLIES FOR WEIGH DOWN FOUNTAIN	422.55
METROPOLITAN UTILITIES DIST	2026/06/04-07/02 MONTHLY SERVICE	3,487.78
METROPOLITAN UTILITIES DIST	2026/06/05-07/06 MONTHLY SERVICE	108.15
METROPOLITAN UTILITIES DIST	2026/06/09-07/08 MONTHLY SERVICE	169.52
PRECISE MRM LLC	2026/06/30M FLAT DATA PLAN	299.00
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M DENTAL INSURANCE	284.20
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LIFE	76.95
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LTD	93.05
WESTLAKE ACE HARDWARE	PC-CLEANING WIPES, HOSE CLAMPS, FISH TAPE, ANCHOR SHACKLE,	196.83
		\$ 6,355.72
RECREATION		
ADDISON KETTLESON	REIMB FOR LIFEGUARD SWIM SUIT	73.85
ADDISON TOELLE	REIMB FOR LIFEGUARD SWIM SUITS	78.04
ALEXANDRA MASHEK	REIMB FOR LIFEGUARD SUIT, RECERT CLASS, POOL OPERATOR	241.52
ALEXANDRA SWOBODA	REIMB FOR LIFEGUARD SUIT, RECERTIFICATION CLASS	164.58
AMAZON.COM, LLC	PC-WALL CLOCKS (4), POOL BASKETBALLS, WHISTLES	190.30
AQUA-CHEM	SERVICE CONTRACT LABOR-CASCIO	450.00
AQUA-CHEM	QUAD RING SEAL, LABOR-GILBERT	792.85
AQUA-CHEM	CHEMICAL FOR POOLS	4,600.50
BAKERS BELLEVUE	PC-CONCESSION SUPPLIES	852.49
BIG RED LOCKSMITHS	REPAIR GARAGE DOOR LOCK-BROKEN	275.00
BREANNE HALBFASS	REFUND POOL PARTY DEPOSIT FOR 7/18/26	260.00
BROOKLYN ANDERSEN	REIMB FOR LIFEGUARD SWIMSUITS	141.81
CAPITAL BUSINESS SYSTEMS, INC	2026/06/11-07/10 COPIER EXPENSE	65.76
CAROL LEE GARCIA	REFUND POOL PARTY DEPOSIT	130.00
CLAIRA MATHEWS	REIMB FOR LIFEGUARD SWIM SUIT	51.48
COTA BARMORE	REIMB FOR LIFEGUARD SWIM SUIT, RECERTIFICATION CLASS	203.36
COX BUSINESS SERVICES	2026/07/31M MONTHLY SERVICE	83.39
CRUZ RAMOS	REIMB FOR RECERTIFICATION CLASS	225.00
DICK'S CLOTHING AND SPORTING GOODS	PC-PITCHING MACHINE, CONCESSION SUPPLIES	1,069.99
DICK'S CLOTHING AND SPORTING GOODS	PC-CREDIT ON EXCHANGE & TAX FOR PITCHING EXCHANGE	(220.00)
EVERETT LEISTER	REIMB FOR RECERTIFICATION CLASS	225.00
FALLYN GLOMB	REIMB FOR LIFEGUARD SWIM SUIT, CERT CLASS, POOL OPERATOR	237.44
HD SUPPLY FACILITIES MAINTENANCE	DISH SOAP	48.64
JACOB MERCER	REIMB FOR LIFEGUARD SUITS, RECERTIFICATION CLASS	300.49
JARED FASNACHT	REIMB FOR RECERTIFICATION CLASS, POOL OPERATOR	265.00
JAYLA FASNACHT	REIMB FOR LIFEGUARD SWIM SUIT	79.90
LAUREN MAASS	REIMB FOR LIFEGUARD SWIM SUIT	136.92
LILLIAN MORRELL	REIMB FOR RECERTIFICATION CLASS	175.00
MADDILYN TSCHIRREN	REIMB FOR LIFEGUARD SUIT	39.02
MADELEINE WALTER	REIMB FOR LIFEGUARD SUIT	42.14
MATTHEW CARROLL	REIMB FOR LIFEGUARD SWIM SUIT, CERTIFICATION CLASS	305.20
METROPOLITAN UTILITIES DIST	2026/06/04-07/02 MONTHLY SERVICE	5,915.21
METROPOLITAN UTILITIES DIST	2026/06/05-07/06 MONTHLY SERVICE	23,352.67
METROPOLITAN UTILITIES DIST	2026/06/06-07/02 MONTHLY SERVICE	192.65
METROPOLITAN UTILITIES DIST	2026/06/11-07/10 MONTHLY SERVICE	7,670.95
MIDWEST IMPRESSIONS	LEAGUE CHAMPS - BASEBALL TSHIRTS	1,056.10
NEHEMIAH WALTER	REIMB FOR LIFEGUARD SUIT, RECERTIFICATION CLASS	202.61
NEVCO SPORTS, LLC	SCOREBOARD WIRELESS HANDHELD CONTROLLERS & CASES	1,761.91
NOLAN MAASS	REIMB FOR RECERTIFICATION CLASS	250.00
OLIVIA NORDBY	REIMB FOR LIFEGUARD SUIT, RECERTIFICATION CLASS	207.91
PRECISE MRM LLC	2026/06/30M FLAT DATA PLAN	92.00
PRIMA DISTRIBUTION	PC-POPCORN, OIL	176.65
RECSUPPLY	POOL - 18) BAHIA CHAISE LOUNGE - WHITE	3,167.31
SAM'S CLUB DIRECT	PC-CONCESSION SUPPLIES	1,819.08
THANKSGIVING LUTHERAN CHURCH	2026/07/16 MUSIC IN THE PARKS	400.00
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M DENTAL INSURANCE	85.26
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LIFE	18.13
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LTD	32.05
WESTLAKE ACE HARDWARE	PC-SYNTHETIC OIL	17.99
		\$ 58,003.15

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FACILITY MANAGEMENT		
AE SUPPLY	PC-SHROLD ASSEMBLY-LIBRARY	110.00
AMAZON.COM, LLC	PC-ARBITER BACKFLOW TEST KIT, HOSE VALVE, PRESSURE WASHER	1,151.41
BIG RED LOCKSMITHS	PC-DUPLICATE KEYS-GOLDENROD PARK	132.00
CARPENTER PAPER CO	TOWELS, TISSUE, WAXED PAPER, CARPET CLEANER	295.90
CERRIS SYSTEMS NORTH CENTRAL, INC	CONDENSATE LEAKING IN ARCHIVE ROOM-1510 WALL ST	587.00
CERRIS SYSTEMS NORTH CENTRAL, INC	UNIT 2081 & ERV3 DOWN-1510 WALL	720.00
CERRIS SYSTEMS NORTH CENTRAL, INC	REMOTE CONDENSER DOWN-1500 WALL	2,146.00
CONTRACTOR TRAINING CENTER	PC-TRAINING TO RENEW CONTRACTOR LICENSE	297.00
COX BUSINESS SERVICES	2026/07/31M MONTHLY SERVICE	107.39
FERGUSON ENTERPRISES LLC #228	PC-CREDIT-PRERINSE, FLEX HOSES, PRE-RINSE	248.00
FILTER SHOP	FILTERS	504.04
GEARHART CONSTRUCTION & PLUMBING INC	REPAIR M JELLER FIRE HYDRANT-FIRE TRAINING SITE	2,635.95
GEARHART CONSTRUCTION & PLUMBING INC	REPAIR SMITH WALL HYDRANT-LIBRARY	468.10
GOOGLE ONE	PC-CREDIT FOR FRAUDULENT CHARGE-GOOGLE ONE	(4.98)
GOOGLE ONE	PC-FRAUDULENT CHARGE-GOOGLE ONE	2.49
GOOGLE PLAY	PC-CREDIT FOR FRAUDULENT CHARGE-GOOGLE PLAY	(1.10)
GRAINGER	PC-FILTERS FOR CASCIO POOL, ACTUATOR ASSY-HASTING BANNER	213.79
HD SUPPLY FACILITIES MAINTENANCE	PAPER TOWELS, FLOOR STRIPPING PADS	409.05
HOTSY EQUIPMENT CO	SERVICE MAINTENANCE, PRESSURE WASHER PARTS-PD	222.00
INTERSTATE INDUSTRIAL INSTRUMENTATION INC	PC-CALIBRATE BACKFLOW, VALVE	156.09
JACKSON SERVICES, INC	DOOR MAT SERVICE-CITY BUILDINGS	269.08
MENARDS	PC-AIR REGULATOR, ANIMAL DETERRENT, BUSHINGS, SINK	349.09
	STRAINER, STORAGE ORGANIZER, TANK SPRAYER, CLEANING	
	SUPPLIES, PLANTS, DOOR STOPS, SPRAY PAINT	
METROPOLITAN UTILITIES DIST	2026/06/04-07/02 MONTHLY SERVICE	320.99
MILLARD SPRINKLER	SPRINKLER REPAIR-HISTORICAL BANK	2,574.61
PRECISE MRM LLC	2026/04/30M FLAT DATA PLAN	138.00
PRECISE MRM LLC	2026/06/30M FLAT DATA PLAN	138.00
SHERWIN WILLIAMS CO	PC-PAINT FOR CASCIO POOL	89.63
TRICO MECHANICAL SERVICES	A/C SERVICE-DIST 3, FOOD PANTRY, BANK	753.04
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M DENTAL INSURANCE	255.78
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LIFE	72.28
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LTD	90.71
WESTLAKE ACE HARDWARE	PC-BATTERIES, HOSES, SPRAY PAINT, PLANTS,SILICONE, THREAD	349.94
	SEAL PIPE, COUPLERS	
		\$ 15,801.28
CEMETARY		
A-RELIEF SERVICES	2026/06/13-07/10 PORTABLE RESTROOMS	199.00
COX BUSINESS SERVICES	2026/07/31M MONTHLY SERVICE	175.38
METROPOLITAN UTILITIES DIST	2026/06/04-07/02 MONTHLY SERVICE	114.59
NEBRASKA DEPARTMENT OFENVIRONMENT AND	PC-TRAINING FOR PUBLIC WATER OPERATOR	115.00
TOTAL BLACKFLOW RESOURCES	PC-BACKFLOW RECERTIFICATION TRAINING	200.00
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M DENTAL INSURANCE	85.26
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LIFE	23.48
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LTD	28.74
		\$ 941.45
STREETS		
ALFRED BENESCH & COMPANY	BPW 260104-2026 OVERLAY PROJECTS 2026/06/08-07/05	3,053.90
ALFRED BENESCH & COMPANY	BPW 190815-CAPEHART RD DESIGN 2026/03/09-07/05	888.00
ALFRED BENESCH & COMPANY	BPW 250104-2025 CITY OVERLAY PROJECTS 2026/06/08-07/05	7,653.60
ALFRED BENESCH & COMPANY	BPW 260102-2026 CONCRETE PROJECTS 2026/06/01-07/05	29,446.25
AMAZON.COM, LLC	PC-HAND SOAP, CUTOFF WHEELS, SOIL PROBES, STEEL CABLE, MONITOR	1,538.86
ANDERSON FORD	2026 FORD F-250 SNOWPLOW VIN #1FTBF2BTXTED04065	56,943.00
ANDERSON FORD	2026 FORD F-250 SNOWPLOW VIN #1FTBF2BN1TED03405	61,074.00
AVERY RENTS	PROPANE FOR ASPHALT MACHINE	28.84
CAPITAL BUSINESS SYSTEMS, INC	2026/06/12-07/11 COPIER EXPENSE	64.06
CONCRETE SUPPLY, INC	CONCRETE	8,165.50
COX BUSINESS SERVICES	2026/07/31M MONTHLY SERVICE	274.17
CROW LAWN CARE LLC	2026/05/29-06/18 ROW MOWING-CYCLE 3	10,982.88
CROW LAWN CARE LLC	2026/06/18-07/10 ROW MOWING-CYCLE 4	10,982.88
FELSBURG HOLT & ULLEVIG, INC	BPW 260509-CAPEHART RD 36TH CORRIDOR 2026/06/05-06/30	3,020.00
FELSBURG HOLT & ULLEVIG, INC	BPW 260510-N-370 SIGNAL RETIMING THRU 2026/06/30	16,733.60
FELSBURG HOLT & ULLEVIG, INC	BPW 260110-COBBLESTONE CREEK STORM SEWER 2026/06/01-	1,352.50
FELSBURG HOLT & ULLEVIG, INC	BPW 260108-MCCANN PARK STORM SEWER 2026/06/01-06/30	10,773.75
HGM ASSOCIATES INC	BPW 250102-CONCRETE REPAIR PACKAGE THRU 2026/06/30	1,798.28
IA/NE CONCRETE PRODUCTS	CONCRETE	3,481.00
LOGAN CONTRACTORS SUPPLY	NAIL STAKES, WOOD STAKES, PAINT	439.60
MENARDS	PC-CUTOFF RISER, SCREWS, LUMER, DRILL, MAIL BOX POST, LATHE, SCREWS	294.52
METROPOLITAN UTILITIES DIST	2026/06/04-07/02 MONTHLY SERVICE	400.74
METROPOLITAN UTILITIES DIST	2026/06/05-07/06 MONTHLY SERVICE	274.18

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STREETS (contd)

OMAHA PUBLIC POWER DISTRICT	2026/06/02-07/01 MONTHLY SERVICE	192.86
OMAHA PUBLIC POWER DISTRICT	2026/06/11-07/13 MONTHLY SERVICE	37.07
OMNI ENGINEERING	ASPHALT	8,490.44
PLATTE RIVER CONCRETE CO	CONCRETE	13,322.94
PRECISE MRM LLC	2026/06/30M FLAT DATA PLAN	1,196.00
READY MIXED CONCRETE COMPANY	CONCRETE	20,240.66
RHOMAR INDUSTRIES	PC-STRIP-OFF	426.01
SHERWIN WILLIAMS CO	PC-5GAL PAINT STRAINER	41.86
STANEK INDUSTRIES LLC	BPW 260102-CONCRETE PKG#1 2026/07/08-07/21	52,295.88
STRAIGHT-LINE STRIPING, INC	PAINT FOR STREETS LINES	91,541.25
SURVEYING AND MAPPING LLC	BPW 260112-MS4 STORMSEWER SYSTEM MAPPING THRU 2026/06/27	35,280.00
TREES SHRUBS AND MORE	PC-MULCH	269.77
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M DENTAL INSURANCE	852.60
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LIFE	259.35
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LTD	324.84
VALLEY CORPORATION	BPW 240109-MISSION AVE IMPROVEMENTS 2025/12/01-2026/07/24	28,042.68
WESTLAKE ACE HARDWARE	PC-DUCT TAPE, ELEC TAPE, TERMINALS	79.33
		\$ 482,557.65

FLEET MAINTENANCE

911 CUSTOM, LLC	CONTROL CENTER, DUO LINEAR ION RED/BLUE	4,742.00
ADVANCE AUTO PARTS	PRIMER TO COVER RUST	67.61
AGRVISION EQUIPMENT GROUP	PC-ENGINE CLUTCH, SOLENOID, V-BELTS, CHAIN SAW, CLUTCH, HOOD BRACKET	2,582.17
AMAZON.COM, LLC	PC-SPRAY GUN, BACKRACK FRAME, COMPRESSION SPRING, REFRACTOMETER, BRAKE ROTORS, EXHAUAR PIPE SIELD, LIGHTBAR, WINDOW SHADES, CUSTOM STAMPS, WIPES, SAW BALL BEARING, AXLE SEALS, IGNITION COIL, MOLDING TAPE	4,747.01
ARNOLD MOTOR SUPPLY	TOW CHARGE-HS2	140.25
AUTO BODY AUTHORITY	THREADLOCKERS, FILTERS, WHEL WEIGHTS, BELTS, IGNITION CONDENSOR, BRACKET, FUSES	125.00
AUTOMOTIVE WAREHOUSE DIST, INC	TIRES	1,264.66
BAUER BUILT TIRE & SERVICE	EXHAUST MANIFOLD SENSORS, SEAL ASSY, ROTOR ASSY, GATE STRUTS, OIL SEPARATOR	1,514.08
BAXTER FORD OF OMAHA	PC-FILTERS	1,209.99
BOBCAT OF OMAHA	DIAGNOSTIC REPAIRS, FILTERS	188.38
CORNHUSKER INTERNATIONAL TRUCKS	2026/07/31M MONTHLY SERVICE	1,805.08
COX BUSINESS SERVICES	BREATHER GASKETS, CRANK CASE O-RINGS, FILTER KIT	107.39
CUMMINS SALES AND SERVICE	STEEL KING NIPPLE, ELBOW	392.95
DULTMEIER SALES LLC	OUTPUT LIP SEAL	15.20
ELLIOTT EQUIPMENT CO	STARTER MOTOR	235.41
FACTORY MOTOR PARTS CO	CREDIT-STARTER MOTOR	179.93
FACTORY MOTOR PARTS CO	FITTING, SOLENOID ASSY, REPAIR TRAILER, PRESSUE SWITCH	(179.93)
FLEET PRIDE	REPLACE WINDSHIELD-PO600	8,611.01
GALVIN GLASS	TIRES	491.00
GRAHAM TIRE COMPANY	COATED GLOVES	2,837.00
GRAINGER	PC-CHANNEL	17.28
HONDA CARS OF BELLEVUE	TANK TRUCK HOSE	82.43
HOSE & HANDLING, INC	PC-DISC FLOOR SCRUBBER	11.72
HOTSY EQUIPMENT CO	CREDIT-PRINCE DA TR SSM	399.17
HYDRAULIC CONTROLS, INC CORP	BATTERIES	(287.25)
INTERSTATE BATTERIES	PC-CLUTCH KIT, PLLEY IDLER, BUSHING FLANGES	1,703.21
J & J SMALL ENGINE SERVICE	PC-PC-LONG STROKE PIGGY BACK, PURGE VALVES, CARTRIDGE	1,087.19
JIM HAWK TRUCK TRAILERS	TELESCOPING POLE, SWING ARM W/MOTION ADAPTER	936.61
JONES AUTOMOTIVE	DISPOSABLE GLOVES, WIPER BLADE	1,174.89
KEN MEYER DISTRIBUTING, INC	PC-BULK PAK-COUPLER, NIPPLES, FITTINGS, PLUGS	66.90
KRIHA FLUID POWER CO	PC-INCLINOMETERS, INDUCTIVE SWITCH, RESISTORS, THERMOSTAT	1,138.01
MACQUEEN EQUIPMENT, LLC	PC-27GAL TOTE, PINE BOARD, PAINT ROLLER, WATER, PIPE FITTING, SPRAY PAINT, BATTERIES, DRUM FAN, FLUID PUMP, TOTE, PAIL	772.23
MENARDS	PC-ABRASIVE BLASTING CRYSTAL	792.57
MENARDS - RALSTON	2026/06/04-07/02 MONTHLY SERVICE	47.96
METROPOLITAN UTILITIES DIST	PC-WHEEL ALIGNMENT	134.27
MIDLANDS AUTO REPAIR	PC-SEAL, V-BELTS, COMPRESSOR, WINDOW PANE	125.00
MURPHY TRACTOR	WIPER BLADE, FILTERS, BATTERY CABLES, FUEL PUMP, SERPENTINE BELTS, IGNITION WIRE, DOME LIGHT, ABS SENSOR, TIRE VALVES	1,138.05
NAPA AUTO PARTS	LOCK NUTS, NUTS, DRILL BITS, CONNECTORS, FLANGE NUTS, TIE WRAP, SUSPENSION BOLTS, TY-RAP	2,177.68
NEBRASKA IOWA INDUSTRIAL FASTENERS, INC	WELDING GLOVES, STEEL HINGE, NOZZLES, CYLINDER RENTAL	929.07
NIPPON SANSO MATHESON INC	PC-PAG OIL	421.45
O'REILLY AUTO PARTS	PACZ70 TOOL BOARDS FOR THE NEW ENG41	34.47
PERFORMANCE ADVANTAGE COMPANY	PC-2026/04/30M FLAT DATA PLAN	2,832.49
PRECISE MRM LLC	SPRINGS, U BOLTS	161.00
SUSPENSION SHOP, INC	PC-O-RINGS	416.60
SWAN ENGINEERING, LLC		10.80

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CLAIMS FOR 2026/08/04 COUNCIL MEETING

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FLEET MAINTENANCE (cont'd)		
TRUCK CENTER COMPANIES-OMAHA	REAR AXLE MOUNT BUSHINGS AND CROSS TUBE, TORQUE RODS, HUB CAPS BRAKE ADJUSTERS	2,248.50
TURFWERKS	PC-BLADE BOLTS, PROXIMETER SENSOR, HOOD HINGE, STUD	245.37
TY'S OUTDOOR POWER & SERVICE	DRIVE PULLEY SHIELD, BEARINGS, HYD FLUID, HEADLIGHTS	728.11
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M DENTAL INSURANCE	511.56
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LIFE	164.62
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LTD	208.17
WALKERS UNIFORM RENTAL	UNIFORM RENTAL SERVICE, FENDER COVERS RENTAL	337.62
WATEROUS COMPANY	PC-SCREEN INTAKE	296.24
WAYTEK, INC	PC-INVERTER REMOTE	567.71
WELDON PARTS INC	PC-COMPRESSOR	349.45
WESTLAKE ACE HARDWARE	PC-BULK FASTENERS, FLAT HEAD SCREWS	67.35
		\$ 53,124.69
SOLID WASTE		
CITY OF OMAHA	2026/04/30M COMPOST DELIVERIES	11,519.96
CITY OF OMAHA	2026/05/31M COMPOST DELIVERIES	15,889.79
PAPILLION SANITATION	2026/03/30M GLASS RECYCLING	449.22
PAPILLION SANITATION	2026/06/30M TRASH HAULING FEES	386,690.69
		\$ 414,549.66
PLANNING		
AMERICAN PLANNING ASSOCIATION	PC-2026/07/01-2027/06/30 MEMBERSHIP DUES	527.50
CROWNE PLAZA HOTEL	LODGING FOR CONFERENCE-HANKINS, CURRY	959.70
J P COOKE COMPANY	NAME FOR CHAMBER-A HERALL-PLANNING	29.90
METROPOLITAN UTILITIES DIST	2026/06/04-07/02 MONTHLY SERVICE	48.37
OMAHA PUBLIC POWER DISTRICT	2026/06/11-07/13 MONTHLY SERVICE	301.10
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M DENTAL INSURANCE	85.26
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LIFE	28.73
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LTD	42.70
		\$ 2,023.26
PERMITS & INSPECTIONS		
AMAZON.COM, LLC	PC-COMPRESSED CANNED AIR DUSTER, SHOE COVERS, SPEAKERS	89.89
METROPOLITAN UTILITIES DIST	2026/06/04-07/02 MONTHLY SERVICE	64.62
OMAHA PUBLIC POWER DISTRICT	2026/06/11-07/13 MONTHLY SERVICE	402.30
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M DENTAL INSURANCE	255.78
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LIFE	89.03
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LTD	116.67
		\$ 1,018.29
POLICE		
ALAN BOTTJEN	REIMB TRAINING EXPENSES	454.00
AMAZON.COM, LLC	PC-BATTERIES, DVDS, WALLSHELVES, PRINTER SUPPLES, SCANNER, ROBOT VACUUM, THERMAL RIBBONS, CURVED MONITORS (4), DOCKING STATIONS, TRANSMITTER, HEADPHONES, STAPLES	6,576.26
AMERICAN COUNCIL ON EXERCISE	PC-2026/05/13-06/12 TRAINING MEMBERSHIP-BANKS	34.95
ANTHROPIC PBC	PC-2026/06/01-2027/06/01 CLAUDE PRO-CLARY	200.00
ANTHROPIC PBC	PC-2026/05/25-06/25 MAX PLAN-KIRWAN	44.47
ASSOCIATION OF THREAT ASSESSMENT	PC-2026/05/31-2027/05/31-MEMBERSHIP HOBBS	150.00
AT&T MOBILITY	2026/05/22-06/21 MONTHLY SERVICE	286.78
AT&T MOBILITY-CC	2026/06/05-07/04 MONTHLY SERVICE	5,358.75
ATRONIC ALARMS INC	PC-SURVEILLANCE CAMERA-WASHINGTON PARK (45% DEPOSIT)	3,121.37
BELLEVUE ANIMAL HOSPITAL	VET VISIT-KADO	36.12
BENEFIT PLANS	2026/07/31M POLICE PENSION PLAN-MD, JG, MG	8,817.56
BIG RED LOCKSMITHS	DUPLICATE KEYS	9.50
CCAP AUTO LEASE	2026/07/31M CHRYSLER USPIS VEHICLE LEASE	696.68
CITY OF LAVISTA	SDLEA TUITION, MANUALS, POINT TO PICTURE	15,289.30
CITY OF OMAHA	2026 Q2 FORENSIC SERVICES	2,200.00
CNA SURETY DIRECT BILL	PC-2026/01/23-2030/01/23 NOTARY BOND-K WRIGLEY	40.00
CNA SURETY DIRECT BILL	PC-2026/06/22-2030/06/22 NOTARY RENEWAL-M VANN	40.00
COP SMART LLC	TRAINING FOR CANNABIS LEGISLATION PRESENTATION	1,400.00
COX BUSINESS SERVICES	2026/07/31M MONTHLY SERVICE	558.97
COX BUSINESS SERVICES	2026/07/02-08/01 MONTHLY SERVICE	285.00
CREIGHTON UNIVERSITY COLLEGE OF NURSING	ACLS, BLS CARDS-FIRE, POLICE	126.00
CRITICAL INCIDENT REVIEW	PC-INVESTIGATIONS TRAINING-ANDHAL, FRANKS, K BROWN	2,991.00
DALLAS CHILDREN'S ADVOCACY CENTER	PC-PROFESSIONAL DISCIPLINE TRAINING-K BROWN	895.00
DANIEL GERMAN	REIMB TRAINING EXPENSES	102.00
DATA PILOT, INC	2026/09/18-2027/09/18 DATAPILOT 10 & DP SOFTWARE	2,795.00
DAVID SWACKHAMMER	REIMB TRAINING EXPENSES	102.00
DC ELECTRIC/HEARTLAND LIGHTING	INSTALL FIVE (5) OUTLETS TO POLES FOR CAMERAS-AHP	8,840.00
DILLON BROTHERS MOTORSPORTS	THREE (3) KLR HELMETS	789.97
GREAT PLAINS UNIFORMS	BALLISTIC VESTS (5)	6,500.00
GREAT PLAINS UNIFORMS	SHOES-S BETTS	265.00
HERTZ	PC-RENTAL CAR-PETTIT	885.35

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CLAIMS FOR 2026/08/04 COUNCIL MEETING

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POLICE (cont'd)

HOLIDAY INN OF GRAND ISLAND	PC-LODGING-FRANKS	477.00
HOLIDAY INN WASHINGTON CAPITOL	PC-CREDIT FOR LODGING-J GRAY	(1,222.69)
HOWARD BANKS	REIMB TRAINING EXPENSES	500.57
ID ENHANCEMENTS, INC	PC-SECURITY KEY FOBS	290.19
IMA AWTHUM CLOWN	CLOWN FACE PAINTER-NNO	600.00
ISAIAS ROSARIO	REIMB TRAINING EXPENSES	374.00
J P COOKE COMPANY	POCKET STAMPER-L LAMPMAN	41.10
JACKSON SERVICES, INC	DOOR MAT SERVICE	287.88
JESSICA MANNING	REIMB TRAINING EXPENSES	374.00
JIM SEVERN	REIMB TRAINING EXPENSES	454.00
JON HOBBS	REIMB TRAINING EXPENSES	544.00
LENS EQUIPMENT	2026/08/23-2027/08/23 UNLIMITED DATA SERVICE FOR GPS	499.00
MATCON, LLC	2026/08/31 M MONTHLY OPERATING EXPENSES, RENT FOR K9	2,014.60
MATTHEW VANN	REIMB TRAINING EXPENSES	496.00
MENARDS	PC-OSCILLATING FLOOR FAN	79.99
METROPOLITAN UTILITIES DIST	2026/06/04-07/02 MONTHLY SERVICE	1,145.24
MICROSOFT STORE	PC-2026/05/14-2024/05/14 MICROSOFT SUBSCRIPTION	139.09
MIDWEST LININGS	WINDOW TINTING - 2018 FORD EXPEDITION	199.00
MODERN IMAGING SOLUTIONS, INC	NITRILE GLOVES	1,209.40
MYZONE, INC	PC-2026/6/30M WELLNESS PROGRAM-BANKS	75.00
NAT'L TACTICAL OFFICERS ASSOCIATION	PC-2026/05/27-2027/05/27 DEBRIEF WEBINAR MEMBERSHIP-SPENCER	35.00
NEBRASKA SECRETARY OF STATE	PC-2026/06/22-2030/06/22 NOTARY RENEWAL-M VANN	32.50
OMAHA PUBLIC POWER DISTRICT	2026/06/11-07/13 MONTHLY SERVICE	7,129.42
POLICE OFFICERS ASSOCIATION OF NEBRASKA	2026/08/04-12/31 POAN MEMBERSHIP-C CHIZEK, CHRISTIANSON, SCHILDHAUER, URWIN, WAHAB	75.00
PORTABLE STORAGE OF NEBRASKA, LLC	PC-2026/05/26-06/25 EVIDENCE STORAGE	175.48
PORTABLE STORAGE OF NEBRASKA, LLC	PC-2026/06/02-07/01 EVIDENCE STORAGE	164.00
POSITIVE CONCEPTS	PRINTER PAPER ROLLS FOR CRUISERS (10 CASES)	1,600.00
PSIEXAMS	PC-UNMANNED AIRCRAFT TRAINING-ANDAHN, K BROWN, R LAMPMAN	525.00
SARPY COUNTY FISCAL ADMINISTRATION	LAW RECORDS & PUBLIC SAFETY SOFTWARE, LRMS APRIL - JUNE	13,763.39
SIOUX SALES COMPANY	SAFARILAND HOLSTERS	564.85
SOUTHWEST AIRLINES	PC-AIR FARE-PETTIT	761.70
SPARTAN NASH STORES, LLC	PC-DRINKS, WATER	28.96
SPOTHERO PARKING	PC-PARKING FOR TRAINING-K BROWN	46.00
STRADA OCCUPATIONAL HEALTH	MEDICAL TESTING-NEW RECRUITS	812.00
THE UPS STORE	MAILING CHARGES	23.47
TRISTAR CLAIMS MANAGEMENT SERVICES, INC	2026/06/10 TRISTAR2 PREFUND REQUEST - E JOHNSON	600,000.00
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M DENTAL INSURANCE	3,676.44
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LIFE	778.28
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LTD	2,004.05
VERIZON WIRELESS	2026/06/04-07/23 MONTHLY SERVICE	110.10
WESTLAKE ACE HARDWARE	GORILLA BLACK TAPE	59.96
		\$ 710,834.00

FIRE & RESCUE

AED SUPERSTORE	PC-RECESSED ALARM CABINET FOR AED	150.00
AIR CLEANING TECHNOLOGIES, INC	REPAIRS TO PLYMOVENT-MID HOSE SECTION	851.00
AIRGAS USA, LLC	2026/06/30M CYLINDER RENTAL, OXYGEN	789.00
AMAZON.COM, LLC	PC-BATHROOM SIGN, WRITING PADS, TISSUES, FRAMES, PRINTER SUPPLIES, SCUBA DIVING MARKER, BROOM HANDLE, TIME RELAY MODULE, MOBILE WHITEBOARD, CLIMBING CORD	2,213.64
BELLEVUE PRINTING COMPANY	WHITE ENVELOPES, BUSIESS CARDS	331.86
BOUND TREE MEDICAL, LLC	NITROGLYCERIN, DOPAMINE, EXTRICATION COLLAR, SODIUM BICARB, MASK, BP CUFFS	6,755.43
COX BUSINESS SERVICES	2026/07/31M MONTHLY SERVICE	214.78
CREIGHTON UNIVERSITY COLLEGE OF NURSING	ACLS, BLS CARDS-FIRE, POLICE	200.00
EC DATA SYSTEMS, INC	PC-2026/05/31M FAX SERVER SHARE	7.95
ED M FELD EQUIPMENT CO	PRESSURE GASKET	205.00
FIRST IMPRESSION SIGNS & GRAPHICS	CUSTOM LOBBY SIGN-TRAINING SITE	1,876.25
GREAT PLAINS UNIFORMS	POLO, NAME/BADGE EMBROIDERY, PANTS-S WAGNER	360.00
GREAT PLAINS UNIFORMS	TACTICAL PANTS-K VOGEL	447.50
GREAT PLAINS UNIFORMS	POLO, NAME/BADGE EMBROIDERY-E MCCORMICK	79.49
GREAT PLAINS UNIFORMS	SHOES-A ROGERS	159.95
GREAT PLAINS UNIFORMS	TACTICAL PANTS, SHORTS, EMBROIDERY-S GLOVER	509.50
GREAT PLAINS UNIFORMS	TACTICAL PANTS-A ROGERS	89.99
GREAT PLAINS UNIFORMS	FIREFIGHTER BADGES (10), ENGINEER BADGES (3), FD BADGES (8)	3,364.50
GREAT PLAINS UNIFORMS	CAPTAIN BADGES (8), BELLEVUE BADGE	906.50
JEANNINE BISBEE	REIMB FOR SERVICE -BISBEE CHUCK	114.61
JERSEY MIKE'S SUBS	PC-FOOD FOR INTERVIEWS	47.75
KNOX COMPANY	PC-CREDIT FOR DUPLICATE CARD PROCESSING	(584.00)
LORI MITCHELL	REFUND FOR SERVICE	25.00
MACQUEEN EQUIPMENT, LLC	HELMETS, SHIPPING	3,681.64
MARCO TECHNOLOGIES, LLC	2026/05/27-06/26 COPIER EXPENSE	179.51
MARCO TECHNOLOGIES, LLC	2026/06/27-07/26 COPIER EXPENSE	117.79
MENARDS	PC-CABLE TIES, WASHERS, PONCHOS, TRAINING SUPPLIES, WATER, BROOM, BRUSHES, RUBBER MALLET	1,274.79

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CLAIMS FOR 2026/08/04 COUNCIL MEETING

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FIRE & RESCUE (cont'd)		
METROPOLITAN UTILITIES DIST	2026/06/04-07/02 MONTHLY SERVICE	398.15
METROPOLITAN UTILITIES DIST	2026/06/04-07/06 MONTHLY SERVICE	528.54
METROPOLITAN UTILITIES DIST	2026/06/05-07/06 MONTHLY SERVICE	1 902.88
METROPOLITAN UTILITIES DIST	2026/06/10-07/08 MONTHLY SERVICE	307.32
ROMEO'S ITALIAN RESTAURANT	PC-FOOD FOR INTERVIEWS	69.69
STARLINK - A DIVISION OF SPACE EXPLORATION	PC-2026/05/28-06/28 TERMINAL ACCESS	155.00
STERICYCLE, INC	ON-SITE DOCUMENT SHREDDING	322.20
SUMMIT FIRE PROTECTION	HYDROSTATIC TESTS EXTINGUISHERS	116.00
SUPER VACUUM MANUFACTURING CO	PC-CLIP FOR STORING EQUIPMENT ON FRONT LINE	620.09
THE NEBRASKA MEDICAL CENTER	2026/06/30Q Q4 MEDICAL DIRECTOR	12,774.74
THE UPS STORE	PC-MAIL PACKAGE	17.63
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M DENTAL INSURANCE	2,708.98
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LIFE	618.22
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LTD	1,442.96
UNMANNED VEHICLE TECHNOLOGIES, LLC	2026/07/15-2027/07/14 PROLINE FLEET ACCESS LICENSE	1,149.00
WILD CHICKEN GRILL	PC-FOOD FOR INTERVIEWS	72.80
		\$ 47,573.63

NON-DEPARTMENTAL/CONTRACTS		
AMAZON.COM, LLC	PC-PLASTIC SILVERWARE, NAPKINS	169.20
AMERICAN NATIONAL BANK	2026/06/30M ACCT 1000 ANALYSIS CHG	577.98
CENTURY LINK	2026/06/04-07/03 MONTHLY SERVICE	298.72
EMPLOYEE BENEFITS SYSTEMS	EBS - 2026/06/01-06/30 ADD'L RUN OUT	2,395.12
GIFF PROPERTY SERVICES	PROPERTY APPRAISAL-FT CROOK RD EXTENSION	4,500.00
GREAT PLAINS COMMUNICATIONS LLC	2026/07/31M MONTHLY SERVICE	548.88
HEARTLAND MARKETING & COMMUNICATIONS, INC	2026/06/01-06/28 SOCIAL MEDIA MANAGEMENT	5,471.71
MENARDS	PC-CABLE TIES, LEVER HOSE VALVE, TABLE PAINT, POST FOR SIGNS, RISERS, SHEETING	561.88
NE-DEPARTMENT OF REVENUE	2026/06/30M SALES AND USE TAX RETURN (FORM 10)	3,011.80
PM AM CORPORATION	2026/06/30M ALARM FEES INV# 202607034	2,472.00
REGIONAL METROPOLITAN TRANSIT AUTHORITY OF	2026/05/31M MAT SERVICE 1812 MILES	6,882.00
SUN VALLEY LANDSCAPING	PC-HARDWOOD MULCH, CABLE, CLEANING SUPPLIES, PLIERS, VALVE CAPS, TCOLS	336.00
TASC - TOTAL ADMINISTRATIVE SERVICES CORP	2026/09/30Q FSA ADMIN FEES	2,173.50
WESTLAKE ACE HARDWARE	PC-CABLE, SCREWDRIVER-BLVU ROCKS	151.71
		\$ 29,550.50

INFORMATION TECHNOLOGY		
AMAZON.COM, LLC	PC-UPS BACKUPS	1,115.91
BIG RED LOCKSMITHS	PC-DUPLICATE KEYS	16.00
CITY OF OMAHA	STATION ALERTING INFRASTRUCTURE USE FOR 2026	5,000.00
DELL MARKETING L.P.	LAPTOP FOR FINANCE	1,461.00
FIRST WIRELESS, INC	RADIO HEADSETS, FREIGHT-ENG 4	5,963.78
HOME DEPOT	PC-BAND SAW	368.00
INTERSTATE ALL BATTERY CENTER	BATTERIES, BATTERIES RECYCLING	865.60
MENARDS	PC-TWISTLOCK CORD, ADAPTER, POWER STRIP, FLEXIBLE CORDS	479.52
MENARDS - RALSTON	PC-CONCORD RUNNER, CABLES	154.00
MOTOROLA SOLUTIONS, INC	PORTABLE RADIO BATTERIES, DESKTOP CHARGER, EARPIECES	1,953.86
PORTABLE COMPUTER SYSTEMS, INC	COMPUTERS, ADAPTER FOR DOCKING STATIONS	27,676.50
SARPY COUNTY FISCAL ADMINISTRATION	IT SERVICES, QUARTERLY SOFTWARE SERVICES	23,587.94
WASABI TECHNOLOGIES, LLC	PC-2026/04/12-05/11 MONTHLY CLOUD STORAGE	164.87
WESTLAKE ACE HARDWARE	PC-RATCHETS, BATTERY PACK	507.86
		\$ 71,314.84

BELLEVUE BAY INDOOR WATERPARK		
FIRST NATIONAL BANK OF OMAHA	2026/05/31M ACCT 1092 ANALYSIS CHG	405.00
		\$ 405.00

WASTEWATER		
AMAZON.COM, LLC	PC-HD STAPLES, PRINTER SUPPLIES	105.53
AMERICAN NATIONAL BANK	2026/06/30M ACCT 1034 ANALYSIS CHG	47.00
ARMOR EQUIPMENT	ATLAS PRO 2-WAY HEADSET	2,730.00
BIG RED LOCKSMITHS	PC-MASTER KEYS	264.00
COX BUSINESS SERVICES	2026/07/04-08/03 MONTHLY SERVICE	220.00
EMBRIS GROUP LLC	BPW 230611-2026/06/30M OLD TOWNE REHAB PACKAGE	405.00
EMBRIS GROUP LLC	2026/06/30M BELLEVUE BLUFF STREET LIFT STATION	13,333.75
GRAINGER	FALLTECH CONFINED SPACE SYSTEM-TRIPOD SYSTEM	3,624.76
HDR ENGINEERING, INC	BPW 181013-QUAIL CREEK LIFT STATION 2026/05/31-06/27	5,658.98
HEIMES CORPORATION	BPW 211123-HAWORTH PARK SANITARY THRU 2026/07/10	41,531.43
HM CRAGG CRITICAL POWER	EMERGENCY TROUBLE SHOOTING-VOLTAGE ISSUE	741.50
MENARDS	PC-GLOVES, TAPE, PAINT, GLOVES, POWER SAW, BATTERY	459.51

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CLAIMS FOR 2026/08/04 COUNCIL MEETING

WASTEWATER (cont'd)		
METROPOLITAN UTILITIES DIST	2026/06/05-07/06 MONTHLY SERVICE	229.72
MICHAEL TODD INDUSTRIAL SUPPLY	CHANNALIZER DRUM, TIRE RING, BASES FOR CONES, ROAD SIGNS	2,149.59
RJN GROUP, INC	BPW 260106-PROF ENG SERVICES THRU 2026/06/26	16,650.00
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M DENTAL INSURANCE	430.84
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LIFE	131.33
UNITED OF OMAHA LIFE INSURANCE CO	2026/07/31M LTD	166.30
		<u>\$ 88,879.24</u>
MEDICAL SELF FUNDING		
BLUE CROSS BLUE SHIELD OF NEBRASKA	2026/05/31M BCBS-NE ADMIN FEES PD 2026/06/26	5,688.75
BLUE CROSS BLUE SHIELD OF NEBRASKA	2026/07/07 BCBS-NE MEDICAL CLAIMS FOR 2026/06/24-06/30	207,289.13
BLUE CROSS BLUE SHIELD OF NEBRASKA	2026/07/10 MEDICAL CLAIMS FOR 2026/07/01-07/07	217,452.96
BLUE CROSS BLUE SHIELD OF NEBRASKA	2026/07/16 MEDICAL CLAIMS FOR 2026/07/08-07/14	121,521.66
BLUE CROSS BLUE SHIELD OF NEBRASKA	2026/07/23 MEDICAL CLAIMS FOR 2026/07/15-07/21	182,650.85
		<u>\$ 734,603.35</u>
COMMUNITY BETTERMENT		
NEBRASKA DEPARTMENT OF REVENUE	NE DEPT OF REV - 2026Q2 QRTLTY LOTTERY TAX PD 2026/07/13	53,555.00
		<u>\$ 53,555.00</u>
COMMUNITY DEVELOPMENT		
COLUMN SOFTWARE, PBC	PC-LEGAL AD	34.36
ABBY HIGHLAND	2026-06/03-06/10 CDBG HUD EXPENSES	2,147.18
ALL SEASONS FOUNDATION	RENTAL ASSISTANCE-J WARD	600.00
BELLEVUE JR SPORTS ASSOCIATION	2026/07/14 3RD QTR BJSJ SCHOLARSHIP PROGRAM	1,135.00
HABITAT FOR HUMANITY OF OMAHA	HOME REPAIR PROGRAM-6901 S 52ND ST	9,613.00
		<u>\$ 13,529.54</u>
	TOTAL CLAIMS FOR 2026/08/04	<u>\$ 3,178,471.96</u>
	TOTAL PAYROLL FOR 2026/07/17	<u>\$ 2,120,403.11</u>
	MEDICAL SELF FUNDING	<u>\$ 500,204.82</u>

Office of the Mayor

MEMORANDUM

TO: Council President McCaw & Council Members

FROM: Mayor Rusty Hike

DATE: July 28th, 2026

SUBJECT: Reappointment to the Bellevue Bridge Commission

Please consider the following for reappointment to the Bellevue Bridge Commission she will serve a (6) six-year term another ending 2032.

Sharon Hammarlund
507 Laurel Drive
Bellevue, NE 68005



Office of the Mayor

MEMORANDUM

TO: Council President McCaw & Council Members

FROM: Mayor Rusty Hike

DATE: July 28, 2026

SUBJECT: Reappointment and Appointment to the Planning Commission

Please consider the following individuals for reappointment to the Planning Commission. Upon approval, each will serve a three-year term ending in August 2029.

Todd Aerni

5159 Waterford Ave Circle
Bellevue, NE 68133
402-981-8365



Randall Lasenburg

2607 Kelly Drive
Bellevue, NE 68123
314-799-9339



Please also consider the following individual for appointment to the Planning Commission. Upon approval, he will serve a three-year term ending in August 2029.

Scot Burmeister

914 Zinmaster Court
Bellevue, NE 68005



Dear Mayor Hike,

I am writing to express my interest in being considered for appointment to the Bellevue Planning Commission.

As a lifelong resident of Bellevue, I have a deep appreciation for our community and a strong desire to help guide its future growth and development. I was born and raised in Bellevue and attended Avery Elementary School, Logan Fontenelle Middle School, and Bellevue West High School before earning a Bachelor of Science degree from the University of Nebraska–Lincoln.

My wife, Angi, and I have been proud to raise our family here in Bellevue. This community has provided countless opportunities for our family, and we have been fortunate to build lasting friendships and relationships over the years. Having raised our children here, I have a personal investment in ensuring Bellevue continues to be a community where families can thrive for generations to come.

I recently retired after a 31-year career with the United States Postal Service, including 28 years in Human Resources. Throughout my career, I gained extensive experience in leadership, policy implementation, problem-solving, and working collaboratively with people from diverse backgrounds. These experiences have strengthened my ability to evaluate issues thoughtfully, make informed decisions, and serve the public with integrity and professionalism.

Bellevue has always been my home, and I care deeply about preserving the qualities that make our city a great place to live while supporting responsible growth and development. I believe my professional experience and lifelong connection to Bellevue would allow me to make a positive contribution as a member of the Planning Commission.

Thank you for your consideration of my application. I would be honored to serve the City of Bellevue in this capacity and welcome the opportunity to discuss my qualifications with you.

Sincerely,
Scot Burmeister
914 Zinsmaster Court
Bellevue, NE 68005

CITY OF BELLEVUE, NEBRASKA
AGENDA ITEM COVER SHEET

COUNCIL MEETING DATE: 07/21/2026		SUBMITTED BY: Ashley Decker, HR Director		
AGENDA ITEM:		CONSENT AGENDA ☐	SPECIAL PRESENTATION ☐	
LIQUOR LICENSE ☐		ORDINANCE ☒	PUBLIC HEARING ☐	
RESOLUTION ☐		CURRENT BUSINESS ☐	OTHER ☐	

SUBJECT:

Compensation Ordinance Update

SYNOPSIS/BACKGROUND:

The compensation ordinance is updated as needed to reflect a reorganization due to retirement and the decision to eliminate a position. Essential job functions of the Safety Inspector are reassigned to the Risk Manager position, saving approximately \$73,000 in wages annually.

FISCAL IMPACT: (\$73,000) BUDGETED FUNDS? YES GRANT/MATCHING FUNDS? NO

TRACKING INFORMATION FOR CONTRACTS AND PROJECTS:

IS THIS A CONTRACT?: NO		COUNTER-PARTY:	INTERLOCAL AGREEMENT: NO	
CONTRACT DESCRIPTION:				
CONTRACT EFFECTIVE DATE:		CONTRACT TERM:	CONTRACT END DATE:	
PROJECT NAME:				
START DATE:	END DATE:	PAYMENT DATE:	INSURANCE REQUIRED: NO	
CIP PROJECT NAME:		CIP PROJECT NUMBER:		
STREET DISTRICT NAME (S):		STREET DISTRICT NUMBER (S):		
ACCOUNTING DISTRIBUTION CODE:		ACCOUNT NUMBER:		

RECOMMENDATION:

Approve Compensation Ordinance 4221

ATTACHMENTS:

1. Ordinance No. 4221 (redlined)	2.	3.
4.	5.	6.

SIGNATURES:

LEGAL APPROVAL AS TO FORM:

FINANCE APPROVAL AS TO FORM:

ADMINISTRATOR APPROVAL AS TO FORM:



ORDINANCE NO. 42~~2100~~

AN ORDINANCE OF THE CITY OF BELLEVUE, NEBRASKA, CLASSIFYING THE EMPLOYEES OF THE CITY; FIXING THE RANGES OF COMPENSATION OF SUCH EMPLOYEES; PROVIDING A PAY RANGE SCHEDULE; PROVIDING FOR PUBLICATION IN PAMPHLET FORM; REPEALING ORDINANCE NO. 4~~200193~~; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF BELLEVUE, NEBRASKA, AS FOLLOWS:

Section 1. The Mayor and Council do hereby find and adopt as classification of employees of the City of Bellevue and the ranges of compensation to be paid for such classification as follows:

A. Civilian Employees Association of Bellevue (Civilian Non-Management)

<u>Job Classification</u>	<u>Range</u>
As established in Contract	By Contract

B. Bellevue Professional Management Association (Management and Professional)

<u>Grade</u>	<u>Range</u>
As established in Contract	By Contract

<u>Section 2. Appointed Officials</u>	<u>Range (monthly)</u>
City Administrator	By Contract
City Attorney	\$ 355 - 440
City Clerk	\$ 6,743 – 9,717
Treasurer	\$ 355 – 440

<u>Section 2a. Unclassified Employees</u>	<u>Range (monthly)</u>
Ambulance Billing Account Manager	\$ 5,670 – 7,660
Assistant City Attorney	\$ 8,693 – 11,638
Assistant Finance Director	\$ 7,750 – 11,282
Legal Services Director	\$ 10,351 – 14,709
Dir of Community & Ec. Development	\$ 9,767 – 13,894
Communications Director	\$ 6,897 – 9,634
Acctg, Reporting & Compliance Manager	\$ 7,200 – 10,071
Deputy Director Parks & Rec	\$ 6,727 – 9,636
Finance Director	\$ 9,599 – 13,530
Fire Chief	\$ 10,227 – 14,217
Human Resources Generalist	\$ 4,727 – 7,233
Human Resources Director	\$ 8,462 – 12,641
Manager of Engineering Services	\$ 8,629 – 11,712
Legal Affairs & Special Projects Mgr.	\$ 6,545 – 9,013

Library Director	\$ 8,559 – 11,768
Planning Director	\$ 8,642 – 12,579
Police Chief	\$ 10,790 – 14,884
Public Works Director	\$ 9,961 – 13,948
Public Works Engineer II	\$ 6,956 – 9,802
Risk Manager	\$ 7,549 – 10,176 6,621 – 8,927

Section 2b.	<u>Unclassified</u>	<u>Range (hourly)</u>
	CATV Specialist	\$ 26.29 – 36.17
	Executive Secretary	\$ 30.53 – 43.91
	Emergency Medical Services Supervisor	\$ 49.48 – 65.11
	Human Resources Assistant	\$ 25.19 – 34.13
	Paralegal	\$ 28.67 – 39.03
	Payroll Specialist	\$ 26.64 – 36.76
	Office of Professional Standards Coord.	\$ 29.78 – 38.00

Section 3. Bellevue Police Officers Association

<u>Job Classification</u>	<u>Range (hourly)</u>
Police Officer	By Contract
Sergeant	By Contract

Section 4. Bellevue Police Command Staff Association

<u>Job Classification</u>	<u>Range (hourly)</u>
Police Captain	By Contract
Police Lieutenant	By Contract

Section 5. Fire Command

<u>Unclassified</u>	<u>Range (monthly)</u>
Assistant Fire Chief	\$ 9,778 – 12,743

Section 5a. International Association of Firefighters Local 4906 (Fire Command Staff)

<u>Job Classification</u>	<u>Range</u>
Battalion Fire Chief	By Contract
Fire Captain	By Contract
Firefighters	By Contract

Section 6. Seasonal:

<u>Position</u>	<u>Hourly Range</u>
Swimming Supervisor	\$ 15.00-\$19.25
Youth Baseball Supervisor	\$ 15.00-\$19.25
Recreation Activities Supervisor	\$ 15.00-\$19.25
Track Supervisor	\$ 15.00-\$19.25
Tennis Supervisor	\$ 15.00-\$19.25
Swimming Pool Managers	\$ 17.62-\$22.18
Head Lifeguards	\$ 15.53-\$19.80
Lifeguards	\$ 15.00- \$18.40
Concession Workers	\$ 15.00- \$15.50
Youth Baseball/Softball Umpires	\$ 15.00- \$16.50
Track Club Coaches	\$ 15.00- \$16.50
Parks Workers	\$ 15.00- \$19.75

Section 7. Part-Time Positions:

Part-Time Administrative Positions:

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
\$18.04	\$18.67	\$19.32	\$20.00	\$20.70	\$21.42

<u>Unclassified Part-Time Positions</u>	<u>Range (hourly)</u>
Part-Time Administrative Intern Position:	\$15.00 to \$16.50
Ambulance Billing Clerk	\$22.02 to 30.21
Library Shelver	\$15.00 to 19.00
Library Clerk	\$15.00 to 19.00
Tour Guide	\$15.00 to 17.00

Section 8. That Ordinance 4~~200193~~ is hereby repealed.

Section 9. That payments based upon the above schedules for employees made prior to the effective date of this Ordinance are hereby ratified.

Section 10. That this Ordinance shall be published in pamphlet form.

Section 11. That upon the effective date of this ordinance, all legislative format shall be removed and the Ordinance placed in proper format with the approved amendments.

Section 12. That the ordinance shall be in full force and effect and after its passage, approval and publication according to law.

PASSED AND APPROVED THIS _____ day of _____, 202~~6~~⁵.

Rusty Hike, Mayor

ATTEST:

Susan Kluthe, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

CITY OF BELLEVUE, NEBRASKA
AGENDA ITEM COVER SHEET

COUNCIL MEETING DATE: July 21, 2026		SUBMITTED BY: Councilman Thomas Burns	
AGENDA ITEM:	CONSENT AGENDA ☐	SPECIAL PRESENTATION ☐	
LIQUOR LICENSE ☐	ORDINANCE ☒	PUBLIC HEARING ☐	
RESOLUTION ☐	CURRENT BUSINESS ☐	OTHER ☐	

SUBJECT:

Ordinance Amending Bellevue Municipal Code Sections 2-29 and 2-107 Relating to Agenda Submission and Administrative Review

SYNOPSIS/BACKGROUND:

The proposed amendments clarify the agenda submission process and the respective legislative and administrative responsibilities of the City Council and City administration. The revisions are intended to ensure a clear and consistent procedure by which City Council members may submit legislative proposals for consideration by the governing body, while preserving the administrative review process for legal, fiscal, and operational analysis and recommendations prior to Council action.

FISCAL IMPACT:: No Fiscal Impact BUDGETED FUNDS?: No GRANT/MATCHING FUNDS?: N/A

TRACKING INFORMATION FOR CONTRACTS AND PROJECTS:

IS THIS A CONTRACT?: No	COUNTER-PARTY:	INTERLOCAL AGREEMENT:
CONTRACT DESCRIPTION:		
CONTRACT EFFECTIVE DATE:	CONTRACT TERM:	CONTRACT END DATE:
PROJECT NAME:		
START DATE:	END DATE:	PAYMENT DATE:
INSURANCE REQUIRED:		
CIP PROJECT NAME:	CIP PROJECT NUMBER:	
STREET DISTRICT NAME (S):	STREET DISTRICT NUMBER (S):	
ACCOUNTING DISTRIBUTION CODE:	ACCOUNT NUMBER:	

RECOMMENDATION:

Recommend approval of Ordinance No. 4222 amending Sections 2-29 and 2-107 of the Bellevue Municipal Code.

ATTACHMENTS:

1.	2.	3.
4.	5.	6.

SIGNATURES:

LEGAL APPROVAL AS TO FORM:

FINANCE APPROVAL AS TO FORM:

ADMINISTRATOR APPROVAL AS TO FORM:

Aimee Portillo
Phil
Sung

ORDINANCE NO. 4222

AN ORDINANCE TO AMEND SECTIONS 2-29 AND 2-107 OF THE BELLEVUE MUNICIPAL CODE PERTAINING TO AGENDA FORMULATION, SUBMISSION OF MATERIALS, AND REVIEW BY ADMINISTRATIVE STAFF OF ORDINANCES, RESOLUTIONS, AND CONTRACT DOCUMENTS; TO REPEAL ALL PREVIOUS VERSIONS OF THE SAME; AND TO PROVIDE AN EFFECTIVE DATE OF THIS ORDINANCE.

BE IT ORDAINED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF BELLEVUE, NEBRASKA:

Section 1. Section 2-29 of the Bellevue Municipal Code is hereby amended to read as follows:

§2-29 AGENDA; SUBMISSION OF MATERIALS; FORMULATION; PUBLIC AVAILABILITY, ETC.

All new ordinances or new resolutions affecting policy that are to be placed on a cCity cCouncil agenda must be submitted, in their proposed form, to the cCity Clerk administrator by noon on the Monday that is three weeks prior to the Ccity cCouncil meeting at which the ordinance or resolution will be introduced. All reports, communications, ordinances, resolutions, contract documents or other matters to be placed on a City Ccouncil agenda must be submitted, in their proposed form, to the cCity Clerk administrator by noon on the Monday that is two weeks prior to the City Ccouncil meeting at which the item will be discussed. The above timeline may be expedited with approval of the cCity Administrator. Upon receipt of a proposed agenda item, Tthe Ccity cClerk shall submit it to the City Administrator to allow adequate time for staff to research the item and provide a cost analysis and written recommendationprepare the agenda of all such matters under the direction of the city administrator. The agenda and all supporting documentation referenced herein shall be delivered to the City cCouncil members on the Wednesday preceding the regularly scheduled Tuesday City Ccouncil meeting to which it pertains and shall be made available to the public no later than 4:00 p.m. on the same Wednesday. The agenda may be altered after being made available to the public and Ccity cCouncil members as provided for in Neb. Revs. Stat. § 84-1411 (as may be amended) and any altered agenda shall be provided to the City Ccouncil members and made available to the public.

Section 2. Section 2-107 of the Bellevue Municipal Code is hereby amended to read as follows:

§2-107 ORDINANCES, RESOLUTIONS AND CONTRACTS; APPROVAL REVIEW BY ADMINISTRATIVE STAFF PREREQUISITE TO SUBMISSION TO COUNCIL.

All ordinances, resolutions and contract documents shall, before presentation to the City cCouncil, have been approved reviewed as to form and legality by the cCity aAttorney and shall

have been examined and ~~approved~~r for administration by the ~~e~~City ~~a~~Administrator or his or her authorized representatives.

Section 3. This Ordinance shall be in full force and take effect fifteen (15) days after its passage. The City Clerk is directed to effectuate the publishing of this Ordinance in electronic form, which publication must take place within fifteen (15) days of the passage of this ~~e~~Ordinance by the ~~C~~eity ~~e~~Council.

ADOPTED by the Mayor and City Council this ____ day of ____, 2026.

Mayor Rusty Hike

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

First Reading: _____
Second Reading: _____
Third Reading: _____

ORDINANCE NO. 4222

AN ORDINANCE TO AMEND SECTIONS 2-29 AND 2-107 OF THE BELLEVUE MUNICIPAL CODE PERTAINING TO AGENDA FORMULATION, SUBMISSION OF MATERIALS, AND REVIEW BY ADMINISTRATIVE STAFF OF ORDINANCES, RESOLUTIONS, AND CONTRACT DOCUMENTS; TO REPEAL ALL PREVIOUS VERSIONS OF THE SAME; AND TO PROVIDE AN EFFECTIVE DATE OF THIS ORDINANCE.

BE IT ORDAINED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF BELLEVUE, NEBRASKA:

Section 1. Section 2-29 of the Bellevue Municipal Code is hereby amended to read as follows:

§2-29 AGENDA; SUBMISSION OF MATERIALS; FORMULATION; PUBLIC AVAILABILITY, ETC.

All new ordinances or new resolutions affecting policy that are to be placed on a City Council agenda must be submitted, in their proposed form, to the City Clerk by noon on the Monday that is three weeks prior to the City Council meeting at which the ordinance or resolution will be introduced. All reports, communications, ordinances, resolutions, contract documents or other matters to be placed on a City Council agenda must be submitted, in their proposed form, to the City Clerk by noon on the Monday that is two weeks prior to the City Council meeting at which the item will be discussed. The above timeline may be expedited with approval of the City Administrator. Upon receipt of a proposed agenda item, the City Clerk shall submit it to the City Administrator to allow adequate time for staff to research the item and provide a cost analysis and written recommendation. The agenda and all supporting documentation referenced herein shall be delivered to the City Council members on the Wednesday preceding the regularly scheduled Tuesday City Council meeting to which it pertains and shall be made available to the public no later than 4:00 p.m. on the same Wednesday. The agenda may be altered after being made available to the public and City Council members as provided for in Neb. Rev. Stat. § 84-1411 (as may be amended) and any altered agenda shall be provided to the City Council members and made available to the public.

Section 2. Section 2-107 of the Bellevue Municipal Code is hereby amended to read as follows:

§2-107 ORDINANCES, RESOLUTIONS AND CONTRACTS; REVIEW BY ADMINISTRATIVE STAFF PREREQUISITE TO SUBMISSION TO COUNCIL.

All ordinances, resolutions and contract documents shall, before presentation to the City Council, have been reviewed as to form and legality by the City Attorney and shall have been examined

and reviewed for administration by the City Administrator or his or her authorized representatives.

Section 3. This Ordinance shall be in full force and take effect fifteen (15) days after its passage. The City Clerk is directed to effectuate the publishing of this Ordinance in electronic form, which publication must take place within fifteen (15) days of the passage of this Ordinance by the City Council.

ADOPTED by the Mayor and City Council this ____ day of ____, 2026.

Mayor Rusty Hike

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

First Reading: _____

Second Reading: _____

Third Reading: _____

From: [Diane Bruce](#)
Subject: Fw: [EXT] please review
Date: Monday, August 3, 2026 5:59:57 PM
Attachments: [image.png](#)

Dear Mayor Rusty Hike and Members of the Bellevue City Council,

I am writing today as both a **Ward 1 resident** and President of the Bellevue Chamber of Commerce.

I appreciate the time and discussion that has gone into Ordinance No. 4222. However, after listening to the recent Council meeting, I am concerned about the long-term implications of these changes.

During the discussion, it was suggested that if a council member were to abuse the authority granted by this ordinance, the voters could simply remove that individual at the next election. While I understand that perspective, I respectfully disagree.

My concern is not whether someone could eventually be voted out. My concern is the taxpayer dollars and staff time that could be wasted before that ever happens. Every hour city staff spend researching one request is an hour they cannot spend advancing projects the Council has already identified as priorities. Those hours, and those taxpayer dollars, cannot be recovered.

The current process exists for a reason. The City Administrator serves as an important management checkpoint, helping ensure staff resources are used wisely and taxpayer dollars are spent responsibly. His role is not to prevent council members from obtaining information, but to help determine whether a request is already addressed by state statute, conflicts with existing policy, falls outside the Council's authority, or is not included in the City's current budget. Many of those conversations can occur before staff spends hours researching an issue that ultimately cannot or should not move forward.

One of my concerns with removing this checkpoint is that it could eventually create additional administrative work and increased costs. If council requests become more frequent or more time-intensive, the City could ultimately find itself needing additional staff simply to research, track, and respond to requests from individual council members. I do not believe that is the best use of taxpayer dollars. The goal should be to allow our existing staff to remain focused on delivering services and carrying out the priorities already established by the Council.

Bellevue has experienced periods when City Council relationships were more contentious than they are today. Ordinances should be written to withstand those situations and not that the conversations will just happen "naturally" and assume it all goes smoothly.

Rather than just express concern, I would like to offer a few possible safeguards for your consideration:

- Distinguish between routine requests and those requiring significant staff time.
- If a request is expected to exceed a predetermined threshold (for example, four or eight staff hours), provide the Council with an estimate before work begins so members can determine whether the request justifies the use of public resources.
- Establish a reasonable limit on major staff research requests initiated by an individual council member. Requests beyond that limit could require approval from the full Council.
- If a proposal is not included in the City's adopted budget or strategic plan, ask the Council to determine whether it wishes to pursue the idea before staff invests significant time researching or developing it.

I would also encourage the Council to establish an expectation that new initiatives receive reasonable preliminary review before significant staff time is committed. Council meetings should be used to evaluate informed proposals and make policy decisions, not to spend hours developing ideas from the ground up.

I fully support council members bringing forward new ideas on behalf of their constituents. That is an important part of their role. However, before asking staff to devote substantial time to researching or developing a proposal, I believe a council member should be prepared to explain its purpose, how it benefits the community, whether it aligns with the City's strategic plan or adopted budget, and, if it does not, how they envision funding or prioritizing it.

Transparency is essential, and constituents deserve to know their ideas are being heard.

However, there are more productive ways to accomplish that than using valuable Council meeting time or directing staff to research proposals that have little likelihood of moving forward. This will also lead to greater respect for both staff time and taxpayer dollars.

Every request to start with one simple question: **Is this a priority of the Council?** If the answer is no, or if the proposal falls outside the current budget or strategic plan, then I believe the Council should first decide whether it wishes to pursue the idea before asking staff to invest valuable time researching it. Great ideas do not disappear simply because they are not part of the current budget; they can always be considered during future budget or strategic planning discussions.

I encourage you to evaluate this ordinance by asking not only whether the current Council would abuse these provisions, but whether a future Council could. If that possibility exists, I

hope you will consider adding safeguards that protect city staff, taxpayer resources, and the efficient operation of Bellevue's local government.

Thank you for your time, your service to Bellevue, and your willingness to consider another perspective.

Diane

Like our Facebook page for updates on what is happening at the Chamber

<https://www.facebook.com/BellevueChamberofCommerceNE>



Diane Bruce
President/CEO
Phone: 402-898-3000

1036 Bruin Blvd. #119
Bellevue, NE 68005
www.bellevuenebraska.com

CITY OF BELLEVUE, NEBRASKA
AGENDA ITEM COVER SHEET

13a.
8/4/2026

COUNCIL MEETING DATE: 8/4/2026		SUBMITTED BY: David Goedeken-Public Works Director	
AGENDA ITEM:	CONSENT AGENDA ☐	SPECIAL PRESENTATION ☐	
LIQUOR LICENSE ☐	ORDINANCE ☒	PUBLIC HEARING ☐	
RESOLUTION ☐	CURRENT BUSINESS ☐	OTHER ☐	

SUBJECT:

ORDINANCE NO. 4123

Amend Article I Sections 21 - 23 regarding closing time and to provide an effective date.

SYNOPSIS/BACKGROUND:

Unless otherwise provided and posted, all City parks, City park facilities, and playground areas shall be opened daily to the public during the hours of 6:00 a.m. to 10:00 p.m. Exceptions to such closing time may be granted to supervised or organized activities sponsored or permitted by the Parks & Recreation Director.

FISCAL IMPACT?: BUDGETED FUNDS?: GRANT/MATCHING FUNDS?:

TRACKING INFORMATION FOR CONTRACTS AND PROJECTS:

IS THIS A CONTRACT?: NO	COUNTER-PARTY:	INTERLOCAL AGREEMENT: NO
CONTRACT DESCRIPTION:		
CONTRACT EFFECTIVE DATE:	CONTRACT TERM:	CONTRACT END DATE:
PROJECT NAME:		
START DATE:	END DATE:	PAYMENT DATE:
		INSURANCE REQUIRED: NO
CIP PROJECT NAME: N/A	CIP PROJECT NUMBER: N/A	
STREET DISTRICT NAME (S): N/A	STREET DISTRICT NUMBER (S): N/A	
ACCOUNTING DISTRIBUTION CODE: N/A	ACCOUNT NUMBER: N/A	

RECOMMENDATION:

Approve and authorize the Mayor to sign Ordinance No. 4123 to amend unless otherwise provided and posted, all City parks, City park facilities, and playground areas shall be opened daily to the public during the hours of 6:00 a.m. to 10:00 p.m.

ATTACHMENTS:

1. Ordinance No. (redline)	2. Ordinance No. 4123 (clean)	3.
4.	5.	6.

SIGNATURES:

LEGAL APPROVAL AS TO FORM:

FINANCE APPROVAL AS TO FORM:

ADMINISTRATOR APPROVAL AS TO FORM:



ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 21, OF THE BELLEVUE MUNICIPAL CODE BY AMENDING ARTICLE I SECTIONS 21-23 REGARDING CLOSING TIME AND TO PROVIDE AN EFFECTIVE DATE.

BE IT ORDAINED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF BELLEVUE, NEBRASKA.

Section 1. That Chapter 21, Article I, Sections 21-23 of the Bellevue Municipal Code is hereby amended to read as follows:

§ 21-23 CLOSING TIME.

Unless otherwise provided and posted, all ~~City parks, City park facilities,~~ and playground areas ~~in the city and City cemeteries~~ shall be opened daily to the public during the hours of 6:00 a.m. to 11:00 p.m. ~~closed to the public at 10:00 p.m. daily.~~ Exceptions to such closing time may be granted to supervised or organized activities sponsored ~~or permitted~~ by the ~~city recreation department or permitted by the park superintendent~~ Parks & Recreation Director.

Unless otherwise provided and posted, all City Cemeteries shall be open every day of the year to the public during the hours of 8:00 a.m. to 10:00 p.m.

Section 2. This Ordinance shall take effect and be in full force fifteen (15) days after passage of the same.

ADOPTED by the Mayor and City Council this ____ day of _____ 2026.

ATTEST:

Mayor, Rusty Hike

City Clerk

APPROVED AS TO FORM:

First Reading: _____

Second Reading: _____

Third Reading: _____

City Attorney

ORDINANCE NO. 4123

AN ORDINANCE TO AMEND CHAPTER 21, OF THE BELLEVUE MUNICIPAL CODE BY AMENDING ARTICLE I SECTIONS 21-23 REGARDING CLOSING TIME AND TO PROVIDE AN EFFECTIVE DATE.

BE IT ORDAINED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF BELLEVUE, NEBRASKA.

Section 1. That Chapter 21, Article I, Sections 21-23 of the Bellevue Municipal Code is hereby amended to read as follows:

§ 21-23 CLOSING TIME.

Unless otherwise provided and posted, all City parks, City park facilities, and playground areas shall be opened daily to the public during the hours of 6:00 a.m. to 11:00 p.m. Exceptions to such closing time may be granted to supervised or organized activities sponsored or permitted by the Parks & Recreation Director.

Unless otherwise provided and posted, all City Cemeteries shall be open every day of the year to the public during the hours of 8:00 a.m. to 10:00 p.m.

Section 2. This Ordinance shall take effect and be in full force fifteen (15) days after passage of the same.

ADOPTED by the Mayor and City Council this ____ day of _____ 2026.

ATTEST:

Mayor, Rusty Hike

City Clerk

APPROVED AS TO FORM:

First Reading: _____

Second Reading: _____

Third Reading: _____

City Attorney

CITY OF BELLEVUE, NEBRASKA
AGENDA ITEM COVER SHEET

14a.
8/4/2026

COUNCIL MEETING DATE: August 4, 2026		SUBMITTED BY: Tammi Palm, Planning Director	
AGENDA ITEM:	CONSENT AGENDA ☐	SPECIAL PRESENTATION ☐	
LIQUOR LICENSE ☐	ORDINANCE ☐	PUBLIC HEARING ☒	
RESOLUTION ☐	CURRENT BUSINESS ☐	OTHER ☐	

SUBJECT:

Request to final plat Lot 1, Quail Crossing Replat 1, being a replat of Lots 6, 7, and Outlot A, Quail Crossing.
Applicant: Quail Crossing, LLC. General Location: Southwest Corner of S. 42nd Street and Hwy 370.

SYNOPSIS/BACKGROUND:

Quail Crossing, LLC is requesting a final plat of its multi family development. The land will be zoned RG-20-PS upon filing of the final plat. The final plat is in conformance with the approved preliminary plat.

FISCAL IMPACT: N/A BUDGETED FUNDS?: GRANT/MATCHING FUNDS?:

TRACKING INFORMATION FOR CONTRACTS AND PROJECTS:

IS THIS A CONTRACT?: No	COUNTER-PARTY:	INTERLOCAL AGREEMENT:	
CONTRACT DESCRIPTION:			
CONTRACT EFFECTIVE DATE:	CONTRACT TERM:	CONTRACT END DATE:	
PROJECT NAME:			
START DATE:	END DATE:	PAYMENT DATE:	INSURANCE REQUIRED:
CIP PROJECT NAME:		CIP PROJECT NAME:	
STREET DISTRICT NAME (S):		STREET DISTRICT NUMBER (S):	
ACCOUNTING DISTRIBUTION CODE:		ACCOUNT NUMBER:	

RECOMMENDATION:

The Planning Department and Planning Commission is recommending approval of this request.

ATTACHMENTS:

1. Staff report	2.	3.
4.	5.	6.

SIGNATURES:

LEGAL APPROVAL AS TO FORM:

FINANCE APPROVAL AS TO FORM:

ADMINISTRATOR APPROVAL AS TO FORM:



City of Bellevue

PLANNING COMMISSION RECOMMENDATION

APPLICANT: City of Bellevue

CASE #'s: S-2605-14

CITY COUNCIL HEARING DATE: August 4, 2026

REQUEST: to final plat Lot 1, Quail Crossing Replat 1, being a replat of Lots 6, 7, and Outlot A, Quail Crossing. Applicant: Quail Crossing, LLC. General Location: Southwest Corner of South 42nd St and Hwy 370.

On June 25, 2026, the City of Bellevue Planning Commission voted five yes, zero no, three absent, and zero abstained:

APPROVAL based upon conformance with the preliminary plat.

VOTE:

Yes:	Five:	No:	Zero:	Abstain:	Zero:	Absent:	Three:
	Yoder						Perrin
	Taylor-Jones						Bennett
	Hankins						Lasenburg
	Ackley						
	Aerni						

Planning Commission Hearing was held on: June 25, 2026

CITY OF BELLEVUE PLANNING DEPARTMENT

RECOMMENDATION REPORT # 2

CASE NUMBERS: S-2605-14

FOR HEARING OF:

REPORT #1: June 25, 2026

REPORT #2: August 4, 2026

I. GENERAL INFORMATION

A. APPLICANT:

Quail Crossing, LLC
6860 S 118th Street
Omaha, NE 68137

B. PROPERTY OWNERS:

Quail Crossing, LLC
6860 S 118th Street
Omaha, NE 68137

C. GENERAL LOCATION:

Southwest corner of South 42nd Street and Hwy 370

D. LEGAL DESCRIPTION:

Lot 1, Quail Crossing Replat 1, being a replat of Lots 6, 7, and Outlot A, Quail Crossing, located in the Southwest $\frac{1}{4}$ of Section 32, T14N, R13E of the 6th P.M., Sarpy County, Nebraska.

E. REQUESTED ACTIONS:

1. Final plat Lot 1, Quail Crossing Replat 1.

F. EXISTING ZONING AND LAND USE:

BG and RG-20, Vacant

G. PURPOSE OF REQUEST:

The purpose of this request is to obtain approval of a final plat to enable multi-family residential development.

H. SIZE OF SITE:

The site is approximately 8.124 acres.

II. BACKGROUND INFORMATION

A. EXISTING CONDITION OF SITE:

Vacant/undergoing grading and infrastructure construction

B. GENERAL NEIGHBORHOOD/AREA LAND USES AND ZONING:

1. **North:** Vacant/BG
2. **East:** Commercial (across South 42nd Street), BGH-PCO
3. **South:** Vacant (across Maass Road), AG
4. **West:** Commercial (across South 45th Street), BG-PCO

C. RELEVANT CASE HISTORY:

1. On January 23, 2025, the Planning Commission recommended approval of a request to rezone Lots 1 through 6, and Outlots A and B, Quail Crossing, being a replat of Lot 1, Katherine Addition, and Part of Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, north of the road, located in the Southwest $\frac{1}{4}$ of Section 32, T14N, R13E of the 6th P.M., Sarpy County, Nebraska. City Council approved the aforementioned request on March 4, 2025.
2. On June 26, 2025, the Planning Commission recommended approval of a request to rezone Lots 1 through 7, and Outlots A and B, Quail Crossing, being a replat of Lot 1, Katherine Addition, and Part of the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, north of the road, all located in the Southwest $\frac{1}{4}$ of Section 32, T14N, R13E of the 6th P.M., Sarpy County, Nebraska, from AG and RE to BG and RG-20-PS for the purpose of commercial and multi-family residential development; and preliminary plat Lots 1 through 7, and Outlots A and B, Quail Crossing. City Council approved this request on August 27, 2025.
3. On June 25, 2026, the Planning Commission recommended approval of a request to rezone Lot 1, Quail Crossing Replat 1, being a replat of Lots 6, 7, and Outlot A, Quail Crossing, located in the Southwest $\frac{1}{4}$ of Section 32, T14N, R13E of the 6th P.M., Sarpy County, Nebraska, from BG and RG-20 to RG-20-PS, with site plan approval, for the purpose of multi-family residential development; and preliminary plat Lot 1, Quail Crossing Replat 1.

D. APPLICABLE REGULATIONS:

1. Chapter 4, Subdivision Regulations, regarding Final Plats.
2. Chapter 7, Subdivision Regulations, regarding Capital Improvements.

III. ANALYSIS

A. COMPREHENSIVE PLAN:

The Future Land Use Map of the Comprehensive Plan designates this area as mixed use.

B. OTHER PLANS:

None

C. TRAFFIC AND ACCESS:

1. The 2022 MAPA traffic data indicates 31,000 vehicles per day along Highway 370 near the intersection of South 42nd Street.
2. Shannon Drive will be the east-west street through the proposed plat, with access from South 42nd Street and South 45th Street.

D. UTILITIES:

All utilities are available or will be constructed to serve this development.

E. ANALYSIS:

1. Jeff Stoll, on behalf of Quail Crossing, LLC, has submitted a request to final plat Lot 1, Quail Crossing Replat 1, for the purpose of multi-family residential development.
2. RG-20-PS zoning was requested for the development and will take effect upon filing of the final plat.
3. This application was sent out to the following departments/individuals for review: Public Works, Permits and Inspections, Offutt Air Force Base, Sarpy County Public Works, Sarpy Planning Director, and Papillion LaVista School District. The cover letter indicated a deadline to send comments back to the Planning Department and also stated that if the requested department did not have comments pertaining to the application, no response was needed.

Public Works Engineer Matt Knight requested technical revisions to the plat. All comments have since been satisfied by the applicant's engineer.

No other comments were received on this case.

4. The final plat is in general conformance with the approved preliminary plat.

F. TECHNICAL DEFICIENCIES:

None

IV. DEPARTMENT RECOMMENDATION

APPROVAL based upon conformance with the preliminary plat.

V. PLANNING COMMISSION RECOMMENDATION

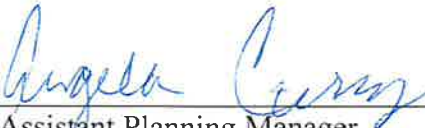
APPROVAL based upon conformance with the preliminary plat.

VI. ATTACHMENTS TO REPORT

1. Vicinity map/Zoning Map
2. 2025 GIS aerial photo of the property
3. Final plat received June 11, 2026

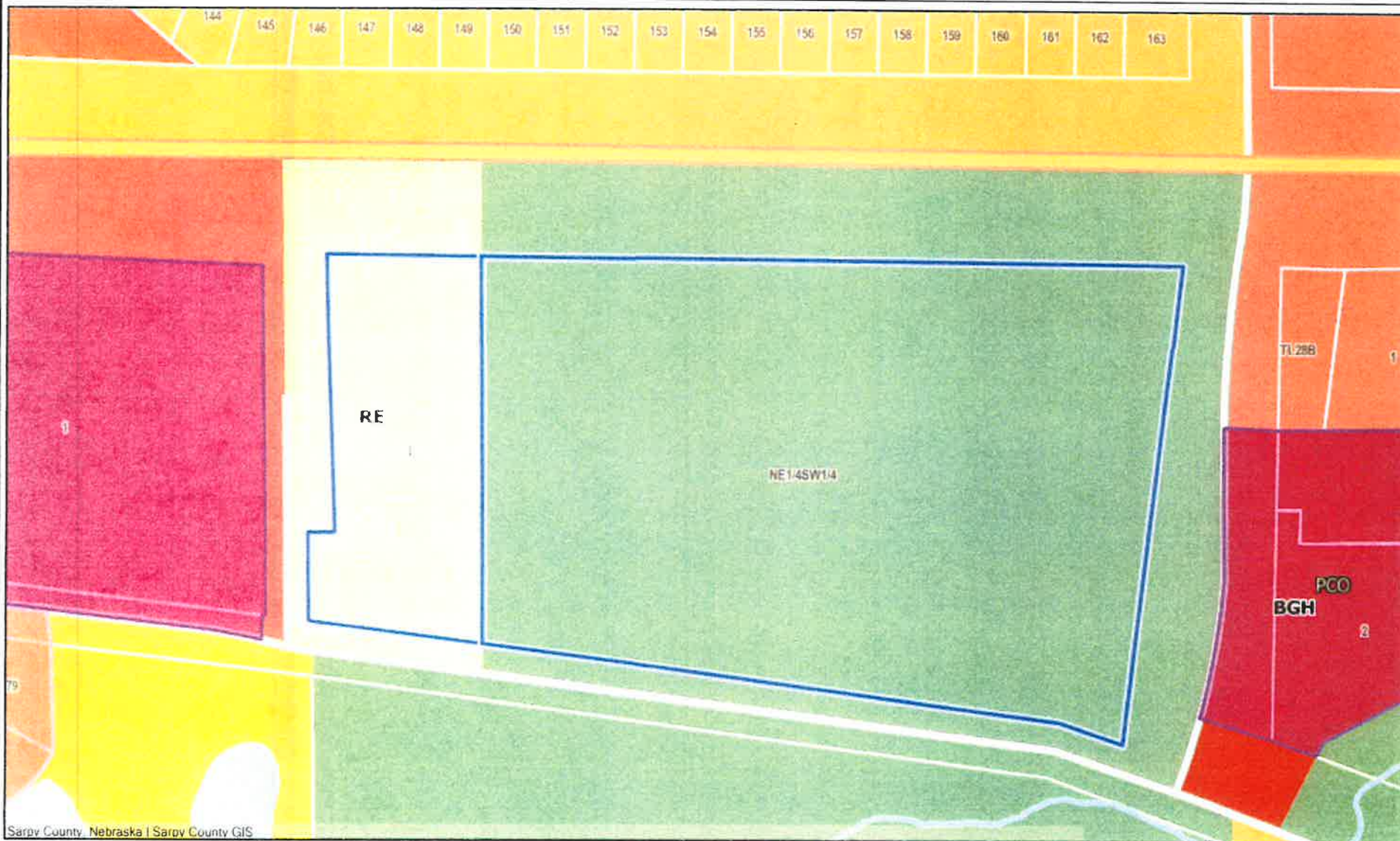
VII. COPIES OF REPORT TO:

1. Quail Crossing, LLC. (Attn: Austin Alff)
2. E & A Consulting Group, Inc. (Attn: Jeff Stoll)
3. Scott Alff
4. Public Upon Request


Assistant Planning Manager

 07/28/26
Planning Director Date of Report

Zoning Map



0 250 500
ft

Map Scale 1: 3090

This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the source records and information sources to ascertain the usability of the information.



Notes



Aerial Map



0 250 500
ft

Map Scale 1: 3090

This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the source records and information sources to ascertain the usability of the information.



Notes



CITY OF BELLEVUE, NEBRASKA
AGENDA ITEM COVER SHEET

16a.
8/4/2026

COUNCIL MEETING DATE: August 4, 2026		SUBMITTED BY: Captain John Stuck, BPD	
AGENDA ITEM:	CONSENT AGENDA ☐	SPECIAL PRESENTATION ☐	
LIQUOR LICENSE ☐	ORDINANCE ☐	PUBLIC HEARING ☐	
RESOLUTION ☐	CURRENT BUSINESS ☒	OTHER ☐	

SUBJECT:

BPD Firing Range Construction

SYNOPSIS/BACKGROUND:

Phase 1 of the BPD firing range is currently underway. A change order is necessary as certain portions of Phase 2 were modified to be included in Phase 1 to save time and future dollars for site electrical and storm utilities.

FISCAL IMPACT: \$182,166.00 BUDGETED FUNDS: Yes GRANT/MATCHING FUNDS: No

TRACKING INFORMATION FOR CONTRACTS AND PROJECTS:

IS THIS A CONTRACT?: Yes	COUNTER-PARTY: Doll Construction	INTERLOCAL AGREEMENT: No
CONTRACT DESCRIPTION: BPD Firing Range		
CONTRACT EFFECTIVE DATE:	CONTRACT TERM:	CONTRACT END DATE:
PROJECT NAME: BPD FIRING RANGE		
START DATE:	END DATE:	PAYMENT DATE:
CIP PROJECT NAME: Gun Range Facility		INSURANCE REQUIRED:
CIP PROJECT NUMBER: PO26(1)		
STREET DISTRICT NAME (S):		STREET DISTRICT NUMBER (S):
ACCOUNTING DISTRIBUTION CODE: 7030	ACCOUNT NUMBER:	

RECOMMENDATION:

Approve and authorize the Mayor to sign Change Order #1 for the Police Department firing range site electrical and storm utilities in an amount not to exceed \$182,166.00.

ATTACHMENTS:

1. Doll Construction Change Order #1	2.	3.
4.	5.	6.

SIGNATURES:

LEGAL APPROVAL AS TO FORM:

FINANCE APPROVAL AS TO FORM:

ADMINISTRATOR APPROVAL AS TO FORM:

Page 1 of 1 Pages

CONDITIONAL AFFIDAVIT, WAIVER AND RELEASE ON PROGRESS PAYMENT

By: [Signature] Date: 7/23/20

FOR CONTRACTOR JOINT USE ONLY

FOR CONTRACTOR JOINTLY USE ONLY				ACCOUNTING USE ONLY			
SUPPLIER #	SITE #	JOB# /SUBJOB#	SO/W	JOBSITE VERIFICATION			
JOBSITE APPROVAL		OWNER DIRECT PAY	BACKCHARGES	SUBCONTRACT COMPLIANCE IS BEING TRACKED IN ACCORDANCE WITH FIELD PROCEDURES		BILLED AMT PAID BY OWNER SIGNED SUBCONTRACT RECEIVED BOND REC'D/REQUIRED ENROLLED IN CDI SUBCONTRACT OVERBILLED ORIGINAL APP NEEDED BACKUP NEEDED OK TO RELEASE PAYMENT FINALIZATION LETTER REC'D	
		YES ☐ NO ☐					
PROJECT MANAGER		(ATTACH B/C W/INVOICE)		PAYMENT EXCEPTION REPORTING COMPLES WITH FIELD PROCEDURES			
		SUB PAY APP	OWNER PAY REQUEST INFO				
DATE: _____		NUMBER: _____	NUMBER: _____	SECTION 05.52			
MM/YY: _____		MM/YY: _____					
JOINT CHECKS - TO: _____							
JOINT CHECKS - AMOUNTS: _____							

SUB AFF WAIVER - ALL OTHER
Field Procedures Manual
Exhibit B 60-D

APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 26153-A1

APPLICATION DATE: 7/20/2026

PERIOD TO: 7/31/2026

ARCHITECT'S PROJECT NO:

Mayor
8/4/21

CITY OF BELLEVUE, NEBRASKA
AGENDA ITEM COVER SHEET

16b.
8/4/2026

COUNCIL MEETING DATE: August 4, 2026		SUBMITTED BY: Dave Goedeken-Public Works Director	
AGENDA ITEM:	CONSENT AGENDA ☐	SPECIAL PRESENTATION ☐	
LIQUOR LICENSE ☐	ORDINANCE ☐	PUBLIC HEARING ☐	
RESOLUTION ☐	CURRENT BUSINESS ☒	OTHER ☐	

SUBJECT:

BPW-240109 Mission Avenue Improvements - Change Order No. 1

SYNOPSIS/BACKGROUND:

On June 3, 2025, the City Council approved a contract with Valley Corporation in the amount of \$6,742,482.97 for the Mission Avenue Improvements project. During the fall of 2025 as Valley Corporation was replacing sanitary sewer in 22nd Ave east of Warren Street, they incurred expenses due to various unforeseen project conditions. This change order provides for reimbursement of these unexpected expenses.

FISCAL IMPACT: \$81,295.52 BUDGETED FUNDS: YES GRANT/MATCHING FUNDS:

TRACKING INFORMATION FOR CONTRACTS AND PROJECTS:

IS THIS A CONTRACT?: YES	COUNTER-PARTY: Valley Corporation	INTERLOCAL AGREEMENT:
CONTRACT DESCRIPTION: BPW-240109 Mission Avenue Improvements		
CONTRACT EFFECTIVE DATE:	CONTRACT TERM:	CONTRACT END DATE:
PROJECT NAME: BPW-240109 Mission Avenue Improvements		
START DATE:	END DATE:	PAYMENT DATE:
CIP PROJECT NAME: Reconstruction Projects		CIP PROJECT NUMBER: ST26(04)
STREET DISTRICT NAME (S):		STREET DISTRICT NUMBER (S):
ACCOUNTING DISTRIBUTION CODE: 7010	ACCOUNT NUMBER: 10-15-7010	

RECOMMENDATION:

City Council approve and authorize the Mayor to sign Change Order No.1 to Valley Corporation's Mission Avenue Improvements contract in the amount of \$81,295.52.

ATTACHMENTS:

1. Change Order No. 1	2.	3.
4.	5.	6.

SIGNATURES:

LEGAL APPROVAL AS TO FORM:

FINANCE APPROVAL AS TO FORM:

ADMINISTRATOR APPROVAL AS TO FORM:

Jim Miller
Steve Goedeken
Jim Miller

CHANGE ORDER NO.: CO#1

Owner: City of Bellevue - Public Works Dept Owner's Project No.: BPW240109
Engineer: Benesch Engineer's Project No.: 0000-120794
Contractor: Valley Corporation Contractor's Project No.: 2939
Project: Mission Ave Improvements
Contract Name: BPW-240109
Date Issued: 07/23/2026 Effective Date of Change Order: 08/08/2026

The Contract is modified as follows upon execution of this Change Order:

Description:

The following additional items of work were requested by the City to address unforeseen project needs or changes requested by the City to the planned work:

Item 140	Vac Truck Rental	40 HR @ \$333.86/HR =	\$13,354.40
Item 150	Relocate MUD Water Services In Conflict	2 EA @ 5,387.70/EA =	\$10,775.40
Item 160	Bypass Pumping Phase 1 Discharge Revision	1 LS @ \$4,970.72 =	\$4,970.72
Item 190	Construct 6" Temporary Pavement (Type OPW 3500)	500 SY @ \$86.70/SY =	\$43,350.00
Item 200	Install Sod	500 SY @ \$17.69/SY =	\$8,845.00

NOTE: changes to substantial and final completion dates will be adjusted to reflect MUD relocation activities.

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ <u>6,742,482.97</u>	Original Contract Times: Specific Dates Substantial Completion: <u>08/01/2026</u> Ready for final payment: <u>09/04/2026</u>
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. [Number of previous Change Order]: \$ <u>N/A</u>	[Increase] [Decrease] from previously approved Change Orders No.1 to No. [Number of previous Change Order]: Substantial Completion: <u>N/A</u> Ready for final payment: <u>N/A</u>
Contract Price prior to this Change Order: \$ <u>6,742,482.97</u>	Contract Times prior to this Change Order: Substantial Completion: <u>08/01/2026</u> Ready for final payment: <u>09/04/2026</u>
Increase this Change Order: \$ <u>81,295.52</u>	Increase this Change Order: Substantial Completion: <u>TBD</u> Ready for final payment: <u>TBD</u>
Contract Price incorporating this Change Order: \$ <u>6,823,778.49</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>TBD</u> Ready for final payment: <u>TBD</u>

Recommended by Engineer

By: Jeffrey A Sorokul
Title: Benesch Sr Project Manager
Date: 7/23/2026

Authorized by Contractor

Ben Jambor
Ben Jambor, Senior Project Manager
07.23.2026

Authorized by Owner

By: _____
Title: _____
Date: _____

Approved by Funding Agency (if applicable)

By: _____
Title: _____
Date: _____

EJCDC® C-941, Change Order.

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and American Society of Civil Engineers. All rights reserved.



To:	City Of Bellevue - Public Works Administration	Contact:	
Address:	Bellevue, NE	Phone:	402-293-3025
		Fax:	402-293-2783
CO Name:	Vac Truck Rental	CO ID:	CO 001
Project Name:	Mission Avenue Improvements - City Of Bellevue	CO Date:	9/26/2025
Project Location:	Mission Ave - Wayne St To Warren St, Bellevue, NE		

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
140	Vac Truck Rental	40.00	HR	\$333.86	\$13,354.40
Bid Price Subtotal:					\$13,354.40
Total Bid Price:					\$13,354.40

Notes:

- BID QUALIFICATIONS**-----
- THIS CHANGE PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED IN 30 DAYS OF SUBMISSION
- This change proposal includes only the items specifically listed above. All materials, labor, equipment, and services not expressly identified are excluded
- This change proposal is to establish a unit rental rate to utilize the vac truck. Quantities are an estimate to establish that rate. Billed quantities will be established using in field measured quantities.

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Valley Corporation  Authorized Signature: Estimator: Ben Jambor (402) 936-3424 b.a.jambor@valleycorp.com
---	---



To:	City Of Bellevue - Public Works Administration	Contact:	
Address:	Bellevue, NE	Phone:	402-293-3025
		Fax:	402-293-2783
CO Name:	MUD Water Service Repairs	CO ID:	CO 002
Project Name:	Mission Avenue Improvements - City Of Bellevue	CO Date:	10/6/2025
Project Location:	Mission Ave - Wayne St To Warren St, Bellevue, NE		

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
150	Relocate MUD Water Services In Conflict	2.00	EACH	\$5,387.70	\$10,775.40
Bid Price Subtotal:					\$10,775.40
Total Bid Price:					\$10,775.40

Notes:

- **BID QUALIFICATIONS**
- THIS CHANGE PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED IN 30 DAYS OF SUBMISSION
- This change proposal includes only the items specifically listed above. All materials, labor, equipment, and services not expressly identified are excluded
- This change proposal is to cover the cost to relocate two water services that were in conflict with Sanitary Sewer Line M. Work includes all materials, labor and equipment to hydro-excavate existing lines, temporarily relocate the water services out of conflict, re-install the services back to live condition, and bury the lines.

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Valley Corporation  Authorized Signature: Estimator: Ben Jambor (402) 936-3424 b.a.jambor@valleycorp.com
--	---



To:	City Of Bellevue - Public Works Administration	Contact:	
Address:	Bellevue, NE	Phone:	402-293-3025
		Fax:	402-293-2783
CO Name:	Bypass Pumping Discharge Revision (Phase 1)	CO ID:	CO 003
Project Name:	Mission Avenue Improvements - City Of Bellevue	CO Date:	10/8/2025
Project Location:	Mission Ave - Wayne St To Warren St, Bellevue, NE		

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
160	Bypass Pumping Phase 1 Discharge Revision	1.00	LS	\$4,970.72	\$4,970.72
				Bid Price Subtotal:	\$4,970.72
				Total Bid Price:	\$4,970.72

Notes:

- BID QUALIFICATIONS**-----
- THIS CHANGE PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED IN 30 DAYS OF SUBMISSION
- This proposal includes only the items specifically listed above. All materials, labor, equipment, and services not expressly identified are excluded
- This change proposal is to cover the cost for the revisions requested by City of Bellevue for the Discharge Pipe for Phase 1 Bypass Pumping from the on-site meeting with City of Bellevue, Embris, and Rain for Rent on August 8th, 2025.

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Valley Corporation  Authorized Signature: Estimator: Ben Jambor (402) 936-3424 b.a.jambor@valleycorp.com
---	---



To:	City Of Bellevue - Public Works Administration	Contact:	
Address:	Bellevue, NE	Phone:	402-293-3025
		Fax:	402-293-2783
CO Name:	Construct 6" Temporary Pavement (Type OPW 3500)	CO ID:	CO 005
Project Name:	Mission Avenue Improvements - City Of Bellevue	CO Date:	10/20/2025
Project Location:	Mission Ave - Wayne St To Warren St, Bellevue, NE		

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
190	Construct 6" Temporary Pavement (Type OPW 3500)	500.00	SY	\$86.70	\$43,350.00

Bid Price Subtotal: \$43,350.00

Total Bid Price: \$43,350.00

Notes:

- -----**BID QUALIFICATIONS**-----
- THIS CHANGE PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED IN 30 DAYS OF SUBMISSION
- This proposal includes only the items specifically listed above. All materials, labor, equipment, and services not expressly identified are excluded
- This change proposal is to establish a unitary price to construct 6" temporary concrete pavement. The quantity is estimated to establish a unit price. Actual payment will be based upon field measured quantities.
- This change proposal includes fine grading, construction of 6" temporary concrete pavement with OPW 3500 concrete and the removal of the pavement when it is no longer needed.

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Valley Corporation Authorized Signature:  Estimator: Ben Jambor (402) 936-3424 b.a.jambor@valleycorp.com
--	---



To:	City Of Bellevue - Public Works Administration	Contact:	
Address:	Bellevue, NE	Phone:	402-293-3025
		Fax:	402-293-2783
CO Name:	Install Sod	CO ID:	CO 006
Project Name:	Mission Avenue Improvements - City Of Bellevue	CO Date:	10/20/2025
Project Location:	Mission Ave - Wayne St To Warren St, Bellevue, NE		

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
200	Install Sod	500.00	SY	\$17.69	\$8,845.00

Bid Price Subtotal: \$8,845.00

Total Bid Price: \$8,845.00

Notes:

- **QUALIFICATIONS** -----
- THIS CHANGE PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED IN 30 DAYS OF SUBMISSION
- This change proposal includes only the items specifically listed above. All materials, labor, equipment, and services not expressly identified are excluded
- This change proposal is to establish a unitary price to install sod. The quantity is estimated to establish a unit price. Actual payment will be based upon field measured quantities.

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Valley Corporation  Authorized Signature: Estimator: Ben Jambor (402) 936-3424 b.a.jambor@valleycorp.com
---	---

CITY OF BELLEVUE, NEBRASKA
AGENDA ITEM COVER SHEET

16c.
8/4/2026

COUNCIL MEETING DATE: 07/21/2026 <i>continued to 8/4/26</i>		SUBMITTED BY: Ashley Decker, HR Director	
AGENDA ITEM:	CONSENT AGENDA ☐	SPECIAL PRESENTATION ☐	
LIQUOR LICENSE ☐	ORDINANCE ☐	PUBLIC HEARING ☐	
RESOLUTION ☐	CURRENT BUSINESS ☒	OTHER ☐	

SUBJECT:

Update Employee Handbook

SYNOPSIS/BACKGROUND:

A review of the Employee Handbook was needed to update, create and/or revise policies that will help ensure compliance with ever changing State and Federal laws, as well as introduce best practice policies, processes and actions.

FISCAL IMPACT: BUDGETED FUNDS?: GRANT/MATCHING FUNDS?:

TRACKING INFORMATION FOR CONTRACTS AND PROJECTS:

IS THIS A CONTRACT?:	COUNTER-PARTY:	INTERLOCAL AGREEMENT:
CONTRACT DESCRIPTION:		
CONTRACT EFFECTIVE DATE:	CONTRACT TERM:	CONTRACT END DATE:
PROJECT NAME: N/A		
START DATE:	END DATE:	PAYMENT DATE:
CIP PROJECT NAME:		INSURANCE REQUIRED:
CIP PROJECT NUMBER:		
STREET DISTRICT NAME (S):	STREET DISTRICT NUMBER (S):	
ACCOUNTING DISTRIBUTION CODE:	ACCOUNT NUMBER:	

RECOMMENDATION:

Approve the revised Employee Handbook

ATTACHMENTS:

1. Employee Handbook Redline	2.	3.
4.	5.	6.

SIGNATURES:

LEGAL APPROVAL AS TO FORM:

FINANCE APPROVAL AS TO FORM:

ADMINISTRATOR APPROVAL AS TO FORM:

[Handwritten signatures]

CITY OF BELLEVUE, NEBRASKA
EMPLOYEE HANDBOOK



REVISED JULY 21, 2026 ~~FEBRUARY 7, 2023~~

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I. INTRODUCTION

A. WELCOME

Welcome to the City of Bellevue. As an employee of the City, and thus the citizens of Bellevue, you are an integral member of a team that provides efficient, high quality services to our citizens and businesses. Our team's success depends on the efforts and contributions of you and your fellow employees.

The City designed the policies and practices in this handbook to provide a fair, equitable, and competitive working environment for employees like you. This handbook explains the basic benefits available to you and outlines your general responsibilities as an employee. If, at any time, you have questions about the policies, practices, and benefits in this handbook, please contact your Supervisor or the Human Resources Director.

B. STATUTES, COLLECTIVE BARGAINING AGREEMENTS & INDIVIDUAL EMPLOYEE CONTRACTS

If any provision of this Employee Handbook conflicts with applicable Nebraska statutes, collective bargaining agreements, and/or individual employee contracts, those statutes, collective bargaining agreements, and/or individual employee contracts take precedence over the particular provision or provisions of this handbook. Employees represented by the Bellevue Professional Management Association (BPMA), Police Command Staff Association (PCSA), Civilian Employees Association of Bellevue (CEAB), Bellevue Police Officers Association (BPOA), ~~Bellevue Professional Firefighters Association (BPFA)~~, and The International Association of Firefighters Local 4906, and who have entered into a labor contract with the City of Bellevue will receive benefits and wages as stated in the labor agreement. In areas where the labor agreement is silent, the employees will adhere to the provisions of the City of Bellevue Employee Handbook. In the event any current labor agreement between the City and any certified bargaining unit is terminated for any reason, the benefits and wages as outlined in the termed labor agreement will become part of the Employee Handbook as approved by the City Council.

C. MANAGEMENT RIGHTS

This handbook supersedes prior employee handbooks and policies, and seeks to outline the City's fundamental employment policies and practices and the core benefits offered to its employees. Because the City cannot anticipate every issue or circumstance that may arise, the City maintains the authority to interpret, apply, modify, or discontinue the policies, practices, and benefits in this handbook. The City also reserves the right to adopt new policies, practices, and benefits, and authorizes its Department Directors to adopt policies, practices, guidelines, and standard operating procedures necessary to manage their departments and employees. Approved standard operating procedures may take precedence over policies laid out in this handbook.

At the direction of the City Administrator, Directors shall be responsible for the enforcement of the procedures, rules and policies of the Employee Handbook. A Director may establish supplemental employee regulations or procedures as deemed necessary for efficient and orderly administration and for maintaining the proper management of departmental functions and employees. All supplemental regulations or procedures are subject to approval of the City Administrator and a copy will be made available to each employee of the department.

D. ORGANIZATION FOR CITY ADMINISTRATION

1. City Administrator

- a. The City Administrator, as chief executive officer of the City, will be responsible for the proper administration of the activities of the City.
- b. The City Administrator will have the authority to appoint and remove all Directors and employees in all City departments (subject to Civil Service Rules and Regulations when applicable and established contracts). Positions appointed by the Mayor are only subject to removal by the Mayor.
- c. It will be the function of the City Administrator to formulate City employee policies, to prescribe procedures, and to administer these policies and procedures with the aim of facilitating personnel administration for the operating departments as efficiently as possible.
- d. Except as otherwise provided by City Ordinance or State Statute, the City Administrator, or his/her designee, will be responsible for the following:
 - i. Recruiting, interviewing, and testing job applicants;
 - ii. Ensuring all appointments are made on the basis of merit;
 - iii. Maintaining the classification plan;
 - iv. Administering the pay plan;
 - v. Keeping records of all employees;
 - vi. Ensuring adherence to grievance procedures; and
 - vii. Promoting training programs and fostering good employee relations.
- e. The City Administrator will be responsible for maintaining appropriate management among City employees.

2. Civil Service Commission

All present full-time firefighters and full-time police officers and future appointees to such full-time positions shall be subject to the Nebraska Civil Service Act, as codified in Neb. Rev. Stat. §19-1825, et. Seq., and the City Code.

Pursuant to Section 19-1830 of the Nebraska Civil Service Act and Section 2-250 of the City Code, the duties of the Civil Service Commission shall include testing of candidates for appointment and promotion, establishing and maintaining eligibility lists and conducting investigations and hearings regarding certain disciplinary actions against sworn full-time firefighters and full-time police officers.

II. EMPLOYMENT POLICIES

A. AT-WILL EMPLOYMENT

Unless you have a written employment, contract approved by the City Council and signed by the Mayor, you are an “at-will” employee. This means that your employment with the City is for an unspecified period of time and you can end your employment relationship with the City at any time. Likewise, the City can end its employment relationship with the you at any time for any lawful reason. Only the City Council has the exclusive authority to change your status as an “at-will” employee.

This handbook does not constitute a contract of employment. Statements contained in this handbook or made in the course of performance evaluations should not be construed as constituting an employment contract or an express or implied promise of continued employment.

B. IMMIGRATION LAW COMPLIANCE

All new employees, regardless of employee classification, are required as a condition of employment to complete the Employment Eligibility Verification Form I-9. In compliance with the Immigration Reform and Control Act of 1986, the City is committed to employing only United States citizens and those who are authorized to work in the United States. The City does not unlawfully discriminate against employees or potential employees on the basis of citizenship or national origin. Employees must complete the Employment Eligibility Verification Form I-9 and present the mandated documentation establishing identity and employment eligibility. Reverification of eligibility of employment may also be required under certain circumstances. Former employees who are rehired must also complete the form and are subject to eligibility and reverification (where applicable) requirements. The E-verify system will be used to confirm work authorization.

C. EQUAL EMPLOYMENT OPPORTUNITY

The City is committed to the principle of equal employment opportunity and makes employment decisions consistent with this principle. The City provides equal employment opportunity to all employees and applicants without regard to age, color, disability, genetic information, marital status, military status, national origin, pregnancy, race, religion, sex, or any other prohibited basis of discrimination. In addition to federal law requirements, the City complies with applicable state and local laws governing nondiscrimination in employment in every location of the City. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, layoff, recall, transfer, discipline, leaves of absence, compensation, training, and discharge.

As part of its Equal Employment Opportunity policy, the City will also take affirmative action required by applicable laws to ensure that minorities, females, veterans, and qualified disabled individuals are introduced into our workforce and considered for promotional opportunities.

It is a violation of this policy to discriminate against any individual based on age, color, disability, genetic information, marital status, military status, national origin, pregnancy, race, religion, sex, or any other prohibited basis of discrimination under applicable federal, state, or local law. Any member of management who knowingly allows or tolerates discrimination is in violation of this policy.

If you believe you have been discriminated against, you must report your concerns to one of the following individuals within thirty (30) days: (1) your immediate supervisors; (2) your department Director; or (3) the Human Resources Director. Supervisors receiving a complaint must immediately report it to their department Director or Human Resources Director.

D. WORKPLACE BULLYING

In keeping with its goals of providing a work environment that is free from discrimination and harassment, the City prohibits workplace bullying. Workplace bullying is repeated inappropriate behavior toward an individual, and may be intentional or unintentional, direct or indirect, or verbal, non-verbal, or physical.

Examples of workplace bullying include, but are not limited to:

1. Disregarding, excluding, ignoring, isolating, or singling out an individual in the work environment and at work-related activities.
2. Humiliating, insulting, ridiculing, and/or making abusive or offensive remarks to an individual.
3. Threatening to take corrective action against or discharge an employee for undocumented or unsubstantiated reasons.
4. Interfering with an individual's ability to perform his/her job by assigning meaningless or menial tasks, setting unachievable deadlines or goals, providing ambiguous instructions, or withholding information.
5. Raising one's voice, shouting, and/or yelling at an individual.
6. Assaulting, hitting, kicking, pinching, poking, pushing, shoving, tripping, and/or other unwanted physical contact or the threat of such contact to person or property.
7. Criticizing on matters unrelated or minimally related to an individual's job duties or job performance.
8. Creating and/or spreading gossip or rumors about an individual.
9. Refusing or withholding reasonable requests for vacation leave, sick leave, or other leaves of absence.

Any member of management who knowingly allows or tolerates workplace bullying is in violation of this policy. If you believe you have been bullied against, you must report your concerns to one of the following individuals within thirty (30) days: (1) your immediate supervisor; (2) your department Director; or (3) the Human Resources Director. Supervisors receiving a complaint must immediately report it to their department Director or Human Resources Director.

E. HARASSMENT-FREE WORKPLACE

The City strives to create and maintain a work environment wherein people are treated with dignity, decency, and respect by all other employees currently employed by the City.

1. **Unlawful Harassment/Discrimination:** The City strives to maintain a work environment that is free from all forms of unlawful harassment based on age, color, disability, genetic information, marital status, military status, national origin, pregnancy, race, religion, sex, or any other characteristic protected by applicable federal, state, or local law (referred to in this policy as a "protected characteristic"). This policy prohibits unlawful harassment based on any of these protected characteristics occurring before, during, or after work hours and regardless of whether

it occurs on City property. The City's Harassment-Free policy also encompasses any and all forms of harassment or bullying, through social media sites or other electronic communication outlets. These forms of communication include, but are not limited to, email, text messaging, instant messaging, and social networking sites such as Facebook, Twitter, Instagram, and LinkedIn. Unlawful harassment may encompass a wide variety of verbal, non-verbal, and physical behaviors, which may be sexual or non-sexual in nature.

- a. **Non-sexual harassment** is conduct that is offensive, threatening, intimidating, or shows hostility toward an individual because of a protected characteristic. Non-sexual harassment means unwelcome conduct of a severe or pervasive nature that: (1) unreasonably interferes with an employee's work performance; (2) creates an abusive, intimidating, hostile, or offense work environment; or (3) is made a condition of employment.

- i. Examples of non-sexual harassment include, but are not limited to:

- 1. Belittling, denigrating, insulting, or ridiculing an individual or an individual's group based on a protected characteristic.
 - 2. Making derogatory or offensive comments, epithets, jokes, labels, slurs, or stereotypes that are based on a protected characteristic.
 - 3. Sharing or displaying photographs, cartoons, pictures, videos, recordings, jokes, or objects that show hostility toward an individual or group's protected characteristic.

- 2. **Sexual Harassment:** Sexual Harassments means unwelcome sexual conduct of a severe or pervasive nature that unreasonably interferes with an employee's work performance or creates an abusive, intimidating, hostile, or offensive work environment. Sexual harassment includes unwelcome sexual advances and/or propositions, requests and/or pressures for sexual favors, physical contact of a sexual nature, sexually explicit language and/or gestures, and other conduct of a sexual nature when such conduct is used as the basis for employment decisions or has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

- i. Examples of sexual harassment not previously mentioned include, but are not limited to making, showing, sharing, and/or distributing:

- 1. Sexual innuendos, comments, or remarks.
 - 2. Lewd, obscene, vulgar, or sexually suggestive or demeaning gestures, looks, or remarks.
 - 3. Forced, or the threat of forced, sexual assault, intercourse, or molestation.
 - 4. Pornographic or sexually explicit material, including photographs, cartoons, pictures, videos, recordings, jokes, or objects.
 - 5. Uninvited physical contact such as brushing up against, cornering, fondling, hugging, kissing, patting, pinching, poking, rubbing, tickling, or touching another.

3. **Harassment:** Harassment is any verbal or physical conduct designed to threaten, intimidate, or coerce an employee, co-worker, or any other person working for or on behalf of the City.
 - i. The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy.
 1. Unwelcome conduct of a severe or pervasive nature that:
 - i. Unreasonably interferes with an employee's work performance;
 - ii. Creates an abusive, intimidating, hostile, or offensive work environment; or
 - iii. Is made a condition of employment.
 2. Belittling, denigrating, insulting, or ridiculing an individual.
 3. Making repeated comments that are offensive or unwelcome.

Any member of management who knowingly allows or tolerates harassment of any kind is in violation of this policy.

If you believe you have been harassed, you must report your concerns to one of the following individuals within thirty (30) days: (1) your immediate supervisor; (2) your department Director; or (3) the Human Resources Director. Supervisors receiving a complaint must immediately report it to their department Director or the Human Resources Director.

F. WORKPLACE VIOLENCE

The City is committed to providing a work environment that is safe and free from acts of violence or threats of violence through our zero-tolerance workplace violence policy. The City prohibits actual or threatened violence against or by employees, citizens, and vendors of the City.

Examples of prohibited conduct include, but are not limited to:

1. Assaulting
2. Damaging property
3. Fighting
4. Harassing
5. Injuring
6. Intimidating
7. Pushing/shoving
8. Threatening
9. Any other behavior that could reasonably cause an individual to fear for his/her safety

The City further prohibits non-public safety employees (i.e. Fire Department and Police Department employees) from possessing or carrying of any explosive, gun, knife, or other weapon or object capable of causing serious bodily injury while on City property (City building, facility, vehicle or equipment) or while performing work as a City employee. Employees that have a legitimate business need may carry tools or knives that have been pre-approved for use. This applies to all non-public safety employees including those with valid concealed carry permits.

Any member of management who knowingly allows or tolerates workplace violence is in violation of this policy.

You must report any actual or threatened violence to one of the following individuals within thirty (30) days: (1) your immediate supervisor; (2) your department Director; or (3) the Human Resources Director. If necessary, call 911. Supervisors receiving a complaint must immediately report it to their department Director or the Human Resources Director.

G. HARASSMENT, BULLYING AND WORKPLACE VIOLENCE COMPLAINT AND INVESTIGATION PROCEDURE

Should an instance of bullying, harassment or workplace violence occur, both the employee and the City play a vital role in correcting the bullying, harassment or workplace violence. No employee will be retaliated against for complaining of bullying, harassment or workplace violence.

Any employee is initially responsible for communicating any bullying, harassment or workplace violence to their immediate supervisor, their department Director or the Human Resources Director. Any employee who believes he or she is being bullied or harassed is encouraged to communicate the offensive behavior to the person responsible for the behavior and, request that the offensive behavior stop.

1. Notification: Any employee who is not comfortable in directly approaching the person responsible for the bullying, harassment, or workplace violence or whose request to stop was unsuccessful should notify any one or all of the following:

- a. Their Director;
- b. Human Resources Director; and/or
- c. Immediate Supervisor.
- d. Notify the Police Department (402) 293-3100 or call 911 if in immediate danger.

The City is responsible for correcting bullying, harassment or workplace violence. When one of the supervisory individuals mentioned above is notified or becomes aware of possible bullying, harassment, or workplace violence, such supervisory individual shall notify the Human Resources Director within five (5) working days. The Human Resources Director will contact the employee who reported the bullying, harassment, or workplace violence and request that they draft a written complaint outlining the behavior and complaint and provide a copy back to the Human Resources Director. Upon receiving a written complaint, the Human Resources Director shall forward a copy of the same to the City Administrator. After receiving the written complaint, the City Administrator or a designated representative is responsible for ensuring that a prompt investigation occurs in accordance with the procedures outlined below.

2. Corrective and/or disciplinary action will be taken whenever:

- a. Any bullying, harassment or workplace violence has occurred; or
- b. When a Supervisor has known or should have known of the bullying, harassment, or workplace violence behavior and the Supervisor failed to take action to stop such bullying, harassment or workplace violence.

3. **Investigation:** If applicable, the Director, Human Resources Director, City Administrator, or his/her designee in conjunction with the City Attorney, will ensure that a thorough investigation is carried out that respects the rights and dignity of all individuals concerned. The City Administrator has the option of consulting with or hiring an outside independent agency to perform the investigation and make findings of act with respect to the bullying, harassment, or workplace violence complaint or has the option to assign the investigation to be completed by an individual employed within the City. Hereafter in this policy the designated representative of the City to conduct the investigation will be referred to as the "City Investigator". The City Administrator or his/her designee also reserves the right to dismiss the complaint without investigation if he/she deems appropriate or there are insufficient facts or allegations presented to warrant an investigation, or that the complaint is not in compliance with other departmental policies and timelines for filing. The investigation will be conducted quickly, thoroughly and confidentially, and every effort will be made to protect the rights of the accuser, as well as the accused.

- a. The following procedures will be followed in the investigation of a complaint of harassment, bullying, or workplace violence:
 - i. Where practical, the investigation will begin the day the conduct is reported or discovered;
 - ii. The employee shall put the complaint in writing;
 - iii. The complaint will be provided to the accused;
 - iv. The complainant and the accused will be notified in writing of the assigned City Investigator;
 - v. The City Investigator will interview the employee complaining in a private area. The interview will be thoroughly documented and reviewed for accuracy with the employee at the end of the interview.
 - vi. The City Investigator will interview the accused alleged harasser in a private area. The interview will be thoroughly documented and reviewed for the accuracy with the employee at the end of the interview.
 - vii. The City Investigator will interview witnesses and others with relevant information in a private area. The interview will be thoroughly documented and reviewed for accuracy with each witness interviewed. Each witness will be advised of the requirement to maintain the interview confidential so as to protect the rights of all parties involved. Any employee witness who fails to maintain confidentiality will be subject to disciplinary action. The City Investigator shall have the power to compel the attendance and statements of witnesses that are City Employees for the investigation of said complaint that may come before the City Investigator. If a City Investigator compels a witness to attend an interview, the witness shall receive at least forty-eight (48) hour notice prior to the interview, unless extenuating circumstances arise and the City Administrator authorizes an interview and waives said notice. All witnesses interviewed will have the right to have their attorney and/or union representative present if they so desire. All witnesses are required to be truthful and forthcoming with information during interviews. Any employee witness who fails to attend and/or provide a statement will be subject to disciplinary action.
 - viii. All interviews of the complainant, accused, and any employee witness will be typed and provided to the interviewee to review for accuracy. After review for accuracy, the statements shall be signed by the interviewee.

The City Administrator, or his/her designee, has the authority to place an employee on paid or unpaid Administrative Leave during the investigation process. The employee will retain all benefits, leave and pay during this period. The employee shall be available during their regularly scheduled hours of work to be contacted to meet with appropriate City officials and the City Investigator.

4. **Investigation Results** Upon completion of a thorough investigation, the City's Investigator will determine whether the complaint is substantiated or unsubstantiated.
 - a. **Substantiated Complaint:** If it is determined that there is evidence to substantiate the complaint, disciplinary action will be taken up to and including termination. The disciplinary action taken will depend upon the severity of the offense. A record of disciplinary action taken will become part of the accused employee's personnel file. Once disciplinary action is taken the Director and/or City Administrator will ensure its effectiveness by continuing to monitor the situation. Any substantiated claim that violates the City's "Workplace Violence" policy will be grounds for immediate termination. Workplace violence offenses are not subject to the progressive discipline process.
 - b. **Unsubstantiated or Inconclusive Complaint:** If it is determined that the complaint is unsubstantiated or if investigators are unable to conclude whether any offense did or not occur, the City's policy against bullying, harassment, and workplace violence will continue to be enforced and the complainant will be encouraged to come forward again if he or she perceives any further bullying, harassment, or workplace violence.
 - c. **Exonerated:** If it is determined that the allegations in the complaint did occur but that the employee involved acted lawfully and properly, the complaint will be closed with a finding of exonerated and the City's policy against bullying, harassment, and workplace violence will continue to be enforced and the complainant will be encouraged to come forward again if he or she perceives any further bullying, harassment, or workplace violence.

The complainant will be notified as to what complaints were "substantiated", "unsubstantiated", "exonerated" or "inconclusive" only.

An investigation report will be prepared by the City's Investigator which summarizes all interviews and conclusions and will be provided to the employee's department Director. The Director shall then make a recommendation for any disciplinary action (if applicable) to the City Administrator. The City Administrator shall then decide the disciplinary action (if applicable) to be taken and notify the accused of the same. The City Administrator will follow the steps provided for regarding a *Loudermill* hearing if applicable. This report, along with notes, written complaints, statements and copies of relative documents will be maintained in a separate, confidential file in the City Attorney and Human Resources Director's office.

H. DISABILITY ACCOMMODATIONS

The City is committed to providing equal employment opportunities to individuals with disabilities, as stated in the Americans with Disabilities Act ("ADA") and the Americans with Disabilities Act Amendments Act ("ADAAA"). Accordingly, we do not discriminate against qualified individuals with disabilities in regards to, but not limited to, application procedures, hiring, advancement/promotion, layoff, recall, transfer, discharge, discipline, leaves of absence, compensation, training or other terms, conditions and privileges of employment. The City complies with all federal and state laws concerning the employment of persons with disabilities and acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).

- 1. Eligibility:** The City will engage in the interactive process to find reasonable accommodations for qualified individuals with a disability to enable them to perform the essential functions of a job, unless doing so causes an undue hardship to the City, or a direct threat to these individuals or others in the workplace, and the threat cannot be eliminated by reasonable accommodation. Because the process is interactive, the City expects your full cooperation by providing relevant information and, if necessary, your consent to contact and obtain relevant information from your health care providers.

When an individual with a disability is requesting accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other employee or applicant.

All employees are required to comply with City safety standards. Current employees who pose a direct threat to the health and safety of themselves or other individuals in the workplace will be placed on appropriate leave until the City can make a lawful and reasonable decision in regard to continued employment.

Individuals who are active illegal drug users are excluded from coverage under the City's Americans with Disabilities Act ("ADA") policy.

- 2. Procedures:** The City's Personnel department is responsible for implementing this policy, including requests for and resolution of reasonable accommodations, safety and direct threat determinations, and undue hardship issues. All requests for reasonable accommodations should be presented to the Human Resources Director. Once you submit a reasonable accommodation request, you will need to meet with the Human Resources Director and/or complete a written request for accommodation to provide the City with information about the nature and extent of your disability, any medical treatment you have received for your disability, and any reasonable accommodations you suggest. The City may also contact your health care providers to verify the nature and extent of your disability and to request relevant medical information and records and accommodation suggestions. The City will rely on all information gathered to determine whether you are a qualified individual with a disability and whether a reasonable accommodation under the law exists.

3. Terms Used in the Policy: As used in the ADA policy, the following terms have the indicated meaning:

“Disability” means a physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment or being regarded as having such an impairment.

“Major life activities” include the following: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

“Major bodily functions” is a term included in the American with Disabilities Act Amendment Act (“ADAAA”), and may include physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed “mental retardation”), organic brain syndrome, emotional or mental illness, and specific learning disabilities.

“Substantially limiting” means, in accordance with the ADAAA final regulations, the determination of whether the impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment such as cancer that is in remission but that may possibly return in a substantially limiting form is also considered a disability under EEOC final ADAAA regulations.

“Direct threat” means a significant risk to the health, safety or well-being of individuals with disabilities or others when the risk cannot be eliminated by reasonable accommodation.

“Qualified individual” means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

“Reasonable accommodation” includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities; job restructuring; part-time or modified work schedules; telecommuting; reassignment to a vacant position; acquisition or modification of equipment or devices; appropriate adjustment or modifications of examinations, training materials or policies; the provision of qualified readers or interpreters; and other similar accommodations for individuals with disabilities.

“Undue hardship” means an action requiring significant difficulty or expense by the City. In determining whether an accommodation would impose an undue hardship, factors to be considered include:

- The nature and cost of the accommodation.
- The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
- The overall financial resources of the employer; the size, number, type and location of facilities.
- The type of operations of the City, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.
- The impact of the accommodation on the operation of the facility.

“Essential functions of the job” refers to those job activities that are determined by the City to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions considered to be disabilities, impairments or reasonable accommodations covered by the City’s ADA/ADAAA policy.

I. FAMILY AND MEDICAL LEAVE ACT (FMLA)

The City affords eligible employees with leave under the Family and Medical Leave Act (“FMLA”) and posts the Department of Labor’s (“DOL”) Notice about the FMLA. The City’s policy and posting provide a general description of the FMLA and employees’ basic FMLA rights and responsibilities. Should any conflict arise between this policy and applicable law, the City will provide employees with all rights under the law. If you have questions, concerns, or disputes with this policy, you must contact the Human Resources Director in writing.

1. Eligibility: To be eligible for such leave, an employee must have worked for the City for:

- a. at least 12 months, which need not be consecutive provided that any break in service does not exceed seven years; and,
- b. at least 1,250 hours during the 12-month period immediately before the date the leave will begin. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

2. Length of & Reasons for Leave: Eligible employees may take up to 12 weeks of unpaid leave during any 12-month period for one or more of the following reasons:

- a. the birth or adoption of a child, or placement of a child for foster care within one year of the birth, adoption or placement;
- b. to care for a spouse, child, or parent who has a serious health condition;

- c. for a serious health condition that renders the employee unable to perform the essential functions of his/her job; and,
- d. for a qualifying exigency when a spouse, child, or parent is a military member on covered active duty or called to covered active duty.

Spouses who both work for the City and who each wish to take leave for the birth or adoption of a child, for placement of a child for foster care, or to care for a parent with a serious health condition may only take a combined total of 12 weeks of unpaid leave.

Eligible employees may take up to 26 weeks of unpaid leave during any 12-month period to care for a covered servicemember with a serious injury or illness when the employee is the covered servicemember's spouse, child, parent or next of kin. This leave is also known as military caregiver leave. The City will deduct from the 26 weeks of military caregiver leave any leave already taken for other FMLA reasons. Spouses who both work for the City and who each wish to take military caregiver leave may only take a combined total of 26 weeks of unpaid leave.

Eligible employees may take FMLA leave on a continual or intermittent basis, or to reduce their schedules. However, in no case shall leave exceed a total of 26 weeks for military caregiver leave, or a total of 12 weeks for all other FMLA leave. The City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care. For the birth, adoption or foster care of a child, the City and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

3. **Benefits & Conditions of Leave:** All qualifying employees utilizing FMLA must concurrently use all sick leave first, and once sick leave is exhausted, shall be required to use all other paid leaves concurrently. Once paid leave is exhausted, FMLA leave will be unpaid. Employees using FMLA leave for a qualifying exigency when a spouse, child or parent is a military member on covered active duty or called to covered active duty must first use all vacation and other paid leave until exhausted, after which FMLA leave will be unpaid.

The City will continue an employee's health, dental, and life insurance benefits while on FMLA leave at the same level and under the same conditions as if the employee continued working. The City will continue to withhold insurance premiums from the paychecks of employees using paid leave while on FMLA leave. Employees who exhaust paid leave while on FMLA must submit insurance premium payments directly to the Human Resources Director. The City's insurance providers may discontinue an employee's insurance coverage if the employee fails to pay his/her insurance premiums by the 1st day of each month while on FMLA leave. The City will notify the employee 15 days in advance of a loss of insurance coverage.

4. **Notification and Certification:** Employees who wish to take FMLA leave must submit written notice of the need for leave to the Human Resources Director. When the need for leave is foreseeable, employees must provide 30 days advance notice. When the need is unforeseeable, or the need for leave arises less than 30 days in advance, employees must provide notice as soon as practicable, normally either the same day or the next business day. Employees who

are absent from work while on sick leave for five or more consecutive work days must notify the Human Resources Director in writing of such absences. Supervisors must also report employee absences of five (5) days duration, or longer.

Within five business days after receiving notice of the need for FMLA leave or notice of five consecutive absences for sick leave, the Human Resources Director, or his/her designee, will provide the employee with the DOL's Notice of Eligibility and Rights Form WH-381. This notice will advise the employee if he/she is eligible for FMLA leave and if the absence or expected absence qualifies as FMLA leave.

The Human Resources Director, or his/her designee, may need more information to determine whether the absence or expected absence qualifies as FMLA leave. In that case, the Human Resources Director, or his/her designee, will identify and request the information needed, which may include certification of a serious health condition of the employee or his/her family member, a serious injury or illness of a covered servicemember, or a qualifying exigency for military family leave. The Human Resources Director, or his/her designee, will use one of the DOL's forms when requesting these certifications. The employee must respond to a certification request within 15 calendar days of receiving it, or provide a reasonable explanation for the delay. The City may deny leave if the employee fails to provide sufficient information in a timely manner. Any fees that might be incurred for initial certification will be the sole responsibility of the employee.

Within five business days of receiving a completed certification, the Human Resources Director, or his/her designee, will provide the employee with a Designation Notice using the DOL's Form WH-382. This notice will: (1) designate leave as FMLA leave and state the amount of leave that the City will count against the employee's FMLA leave entitlement; (2) decline to designate leave as FMLA leave; (3) identify additional information necessary to determine whether leave qualifies as FMLA leave; or, (4) state the City's intention to exercise its right to obtain a second or third opinion regarding the serious health condition of the employee or his/her family member.

If the City requests a second opinion, it will designate the health care provider. If the second opinion conflicts with the original medical certification, the City will require a third and final opinion from a health care provider mutually selected by the City and the employee. The City will pay the cost of obtaining a second and/or third opinion, and will provisionally place the employee on FMLA leave pending the outcome of the opinion. The employee and/or his/her family member must cooperate with, and provide relevant medical information to, any health care provider rendering a second or third opinion. The City may deny FMLA leave, or take other action, if the employee or his/her family member fails to provide such information.

The Human Resources Director, or his/her designee, may directly contact the health care provider of the employee or the employee's family member to verify or clarify information. Before doing so, the Human Resources Director, or his/her designee, will ask: (1) the employee to provide any necessary clarification; and (2) ask the employee or his/her family member to authorize, in writing and in accordance with HIPAA Medical Privacy Rules, his/her health care provider to release clarifying information to the Human Resources Services Director, or his/her designee. At no point in time will the City use the employee's direct supervisor for this contact.

The City may request recertification for the serious health condition of an employee or his/her family member in the following circumstances:

- a. Every 6 months;
 - b. Every 30 days when circumstances have changed significantly;
 - c. Upon receiving information that causes doubt as to the reason for the absence;
or,
 - d. When an employee seeks an extension of FMLA leave
5. **Return to Work:** Before returning to work from FMLA leave, an employee must notify the Human Resources Director of his/her intent to return to work. The Human Resources Director, or his/her designee, may require an employee on leave for a serious health condition to provide a medical certification verifying that he/she is able to perform the essential functions of his/her job.
6. **Terms Used in the Policy:** As used in this FMLA policy, the following terms have the indicated meaning:

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential care facility, or continuing treatment by a health care provider. This includes any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

“Serious injury or illness” means: (1) for members of the Armed Forces, an injury or illness that was incurred in the line of duty on active duty (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty), and that may render them medically unfit to perform the duties of his/her office, grade, rank or rating; and, (2) for veterans who were members of the Armed Forces at any time during the five-year period before the date on which the veteran undergoes medical treatment, recuperation, or therapy, a qualifying injury or illness that was incurred in the line of duty, while on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty while on active duty), and that manifested itself before or after the member became a veteran.

“Covered servicemember’s child” means a covered servicemember’s biological, adopted, step or foster child, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.

“Covered servicemember’s parent” means a covered servicemember’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember.

“Covered servicemember’s next of kin” means the nearest blood relative, other than the covered servicemember’s spouse, parent, or child, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, siblings, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his/her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the servicemember’s next of kin.

and, either consecutively or simultaneously, may take FMLA leave to provide care to the covered servicemember. When such designation has been made the designated individual shall be deemed to be the covered servicemember's only next of kin.

"Qualifying exigency" means: (1) issues arising from a covered military member's short notice deployment for a period of seven days from the date of notification; (2) military events and related activities; (3) child care and related activities arising from the active duty or call to active duty status; (4) activities related to making or updating financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; and, (8) any other event that the City and the employee agree is a qualifying exigency.

"Covered active duty" means: (1) for members of a regular component of the Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country; and, (2) for members of the reserve components of the Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of Title 10 of the United States Code.

"Covered servicemember" means: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or, (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. Eligible employees under this provision may not take leave under this provision to care for members on the permanent disability retired list.

J. HIPAA

The City complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and follows all of the guidelines regarding the protected health information of employees, dependents and patients. To view the City's HIPAA Notice of Privacy Practices employees can go to the company intranet or request a copy from the Human Resources Director. If an employee feels that their privacy rights have been violated a written complaint must be filed with the Human Resources Director.

III. GENERAL POLICIES & PRACTICES

A. CONFLICT OF INTEREST

The City prohibits employees from having any interest in or engaging in any transaction, employment, activity, or enterprise that conflicts with their duties.

Examples of a conflict of interest include, but are not limited to:

1. Violation of the City's Code of Ethics/Conflict of Interest Policy contained in Appendix A of this handbook.
2. Acceptance of money, loans, gifts, or other substantial consideration from persons doing business with the City when intended or appearing to improperly influence the official relationship between the recipient and the donor.
3. Use of the City's property, premises or resources, or use of the employee's official position with the City, for private gain or to secure unwarranted privileges or exemptions for themselves or others.

B. ELECTRONIC COMMUNICATIONS

The City may provide computers, e-mail, internet and intranet access, voicemail, telephones, radios, and cellular phones to employees. These devices and systems are City property for use in conducting City business. The City expects employees who use City property and systems to protect them from loss, damage or theft and to immediately report to their department Director or the City Administrator all losses, damage, theft or repair needs. Employees may occasionally use them for personal matters during non-working time or in emergency situations, but at no time may employees use them for private business matters. Under no circumstances will a member of the general public, a Director, a City employee or a member of City Council have to wait for assistance as a result of a personal telephone call, text, email, or any other type of communication.

Prohibited Use: Furthermore, unless through the course of legitimate work activity, employees may not use these devices and systems to download, transmit, store, view, or retrieve information that:

1. Contains abusive, discriminatory, harassing, illegal, intimidating, profane, pornographic, sexually explicit, or offensive content.
2. Violates City policy or any federal, state, or local law or regulation.

The City Administrator or his/her designee reserves the right to access at all times information and communication, to monitor and regulate the use of its electronic devices and systems, and has the right to review information submitted via City computers, Internet and intranet, e-mail, and cellular phones. Employees should have no expectation of privacy when transmitting, storing, viewing, or retrieving data and information on City computers, Internet and intranet, e-mail, and cellular phones with the exception of the Legal Department wherein all communications will be considered privileged or private. Please note that sharing computer passwords is strictly prohibited. Passwords are considered confidential and are restricted City information. Failure to adhere to the requirement to protect your password may lead to disciplinary action. All offices, desks, files and so forth are the property of the City of Bellevue and are issued for the use of employees only during the course of their employment with the City. Inspections may be conducted at any time at the sole discretion of the City Administrator. All e-mail communications are subject to search with or without notice.

C. RETURNING TELEPHONE CALLS

Employees are expected to return calls from the public the same day if possible, but in no instance any later than one (1) business day after the call was received. Providing a written response to public telephone calls, if required, must be done within five (5) business days of the citizen's request.

D. INTRODUCTORY PERIOD

The first six (6) months from the date of hire, promotion, demotion, or transfer to a different position with the City is your introductory period. Certain departments and bargaining units have different timelines and requirements in place. A collective bargaining agreement will override this section where applicable. This period is an opportunity for you to determine if your job with the City is suitable for you. Likewise, this period is an opportunity for the City to observe your skills, abilities, performance, and attitude and determine whether they are suitable for the City. Upon completion of the initial introductory period, you will receive notice of your successful completion or notice of termination. Successful completion of the introductory period does not guarantee continued employment with the City or otherwise affect your status as an "at-will" employee. The introductory period is not to serve as a guaranteed length of employment. If the City should decide that your skills, abilities, performance, attitude, or other factors are not satisfactory, you could be subject to termination prior to completing the six (6) month introductory period.

- 1. Nature, Purpose and Duration:** Every non-sworn person employed by the City will serve an introductory period for the first six calendar months of his or her employment, promotion, demotion, transfer or re-employment. Every sworn person employed by the City will serve an introductory period for one calendar year of his or her employment or re-employment. Sworn employees will follow the introductory period provisions as outlined in their respective collective bargaining agreements.

The purpose of the introductory period is to permit the Supervisor and Director to closely observe and evaluate the capabilities and willingness to work of the new employee. During this time, Supervisors will encourage and assist the new employee in making a successful adjustment to the job.

An introductory employee may be dismissed at any time if, in the judgment of the immediate Supervisor and Director, the quality of the employee's work or the employee's attitude do not warrant continuation of employment.

- 2. Appointment or Termination:** The Director will prepare an introductory period evaluation to cover the introductory period. This evaluation will let the employee know if they have satisfactorily completed the introductory period and are being appointed or if it has been determined that the services of the employee have not been acceptable and are being terminated. Appointment of an employee who has satisfactorily completed the introductory period will begin with the date following the date ending the introductory period. Termination of an employee will be effective immediately upon notice.

If at any time during the introductory period it is determined that the services of the employee have not been of acceptable quality, the Director will notify the employee in writing of the date his or her services are to be terminated. A copy of the termination notice will be forwarded to the City Administrator.

- 3. Promotions During Introductory Period:** The serving of an introductory period will not prevent an employee from being appointed to a position of a higher classification.

If an employee is promoted during the introductory period, the introductory period for the class of position to which the employee is promoted will begin on the date of appointment to such latter classification.

- 4. Reassignment During Introductory Period:** Reassignment of an employee during their introductory period will be approved by the City Administrator prior to the reassignment.
- 5. Leave During Introductory Period:** An introductory employee will accrue sick leave and vacation leave during this period and may utilize both to the extent it has accrued.

E. JOB POSTINGS AND PROMOTIONS

The City believes in providing its employees with promotional opportunities and will normally post job vacancies internally. However, when in the City's best interest, the City will post job vacancies internally and externally to allow non-employee candidates the opportunity to apply. If an employee is promoted to a position in a higher grade, the employee shall receive a salary adjustment to the closest approximation to five percent (5%).

F. UPGRADES

It may become necessary to modify an existing job description in order to address changes in the work environment or work responsibilities. If these changes result in the employee's position being placed in a higher job grade, the employee shall be moved to a step that is the closest approximation to five percent (5%) most equal to their current rate, without being reduced. If an employee feels that their job duties have substantially changed and may warrant an upgrade, it is the employee's responsibility to notify their manager and request reevaluation.

G. MEDIA POLICY

The City utilizes the Media Policy as described in Appendix B of this handbook.

H. NEPOTISM

The City is committed to hiring the most qualified applicants for job vacancies. Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, the City will hire or consider other employment actions concerning family members of persons currently employed only if: a) candidates will not be working directly for or directly supervising a family member, and b) candidates will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct employment action to the family member. Such decisions include hiring, retention, transfer, promotion, wages, disciplinary actions, and leave requests. This policy applies to all current employees and candidates for employment.

"Family member" is defined as one of the following: relationships by blood—parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece and first cousin; and relationships by marriage—husband, wife (as defined by state law), step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and co-habiting couples or significant others.

Temporary supervision of a family member may be allowed with pre-approval from the City Administrator. This temporary supervision will be permissible in events, including but not limited to, call back duty, extended medical leave or 1 week or more of vacation at a time. At no time during that period will the supervisor be allowed to initiate or participate in decisions involving a direct employment action to the family member. Such decisions include hiring, retention, transfer, promotion, wages, disciplinary actions, and leave requests.

If any employee, after employment or change in employment, enters into one of the above relationships, one of the affected individuals must seek a transfer to a position for which they are qualified for, or a change in the reporting relationship. Such changes must be recommended by the Human Resources Director and approved by the City Administrator. If a decision cannot be made by the affected employees within 14 days of reporting, reassignment will be made on direction of the department Director and the Human Resources Director.

I. NON-FRATERNIZATION

The City of Bellevue strives to provide a work environment that is respectful, fair and free of unlawful harassment and discrimination. The City desires to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, possible claims of sexual harassment, and the employee morale and dissension problems that can potentially result from romantic relationships with employees within the City. Fraternization between employees becomes a concern if they have the effect of impairing the work of any employee; harassing, demeaning, or creating a hostile work environment for any employee; disrupting the smooth and orderly flow of work within the City of Bellevue; or harming the goodwill and reputation of the City of Bellevue in the community at large. Further, personal relationships may create a conflict of interest, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security, and morale. Therefore, this policy applies to all employees, as defined below. This policy does not restrict participating in labor unions or other labor or civil rights organizations.

For purposes of this policy the following definitions should apply:

1. "Employee" shall mean any person employed by the City of Bellevue in any capacity.
2. "Personal Relationship" shall mean dating, cohabitation, marriage and/or having an intimate sexual relationship. Dating includes, but is not limited to casual dating, serious dating, casual sexual involvement where the employees have no intention of carrying a long-term relationship, cohabitation and any other conduct or behavior normally associated with romantic or sexual relationships. This definition applies regardless of the sexual orientation or gender of the employees involved.

In keeping with its commitment to provide equal opportunity to all City employees and in order to avoid potential conflicts of interest, favoritism, exploitation, harassment or breaches of professional standards, the City of Bellevue prohibits personal relationships between a supervisor and a subordinate. Further, the City further prohibits any personal relationship as defined above unless the personal relationship is reported to as outlined below.

Reporting and Review:

- a. **Reporting:** Any ~~supervisor~~employee who becomes aware of ~~or is involved in such a~~ personal relationship ~~with any of their direct reports~~ shall have the obligation to report, in writing, such personal relationship to the City Administrator and Human Resources Director within five (5) calendar days.

If a personal relationship between employees develops, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to the City Administrator and Human Resources Director within five (5) calendar days.

If at the time of the implementation of this policy a personal relationship exists, the same must be disclosed to the City Administrator and Human Resources Director within ten (10) days of signing receipt of this Employee Handbook.

- b. **Review:** The City Administrator shall review, with the assistance of the Human Resources Director, if any personal relationship between employees creates potential for misunderstandings, actual or potential conflicts of interest, potential complaints of favoritism, potential claims of sexual harassment, has the potential to effect employee morale, potential for creating a hostile work environment, potential for harassing, demeaning, unprofessional work environment, or presents concerns regarding supervision, safety, security and/or morale or if it impairs the work for any employee and/or dissension problems that can potentially result from personal relationships between employees within the City.

If it is determined by the City Administrator that there is a potential for any of the above circumstances as described that arises because of a personal relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment within the City. The individuals involved will be given the opportunity to decide who would transfer and if no decision is made by the individuals within 15 calendar days, the City Administrator may determine who will be transferred. The City of Bellevue reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who engage in personal relationships that may affect terms and conditions of employment.

If fraternization between employees leads to actual conflicts or issues in the work place, the individuals involved may be subject to disciplinary action.

In all circumstances, consent by the parties may not be considered a defense against a charge of fraternization if any proceeding conducted under this policy or Employee Handbook.

J. LACTATION/BREASTFEEDING POLICY

Breastfeeding employees are allowed to express milk during work hours using their normal breaks and meal times. If time should be needed beyond the usual break times, employees may use other forms of paid leave. A private room (not a toilet stall or restroom) will be available for employees to express milk.

K. OUTSIDE EMPLOYMENT

Employees may engage in outside employment so long as that employment does not create a conflict of interest or a conflict with the performance of his/her duties with the City. Employees that do engage in outside employment must report the place of business and type of position to their Department Director.

L. PERFORMANCE MANAGEMENT

The foundation of Performance Management begins with the City of Bellevue's mission, vision, statement, goals, and core values. The basic purpose of Performance Management is to: understand what work is to be accomplished; plan together how work will be accomplished; and determine together whether employee performance achieved the expectations of their job description as well as City policy. The information obtained during the Performance Management process will be used to determine overall job performance. The City utilizes the Performance Evaluation Form as found on the City intranet.

M. CONFIDENTIALITY

Upon accepting employment with the City of Bellevue, employees must act in such a manner that would reasonably provide for the nondisclosure or use of any confidential information, either during or after employment. Employment assumes an obligation to maintain confidentiality, and this applies after leaving City employment as well. City employees who do not maintain confidentiality of sensitive and restricted City information could be subject to disciplinary action up to and including termination. Employees acknowledge that all confidential business information, personal information, and other employee personnel information ("Protected Information") that an employee may obtain as part of their job function while employed by the City shall be deemed confidential and proprietary to the City. Employees shall maintain the confidentiality of such Protected Information whether or not the Protected Information falls within the definition of confidential information in any other agreement between the City and Employee.

N. RECORDINGS

The City of Bellevue has a strong interest in maintaining a safe and secure working environment.

For these reasons, an employee may only use electronic recording devices in the work environment if:

1. All employees that may be recorded have been informed in advance; or
2. The City Administrator or Department Director has authorized the recording as part of an internal affairs investigation, criminal investigation, or other work-related purpose.

Examples of electronic recording devices include, but are not limited to, cellular telephones, digital cameras, stand-alone video cameras, Internet accessible webcams, video recorders, audio recorders, body-cameras, dash-cameras and software designed to monitor computer use by a specific user.

The employee(s) being recorded may also record the interaction or conversation.

This policy is not intended to infringe on an employee's right to engage in activity protected by law.

A violation of this policy may result in disciplinary action, up to and including termination.

O. ADMINISTRATION OF DOCUMENTS

Appropriate handling and maintaining confidentiality of City documents is a requirement. Each staff member who handles department documents is responsible for maintaining confidentiality and to effectively manage retention of assigned documents. If employees are questioned by someone outside the City regarding confidential City information, the request should be referred to the City Administrator for approval.

No one is permitted to remove or make copies of confidential City records, reports or documents without prior Supervisor approval. Any documents covered under public record laws are excluded under this policy. Disclosure of confidential information could lead to disciplinary action up to and including termination, as well as other possible legal action.

P. PERSONNEL RECORDS

The Human Resources Department maintains employee personnel records and treats them as confidential. Employees, or their designated representatives, may review their personnel records. The City requires a two (2) day notice to provide files for viewing. Any outside entities (i.e. non-personnel staff, union representative, the employee or other outside entities) will be required to sign an access log when viewing an employee file. Absent a valid court order, subpoena, or government or law enforcement investigation, only individuals with a need to know may access personnel records. All reviews of personnel records must take place in the Human Resources Department and no one may remove any personnel record from that department.

It is the responsibility of each employee to promptly notify the City of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, beneficiaries, individuals to be contacted in the event of an emergency and other such status reports should be accurate and current at all times.

Q. POLITICAL ACTIVITIES

Employees may not engage in political activities during their normally scheduled work hours, but may choose to use vacation or take unpaid leave to do so. Approval of leave will be determined based on the guidelines of each respective policy. Employees may not wear their official City uniform while engaging in political activities, regardless of the time or place of those activities.

Employees may not use their official position or authority to campaign for or otherwise further the cause of any political party or candidate for public office. Employees also may not use their official position or authority to give or receive political favors or to politically coerce or unduly influence others.

R. REDUCTION IN FORCE

The City may lay off an employee because of a position elimination, department re-organization, lack of work, or lack of funds. When determining the order of layoffs, the City will consider an employee's job performance, including disciplinary actions and performance evaluations, and seniority. Written notice of a layoff will be given fourteen (14) work days prior to the effective date unless an emergency exists. Upon receiving the written notice of lay off, the employee may be requested to cease working immediately however shall receive their normal wages and benefits as if they were employed and working for 14 work days. Employees will be eligible for rehire for a period of six months from the date their layoff.

S. SEPARATION FROM EMPLOYMENT

Employees wishing to retire or leave employment with the City must give their department Director and/or the City Administrator written notice of their intention to resign. To allow the City sufficient time to fill a position, the City encourages employees in management positions to submit this notice at least 30 calendar days prior to their desired final work day. The City encourages all other employees to submit this notice at least 14 calendar days prior to their desired final work day.

Employees who resign or separate from the City must return all City property, including but not limited to laptops, cell phones, personal digital assistants, identification cards, tools, equipment, uniforms, keys, and key fobs, to their immediate supervisor before receiving a final paycheck.

Employees who resign or separate from the City as a result of a reduction in force or discharge will receive their final paycheck on the first regularly scheduled payday following the date of separation. The final paycheck will include a payout of all accumulated vacation leave.

Employees shall receive a payout of sick leave in accordance with their respective collective bargaining agreements; unclassified employees shall be paid out as outlined in Appendix F of this handbook. Such payouts will be available in the event of their resignation/retirement in good standing, or death. Discharged employees are ineligible for sick leave payouts in any amount.

Employees who separate from employment with the City in good standing are eligible for re-hire. Employees who separate from employment with the City as a result of a discharge are ineligible for re-hire.

T. SOLICITATION AND DISTRIBUTION

To prevent the disruption of work and to maintain a business-like work environment, the City prohibits the distribution of printed materials, selling of products or services, or solicitation for any purpose during actual working time. With prior written approval of your Department Director, employees may place printed materials and/or solicitations on employee bulletin boards and/or on City property.

U. TRAVEL POLICY

See [Appendix D](#) for the City's travel policy.

V. SMOKE-FREE WORKPLACE

The City prohibits smoking and/or vaping in any City building, facility, vehicle or equipment. In accordance with Nebraska law, any person violating the Nebraska Clean Indoor Air Act may be charged with a misdemeanor and subject to disciplinary action in accordance with the City's progressive discipline policy. Violations of this policy, should they not violate the Nebraska Clean Indoor Air Act, are still subject to progressive discipline.

W. APPEARANCE/DRESS POLICY

All employees are required to dress appropriately for a business/customer service environment. Directors may specify any additional or alternative requirements necessary for reasons of employee safety or public health.

Guidelines for employees who wear uniforms to work:

- a. Employees who wear a uniform of any type, including a simple uniform shirt, must be in uniform on all work days unless otherwise approved by the employee's department Director or the Director's authorized designee.
- b. Employees shall only wear the prescribed uniform when "on duty" or when traveling to or from work unless previously approved by the employee's department Director or the Director's authorized designee.
- c. If departmental uniform policy differs from this policy, employees shall comply with their departmental policy.

Employees who are furnished uniforms by the City will wear the uniforms during working hours. Any employee required to wear a uniform who reports to work out of uniform will be sent home for the day without pay. Employees who are called back to work after regular hours may work without the uniform only if circumstances require that they report for work immediately. If time allows for a change of clothing, they will be expected to work in uniform.

Uniforms are property of the City, and as such the City expects that they shall be kept clean and in good repair by the employee. No uniform item will be altered by removing the sleeves, cutting the pants to convert to shorts, or any other such alteration.

During cold weather, personal articles of clothing may be worn under City uniform if desired by the employee for additional warmth.

The City will replace uniform items which, as a result of reasonable wear and tear or that were damaged in the performance of official duty, no longer reflect favorably on the City. Employees desiring replacement item(s) will submit a Request for Replacement to their Superintendent or department head for those employees not having a Superintendent, who will decide whether a replacement item should be provided by the City. Superintendents may also instruct employees to request a replacement uniform item if deemed necessary and will also determine whether jeans being worn at the employee's option are acceptable as part of the uniform. While normal wear and tear is expected, uniform items which are lost or stolen, or are damaged through negligence or deliberate act on the part of the employee, shall be replaced at the employee's cost and such employee will be subject to disciplinary action, up to and including termination.

Approved Requests for Replacement will be forwarded by Superintendents to a designated individual who will order the replacement item, charge the replacement cost to the appropriate budget code, and record the replacement order on the appropriate individual uniform receipt form.

When the replacement item is received, the employee will turn in the item being replaced and acknowledge receipt of the new item by signature on the uniform receipt form. Employees are

required to return all issued uniforms upon separation from the City. If all issued uniforms are not returned, the city will deduct the cost of the uniforms from the employee's final paycheck.

X. RETALIATION

It is a violation of City policy to retaliate against, intimidate, or harass any individual who exercises his/her rights or files a complaint under any of the City's policies, opposes any act or practice that violates City policy, or participates in any investigation, review, or hearing related to a complaint filed under City policy. Any member of management who knowingly allows or tolerates retaliation is in violation of this policy as well. All reported violations will be investigated by the City.

If you believe you are the subject of retaliation, you must report your concerns to one of the following individuals within thirty (30) days: (1) your immediate supervisor; (2) your department Director; or (3) the Human Resources Director. Supervisors receiving a complaint must immediately report it to their department Director or the Human Resources Director.

Y. WHISTLEBLOWER

The City will protect employees who exhibit good faith in reporting what they reasonably consider to be violations of federal, state or local statutes, or conditions that would put their health or safety, or that of other employees, at risk. The City has established reporting procedures for all such violations, conditions or circumstances, and we ask that our employees give us the opportunity to investigate and act to correct the problem. No employee will be discharged, retaliated against, or discriminated against in any manner for reporting what they in good faith believe to be such problems.

Z. GRIEVANCE PROCEDURE

The City designed the following three-step procedure to address and resolve employee grievances concerning his/her suspension, demotion, discharge or the application or interpretation of City policy. Failure to present a grievance, as well as failure to appeal a grievance, within the time period specified will void and prevent any future consideration of the grievance. Failure to answer within the time allowed, at any step, will allow the person filing the grievance to appeal to the next step.

STEP 1: An employee wishing to file a grievance must submit the following information in writing to his/her immediate supervisor within ten (10) business days of the action giving rise to the grievance:

1. The employee's name;
2. A detailed description of the action(s) on which the grievance is based;
3. The date(s) of the action(s);
4. The names of all witnesses to, or persons with knowledge of, the action(s);
5. The City policy(ies) and/or procedure(s) allegedly violated, if applicable; and,
6. The requested remedy.

The employee's immediate supervisor will review the grievance and may meet with the employee to discuss the grievance. The immediate supervisor will consider the information presented and issue a written decision to the employee, typically within ten (10) business days of receiving the written grievance.

STEP 2: An employee who is dissatisfied with his/her immediate supervisor's written decision may appeal that decision to his/her department Director. Within five

(5) business days from the date of the immediate supervisor's decision, the employee must submit a copy of the initial grievance and the immediate supervisor's decision to the department Director. The department Director will review the employee's grievance and the immediate supervisor's decision and may meet with the employee. The department Director will consider the information presented and issue a written decision to the employee, within ten (10) business days of receiving the appeal.

STEP 3: An employee who is dissatisfied with his/her department Director's written decision may appeal that decision to the City Administrator. Within five (5) business days from the date of the department Director's decision, the employee must submit to the City Administrator a copy of the initial grievance, the immediate supervisor's decision, the department Director's decision, and if desired, a request to meet with the City Administrator. The City Administrator will review and consider the information presented. The City Administrator will meet with the employee, if requested (so long as employee has already complied with Step 1 and 2, and the department Director, Human Resources Director and/or legal counsel may attend the meeting. The City Administrator will issue a written decision to the employee, typically within ten (10) business days of receiving the appeal or meeting with the employee.

None of the above precludes the possibility of meetings at any step of the grievance procedure among the parties involved to discuss and attempt to settle the issues involved. Copies of the grievance, and the answers thereto, at all steps in the procedure outlined above will be submitted to the City Administrator who shall determine the distribution of said grievance. If an employee is called upon to give testimony on his or her grievance, said employee will have the right to be represented by any person of their choice if the employee so desires. An extension to the number of days in any step must be mutually agreed upon by the City and the employee. The grievance procedure in any respective collective bargaining agreement will be utilized for those employees that such agreement covers.

AA. PRESS RELEASE POLICY

See Appendix C for information regarding the City's press release policy.

IV. SAFETY AND SECURITY POLICIES

A. CELL PHONES AND PDA'S

The City recognizes that many employees have personal cell phones and/or personal digital assistants ("PDAs") used for non-work-related matters. To foster productivity and limit disruption in the workplace, employees may only use these devices for non-work-related matters during breaks and meal periods or in emergency situations.

To ensure the safety of all City employees and general public, cell phones and City radio use are discouraged while operating City vehicles/equipment, except for emergency vehicle operations. Whenever possible, pull over to a safe area and park the vehicle before answering or making a call. The act of sending, receiving or reading any electronic message (text, email, etc.) while operating City vehicles/equipment is strictly prohibited.

B. PHYSICAL EXAMINATIONS

The City may require an employee, as a condition of employment or continued employment, to submit to undergo a physical examination when related to the applicant's or the employee's job and consistent with business necessity. The City will pay for the cost of the examination. The City will also select a health care provider to perform the examination, who will determine whether the employee is fit for duty and able to perform the essential functions of his/her job and/or whether the employee will not pose a risk of substantial harm to himself/herself or the health or safety of others. The City will maintain the confidentiality of all information regarding the applicant's or the employee's medical history and will disclose the results only to those with a need to know.

The City expects applicants and employees to provide accurate and complete information to the health care provider, which includes the disclosure of the need to use prescription and/or nonprescription legal drugs at work. At any time of employment, employees who need to use prescription or nonprescription legal drugs while at work must report this requirement to their supervisor if the use might impair their ability to perform the job safely. Depending on the circumstances, employees may be reassigned, prohibited from performing certain tasks or prohibited from working if they are determined to be unable to perform their jobs safely while taking prescription or nonprescription legal drugs. The City will withdraw a conditional offer of employment, and will give no further consideration, to applicants who provide inaccurate or incomplete information to the health care provider or who refuse to submit to or do not pass a physical examination. The City will discipline, up to and including discharging, employees who fail to provide accurate or incomplete information to the health care provider or who refuse to submit to a physical examination.

C. DRUG AND ALCOHOL-FREE WORKPLACE

The City seeks to maintain a drug-free workplace for the safety and health of its employees and citizens. Being impaired may pose serious safety and health risks, not only to the user, but to all employees and citizens exposed to the user as well as the security of the City's equipment and facilities. The possession, use or sale of alcohol or illegal drugs in the workplace pose unacceptable risks for the City's safe and efficient operations. Accordingly, it is the City's right, obligation and intent to maintain a safe and efficient working environment for all of its employees and to protect City property, equipment, operations, and citizens. This Policy applies to all employees as well as prospective employees.

1. Substances

- a. **Illegal Drugs¹ and Alcohol²:** The City prohibits employees from being under the influence of, or using, in possession of, manufacturing, purchasing, selling, dispensing, or distributing alcohol or illegal drugs while performing work for the City, while operating City vehicles or equipment, or while on City property. This policy does not prohibit employees who are not performing work for the City or operating City vehicles or equipment from consuming, possessing, purchasing, selling, dispensing or distributing alcohol at City-sponsored or City-sanctioned social functions on City property.
- b. **Legal Drugs³:** The City further prohibits employees from using or being under the influence of any legally obtained drug, whether prescribed or over-the-counter, while performing work for the City, while operating City vehicles or equipment, or while on City property to the extent such use or influence may affect: (1) the safety of the employee; (2) the safety of other City employees or members of the public; (3) the employee's job performance; or, (4) the City's safe or efficient operation. Employees are under no obligation to reveal use of a legally obtained drug unless they know or reasonably should know that the drug would have one or more of these effects.
- c. **Cannabidiol⁴:** The City does not prohibit the use of Cannabidiol (also known as CBD), however any employee using any Cannabidiol or CBD products should use said product at their own risks because the City does prohibit tetrahydrocannabinol (THC). Some Cannabidiol and/or CBD may contain THC, the psychoactive ingredient found in marijuana that produces a high. Should any employee decide to utilize Cannabidiol/CBD and the employee test positive for THC from the purported use of the products, the City may impose disciplinary action.

Employees must inform their supervisor within 24 hours of being given a citation and/or receiving a conviction of a drug or alcohol related offense committed while the employee was on work premises or representing the City in any official capacity.

¹ "Illegal Drug" means: Any drug (a) which is not legally obtainable; or (b) which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes. This definition also includes marijuana, even if such substance is legal in a state other than Nebraska.

² Alcohol means any product of distillation of any fermented liquid, whether rectified or diluted, whatever may be the origin thereof, synthetic ethyl alcohol, the four varieties of liquor, alcohol, spirits, wine, and beer, as further defined in Nebraska Revised Statute 53-103.01, 53-103.03, 53-103.38 and 53-103.42, every liquid or solid patented or not, containing alcohol, spirits, wine, or beer and alcohol used in the manufacture of denatured alcohol extracts, syrups, or medicinal, mechanical, scientific, culinary, and toilet preparations. (State Law Reference: Neb. Rev. Stat. 48-1902(1)).

³ "Legal Drug" includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured.

⁴ "Cannabidiol or CBD" comes from either the marijuana plant or the hemp plant. It was made available to consumers by the 2018 Farm Bill, which allows for production and sale of CBD products. Pure CBD does not contain tetrahydrocannabinol (THC). CBD products come in several forms including makeup, oils, lotions, creams, vapors, beverages and various edibles. Most CBD products are not regulated by the FDA with the exception of a prescription oil known as Epidiolex. Some CBD products may contain THC. Currently, there is not a test kit available that can presumptively distinguish between legal Hemp/CBD and illegal cannabis/THC.

Employees who are off duty and under the influence of alcohol or drugs must refuse emergency calls.

2. Drug and Alcohol Screening

At the City's discretion, it may require an employee to submit to drug and/or alcohol testing in the following circumstances:

- a. **Pre-employment.** The City requires all applicants, upon receiving an offer of employment with the City, to submit to a drug and/or alcohol test. Employment with the City is conditional on passing that test. The City will withdraw a conditional offer of employment, and will give no further consideration, to applicants who refuse to submit to, or fail, drug and/or alcohol testing.
- b. **Reasonable Suspicion.** The City may require an employee to undergo such testing where management has a reasonable suspicion based on observation or reports to believe that an employee is using or has used drugs and/or alcohol in violation of this policy. The Human Resources Director should be consulted before sending an employee for testing. All levels of supervision making this decision must use the Observation Checklist (located on City Intranet and HRIS system) to document specific observations and behaviors that create a reasonable suspicion that the person is under the influence of illegal drugs or alcohol. If the results of the Observation Checklist indicate further action is justified, the manager or supervisor, along with another member of management, should confront the employee with the documentation. *Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of supervision/management must escort the employee; the supervisor/manager will make arrangements for the employee to be transported home.*
- c. **Injury or Accident.** The City may require an employee to undergo drug and/or alcohol testing if the employee: sustains a personal injury in the workplace that requires medical treatment beyond first aid; has an injury that results in days away from work, restricted work or transfer to another job; has an injury that results in loss of consciousness; has been involved in a workplace accident where another individual has sustained a personal injury resulting in medical treatment; is involved in any incident resulting in the loss of human life; receives a ticket for a moving traffic violation arising from an accident; is involved in a workplace accident resulting in property damage of \$1,000 or more.

The City generally will use the collection and testing procedures established by the State of Nebraska and the United States Department of Transportation for drivers of commercial motor vehicles. The City will pay the cost of all initial and confirmatory drug and/or alcohol tests, and will pay any lost wages for submitting to tests before or after an employee's regular work hours. The City will treat as confidential the results of drug and/or alcohol testing and will disclose the results only to those with a need to know. An employee's consent to submit to testing is required as a condition of employment. Any employee who refuses to submit to a required drug or alcohol test,

or who attempts to invalidate or commit fraud concerning the test, or who fails to appear for a scheduled test in a timely manner, without prior written permission from the City, will be discharged.

3. DUI and DWI

Any City employee that is arrested for Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) is required to notify their supervisor as soon as possible. Should an employee have their operator's license or Commercial Driver's License (CDL) suspended or revoked due to a DUI or DWI the employee must notify their supervisor immediately. Any employee required by his or her respective position to have and maintain an operator's license and/or Commercial Driver's License (CDL), and is convicted of Driving Under the Influence (DUI) or Driving While Intoxicated (DWI), will be subject to disciplinary action as outlined in section 4 of this policy. As described in City-owned vehicle policy, no employee may operate a City owned motor vehicle under a temporary or probationary license. Notwithstanding travel to and from work, it is the City's policy that such employees may not use their personal vehicle for business purposes during work hours.

4. Disciplinary Action

Any employee that violates any provision of the City's Drug and Alcohol-Free Workplace policy is subject to disciplinary action, up to and including termination. Based upon a review of the employee's overall work record (including, but not limited to, attendance, prior disciplinary actions within the last 3 years as well as performance evaluations) and the circumstances of the case (including, but not limited to, the ability of the City to reasonably accommodate the employee if modified job duties would be necessary as well as the severity of the offense), the City may decide to forego termination and impose another form of discipline (suspension, demotion, or any combination of the two) and require that the employee submit to rehabilitation and place the employee on a "Last Chance" agreement.

In such event, the employee must immediately enroll in and successfully complete an approved rehabilitation program, of which, the employee will be responsible for all related costs. An employee required by the treatment program to take time off must use accumulated sick leave, compensatory time or vacation leave to the extent it is available in the employee's account. Employees who do accept a "Last Chance" agreement as a term of continued employment are subject to follow-up testing as outlined in section 2d of the City's Drug and Alcohol-Free Workplace policy.

The "Last Chance" agreement shall apply to current employment, and if applicable, subsequent reemployment(s) for a period not to exceed 15 years of total employment. If the employee on a "Last Chance" agreement tests positive in follow up testing, or tests positive under reasonable suspicion or post injury/accident, they will be subject to immediate termination.

Additionally, should any employee on a "Last Chance" agreement, that is required by his or her respective position to have and maintain an operator's license and/or Commercial Driver's License (CDL), be convicted of subsequent Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) offenses, they will be subject to immediate termination. The employee will waive all rights to contest any termination resulting from a violation of the "Last Chance" agreement.

The City encourages employees who suffer from alcohol or drug abuse to obtain treatment. It is the employees' responsibility to seek assistance before alcohol and drug problems lead to disciplinary action, which may include discharge. The employee's decision to seek assistance, will not be used as the basis for disciplinary action and will not be used against the employee in any disciplinary proceeding. Once a violation of this Policy occurs, seeking or undergoing rehabilitation will not necessarily lessen disciplinary action and may, in fact, have no bearing on the determination of appropriate disciplinary action.

D. MODIFIED DUTY

It is the policy of the City that eligible employees have the opportunity to work in modified duty assignments when available and consistent with operational needs and without posing an undue hardship to the City. Sworn employees of the Police and Fire Departments will follow the Modified Duty policy as defined in their respective collective bargaining agreements as well as the standard operating procedures of their departments.

Eligible employee means any employee who:

1. Suffers from a work-related related or non-work-related, medically certified illness injury, or pregnancy requiring treatment by a licensed healthcare provider; and,
2. because of that condition, is temporarily unable to perform all of the essential functions of his/her regular assignment, but is capable of performing some of those functions or an alternative assignment.

Eligible employees in full-time positions will receive preference for modified duty assignments. A modified duty assignment is a temporary assignment to a position or special project within the eligible employee's department or in another department that: (1) may involve duties outside the scope of the employee's regular duties; (2) will not affect the employee's pay classification or increases, promotional opportunities, or fringe benefits; and, (3) will not involve overtime. A modified duty assignment for pregnancy and non-work-related injuries and illnesses may not exceed an aggregate of six months, or 1040 work hours, during any 24-month period.

An employee seeking a modified duty assignment must submit to their immediate supervisor: (1) a written request to return to work; and, (2) a return-to-work certificate signed by a licensed healthcare provider who acknowledges that he/she has reviewed the employee's job description and describes the nature and probable duration of any work restrictions. The immediate supervisor shall immediately forward these documents to his/her department Director, who shall immediately forward them to the Risk Manager (Return-to-work Coordinator). The Risk Manager (Return-to-work Coordinator) will determine whether the employee is eligible and will notify the employee of that determination. Eligible employees also will receive notice of their modified duty assignment based on the employee's knowledge, skills, abilities, and restrictions as well as departmental needs; the date their assignment will begin; and, the name of the supervisor to whom they must report.

Eligible employees may decline a modified duty assignment. However, if the assignment is consistent with the recommendations of the employee's healthcare provider, the employee may not return to work and must use paid leave (or unpaid, only if paid leave is not available) until his/her healthcare provider certifies that he/she is able to perform all of the essential functions of his/her regular assignment (i.e. full duty with no restrictions).

Eligible employees who accept a modified duty assignment must comply with the rules and expectations of the department and/or division to which they are assigned. Supervisors of employees on modified duty assignments shall assign, and employees shall only accept, duties that

are consistent with the employees' medical restrictions. While on modified duty, eligible employees must cooperate with any requests by the Risk Manager (Return-to-work Coordinator) for information related to their duties, restrictions, and/or condition. Eligible employees must also submit to a re-evaluation of their condition by their healthcare provider if requested by Risk Manager (Return-to-work Coordinator). Prior to concluding a modified duty assignment, eligible employees must submit a completed return-to-work certificate to the Risk Manager (Return-to-work Coordinator).

E. CITY-OWNED VEHICLES

City vehicles are provided to support work activities and are to be used only by qualified and authorized employees. Such use shall be in accordance with the rules and regulations of the Internal Revenue Service pertaining to the use of vehicles owned by employers. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost. Seat belts will be worn at all times when driving or riding in a City vehicle.

- 1. Authorization:** Employees who are authorized to use a City vehicle must meet the following requirements:
 - a. Must be at least 18 years of age;
 - b. Must meet licensing requirements for the class of vehicle being operated;
 - c. Comply with all restrictions listed on their driver's license;
 - d. Must consent to the City obtaining their official driving record, if requested;
 - e. Wear seat belts and ensure that all passengers are wearing seat belts;
 - f. Operate the vehicle in a safe manner;
 - g. Obey all federal, state, and local laws, regulations, and rules of the road;
 - h. Drive defensively to avoid injuries and property damage;
 - i. Notify their Department Director or the City Administrator should they receive a citation while driving a City vehicle; and,
 - j. Keep vehicles clean and free of debris.
- 2. Disqualifications:** Employees cannot have any of the following violations:
 - a. Been convicted of three or more moving violations or at fault accidents in the past 36 months; or
 - b. Has been convicted of fleeing or eluding police, leaving the scene of an accident, passing a stopped school bus, reckless driving, or willful reckless driving in the past 36 months.
- 3. Restrictions:** The City employees from:
 - a. Using a cell phone or electronic device for texting, emailing, or other forms of written electronic communication;
 - b. Smoking and/or vaping in City vehicles at any time;
 - c. Being under the influence of or using alcohol or illegal drugs; and
 - d. Being under the influence of or using legal drugs that may affect the employee's job performance, the City's safe or efficient operation, or the safety of the employee, other City employees, or members of the public.
- 4. Review of Motor Vehicle Record:** State Motor Vehicle Records (MVRs) will be used as the source of verifying driver history. MVRs will be obtained and reviewed at least annually for employees who operate City vehicles. Driving privileges will be withdrawn or suspended for any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken. Employees who operate City vehicles must immediately notify their

department Director or the City Administrator if their driver's license is expired, revoked or suspended. Employees who are unable to operate a City vehicle in the performance of their job duties are subject to disciplinary action up to and including termination.

5. **Traffic Violations and Drug Testing:** Fines for parking or moving violations are the personal responsibility of the assigned operator. The City will not condone nor excuse ignorance or traffic citations that result in court summons being directed to itself as owner of the vehicle.

Each driver is required to report all moving violations to their immediate Supervisor within 24 hours. This requirement applies to violations involving the use of any vehicle (City, personal, or other) while on City business. Failure to report violations will result in appropriate disciplinary action. Traffic violations resulting in a citation incurred during non-business hours that will affect your drivers' license as well and are subject to review.

When an accident involves a City vehicle of any type the City reserves the right to require a drug and/or alcohol test on the driver within two hours by a medical facility. Employees must immediately call the non-emergency police number to report all accidents involving a City vehicle and get a police report. They must then notify their department Director or the City Administrator when an accident occurs. The City may hold employees personally liable for the negligent or careless use of City vehicles.

6. **Operation of City Vehicles Under a Probationary or Temporary License:** No employee may operate a City owned motor vehicle under a temporary or probationary license. Notwithstanding travel to and from work, it is the City's policy that such employees may not use their personal vehicle for business purposes during work hours. Paper licenses issued by the state that afford the driver all normal driving privileges are not considered temporary licenses under this policy.

F. PET POLICY

The City of Bellevue is responsible for assuring the health and safety of all employees. In keeping with this objective, the City of Bellevue does not permit employees to bring their household pets to work. Animals may pose a threat of infection and may cause allergic reactions in other employees. Some employees may feel threatened or be distracted by the presence of animals. In addition, the City of Bellevue wishes to prevent pets from fouling the office space or damaging City property.

SERVICE ANIMALS ARE NOT PETS

An employee who requires the help of a service animal will be permitted to bring a service animal to the City of Bellevue workplace, provided that the animal's presence does not:

1. Impair and/or distract Employee so that he/she is unable to perform the essential functions of the job while at the same time maintain custody and control of the animal; or
2. Have an unreasonable impact on other City of Bellevue employees or the operation of City business.

Additionally, the animal cannot have a history of dangerous behavior or begin to exhibit any dangerous behavior. The animal must be housebroken and may not otherwise have health issues that cause a direct threat to the health and safety of others. The animal may not be allowed if it causes an allergic reaction to another employee in the same workplace.

In order to be allowed to bring a service animal into the workplace, an employee shall submit the certification or verification to the Human Resources Director showing that the animal is certified as a service animal and shall confirm in writing with the Human Resources Director that the animal does not have a history of dangerous behavior, that the animal is housebroken, and that the animal does not otherwise have health issues that may cause a direct threat to the health and safety of others. Said documentation shall be maintained in the employee's personnel file.

Any individual with a grievance regarding a service animal at the office should bring the matter to the attention of the employee's immediate supervisor or the Human Resources Director.

V. EMPLOYEE CONDUCT & DISCIPLINE POLICIES

A. CODE OF ETHICS

The City expects all of its employees, as employees and representatives of the City and its citizens, to demonstrate the highest standards of ethics and business conduct. Toward that end, employees shall abide by the Code of Ethics adopted by the City Council and contained in Appendix A of this handbook.

B. GENERAL RULES OF CONDUCT

As an integral member of the City's employment team, employees shall accept certain responsibilities, adhere to acceptable business principles, and exhibit a high degree of customer service and personal integrity at all times. The City will comply with all federal, state and municipal statutes.

C. CONDUCT STANDARDS

In addition to the Code of Ethics, the City requires its employees to abide by standards and rules that foster a safe and healthy workplace, ensure the highest quality of service to citizens and businesses, and protect the City's reputation and property. The City, therefore, prohibits employees from conducting themselves in a manner that is inconsistent with these principles.

The following is a non-exhaustive list of conduct that the City prohibits and considers sufficient cause for disciplinary action:

1. Adversely affecting relations with employees, customers, citizens or vendors.
2. Abusing the City's leave policies.
3. Engaging in disrespectful, discourteous, belligerent, or abusive behavior.
4. Habitual or excessive absenteeism or tardiness.
5. Dishonesty and/or providing false or misleading information, or omitting to provide information, to the City or its employees, customers, citizens or vendors.
6. Avoiding, refusing, neglecting or failing to perform work duties.
7. Destroying, damaging, sabotaging, misappropriating, misusing, stealing or tampering with the property of the City or its employees, customers, citizens or vendors.
8. Unauthorized or inappropriate use of City property.

9. Insubordination, or refusing or failing to follow a supervisor's order or instruction.
10. Causing or threatening to cause injury to individuals or property.
11. Failing to report work-related injuries, illnesses, accidents or damages.
12. Using abusive, vulgar, profane, threatening or obscene language.
13. Falsifying records, reports, or documents, including employment application.
14. Inducing, attempting to induce, or participating in the inducement or attempted inducement of, a City officer or employee to commit an illegal act or violate City policy.
15. Leaving one's work station or area without a supervisor's permission.
16. Gambling or conducting, soliciting or participating in lotteries, pools or other games of chance on City property without previously obtained Director permission.
17. Incompetence, or engaging in sub-standard work performance, conduct, or quality that results in a loss of confidence or trust in the employee or his/her ability to perform at an acceptable level.
18. Working unauthorized overtime and/or failing to properly record time worked and time off.
19. Engaging in harassing, discriminating, threatening, intimidating, or retaliatory conduct.
20. Working under the influence of drugs and/or alcohol (in violation of the Drug and Alcohol-Free Workplace Policy).
21. Misrepresenting City policies and procedures.
22. Discussing or divulging confidential information to any person not authorized to receive said information.
23. Abusing or misusing one's position or authority.
24. Inability to get along with coworkers or the public.
25. Violating federal, state or local law.
26. Violating City policy and/or the policies in this Handbook.
27. Using City property for personal gain, benefit or reasons, including the conduct of personal business during paid time on the City clock.
28. Use of City position for private gain.
29. Engaging in any conduct that the City deems unprofessional or unbecoming, reflects adversely on the employee or the City, damages the City's reputation, or that is inconsistent with reasonable rules of conduct or the City's best interests.
30. Failure to comply with State Constitution, State Statutes, an executive order, rules and regulations of the employing department.

D. DISCIPLINE AND DISCHARGE

The City may take disciplinary action, up to and including termination, when behavioral and/or performance issues arise. The City Administrator, department Director, or their designee may place an employee on paid administrative leave pending the outcome of an investigation into a complaint or potential violation of City policy.

When the City deems it appropriate under the circumstances, the City will use progressive discipline as outlined below. However, the City may combine or skip steps depending on, among other factors, the nature of the issue, the facts of each situation, mitigating and aggravating factors, and the employee's disciplinary history, regardless of whether the current issue is the same or different than any past problem.

Disciplinary procedures for the Police and Fire Departments must conform to those established by the Civil Service Commission. Discharge and discipline procedures as set forth by Civil Service Commission Rules and Regulations, City Ordinance and collective bargaining agreements shall supersede this policy where applicable.

1. **Verbal Warning:** A supervisor or department Director may give an employee a verbal warning that will involve a discussion of the nature of the problem, the expectations for performance improvement and/or problem resolution, and the potential for further disciplinary action. The supervisor or department Director will document the verbal warning, provide a copy to the employee, and place the verbal warning in the employee's personnel file.
2. **Writing Warning:** A supervisor or department Director may give an employee a written warning that will identify the nature of the problem, the expectations for performance improvement and/or problem resolution, and the potential for further disciplinary action. The supervisor or department Director will provide a copy of the written warning to the employee and place the written warning in the employee's personnel file.
3. **Suspension and/or Demotion (Final Warning):** A department Director may recommend, in writing, that the City Administrator demote and/or suspend an employee for up to 30 days. Any employee that is suspended will serve his or her suspension without pay. In his/her recommendation to the City Administrator, the department Director will identify the nature of the problem and the reasons for his/her recommendation. The department Director will provide a copy of the recommendation to the employee.
4. **Termination:** A department Director may recommend, in writing, that the City Administrator terminate an employee. In his/her recommendation to the City Administrator, the department Director will identify the nature of the problem and the reasons for his/her recommendation. The department Director will provide a copy of the recommendation to the employee.

Prior to the City Administrator adopting, modifying or rejecting a department Director's recommendation for suspension, demotion, and/or termination, an employee (that is not in their introductory period) has the right to a pre-disciplinary hearing. At that hearing, an employee may present his/her version of the facts, present evidence of mitigating circumstances and/or exculpatory information, and call witnesses.

An employee wishing to exercise his/her right to a pre-disciplinary hearing must direct his/her written request to the City Administrator within five business days of the recommendation for suspension, demotion, or termination. The City Administrator will then notify the employee of the time and date of the pre-disciplinary hearing. The pre-disciplinary hearing will be recorded.

Following the hearing, the City Administrator will issue a decision on the disciplinary recommendation, provide a copy to the employee, and place a copy of the decision in the employee's personnel file.

If the City Administrator does not receive a written request for a pre-disciplinary hearing within five business days of the disciplinary recommendation, the employee will be deemed to have waived his/her right to such a hearing and the City Administrator will issue a decision on the recommendation. The City Administrator will provide a copy of his/her decision to the employee and place a copy of the decision in the employee's personnel file.

VI. WAGES & HOURS OF WORK

A. ATTENDANCE

The City provides important and critical services to its citizens and businesses. To ensure that it continues to provide those services, the City expects all employees to be present when scheduled. The City deems regular attendance an essential function of all jobs and will consider your attendance record when making changes to employment status including, but not limited to, promotion, transfer, termination, demotion, and layoff decisions.

1. **Absences:** If an employee must be absent or late due to the weather, illness, injury, or other emergency, the employee must notify his or her Supervisor or Director by a personal phone call, when possible, prior to the first normal duty hour. During a long illness, an employee must keep his or her Supervisor or Director advised of the employee's status and anticipated return date.

You, or someone on your behalf, must speak directly with, leave a voicemail for, or email/text your immediate supervisor, or his/her designee, with an explanation of why you will be absent or late, and the date and/or time you will return. You must continue to notify your immediate supervisor, or his/her designee, each day you are absent. Failure to give timely and proper notice of any absence or late arrival may result in discipline, up to and including termination. The City considers any absence of three (3) or more days, without the proper communication/notification to your immediate supervisor, to be grounds for immediate termination.

2. **Tardiness:** As a condition of employment, employees shall be at their places of work promptly at the beginning of their normal work duty periods and at the end of their lunch periods. It is expected that the employee shall remain at their place of work throughout the duration of their normally scheduled shift. Tardiness, or the failure to comply with the expectations as described previously in this paragraph, will be monitored and recorded by the Supervisor or Director for inclusion in each employee's personnel file and may lead to disciplinary action.

B. EMPLOYEE CLASSIFICATIONS

For purposes of determining compensation and benefits, the City will classify an employee as one of the following:

1. **Full-time (FT):** Employees are hired for an indefinite period of time and are regularly scheduled to work a minimum of 40 hours per workweek. Full-time employees are eligible for all benefits offered to employees.
2. **Part-time benefit eligible (PB):** Employees are hired for an indefinite period of time and are regularly scheduled to work 30-39 hours per work week. They will be considered full time for health and dental insurance (rates) benefits but do not receive any other benefits. Full-time status under this classification does not afford any employee any other benefit, provision or policy in this handbook; for all purposes other than health and dental insurance, this employee is considered a Part-time employee.
3. **Part-time (PT):** Employees are hired for an indefinite period of time and are scheduled to work no more than 28 hours per workweek, or in the case of part-time firefighters, 168 hours in a 28-day work cycle. Part time employees are not eligible for any benefits.

4. **Seasonal (SE):** Employees are hired for a period of no more than 120-days per years.

5. **Temporary (TM):** Employees are hired for a period of no more than 90-calendar days.

Such employees will be either be:

1. **Exempt:** Exempt employees are administrative, executive, and professional employees and certain computer professionals who typically earn wages on a salary basis. These employees are ineligible for overtime compensation under the Fair Labor Standards Act ("FLSA").
2. **Non-exempt:** Non-exempt employees earn wages by the hour or on a salary basis and are eligible for overtime compensation under the FLSA.

The determination of exempt or non-exempt status is based on the current job description of every City position.

Regardless of classification, work schedules for employees can vary throughout our organization. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

C. **JOB CLASSIFICATION PLAN**

1. **General:** A written job classification plan has been established to identify those job assignments that employees perform which are necessary to complete the mission of City government.

A written job classification contains the purpose of the job, the essential functions of the job, the essential knowledge, abilities and skills necessary to perform the job, any essential education, certification and/or licenses to perform the job and essential physical demands and working conditions that the employee will need and encounter in performing the job.

The purpose of the above job classification categories are to assist the City with the ability to:

- a. Establish appropriate pay based upon comparability studies and ensure like pay for like work as well as statutory requirements regarding public employee bargaining;
 - b. provide a means of analyzing work distribution, areas of responsibility, lines of authority and other relationships between City job classifications;
 - c. establish training programs to enhance the performance of current job duties or for future promotional opportunities for employees; and
 - d. determine appropriate job interview questions to ensure compliance with equal opportunity laws and regulations.
2. **Modification to Existing Job Classification Plan:** It may become necessary to modify the existing job classification plan in order to address changes in the work environment or work responsibilities. These changes may result in the amendment to in existing job classification, consolidation of existing job classification, the creation of a new job classification or the deletion of an existing job classification.

When a department Director anticipates or is experiencing a change in the work environment or a modification to existing work responsibilities, the department Director shall submit a written request to the City Administrator outlining the justification for the request.

The City Administrator shall research and analyze the written request and determine the appropriate action to be taken. Based upon the results of the analysis and research, the City Administrator may:

- a. determine the department request is not justified and take no action;
- b. amend the job classification in question to reflect the resolution of the request;
- c. create a new job description that will address the resolution of the request; or
- d. consolidate and/or delete of the existing job classification as part of the research and analysis.

Employees assigned to an existing job classification that has been determined to be deleted shall adhere to the "Reduction in Force" procedure as stated in the policy or as stated within their respective labor agreement that represents said job classification.

3. **Transfer:** Transfers of employees of the same job classification from one department to another department must be approved by the City Administrator. Directors wishing to transfer an employee of the same job classification to a different department will submit to the City Administrator a written request outlining the justification for the transfer. The effective date of the transfer will be the date authorized by the City Administrator.

Transfer of employees of the same job classification within a department is the responsibility of the Department Director.

D. FLEXTIME

There are two different categories of flextime that the City recognizes, flexible schedules and flextime arrangements. Employee classifications must still be met when applying flex time principles.

Flexible schedules are pre-approved changes in the employee's weekly scheduled hours of work (shift). Using the administrative staff as an example, the scheduled hours are typically 8am-4:30pm, Monday through Friday. An employee with a pre-approved flexible schedule could change their weekly scheduled hours to 7:00am-3:30pm, Monday through Friday, so long as the employee is working 80 hours per pay period and maintaining their employment classification.

Flextime arrangements ("flextime") are pre-approved changes in hours that may vary week to week. Again, using administrative staff as an example, an employee might need to leave at 3:30 one day for a school program for their child. A flextime arrangement would allow that employee to work an extra hour in that week to make up for the hour that they left early. 80 hours per pay period must be met in order to maintain employment classification.

A full-time employee who has successfully completed his/her introductory period may work a flexible schedule ("flextime") with the prior written approval of his/her department Director. A department Director may work a flexible schedule with the prior written approval of the City Administrator.

Upon receipt of a flextime arrangement/flextime request, the department Director or City Administrator will consider the job duties and performance of the individual requesting flextime and the staffing needs of the department and the request must be preapproved. The department Director or City Administrator may suspend or cancel the flextime arrangement/flexible schedule at any time.

E. HOURS OF WORK, BREAKS AND MEALS

The City Administrator and department Directors are responsible for establishing the hours of work for the employees they supervise.

Employees scheduled to work eight (8) hours or more a day may take:

1. 60-minute meal break each day (and no breaks), 30 minutes of which will be unpaid; or,
2. 30-minute, unpaid meal break and two 15-minute paid breaks each day.

Employees may not take breaks or lunch breaks earlier than 60 minutes following the beginning of their shift or later than 60 minutes before their shift ends.

F. OVERTIME AND COMPENSATORY TIME

1. **Overtime:** The City will pay unsworn, non-exempt employees the overtime rate of one and one-half (1½) times their base rate of pay for hours worked in excess of 40 per workweek. In calculating "hours worked," the City will consider only actual hours worked, vacation, holiday, bereavement, military and comp time/administrative leave time. Sick leave will not be counted as hours worked in computing overtime. Employees must receive written approval from their immediate supervisor prior to working overtime, and failure to do so may result in disciplinary action.
2. **Compensatory Time:** In lieu of overtime compensation, non-exempt employees may opt to accumulate compensatory time at the rate of one and one-half (1½) times their hours worked in excess of 40 per workweek. Such employees may not accumulate more than 80 hours of compensatory time at any given time, and may use compensatory time upon receiving advance written approval from their immediate supervisor. Once the 80-hour max is accumulated, all overtime will be paid at the rate of one and one-half (1½) times their base rate of pay for hours worked in excess of 40 per workweek. Under no circumstances should employees be performing work off of the clock.
3. **Administrative Comp Time:** Exempt employees may earn administrative leave time. Leave time can be earned at a rate of one hour of leave for each hour exceeding 80 each pay period, not to exceed 80 hours in a fiscal year. On September 30th of each year, Employees whose administrative comp time leave balance equals or exceeds 20 hours will not be eligible to earn additional administrative comp time until they reduce their total administrative comp time balance below 20 hours.

Time spent attending mandatory meetings and trainings, per job requirements, is counted as hours worked and will be paid. If attendance is voluntary and not required by the City, employees will not be paid. Non-exempt employees will be paid for travel time to attend mandatory meetings and trainings from their normal work location to the meeting location. Employees will not be paid for travel time from (or to) home for a required meeting or training. If an employee is required to attend a meeting or training and is not scheduled to work that day, the employee will be compensated for time spent at the meeting and any travel time to and from the meeting that takes place within what would typically be the employee's regularly scheduled work day; however, travel

from (or to) home in connection with such a meeting is not compensable if such travel occurs outside the employee's regularly scheduled work hours.

G. COMPENSATION

1. **General Policy:** Please refer to any union collective bargaining agreements if appropriate.

It is the policy of the City to pay fair and equitable salaries to all employees based on the relative value of each position within the City, giving due consideration to rates paid in comparable municipalities for comparable work and to the financial position of the City. Further, it is the City's policy to maintain a salary program which will:

- a. Attract and retain high caliber individuals; and
 - b. Provide peak motivation to employees by paying salaries, within the boundaries of the established ranges, based on the individual's accomplishments.
2. **Responsibility for Salary Administration:** The City Administrator is responsible for the development, maintenance and continued administration of the salary schedule. The City Administrator will conduct such special studies of pay policies deemed necessary or expedient, and as a result of such study, may recommend amendments of salary ranges and related employee policies to the Mayor and City Council.

3. **Salary Ranges:** A salary range provides a minimum and maximum salary rate. The minimum salary rate serves as a normal entrance salary for new appointees to any position in a class and represents the lowest rate to be paid to an employee who is considered qualified for appointment to, or retention of, the position. A maximum salary rate is the highest amount to be paid to any employee who occupies a position in the class, considering the limitation on the class of positions and its relationship to other classes.

The salary ranges are intended to furnish administrative flexibility in meeting changing labor market conditions and recognizing meritorious services of employees.

No payment or allowance will be made to any employee which would have the effect of causing his or her total compensation or pay for any period to exceed the maximum rate prescribed for the class except as is expressly authorized in the established salary or by the provisions of the section relating to overtime allowances. Likewise, no employee should be paid less than the minimum rate prescribed for his or her class.

4. **New Employee Pay Rates:** New employees will be hired as close to the minimum of their position grade range as possible unless they possess special qualifications or extensive experience. Employees will not be hired at an actual salary above the minimum of his or her position grade range, except under unusual circumstances as determined by the City Administrator.
5. **Pay Increase Eligibility:** Upon successful completion of the introductory period and anniversary date, an employee may receive a pay adjustment. ~~Eligibility for such increases will be based upon successful completion of goals in accordance with the City's Performance Management policy. For purposes of this policy, successful completion shall mean receiving an overall score of 100% or more on the employee target sheet.~~ The anniversary date of an employee should be the calendar date upon which employment with the City started or the date that an employee was transferred, promoted or demoted in to a new position. Employees who have been suspended from work, demoted as a

result of discipline, or issued two or more disciplinary reprimands in the immediately preceding 12-month period shall not be eligible for a performance adjustment.

6. **Pay Rates in Demotion:** If an employee is demoted, their rate of pay will be determined as follows:
 - a. If the rate of pay in the higher-grade position is more than the maximum rate of pay for the position to which demoted, the rate of pay will be reduced to no more than the maximum rate of pay of the lower position.
 - b. The rate of pay will be reduced to the closest approximation of ten percent (10%).
 - b-c. If an employee decides to self-demote due to being hired in to a lower-grade position, the rate of pay will be reduced to the closest approximation of five percent (5%).
7. **Payment of Leave Upon Death of an Employee:** Upon the death of an active full-time employee who has completed the introductory period, the employee's beneficiary will be entitled to payment for such accumulated paid leave as was available to the employee at the time of his or her death in accordance with this policy or as stated in existing labor agreements.
8. **Wages in Advance:** It is the policy of the City that no advance in future wages (including accrued vacation leave) shall be made.
9. **Pay for Absence from Work Due to Weather Conditions:** When an employee cannot report for normal duty due to weather conditions, the employee shall have the option to take a deduction of vacation leave, compensatory time or administrative comp time as long as the employee notifies his or her Supervisor no less than fifteen (15) minutes prior to the start of the employees regularly scheduled start time.
10. **Pay rate for Upgrades:** If an upgrade occurs, the employee shall be moved to a step that is most equal to their current rate, without being reduced.
11. **Pay rate for Promotion:** If an employee is promoted to a position in a higher grade, the employee shall receive a salary adjustment to the closest approximation to five percent (5%).
12. **Working out of class:** When the employee is assigned to perform the duties of a position in a classification higher than the classification currently held by the employee, the employee shall receive a temporary pay increase. The rate of pay for employees working in a higher classification as assigned by the department superintendent or director shall receive a 5% increase over his/her current pay.

When employee or a management position will be or has been vacant for 40 consecutive hours, the Supervisor or department director may assign an employee to fill the vacancy on a temporary basis. If the employee has never filled in or is unfamiliar with the duties of the higher classification the first 40 hours may be utilized for training purposes at the employees' present rate of pay. The training clause will apply only once per employee per each individual job classification.

The "Working Out of Classification" form will be filled out completely and copies

given to the Employee, Department Director, Personnel Payroll file and the BPMA President.

H. PAY PERIODS, PAY DAY AND PAY CORRECTIONS

Each pay period covers two weeks (bi-weekly), beginning with a Sunday and ending on a Saturday. Pay for the pay period will be issued on the following Friday by direct deposit. If a pay day falls on a holiday, the City will pay employees the day before the holiday. The City will make all required federal, state, and local deductions from your paycheck as well as all voluntary deductions such as health insurance premiums and other items you authorize in writing.

If the employee notices any discrepancies on their paycheck, the employee must immediately report them in writing to the Human Resources Director. If the City shall notice the discrepancy, the City will notify the employee in writing. Once the discrepancy is discovered, either by the employee or the City, corrections will typically made to the employee's paycheck within the following two (2) payrolls. Should an error result in the need for repayment to the City by the employee, a mutually agreed upon repayment plan may be made with the Human Resources Director. Failure to report discrepancies once discovered may result in disciplinary action, up to and including termination of employment.

I. TIMEKEEPING

Non-exempt employees must report their hours of work using the City's timekeeping system. Employees must record their in and out times at the beginning and end of their shifts and meal breaks, and may not perform any work unless entered in the timekeeping system.

Altering, falsifying, or tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Any employee that is asked to work off the clock or sees another employee working off the clock must report this immediately to the Human Resources Director. If you make an error when clocking in or out, or when otherwise entering your time, you must immediately notify your immediate supervisor.

VII. BENEFITS

A. ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

The City provides accidental death and dismemberment insurance to full-time employees. This coverage will be effective the first of the month following 30 days of employment. The City will pay for the cost of such insurance.

B. BEREAVEMENT LEAVE

1. In the event of the death of a full-time employee's parent, sibling, grandparent, grandchild, spouse, child, step-parent, step-grandparent, step-grandchild, or step-child, the employee may take up to five (5) consecutive or non-consecutive days of paid bereavement leave.

2. In the event of the death of a parent, sibling, grandparent, step-parent, or step-grandparent of the spouse of a full-time employee, the employee may take up to three (3) consecutive or non-consecutive days of paid bereavement leave.
3. In the event of the death of an aunt, uncle, niece, or nephew of a full-time employee or that employee's spouse, the employee may take one (1) day of paid bereavement leave.

An employee seeking to take bereavement leave must obtain approval from his/her immediate supervisor prior to taking such leave. To receive funeral pay, an employee must have been scheduled to work on the day of arranging for or attending the funeral. The employee must also notify his supervisor of the purpose of this absence no later than the day of the absence. Notification must be in the same manner as if the employee were to be absent for any other reason. The employee may also be required to furnish proof of entitlement to funeral leave including his relationship to the deceased, the date of the funeral and other pertinent items.

C. DENTAL INSURANCE

The City offers dental insurance to full-time employees and their dependents. This coverage will be effective the first of the month following 30 days of employment. Eligible employees who wish to include their dependents on their dental insurance plan must pay any additional premium and authorize the City in writing to deduct that additional premium from their paychecks.

D. DISABILITY INSURANCE

The City provides long-term disability insurance to full-time employees at no cost to them. This coverage will be effective the first of the month following 30 days of employment.

E. EMPLOYEE ASSISTANCE PROGRAM

The City offers an Employee Assistance Program ("EAP") to employees who need assistance dealing with issues affecting them both at home and at work. The program offers professional counseling at no cost and on a voluntary basis to employees and their families for alcohol or drug abuse, family and marital problems, and emotional issues. Employees and their family members wishing to take advantage of the program may contact the EAP provider directly. If an employee has any questions they can also contact the Human Resources office for further guidance.

The Employee Assistance Program also provides professional counseling at no cost to employees for job performance issues and concerns. Employees may undergo such counseling on a voluntary basis, or supervisors may refer employees to mandatory counseling for job performance issues and/or as part of disciplinary action. The EAP liaison will coordinate all referrals, whether voluntary or mandated.

1. **Confidentiality:** All information given to the internal EAP liaison regarding personal problems will remain confidential. All information given to EAP will be kept confidential within statutory guidelines. Information from the EAP may only be obtained by the City with written permission by the employee.
2. **Supervisory Referrals:** Supervisory personnel throughout the City shall be responsible to promote the availability of the EAP resources to employees. It is recognized that supervisors do not have the professional qualification to assess specific personal problems. Necessary referral to EAP will be based on documented unsatisfactory work performance.

Procedures for Making Supervisory Referral:

- a. When a notice of disciplinary action is completed, the Supervisor may inform the employee of the availability of EAP. Depending upon the severity of the job performance problem, the Supervisor or Department Director may require the employee to contact the EAP for assistance.
- b. A referral to the EAP will occur simultaneously with standard disciplinary action for unsatisfactory job performance.

Initial assessment/counseling time with the EAP will be considered "City Time" for supervisory referrals only. Leave time for follow-up sessions with the EAP and/or referral agencies will be handled in accordance with standard leave policies.

3. **Responsibility of the Employee:** The employee has the responsibility to follow through with the Supervisor's recommendation to contact the EAP counsellor and to cooperate with the recommended course of action. Employees who refuse assistance or who do not respond to or fail to successfully complete the recommended course of action will be handled in accordance with standard disciplinary procedures for unsatisfactory job performance and/or insubordination.

F. HEALTH INSURANCE

The City offers health insurance to full-time employees and their dependents on the first day of the month following completion of the first 30 days of employment.

G. RETIREMENT SYSTEMS

Types of Systems: Three retirement systems exist within the City of Bellevue: one for sworn personnel in the classified service of the Police Department, one for classified service of the Fire Department and one for civilian personnel in service throughout the City. Each system requires contribution from both the employee and the City.

- a. **Sworn Positions in the Police Department:** Sworn members of the Police Department will be retired in accordance with the provisions of Nebraska State Statutes and collective bargaining agreements covering retirement for their classifications.
- b. **Sworn Positions in the Fire Department:** Sworn members of the Fire Department will be retired in accordance with the provisions of Nebraska State Statutes and collective bargaining agreements covering retirement for their classifications.
- c. **Civilian Positions throughout the City:** Regular full-time civilian employees, as well as the City, will contribute an amount as described in Appendix E of this handbook.

The City will provide the death benefit to all members of the retirement plan in accordance with this plan.

H. HOLIDAYS

The City observes the following holidays:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day
5. Juneteenth

6. Independence Day
7. Labor Day
8. Veteran's Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Day

If a holiday occurs on a Saturday, the City will observe the holiday on the preceding Friday. If a holiday occurs on a Sunday, the City will observe the holiday on the Monday following the holiday.

Full-time employees who are not required to work on a holiday will receive pay at their normal base rate of pay as if they did work the holiday. However, if an employee should have an unpaid absence (excluding FMLA) on the work day immediately before or after a holiday, such employee shall not receive holiday pay. Full-time, non-exempt employees who are required to work on a holiday will receive one and one-half (1½) times their base rate of pay for the actual number of hours worked.

Employees on suspension or an unpaid leave of absence are ineligible for holiday pay.

I. JURY DUTY/Required Election Duty

When selected for jury duty/required election duty, employees must immediately notify their immediate supervisor and provide him/her with a copy of the jury notification. The City will pay employees their regular wages while serving jury duty, and employees must give the City any compensation or fees (other than mileage) earned or received for jury service. If an employee should be required to testify in other litigation, or if the employee should be an expert witness (not in official capacity), the employee will not be granted leave with pay, but may use vacation time or be granted a leave without pay for the length of such service.

J. LEAVE OF ABSENCE

The City recognizes that a leave of absence for personal or medical reasons may be necessary. When an employee has exhausted his/her paid time off, he/she may request an unpaid leave of absence. Employees must direct a leave of absence request in writing to their department Director and specify the reason for and duration of the leave. The department Director must forward the request to the City Administrator with a recommendation to grant or deny the request. Unpaid leaves of absence shall not begin until approved by the City Administrator.

1. Benefits While on Leave of Absence:

- a. Upon approval, an employee who has been granted a leave of absence without pay will not be granted any advancement or promotion in relation to the position from which the employee is on leave. The employee will be entitled to and will retain all benefits accrued up to the effective date and the employee's seniority will cease at that date and will continue upon reinstatement. There will be no seniority gained during the leave of absence.
- b. An employee will not accrue vacation leave, sick leave, holiday pay or other benefits during the period the employee is on leave of absence without pay for more than three (3) working days.
- c. An employee may continue his or her health insurance coverage through the COBRA option, provided a personal check is received for the required monthly premium.

2. Return from Leave of Absence:

- a. If possible, at the discretion of the Director and City Administrator, an employee will be returned to the position they held at the time the leave of absence was granted.
 - b. Upon expiration of the leave of absence and the return-to-work by the employee, the employee's salary will reflect all general cost of living adjustments made during the leave.
 - c. An employee returning to work in to a position that requires a physical examination for employment, that has been gone for more than 60 days leave for any reason, shall undergo a physical examination certifying the employee can perform the essential physical functions of the respective job description. An employee shall not be restored to his or her position until such time as the City receives such certification.
3. **Failure to Return to Work Following a Leave of Absence:** Failure on the part of an employee to return back to work upon the expiration of the approved leave of absence, on the return date previously agreed upon, may be considered equal to the resignation of the employee and the City Administrator may declare the position vacant.

K. LIFE INSURANCE

The City provides group term life insurance to all full-time employees. Unclassified employees should refer to Appendix E of this handbook for life insurance benefit details. Employees that have positions belonging to a union should refer to their applicable collective bargaining agreement for benefit details.

L. MILITARY LEAVE

An employee who is a member of the National Guard, the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve, or the United States Coast Guard Reserve, shall be entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Such employees who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Such employees who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. For purposes of this Section, "normal" work hours or "normally scheduled" work hours shall be determined by calculating the average number of hours worked in each week by the employee in the 26 weeks preceding the request for military leave.

All employees who leave a position for the purpose of being inducted into, enlisting in, determining his/her physical fitness to enter, or performing training duty in the uniformed forces of the United States shall, when ordered by proper authority to active service, be entitled to a military leave of absence from employment with the City for the period of such service. The City, through proper authority, may make a provisional appointment to fill any vacancy created by such leave of absence. When such person is separated from active duty under conditions other than those set forth in 29 U.S.C. § 4304, he/she shall be entitled to return to his/her former position in accordance with the Uniformed Services Employment Reemployment Act, and such separation does not constitute a break or interruption of service or employment within the meaning of this Section after he/she is discharged from active duty. Such person shall not be discharged from his/her former or new position without cause: (a) within one (1) year after reinstatement if the person's period of service before reinstatement was more than 180 days; or (b) within 180 days after the date of reinstatement

if the person's period of service before the reinstatement was more than 30 days but less than 181 days.

M. SICK LEAVE

Full-time employees will earn paid sick leave upon the completion of each month of employment, and will be eligible to use that leave once it is accrued and upon advance written approval from their immediate supervisor. Employees, or someone on their behalf, must notify their immediate supervisor as soon as possible when the need to use sick leave arises and the expected return-to-work date. The City may require employees using sick leave to provide documentation from a health care provider.

Unless otherwise noted in an employee's respective collective bargaining agreement, eligible employees hired on or before 09/30/13 will earn 12 hours of paid sick leave upon completion of each month of employment. Eligible employees hired after 10/01/13 will accrue 8 hours of paid sick leave upon completion of each month of employment.

1. Reasons for Use: The City provides paid sick leave to full-time employees for use when:

- a. recuperating from a non-work-related injury, illness, pregnancy, or other health condition;
- b. undergoing medical, dental, optical, or surgical examinations or treatment;
- c. exposed to a contagious disease that would endanger the health of other employees or members of the public; or,
- d. caring for a parent/step-parent, sibling, grandparent/step-grandparent, grandchild/step-grandchild, spouse, minor child/step-child, step-parent, step-grandparent, step-grandchild, or another family member that you have a healthcare/medical power of attorney over, ~~or step-child~~ who is injured, ill, recuperating from pregnancy, suffering from a health condition, or undergoing medical, dental, optical, or surgical examinations or treatment. Exceptions to this policy may be made with prior approval by the Human Resources Director.

2. Restrictions and Conditions for Sick Leave Use: Directors will grant sick leave with pay in accordance with the following provisions:

- a. Sick leave will not be granted in advance of accrual;
- b. The amount of sick leave granted for necessary care of a sick member of an employee's immediate family or household will not exceed thirty (30) working days in any twelve-month period (with the exception of approved FMLA leave);
- c. The amount of sick leave to be charged against an employee's accrual will be computed on the basis of the exact number of days or hours the employee is scheduled to work when sick leave is utilized;
- d. Holidays or other regular days off will not be counted in charging sick leave;
- e. Sick leave will not be used as vacation leave;
- f. Pregnant employees will be expected to work prior to childbirth as long as they are able to perform their normal duties or until their physician advises otherwise. They will be expected to return to work at the completion of the pregnancy as soon as they can be reasonably expected to perform their normal duties based on a medical release to return to work;
- g. Employees who fail to return after approved leave has ended may be considered terminated;

- h. Sick leave will be requested in advance whenever possible for dental appointments, optical appointments, physical examinations, etc.;
 - i. Leave without pay may be granted for illness and disability extending beyond the earned sick leave accumulated; or
 - j. After twelve continuous months of service, vacation leave may be used for sick leave when sick leave time has been exhausted.
- 3. Reporting an Absence using Sick Leave:** If an employee is absent for reasons which entitles the employee to sick leave, the employee or a member of his or her household must notify the employee's Supervisor by personal phone call during the first normal duty hour.
- If the employee fails to notify the Supervisor or the person designated to receive such calls, sick leave with pay will not be approved, except in unusual circumstances to be determined by the Director and the City Administrator.
- 4. Investigation of Sick Leave Use:** Directors may request written verification by a physician of illness of an employee absent on sick leave. False or fraudulent use of sick leave will be cause for disciplinary action and may result in termination.
- 5. Medical Statement:** An employee who is absent on sick leave because of his or her own illness or injury or that of a member of his or her immediate family or household may be required to furnish a statement signed by the attending physician or other proof of illness satisfactory to the Director. If the employee is using Telehealth, the employee may be required to provide a print-out from the service showing that services were received on the date in which the note was provided.
- 6. Transfer of Sick Leave Accrual:** When an employee is transferred to another position, any unused sick leave which may have accumulated to the employee's credit will continue to be available for their use as necessary.
- 7. Sick Leave During Introductory Period:** During their introductory period, full-time employees will be entitled to sick leave at the same rate as regular employees. Sick leave will be granted during the introductory period up to the number of hours accrued by the employee.
- 8. Sick Leave Without Pay:** An employee in need of sick leave but who does not have any accrued sick leave time may request leave without pay. Such a request will have the City Administrator's approval before it is granted. Please refer to the Federal Family and Medical Leave Act (FMLA) Leave of Absence Regulations.
- 9. Donation of sick leave:** In the event the employee has an extended injury/illness and has exhausted all sick, compensatory and vacation time, employees shall be allowed to donate their personal sick time in the amount of forty (40) hours per occurrence to assist said employee. All unused sick time donations will be distributed proportionately back to the donors. Employees may donate time to any employee, even if it is outside of their bargaining unit/employee group.

N. TUITION/CERTIFICATION ASSISTANCE

The City offers a tuition and certification assistance program to all part-time and full-time employees who have completed their introductory period. The City, upon eligibility, will

reimburse such employees 50% of the cost of tuition for job-related coursework or certificate program offered through an accredited program, up to \$5,200 per calendar year. Upon eligibility the City will also reimburse employees at 100% for the cost of exams for job-related certifications.

1. Eligibility

- a. employees must obtain written approval from their department Director and Human Resources Director prior to enrolling in such coursework or signing up for a certification exam or program; and
- b. earn a grade of "CB" or better for undergraduate coursework, and "B" or better for graduate level coursework to receive any reimbursement. Exams for certification will be graded on a pass/fail basis; failure to pass an exam for a certification will disqualify an employee from being reimbursed any costs. Upon completion of the course or certification exam, eligible employees must provide evidence of the grade or certification awarded and receipts for tuition/fees paid.

2. No reimbursement will be provided for costs covered and/or reimbursed under other programs or otherwise not actually paid by the employee.

O. VACATION LEAVE

Full-time employees will earn paid vacation leave upon the completion of each month of employment, and will be eligible to use that leave once it is accrued and upon advance written approval from their immediate supervisor.

1. Scheduling of Vacations: Vacation leave will be taken at a time convenient to and approved by the Director, or their designee.

Directors, or their designee, will grant leave on the basis of the work requirements of the department after conferring with employees and recognizing their needs whenever possible.

Consideration in the scheduling of vacation leave will be given to employees in the order of their total length of employment with the City.

2. Transfers: When an employee transfers from one department to another in the City, the employee's vacation accrual will transfer to the new department.

Transfers made at the request of the employee will result in loss of preference in the scheduling of vacation leave for the first year in the department to which the employee transferred.

3. Holidays: Holidays occurring during scheduled vacation leave will not be charged against vacation leave.

4. Vacation Prior to Retirement: Retiring employees will have their vacation leave, sick leave (in accordance with appropriate labor agreement) and compensation time paid out in full on their final paycheck.

P. VOTING LEAVE

The City encourages employees to vote in federal, state, and local elections. Most employees will have a two-hour period of time either before or after their regularly scheduled shift or normal working hours to vote. Employees who do not have such a period of time and who receive advance

written approval from their immediate supervisor may take up to two hours of leave, without loss of pay, to vote.

Q. WORKERS' COMPENSATION

The City maintains a workers' compensation injury policy, which covers eligible employees who sustain a work-related injury or contract a work-related disease. Eligible employees will receive workers' compensation benefits in accordance with Nebraska workers' compensation laws in effect at the time of the injury. Workers' compensation benefits include, but are not limited to, the payment of medical expenses, rehabilitation, total and partial disability allowances, and death benefits. Employees who sustain a work-related injury or contract a work-related disease may be ineligible for workers' compensation benefits if they were intoxicated or willfully negligent at the time of the injury.

Employees must immediately report all work-related injuries and diseases to their immediate supervisor to ensure they complete the necessary workers' compensation forms and receive workers' compensation benefits.

City's Payments in Addition to Worker's Compensation: An employee receiving Worker's Compensation may also elect to receive a salary from the City, but only that amount which, when added to the amount paid by Worker's Compensation, will equal the employee's regular salary. Under this condition, earned sick leave and/or vacation leave will be charged for that part of the employee's pay from the City.

When the employee has used all of their sick leave and vacation leave to supplement the payments from Worker's Compensation, no payments to the employee in addition to Worker's Compensation will be made by the City.

R. BENEFIT CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives eligible employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment or death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce or legal separation, or a dependent child no longer meeting eligibility requirements. Employees are responsible to notify Human Resources of any qualifying event.

The City will provide each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage.

APPENDIX A

Code of Ethics/Conflict of Interest Policy

ADMINISTRATION

Article IV. Officers and Employees

Division 4. Code of Ethics

Sec. 2-202. Declaration of Policy and Definitions.

It is the policy of the City that the proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that governmental decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, a code of ethics for all city officials and employees is adopted. When used in this division, city employee, employee, city official and official shall have the following meanings:

City employee or employee means any person employed by the city of Bellevue, but does not include independent contractors hired by the city.

City official or official unless otherwise expressly defined, means the Mayor, members of the City Council, City Administrator, all division and department heads, whether such person is salaried, hired or elected, and all other persons holding appointed positions designated by this code, as it may be amended from time to time. City official also includes individuals appointed by the Mayor and City Council to all city commissions, committees, boards, task forces, or other city bodies unless specifically exempted from this division by the City Council.

Sec. 2-203. Standards of Conduct.

(a) No city official or employee shall transact any business in his official capacity with any entity in which he or she has a business interest. Business interest means a business: (1) in which the city official or employee is a partner, director or officer; or (2) in which the city official or employee or an immediate family member of the city official or employee is a stockholder of closed corporation stock worth one thousand dollars (\$1,000.00) or more at fair market value or which represents more than a five percent (5%) equity interest, or is a stockholder of publicly traded stock which represents more than two percent (2%) equity interest.

(b) No city official or employee shall formally appear before the body of which the official or employee is a member while acting as an advocate for himself or any other person, group, or entity.

(c) No city official or employee shall represent, for compensation, any other private person, group or entity in his or her official capacity before any department, commission, board or committee of the city. Any city official or employee acting in a capacity other than his or her official capacity before such department, commission, board or committee of the city shall disclose the same and shall not participate in the matter in his or her official capacity.

(d) No city official or employee shall represent, directly or indirectly, any other private person, group or entity in any action or proceeding directly against the interests of the city, or in any litigation in which the city or any department, commission, or board or committee thereof is a named party, if the city official or employee previously participated in the action or events which precipitated such action or proceeding against the interests of the city; provided, however, nothing herein shall limit an official from representing a court appointed criminal defendant or representing a party to a civil action where the city is named a party by way of its holding a lien interest for a special assessment where the validity of the special assessment is not an issue; and provided further, that nothing herein shall limit the authority of the city attorney and his or her staff to represent the city, its boards, commissions, committees and officers in the discharge of their duties.

(e) No city official or employee shall represent, directly or indirectly, any private person, group or entity in any action or proceeding in court which was instituted by a city official or employee in the course of official duties, except as provided in subsection (d) above.

(f) No city official shall represent any private person, group or entity in any action or proceeding in court which was instituted by or arising from a decision of a board, commission, committee, task force or other body on which the official served in his or her official capacity with regard to the specific decision being challenged.

(g) No city official or employee shall accept or solicit any gift or favor, that might reasonably tend to influence that individual in the discharge of official duties or that the official or employee knows or should know has been offered with the intent to influence or reward official conduct.

(h) No city official or employee shall solicit or accept other employment to be performed or compensation to be received while still a city official or employee, if the employment or compensation could reasonably be expected to impair independence in judgment or performance of city duties

(1) If a city official or employee accepts or is soliciting a promise of future employment from any person or entity who has a substantial interest in a person, entity or property which would be affected by any decision upon which the official or employee might reasonably be expected to act, investigate, advise, or make a recommendation, the official or employee shall disclose that fact to the council, board, or commission on which he or she serves or to his or her supervisor and shall take no further action on matters regarding the potential future employer.

(i) No city official or employee shall use his or her official position to secure a special privilege or exemption for himself/herself or others, or to secure confidential information for any purpose other than official responsibilities.

(j) No city official or employee shall use city facilities, personnel, equipment or supplies for private purposes, except to the extent such are lawfully available to the public.

(k) City officials and employees shall not exceed their authority or breach the law or ask others to do so and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or officially recognized confidentiality of their work.

(l) No city official or employee in the course of his or her official duties shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen in the same circumstances.

(m) Preferential consideration of the request or petition of any individual citizen or group of citizens shall not be given. No person shall receive special advantages beyond that which are available to any other citizen.

Sec. 2-204. Prohibition on conflict of interest.

(a) A city official or employee may not participate in a vote or decision on a matter affecting a person, entity, or property in which the official or employee is associated or involved. Where the interest of a city official or employee in the subject matter of a vote or decision is remote or incidental, the city official or employee may participate in the vote or decision and need not disclose the interest. Nothing herein shall be construed however, from preventing a city official or employee from participating in a vote or decision regarding a collective bargaining agreement to which he is a member of such union or is otherwise affected thereby.

(b) Remote Interest means an interest of a person or entity, including a city official or employee, who would be affected in the same way as the general public. The interest of a council member in the property tax rate, general city fees, city utility charges, or a comprehensive zoning ordinance or similar decisions is incidental to the extent that the council member would be affected in common with the general public.

(c) Incidental interest means an interest in a person, entity or property which has insignificant value, or which would be affected only in a de minimis fashion by a decision. This section does not establish dollar limits on the terms "insignificant value" and "de minimis", which shall have their usual meanings and be subject to interpretation on a case by case basis.

Sec. 2-205. Conflict of interest; disclosure.

(a) A city official shall disclose the existence of any business with which the official is associated involving a person, entity or property which would be affected by a vote or decision of the body of which the city official is a member or that he or she serves as a corporate officer or member of the board of directors of a nonprofit entity for which a vote or decision regarding funding by or through the city is being considered. City officials and employees of the city shall comply with applicable provisions of state law relative to conflicts of interest and generally regulating the conduct of public officials or employees.

(b) To comply with this section, any council member who has a conflict of interest, as set forth in subparagraph (a) above, in any matter before the City Council, shall disclose such fact on the records of the City Council prior to or immediately after opening discussion of the issue, or at such time thereafter that the conflict becomes apparent if the existence of a conflict is not realized prior to opening discussion of the issue. Upon disclosure of a conflict, the council member shall step down from the council table, leave the council chamber and refrain from participating in any discussion or voting thereon, provided that such

exceptions shall be observed as is permitted by law. This provision shall apply if a council member has disqualified himself or herself from voting.

(c) To comply with this section, any member of any official board, commission or committee, other than the City Council, who has a conflict of interest as defined herein, in any matter before the board, commission or committee, of which he or she is a member, shall disclose such fact on the records of such board, commission or committee prior to or immediately after opening discussion of the issue, or at such time thereafter that the conflict becomes apparent if the existence of a conflict is not realized prior to opening discussion of the issue. Upon disclosure of a conflict, the member shall refrain from participating, in his or her official capacity, in any discussion or voting thereon, provided that such exceptions shall be observed as are permitted by law.

(d) To comply with this section, a city employee shall notify his or her supervisor in writing of any substantial interest he or she may have in a person, entity or property which would be affected by an exercise of discretionary authority by the city employee and a supervisor shall reassign the matter. In addition, any employee who has a financial or other special interest in a matter before the City Council or any board, commission, or committee, and who participates in discussion with or gives an official opinion to the council or to such board, commission or committee relating to such matter, shall disclose on the records of the council or such board, commission or committee, as the case may be, prior to or immediately after opening discussion of the issue or at such time thereafter that the conflict becomes apparent if the existence of a conflict is not realized prior to opening discussion of the issue, the nature and extent of such interest.

Sec. 2-206. Interest of spouse.

(a) A spouse of a city official or employee involved in a business with which he or she is associated shall be deemed to apply to that city official or employee for the purposes of sections 2-204 and 2-205 concerning disclosure.

(b) A city official or employee may not participate in a vote or decision affecting a business with which an individual is associated if that individual is related in the first or second degree of consanguinity or affinity to the city official or employee. For the purposes of this section, business with which an individual is associated shall be defined the same as business interest in section 2-203(a).

Sec. 2-207. Misuse of official information.

(a) No city official or employee shall willfully and knowingly use confidential information for pecuniary gain to any other person confidential information acquired by him or her in the course of and by reason of his official duties, nor shall any public official or employee use any such information for the purpose of pecuniary gain.

(b) No former city official or former employee shall use any confidential information to which he or she had access by virtue of his or her official capacity and which has not been made public concerning the property, operations, policies, or affairs of the city.

Ordinance No. 3664, Approved 3.12.12

Ordinances are subject to change before the City Council.

APPENDIX B

Community Relations Department Media Policy

I. STATEMENT OF PURPOSE

Efficient and effective communication with the media is critical to the City of Bellevue's ability to carry out our goal of operational transparency. Coordination, uniformity, accuracy and timeliness are the cornerstones of strong and productive media relations.

The purpose of the Media Policy is to provide the City of Bellevue with guidelines to keep the media and the public fairly and accurately informed of programs, services, events and issues in a timely and forthright manner.

The City of Bellevue utilizes a variety of communication methods to disseminate information about the City and its projects, events and initiatives. These methods include press releases, the City's website as well as Facebook and Twitter pages. As communication methods and associated technology evolves, the City will consider participating in new communication formats when approved by the City Administrator, and adapt its media policy accordingly.

Effective media relations best serve the City through:

1. Providing transparency and accountability to the public about city government issues
2. Informing residents of City programs and services
3. Ensures that timely and accurate information is conveyed to the public
4. Establishing and maintaining an accurate public perception of the City of Bellevue
5. Increasing the visibility of the City on local, statewide and national levels
6. Promoting the City's achievements, activities and significant events

II. POLICY

A. GENERAL MEDIA INQUIRIES

The City Administrator with assistance from the ~~Community Relations Coordinator~~Community Relations Director serves as the primary spokesperson for the City of Bellevue and conveys the official City position on routine media inquiries, issues of citywide significance and situations that are sensitive and controversial in nature. ~~The Bellevue Police and Fire Departments operate under separate departmental policies and have dedicated public information officers (PIOs) that handle working scenes.~~

Directors and other designees may receive and handle routine media inquiries themselves when pertaining to their department with approval from the City Administrator or ~~Community Relations Coordinator~~Community Relations Director. Inquiries of a controversial nature that have citywide impact should be directed to the City Administrator or ~~Community Relations Coordinator~~Community Relations Director via email or phone in order to maintain consistency in our response.

In cases of community-wide significance, defined as a significant operational event that is likely to disrupt or alarm members of the community, the ~~Community Relations Coordinator~~Community Relations Director will work with other City Officials to assess the situation, develop key messages and/or a written statement to detail the known facts and summarize the City's position.

In the event of a community-wide crisis or significant emergency situation, the City Administrator or his designee with assistance from the ~~Community Relations Coordinator~~Community Relations Director will handle all contacts with the media and will coordinate the information flow from the City to the public as well as City staff. Examples of these types of situations include severe weather events, flooding, acts of terrorism, major power failures/outages or other disruptions. In such situations, all City departments should refer calls from the media to the ~~Community Relations Coordinator~~Community Relations Director in accordance with the City Emergency Operations Plan.

Depending on the situation, the City Administrator may designate another or an additional City Official to serve as the spokesperson. A single initial media contact ensures uniformity and consistency in coordinating a focused and targeted City message. Several uncoordinated responses increase the risk of contradictory information being disseminated, which will leave the public confused and ultimately mistrusting of City administration.

B. SOCIAL MEDIA

To address the changing way residents, communicate and obtain information relating to the programs and goals of the City, the City of Bellevue will participate in select social media formats to reach a broader audience where appropriate and when approved by the City Administrator, the ~~Community Relations Coordinator~~Community Relations Director.

The City of Bellevue recognizes that social media is a valuable tool to communicate with both our citizens and fellow employees and that the City has an interest and expectation on deciding what messages are relayed on behalf of the City. The purpose of this policy is to provide and establish guidelines to City employees on their use of social media while working for the City or during non-work hours. Regularly, social media and other online tools and technology are created, discarded or modified; therefore, this policy is intended to be applicable to a broad range of social media and internet activity.

All official City of Bellevue presences on social media sites or services are considered an extension of the City's Community Relations Department. All City use of social media must be approved by the City Administrator through the ~~Community Relations Coordinator~~Community Relations Director and follow this policy. The City Administrator or designee and ~~Community Relations Coordinator~~Community Relations Director will work to review and approve requests to use social media sites as deemed appropriate. It is the responsibility of the ~~Community Relations Coordinator~~Community Relations Director under direction of the City Administrator's Office to act as the City's official spokesperson, including acting as the City's official web presence via social media. The City will maintain one official page per each approved social media outlet, which is to be created, maintained and monitored by the Community Relations Department, all of which are to be regularly updated. The exception to this policy is Facebook and Twitter accounts for the Bellevue Police and Fire Departments which will allow for after hours and weekend updates to incident reports. The Community Relations Department will distribute all social media

content and ensure each of the approved uses and sites adheres to the social media policy for appropriate use and the message is consistent with the branding and goals of the City of Bellevue.

For purposes of this policy, the following definitions are outlined below:

- “Blog”: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments.
- “Page”: The specific portion of a social media website where content is displayed, and managed by an individual or individuals with editorial or administrative rights.
- “Post”: Content an individual share on a social media site or the act of publishing content on a site.
- “Profile”: Information that a user provides about himself or herself on a social networking site.
- “Social Media”: A category of Internet-based resources that integrate user-generated content and user participation, including tools for sharing and discussing information. The term most often refers to activities that integrate technology, telecommunications, and social interaction, alongside the construction of words, pictures, video, and audio. This includes, but is not limited to social networking and communication sites such as, Facebook & MySpace, weblogs and micro-blogging sites like Twitter or Nixle, forums and message boards, photo and video-sharing sites like, Instagram, Snapchat, Imgur, Flickr, Vimeo, & YouTube, real-time web communications like Medium and Tumblr(chat, chat rooms, video chats), all of the wikis (Wikipedia), blogs, and news sites (Digg, Quora, Reddit, etc.).
- “Social Networks”: Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.
- “Speech”: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, audio, video, or related forms of communication.
- “Wiki”: Web page(s) that can be edited collaboratively.

Use of social media must comply with applicable federal, state and City ordinances, regulations and policies, as well as proper business etiquette. This includes adherence to established laws and policies regarding copyright, records retention, release of public information, the First Amendment, privacy laws and information security policies established by the City of Bellevue.

Wherever possible, links to more information should direct users back to the City’s official website, www.bellevue.net, for more information, forms, documents or online services necessary to conduct business with the City of Bellevue.

The ~~Community Relations Coordinator~~**Community Relations Director** or designees representing the City via the City’s social media outlets must conduct themselves at all times as representatives of the City of Bellevue.

Violation of this policy may result in the removal of pages from social media outlets.

The City of Bellevue reserves the right to remove any messages or postings, including those that are obscene, and in violation of the copyright, trademark right, or other intellectual property right of any third party. Violations can include but are not limited to:

1. Foul, defamatory or disparaging language or comments,
2. Purposely inaccurate and/or misleading comments,
3. Sexual content or links to sexual content,
4. Comments on work-related legal proceedings or ongoing investigations,

5. Solicitations of commerce,
6. Conduct or encouragement of illegal activity,
7. Confidential or proprietary information, and/or
8. Information that may tend to put at-risk the safety and security of the public or public infrastructure.

The City of Bellevue reserves the right to review and discipline any employee for any on-duty or off-duty social media communications that are in violation of this policy or any other provisions in this Employee Handbook.

III. GENERAL PROCEDURES FOR DEALING WITH THE MEDIA

All Media inquiries shall be referred to the City Administrator or Community Relations Department if they involve issues of citywide significance and/or are of a controversial or sensitive nature. This enables the Administration and Community Relations ~~Coordinator~~ Director to track pertinent issues and to anticipate problems or concerns in the proactive development of the City's message.

The Community Relations Department promotes the City through media releases and several additional communication avenues regarding special accomplishments, events, activities, programs, initiatives and plans. All media releases intended for external audiences should be routed through the ~~Community Relations Coordinator~~ Community Relations Director.

Since positive media solicitation is an integral element of the City's communications strategy, any ideas for articles or media pieces that would positively portray the City, its work or its community should also be directed to ~~Community Relations Coordinator~~ Community Relations Director.

In a similar manner, ~~Community Relations Coordinator~~ Community Relations Director should be notified about negative occurrences that are likely to rise to the level of a news story. Routine inquiries on topics specific to a project or department may be handled by the appropriate staff person within the department however the City Administrator and the ~~Community Relations Coordinator~~ Community Relations Director should be notified on any topic that has the potential to present the City in an unfavorable light. Such notification can be particularly important if follow-up inquiries are made with other City staff to ensure a coordinated, consistent City response.

Guidelines for communicating with the media when the issue is non-controversial and limited to the staff member's area of expertise:

When fielding a media inquiry, it is not necessary to respond immediately. It is acceptable to gather your notes and thoughts and call the reporter back. Be cognizant that the reporter is on a deadline. If necessary, you may obtain in writing via e-mail: the name of the person calling, the media organization, the deadline, the anticipated time of release of information in print or broadcast and his/her questions. Request that they copy the ~~Community Relations Coordinator~~ Community Relations Director on their inquiry. Additional questions to ask are the content of the story and the other sources the reporter will be utilizing.

Guidelines for dealing with TV and radio interviews:

When you receive a request for an on-air interview, please contact the ~~Community-Relations Coordinator~~Community Relations Director and provide the reporter's name and affiliate. The ~~Community Relations Coordinator~~Community Relations Director with approval of the City Administrator will handle scheduling the interview and will be available for consultation before the interview.

The best approach with the media is to be prompt, helpful and honest. All contacts from the media should be returned as soon as possible, in deference to reporters' deadlines. At the most, a call should be returned within a half-day. If that is not possible, an alternate employee (if appropriate) or the ~~Community-Relations Coordinator~~Community Relations Director should be asked to handle the call.

Issues that should not be discussed with reporters are:

1. Legal issues, including liability issues and pending litigation
2. Personnel issues, including those surrounding existing and former employees
3. Questions that involve City integrity, such as ethics, or
4. A community-wide situation or emergency.

Refer all such inquiries to the ~~Community-Relations Coordinator~~Community Relations Director or City Administrator.

VI. CONTACT INFORMATION

~~Community-Relations Coordinator~~Community Relations Director
(402) 293-3052 Phone | (402) 515-6259 Cell

City Administrator, City of Bellevue
(402) 293-3023 Phone

APPENDIX C

Press Release Policy

I. OBJECTIVE

The objective of this City of Bellevue Policy is to establish the procedure for the preparation and issuance of press releases. This is to assure that press releases are informative, accurate, and contain sufficient detail to be of use to the media and the public. The City must have press releases that are consistent in terms of style and are written in a fashion which will solicit media and public interest. Press releases must reflect the policy of the City, establish a mechanism for providing accurate information to the community concerning City programs, events and policy, and promote equal treatment of the media in the release of City press releases.

II. PROCEDURES

1. Press releases and information bulletins should be issued to bring special media attention to City of Bellevue programs, accomplishments, or policy decisions and to assist in citizen education about issues being considered by the City.
2. All press releases and information bulletins, except those issued by the Police and Fire Departments in connection with public safety reports and by Public Works for construction updates, shall be approved by the City Administrator prior to issuance.
3. All press releases shall be distributed to those on the Media Distribution List by email or fax. They shall also be distributed to City Councilmembers and Planning Commissioners, Management Staff, and other staff members as appropriate.
4. Quotations of individuals named in the press release shall be approved by the named person in advance.

5. Both timelines and accuracy of information contained in press releases is important. All facts shall be confirmed.
6. Press releases shall contain the date of issuance and be on City letterhead.
7. Press releases shall be posted on the bulletin board at City Hall and posted on the City's website.

III. RESPONSIBILITY

1. The City Administrator shall be responsible for reviewing all press releases prior to distribution.
2. The ~~Community Relations Coordinator~~Community Relations Director shall be responsible for posting all press releases on the City's website; the person preparing the press release should e-mail it to the ~~Community Relations Coordinator~~Community Relations Director in PDF format.

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IV. DEFINITIONS

- "Information bulletin" is a typed/printed report providing the facts of a given situation or issue designed to assist the media in developing their own coverage of the subject.
- "Media Distribution List" is the name, email and fax number list approved by the City Administrator for which all press releases are to be emailed or faxed.
- "Press release" shall mean a typed/printed announcement or story written so as to be printed as a news story or so as to be read over the broadcast media.

APPENDIX D

Travel Expense Policy

Travel Expense Policy – The Mayor, City Administrator, City Attorney, Council Members or employees traveling on behalf of the City of Bellevue (“City”) and performing approved City business will be reimbursed for their travel expenses. Travel expenses shall include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs. References in this policy to employees shall also be applicable to the mayor, City Administrator, Assistant City Administrator, City Attorney and the City Council (see section 16).

1. **Pre-Approval of Travel** – Travel to attend conferences or training or to conduct other City business requires the prior authorization of the employee’s supervisor and department head. Attendance by department heads requires the approval of the City Administrator. A “Travel and Training Authorization Form” (on City Intranet) is required to be completed and signed prior to incurring any expenses. Travel and training requests should clearly state (1) the purpose of the trip, (2) the specific need to the employee to travel, and (3) the estimated costs of the travel, including any registration fees.

Individual departments may require additional documentation regarding travel approval and evaluation of travel.

Requests to attend conferences and training during the last six months of an employee’s employment with the City will usually be denied. Local meetings may be approved.

The City will not pay for more than four (4) trips of more than 50 miles outside of the Bellevue city limit per budget year (October 1 to September 30) unless approved in advance by the department head, the Finance Director and the City Administrator, according to section 17 of this policy.

2. **Air Travel** – Air travel shall only be authorized when it is more economical than surface transportation. Reimbursement for commercial air travel will be limited to “coach” fare. First class travel is not allowed. Airfares should be most the economical flight available.

An exception to the most economical flight may be granted if significant time savings is achieved using direct flight versus connecting flights. All exceptions to the most economical airfare must be approved in advance in advance by the department head or City Administrator.

3. **Conferences and Training** – City employees are encouraged to attend conferences and training, within the constraints of departmental budgets, to obtain, maintain or enhance key knowledge and skills related to the employee’s profession.

Payment may be made directly to a vendor or as reimbursement to an employee for expenses incurred on behalf of the City. Original invoices/receipts and documentation showing the date, purpose and agenda of the conference or training must be attached to the employee’s travel expenses report.

The payment of meals and nonalcoholic beverages for City employees attending a conference or training is allowable if the employee is in travel status or the meal is included in the overall conference pricing.

An employee not in travel status will be reimbursed for actual costs incurred for attendance at official functions, conferences or hearings, not included in normal day-to-day operations of his or her department. These costs may include meals.

4. **Lodging** – Employees shall report only actual expenses paid for lodging. Business telephone calls and parking charges incurred at the lodging site may either be directly billed to the City, paid with a City credit card or claimed on a travel expense report. If claimed on a travel expense report, detailed receipts for lodging are required to be filed with the claim.

Personal lodging expenses incurred such as movies, purchases of personal items, etc. should be deducted from lodging receipts prior to requesting reimbursement.

Lodging will be reimbursed when an employee is “away from home overnight.” The Internal Revenue Service states: “you are away from home overnight if your duties require you to be away from the general area of employment for a period substantially longer than an ordinary day’s work and, during released time while away, it is reasonable for you to need and to get sleep or rest to meet the demands of your employment or business. The absence must be of such duration that you cannot reasonably leave and return to that location before and after each day’s work.”

It is City’s policy that a person generally be more than 50 miles from his or her workplace in order to be eligible for lodging. There may be, under certain circumstances, reasons to pay for lodging for distances less than 50 miles. Such reasons include, but are not limited to work requirements, medical conditions, or weather. In those instances, the reason must be clearly stated as part of the substantiation and documentation of expenses.

5. **Meals** –

- a. **Overnight Travel** – Employees traveling on City business can claim the current Government Services Administration (GSA) daily rate for meals and incidentals applicable to the City’s zip code (68005). The GSA zip code 68005 daily rate for meals and incidentals will apply to travel to all locations. This rate will be posted on the City’s intranet and can also be found at the GSA website at (enter the 68005 zip code to find rate).

For all full travel days, the rate paid will be the GSA rate. For the first and last day of travel, the per diem amount paid will be 75% of the GSA per diem rate (this is consistent with Federal guidelines).

The per diem rate covers all taxes and tips. Employees will not be reimbursed separately for those items.

No reimbursement will be made for alcoholic beverages.

- b. **Same-Day Travel** – Employees with approved same-day travel will be reimbursed for meals and incidentals based upon actual costs incurred.

Employees are required to adequately document and substantiate all meals and incidentals submitted for reimbursement. Undocumented and unsubstantiated costs will not be reimbursed. Receipts are required for all receiptable transactions. Non-receiptable transactions, such as vending machine purchases, must clearly explain the nature and purpose of the purchase and why no receipt was obtained.

6. **Vehicle Costs** – An employee will be reimbursed for use of a personal vehicle while on City business (this does not include commuting miles) at the prevailing standard rate as established by the Internal Revenue Service through its Revenue Procedures.

This rate will be posted on the City's intranet and can also be found at the IRS website at <http://www.irs.gov/> (enter "mileage rates" in the Search box to find the current year Revenue Procedure with the mileage rate).

If more than one City employee is riding in a personal vehicle being used for travel while on City business, only the owner of vehicle will be reimbursed for mileage will not be paid to other occupants.

Vehicle usage must be economical based upon total travel costs (mileage, lodging, meals, employee travel time) when determining whether to travel by vehicle or air. Employees do not have the option to select vehicle travel if the distance of the trip makes vehicle travel less economical when considering all travel costs and lost productive employee time.

Department heads may require employees to utilize City-owned vehicles (as opposed to personal vehicles) if the use of the City-owned vehicle will be more economical. An employee's personal vehicle may be considered for use if a City-owned vehicle is not available, the employee is including personal travel during the trip, or the employee has other valid reasons for using a personal vehicle. The Travel and Training Authorization Form will indicate to the travel approver the vehicle (personal or City) intended to be used for the trip.

Employees will be reimbursed mileage for both overnight and same-day travel. The guidelines for reimbursement of mileage are the same for both.

When renting a vehicle, rental car insurance coverages should be declined. Car rental is covered by the City's insurance.

7. **Long Distance Telephone Calls** – Charges for long distance telephone calls are an allowable City expenditure if:
- a. They are related to City business or
 - b. The employee is in travel status on City business and the calls are in accordance with an approved City policy.

Employees are encouraged to use the most economical method available for telephone calls.

8. **Reimbursement to One Employee for Two or More Employees' Expenses** – One employee may be reimbursed for actual expenses incurred on behalf of another City employee, such as when two employees eat a meal and one employee pays the bill. The employee to be reimbursed must provide the City with the same detailed information that would have been required of each City employee had they been billed individually. In all cases when one employee is requesting reimbursement for expenses of more than one City employee, detailed receipt policies must be adhered to, employees' names listed and documents cross-referenced, when applicable. If two employees are billed jointly, but each pays half and each requests reimbursement separately, the documents must be cross-referenced, since one employee usually will not have a detailed original receipt.

The highest-level employee should pay the bill if paying on behalf of one or more other employees. Lower level employees are not allowed to pay for expenses incurred by their supervisors or department heads, which would subsequently be approved by the supervisor or department head.

9. **Paying for Travel Expenses** – Several methods are available for payment of travel expenses, as follows:

- a. Direct payment by the City to the business.
- b. Use of a City assigned credit card for individuals authorized to hold a City credit card.
- c. Use of the employee's personal credit card (to be reimbursed upon submission of an approved travel expense report).
- d. Request and receipt of a travel cash advance.

For conferences and training, employees are encouraged to contact the Purchasing department to arrange direct payment by the City.

10. **Cash Advances** – Cash advances may be made to employees to cover the estimated costs of lodging, ground transportation, and meals and incidentals. If actual expenses submitted exceed the amount of the advance, the City will reimburse to the employee the difference. If the advance exceeds the actual expenses submitted, the employees should submit a check with his/her travel expense report to reimburse the City for the difference.

Approval of cash advances is required by supervisors and department heads. Cash advances requested by department heads are to be approved by the City Administrator.

11. **Travel Expense Report** – A "Travel Expense Report" (on City Intranet) for the incurred expense must be completed and submitted by the employee to his/her supervisor and department head for approval. Department heads are required to submit travel expense reports to the City Administrator for approval.

Employees must substantiate and document the cost for travel, lodging, meals and other expenses. To be reimbursed, the expense must be a necessary expense, the reason/purpose of the expense clearly stated, and the dates and amounts incurred documented.

Receipts are required for all expenditures that are not covered by per diem rates, regardless of the amount. In rare cases where a receipt is not available (example: vending machine purchase), an explanation of the date, time, amount and items purchased should be provided.

Each receipt must provide the required detail about the expense (date and specific items purchased). Credit card receipts with only total amounts will not be considered adequate documentation. Employees will be required to obtain the necessary detail documentation in order to be reimbursed.

In rare cases when the receipt provided by the merchant for minor expenditures does not detail the purchase, the employee should clearly explain what was purchased and provide a notation with the expense report indicating that no additional receipt detail was available from the merchant.

Failure to have a detailed receipt or provide necessary detail for non-receipted or non-itemized minor purchases shall make the expense a personal expense.

Travel expense reports must be submitted for approval no later than thirty days after the final day on which the expenses were incurred. Failure to submit expenses within the required time frame may result in expenses not being reimbursed.

12. **Personal Expenses** – Employees using personal credit cards for City business must exclude any personal expenses from those submitted for reimbursement. Whenever possible, employees are encouraged to make personal and City business expenditures separately.

Payments made directly by the City or with the City issued credit cards must never include any personal costs. If a personal cost is mistakenly paid for by the City, it must be reimbursed by the employee within three (3) business days. All personal costs paid for by the City and reimbursed by the employee will be reported to the Audit Committee. Use of City issued credit cards for personal expenses will result in disciplinary actions which may include termination.

13. **Employee and Approval Signatures**

- a. **Employee Signatures** – The employee claiming reimbursement of expenses must sign the travel expense report. By signing the travel expense report, the employee asserts that all expenses submitted are appropriate and legitimate expenses incurred in accordance with the City's Travel Expense Policy. Knowingly falsifying travel expense reports will result in disciplinary actions which may include termination.
- b. **Approval Signatures** – Supervisors, department heads and/or the City Administrator should insure that cost incurred are appropriate and legitimate and in accordance with the City's Travel Expenses Policy. Expenses that do not meet the policy requirements for reimbursement should be clearly noted and removed from the expense report.

14. **Travel with Family Members** – Family members may wish to attend meetings or conferences with employees who are traveling. Any additional costs incurred related to the attendance of family members are the responsibility of the employee.

15. **Training Attendance Evaluation** – Following the attendance at any conference or training, the employee is required to complete and provide to Personnel a "Travel Attendance Evaluation Form" (on City Intranet). This form documents the quality of the training, the benefits of attendance and whether it is recommended that attendance at similar sessions in the future occur. This is due within 10 days after the completion of the trip.

16. **Applicability of Policy and Approval of Travel Expenses for Non-Employees and the City Administrator** – All provisions of this policy are also applicable to non-employees (i.e. the Mayor, City Attorney and City Council) traveling to conduct approved City business.

Pre-approval of travel, approval of travel expense advances, and approval of travel expense reports for the Mayor, City Attorney, Assistant City Administrator and the City Council is the responsibility of the City Administrator and the Finance Director.

Pre-approval of travel, approval of travel expense advances and approval of travel expense reports for the City Administrator are the responsibility of the Mayor.

17. **Policy Exceptions** – Policy exceptions may be granted with the approval of the department head, the Finance Director and the City Administrator. Policy exceptions for the City Administrator may be granted with the approval of the Mayor. Policy exception requests must clearly state the nature and the reason for the policy exceptions. All policy exceptions will be summarized and reported to the Finance Compliance and Control Manager, who will report the exceptions to the Audit Committee.

APPENDIX E

Unclassified Employee Benefit Summary

Compensation and benefits for unclassified full-time employees

The following are subject to change at any time with advance notice.
The City's Employee Handbook shall cover any issues not addressed.
The City Administrator's interpretation, and/or negotiated offers, of any of the following shall be final.

All Full-Time, Unclassified, Civilian Employees

Compensation

Introductory Period Employees: Your regular wage will be determined by the accepted offering wage at hiring or promotion. After six months of continuous employment, you will be eligible for a performance adjustment to your wage if your wage is less than the maximum range limit for your position. All introductory period employees will receive two 6-month Employee Evaluations; one upon the completion of your 6-month hire/promotion introductory period and one upon completion of one year of service of your hire/promotion date. Employees will then move to the annual review period on their anniversary/promotion date.

Employees outside of introductory period: Annually, on your anniversary (or promotion date), you will be eligible for a performance adjustment to your wage if your wage is less than the maximum range limit for your position. All wage increases must be accompanied by an Employee Evaluation Form.

Employees who have been suspended from work, demoted as a result of a discipline, or issued two or more written reprimands in the immediately preceding 12-month period, shall have any scheduled step increase delayed for six (6) months.

Education Incentives

Education Reimbursement

The City may pay 50% of tuition, fees and books associated with the pursuit of a college certificate or degree that benefits the City, only if advance written approval by the Department Director and Human Resources Director was obtained prior to enrollment in the class(es). This benefit has a maximum of \$5,250 per calendar year, per employee. In order to be eligible for reimbursement the employee must receive a grade of "C" or better for undergraduate work, and "B" or better for graduate level coursework. If the class is graded only by receiving a "pass" or a "fail", you must obtain a "pass" for the course to be reimbursed. No reimbursement will be provided for costs covered and/or reimbursed under other programs or otherwise not actually paid by the employee.

The City will pay for renewal licenses and certifications that are required by the employee's job classification. If the employee does not successfully obtain licensing and/or certification on the first attempt, subsequent attempts to obtain will not be paid for by the City.

Upon completion of the course, the employee must submit the completed education reimbursement form as well as receipts and evidence of the required grade or certification attached.

Education Compensation

In addition to regular hourly wages, Employees shall receive educational compensation according to the following schedule, for Higher Education completion. Higher Education is defined as education beyond high school, specifically provided by accredited colleges, graduate schools, professional schools, trade schools, and metro or community colleges.

	Monthly Amount
Successful obtainment of an Associate's Degree	\$20.00
Successful obtainment of a Bachelor's Degree	\$25.00

*Directors of the City will not follow the above schedule, but shall instead receive educational compensation in the amount of \$80.00 per month for a college or university degree or, in the event of partial completion, \$20.00 per thirty (30) credit hours earned.

Longevity Pay

Additional compensation shall be granted to Employees based upon the length of full-time employment service with the City. Such additional compensation shall be "Longevity Pay." Payment of Longevity Pay shall commence when the Employee begins the relevant year employment category. The year categories are not cumulative, and therefore, Employees shall only receive the amount of pay designated for each category, and not the total of all preceding categories.

	Monthly Amount
Beginning of 8 th year of employment	\$35.00
Beginning of 11 th year of employment	\$75.00
Beginning of 14 th year of employment	\$110.00
Beginning of 17 th year of employment	\$150.00
Beginning of 21 st year of employment	\$185.00
Beginning of 25 th year of employment	\$255.00

Insurance

The employee is entitled to the insurance benefits of the City including medical, dental, life and AD&D. Coverage shall start the first of the month following 30 days of employment.

Medical

Employee Only (Single) Coverage
City pays 92.5% of the premium, employee share is 7.5%

All other coverage (Emp/child, Emp/Spouse, Family)
City pays 82% of the premium, employee share is 18%

Dental

Employee Only (Single) Coverage
City pays 100% of the premium

All other coverage (Emp/child, Emp/Spouse, Family)
Employee is responsible for 100% of the premium

Life and Accidental Death and Dismemberment

City provides a term life policy in the amount equal to the Employee's annual salary plus \$7,000 OR \$52,000; whichever is greater up to a maximum of \$100,000

(Sworn employees shall receive a maximum benefit of \$52,000, regardless of salary)

Long-Term Disability

City provides 100%, based on salary

Retirement-Principal

Employee must contribute 6% of their gross wages and will receive a 6% City match (of such Employee's gross wages) towards the City's 414(h) pension and retirement plan

(Police and Fire Chiefs follow state statute and/or union contract)

Medical retirement benefit

Provided the Employee has been enrolled in the City's Group Insurance Plan for a minimum of one (1) year prior to the Employee's official retirement date, and has been employed by the City for a minimum of five (5) continuous years, the City will pay the Group Insurance Plan premium for any Employee who retires as follows:

SINGLE COVERAGE: After an Employee reaches the age of fifty-five (55) years and chooses a retirement option, the City shall pay ninety-two and a half percent (92.5%) of the single coverage premium under the Group Insurance Plan for the first twenty-four (24) months following retirement or until Employee becomes eligible for Medicare/Medicaid benefits, whichever comes first. Thereafter, the City shall pay fifty percent (50%) of the single coverage premium under the Group Insurance Plan until the retiree becomes eligible for Medicare/Medicaid benefits. In the event of the retiree's death, the City will have no further liability for the payment of premiums.

FAMILY COVERAGE, EMPLOYEE AND SPOUSE OR EMPLOYEE AND CHILD(REN): After an Employee reaches the age of fifty-five (55) years and chooses a retirement option, the City shall pay eighty-two percent (82%) of the chosen coverage premium under the Group Insurance Plan for the first twenty-four (24) months after retirement, or until Employee becomes eligible for Medicare/Medicaid benefits, whichever comes first. Thereafter, the City shall pay fifty percent (50%) of the chosen coverage premium under the Group Insurance Plan until the retiree becomes eligible for Medicare/Medicaid benefits. In the event of the retiree's death, the City will have no further liability for the payment of premiums.

Additional Voluntary Benefits

The employee is eligible to elect voluntary benefits, premiums of which are paid for 100% by the employee. Coverage, if elected, starts the first of the month following 30 days of employment.

Retirement Savings in a 457 Plan-Principal (deferred or Roth contributions, no City match)

Supplemental Life Insurance

Vision Insurance

Accident/Cancer/Catastrophic-AFLAC

Legal Insurance-Legal Shield

Sick Leave

8 hours per month accrues on the first day following the calendar month of employment. Employees hired prior to 10/01/13 shall be grandfathered at their accrual rate of 12 hours per month. Upon termination of employment for other than cause, 50% of the sick leave hour balance, up to 960 hours, will be paid to employee who have at least five (5) years of service with the City.

Beginning 1st year of employment

8 hours per month

An employee who has submitted a resignation notice shall not be permitted to utilize accrued sick leave during the final fourteen (14) calendar days of employment, except for a bona fide illness or injury supported by medical documentation. Any sick leave used during any final fourteen (14) calendar days of employment, if separation notice is not given, will not be paid out.

Paid Holidays

You are eligible for holiday pay beginning the first day of employment:

New Year's Day	Veteran's Day
Martin Luther King's Birthday	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	Juneteenth
Labor Day	

Vacation

8 hours per month accrues on the first day following the calendar month of employment. On September 30th of each year, Employees whose vacation leave balance equals or exceeds 200 hours will not be eligible to earn additional vacation leave until they reduce their total vacation leave balance below 200 hours. Remaining vacation leave will be paid at employee's termination. Once vacation is accrued, you are entitled to take the leave in accordance with the Handbook procedures. Employees hired prior to 10/01/13 shall be grandfathered at their current accrual rate schedule.

	Monthly Accrual
Start of 1 st year of employment	8 hours
Beginning of 5 th year of employment	11.00 hours
Beginning of 10 th year of employment	14.33 hours
Beginning of 15 th year of employment	16.00 hours
Beginning of 20 th year of employment	17.66 hours
Beginning of 25 th year of employment	21.00 hours

Employees shall be permitted to request a cash in of vacation twice per fiscal year. At the time of cash in, the employee's vacation balance remaining after the cash in must be 40 hours or more.

Supplementary Benefits

Administrative Leave Time (full-time, exempt employees)

Admin Leave time can be earned at a rate of one hour of leave time for every one hour of time worked in excess of 80 hours each pay period, not to exceed 80 total hours in a fiscal year. On September 30th of each year, Employees whose administrative comp time leave balance equals or exceeds 20 hours will not be eligible to earn additional administrative comp time until they reduce their total administrative comp time balance below 20 hours.

Comp Time (full-time, non-exempt employees)

Comp time can be earned, and banked, at a rate of 1.5 of the hours exceeding 40 each week, not to exceed 80 hours at any time. Once 80 hours is accrued, worked time over 40 hours in a week will be compensated as overtime pay according to DOL regulations. Amount of Comp time for the pay period must be communicated to the payroll department prior to 8:00 A.M. on the Monday following the pay period. Once Comp time is earned, you are entitled to take the Comp time. Comp time will only be converted to cash at employee's termination.

Allowances

Employees whose job classifications require steel toe safety footwear, prescription safety eyewear or a uniform shall be entitled to those items provided to them by the City at no charge. The City shall determine the type and design of each uniform. The issuance and replacement of uniforms, steel toe safety footwear and prescription safety eyewear shall be based upon the quartermaster system. Any employee requesting a new uniform, steel toe safety footwear or prescription safety eyewear shall provide the quartermaster (department secretary or designee) the unserviceable items or uniform. Upon approval by the quartermaster, the employee shall be authorized to contact the appropriate City approved vendor for replacement item(s) that are not kept in stock.

Bilingual Pay

Upon request of the Department Director: Any employee demonstrating proficiency to interpret conversations in Spanish, Slavic, Vietnamese, or sign language; AND who is routinely using their bilingual abilities in the performance of their job duties, shall receive compensation in the amount corresponding to their level of tested proficiency described below. Any additional languages may be considered at the

discretion of the City Administrator. In order to receive such compensation, the employee must pass the approved language testing through the Human Resources Department. The Human Resources Department will secure testing through Language Testing International, however if said testing cannot be secure, the employee and the Human Resources Director will work together to find an alternative and comparable testing company. There may be different testing requirements for sign language and the requesting employee and Human Resources Director will work together to find a company to administer the testing for sign language. In order to receive this compensation, the employee must agree to provide interpretation services while on the clock to the extent that is practical.

<u>ACTFL Proficiency Level</u>	<u>Monthly Amount</u>
<u>Novice High - Intermediate Low</u>	<u>\$75</u>
<u>Intermediate Mid - Intermediate High</u>	<u>\$150</u>
<u>Advanced Low and Higher</u>	<u>\$200</u>

RECEIPT

I have received and read a copy of the City of Bellevue Employee Handbook (Revised ~~September 2024~~ July 2026) ~~as well as the line correction approved by City Council on October 5, 2021,~~ which I acknowledge supersedes all previous employee handbooks, manuals, and policies. I understand all of the rules and policies contained in this Employee Handbook and agree to abide by them. I understand that failure to abide by the rules, policies, terms and conditions of my employment may result in disciplinary action, up to and including termination.

Further, I acknowledge that these policies were effective when adopted by City Council (Council) and will supersede any and all employee rules, policies, regulations, or procedures that had been previously adopted by the Council.

I understand that the Employee Handbook is intended to provide employees with an understanding of the City's current employee policies and procedures and that those policies and procedures are subject to change, modification or elimination by the City at any time. I also understand and agree that nothing in this Employee Handbook constitutes an express or implied contract of employment between the City of Bellevue and any employee.

Employee's Signature

Date

Employee's Printed Name

Date

Supervisor's Signature

Date

Supervisor's Printed Name

Date

CITY OF BELLEVUE, NEBRASKA
AGENDA ITEM COVER SHEET

16d.
8/4/2026

COUNCIL MEETING DATE: August 4, 2026		SUBMITTED BY: Ashley Decker, HR Director	
AGENDA ITEM:	CONSENT AGENDA ☐	SPECIAL PRESENTATION ☐	
LIQUOR LICENSE ☐	ORDINANCE ☐	PUBLIC HEARING ☐	
RESOLUTION ☐	CURRENT BUSINESS ☒	OTHER ☐	

SUBJECT:

Broker of Record for Insurance Brokerage Services

SYNOPSIS/BACKGROUND:

After a thorough search through our RFP process, we have selected a new broker of record (BOR) for the City of Bellevue to handle our employee benefit packages. This change will save the City and taxpayers money while providing an increase in the employee service experience.

FISCAL IMPACT: 50,000 BUDGETED FUNDS? Yes GRANT/MATCHING FUNDS?

TRACKING INFORMATION FOR CONTRACTS AND PROJECTS:

IS THIS A CONTRACT?: Yes	COUNTER-PARTY: HUB International Great Plains, LLC	INTERLOCAL AGREEMENT:
CONTRACT DESCRIPTION:		
CONTRACT EFFECTIVE DATE: 08/04/2026	CONTRACT TERM: Continuous (90 day notice terminable)	CONTRACT END DATE:
PROJECT NAME:		
START DATE:	END DATE:	PAYMENT DATE:
CIP PROJECT NAME:		INSURANCE REQUIRED:
CIP PROJECT NUMBER:		
STREET DISTRICT NAME (S):	STREET DISTRICT NUMBER (S):	
ACCOUNTING DISTRIBUTION CODE:	ACCOUNT NUMBER:	

RECOMMENDATION:

Approve HUB International Great Plains, LLC Consulting Agreement

ATTACHMENTS:

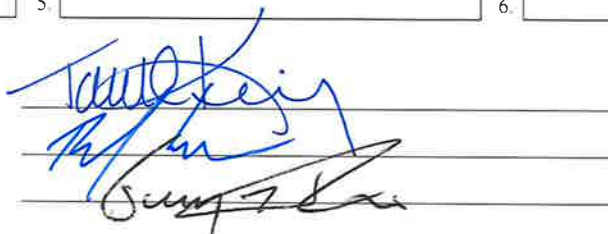
1. Employee Benefits Fee for Services Agreement	2.	3.
4.	5.	6.

SIGNATURES:

LEGAL APPROVAL AS TO FORM:

FINANCE APPROVAL AS TO FORM:

ADMINISTRATOR APPROVAL AS TO FORM:



++*16e.
08/04/2026

CITY OF BELLEVUE, NEBRASKA
AGENDA ITEM COVER SHEET

COUNCIL MEETING DATE: 8/4/2026		SUBMITTED BY: Finance	
AGENDA ITEM:	CONSENT AGENDA ☐	SPECIAL PRESENTATION ☐	
LIQUOR LICENSE ☐	ORDINANCE ☐	PUBLIC HEARING ☐	
RESOLUTION ☐	CURRENT BUSINESS ☒	OTHER ☐	

SUBJECT:

Tax Supported Debt Management Policy - City of Bellevue

SYNOPSIS/BACKGROUND:

The City approved the Tax Supported Debt Management Policy - City of Bellevue July 7, 2026. The policy required some editing to remove redundancies and create a more effective management tool. A redlined version is attached highlighting changes.

FISCAL IMPACT:: None BUDGETED FUNDS?: GRANT/MATCHING FUNDS?:

TRACKING INFORMATION FOR CONTRACTS AND PROJECTS:

IS THIS A CONTRACT?:	COUNTER-PARTY:	INTERLOCAL AGREEMENT:
CONTRACT DESCRIPTION:		
CONTRACT EFFECTIVE DATE:	CONTRACT TERM:	CONTRACT END DATE:
PROJECT NAME: N/A		
START DATE:	END DATE:	PAYMENT DATE:
CIP PROJECT NAME:		INSURANCE REQUIRED:
CIP PROJECT NUMBER:		
STREET DISTRICT NAME (S):		STREET DISTRICT NUMBER (S):
ACCOUNTING DISTRIBUTION CODE:		ACCOUNT NUMBER:

RECOMMENDATION:

Approve the improved Tax Supported Debt Management Policy - City of Bellevue.

ATTACHMENTS:

1. Tax Supported Debt Management Policy - REDLINED	2. Tax Supported Debt Management Policy - CLEAN	3.
4.	5.	6.

SIGNATURES:

LEGAL APPROVAL AS TO FORM:

FINANCE APPROVAL AS TO FORM:

ADMINISTRATOR APPROVAL AS TO FORM:





City of Bellevue
Finance Department
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Tax Supported Debt Management Policy City of Bellevue, Nebraska

I. Purpose and Objectives

This Tax Supported Debt Management Policy (the "Policy") establishes guidelines for the issuance and management of tax supported bonds payable from a bond levy or the City's general fund ("Tax Supported Obligations") by the City of Bellevue, Nebraska (the "City") and, within the Tax Supported Obligations, management of bonds which are paid from a direct property tax bond levy (the "Bond Levy Obligations").

This policy, and all metrics, applies only to "Issued Bonds". "Issued Bonds" means, as of any date of determination, the aggregate outstanding principal amount of all bonds, notes, or other ~~evidences~~ evidence of indebtedness for borrowed money that have been duly authorized, executed, and delivered by the Issuer to the original purchasers thereof in exchange for value received, and that remain unpaid and outstanding on such date. Issued Bonds shall be determined solely by reference to the stated principal amount of such instruments and shall exclude, without limitation, any amount that constitutes a "liability" under generally accepted accounting principles (GAAP) but does not represent principal indebtedness evidenced by the bonds themselves, including without limitation: (i) accrued or unpaid interest; (ii) unamortized original issue discount or premium; (iii) deferred or unamortized debt issuance costs; (iv) fair value, mark-to-market, or other non-cash accounting adjustments; (v) pension, other post-employment benefit, or similar obligations; (vi) lease liabilities, contingent liabilities, or guarantees not constituting bonds; and (vii) any other liability reflected on the Issuer's financial statements that does not represent the outstanding principal of bonds issued and delivered as described above.

The primary objectives of this policy are to:

- Ensure Tax Supported Obligations are issued and managed prudently with a goal of achieving and maintaining the highest possible credit ratings (e.g. AAA from S&P Global Ratings, which is currently the City's sole credit rating agency).
- Comply with all applicable federal, state, and local laws governing municipal bond issuance.
- Minimize borrowing costs while preserving fiscal stability, supporting long-term capital planning, and protecting taxpayer interests.
- Demonstrate commitment to sound financial management to the City's taxpayers, bondholders, and other stakeholders.
- Maintain reasonable bond levy rates for the City's taxpayers.
- The City will target retirement of at least 50% of outstanding Tax Supported Obligations principal within 10 years.
- The City does not employ derivative instruments. (the use of derivative instruments would require an amendment to this policy that would still limit exposure).

This Policy will be reviewed and updated as necessary to reflect changes in laws, market conditions, or rating agency criteria.



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II. Scope

This Policy applies to all Tax Supported Obligations issued by the City.

III. Financing Considerations

The City will confine long-term borrowing to capital improvements or other long-term projects which cannot and, appropriately should not, be financed from current tax revenues and/or funds established for certain projects or replacement facilities.

The City will not use long-term Tax Supported Obligations to finance current operations, nor will long-term debt be used to finance the cost of short-lived depreciable assets.

The final maturity of the City's Tax Supported Obligations should not exceed the expected useful life of the underlying project which is being financed.

Bond Levy Obligations will be issued in a manner which takes into account the overall levy rate of the City to relieve pressure on the City's levy limitations and provide additional operational flexibility for the City in future years.

IV. Limits

The City will adhere to conservative debt limits that align with rating agency criteria emphasizing low debt burdens, strong reserves, and balanced budgets. Issuance of Tax Supported Obligations will only occur if it does not jeopardize the City's financial health.

The City shall follow the following guidelines for issuance of Tax Supported Obligations:

- Total direct Tax Supported Obligations shall not exceed 3.0% of taxable valuation;
- As subset of Tax Supported Obligations, total Bond Levy Obligations shall not exceed 1.5% of valuation.
- The principal amount of Tax Supported Obligations per capita shall not exceed \$3,000;
- As a subset of Tax Supported Obligations, the principal amount of Bond Levy Obligations per capita shall not exceed \$1,500.
- ~~The aggregate of (a) annual debt service on Tax Supported Obligations, and (b) annual amounts due for net pension liability and other postemployment benefits, shall not exceed 3.0% of the aggregate of general fund and bond fund expenditures.~~
- Overlapping debt (including county, school, and other shared obligations) will be monitored to ensure total burden on taxpayers remains reasonable .

V. Refunding/Refinancing Criteria

The City may issue refunding obligations to refinance its long-term Tax Supported Obligations for savings purposes when it is expected to achieve approximately 3% present value savings on debt service.



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VI. Ongoing Monitoring

Staff will maintain 5-year financial projections to assess the impact of expected capital ~~expenditures~~expenditure and debt service for Tax Supported Obligations on the City's reserves. The City's target for reserves is the greater of (a) at least 15% of the total general fund budget and (b) at least 25% (3 months) of budgeted general fund operating expenditures for the fiscal year.

Tax Supported Obligations and Bond Levy Obligations will only be issued for capital projects that align with the City's capital improvement plan and demonstrate clear public benefit.

All feasible alternatives for borrowing funds and all costs of issuing long-term Tax Supported Obligations must be considered and carefully evaluated for capital projects of the City.

VII. Bond Underwriter

The City will utilize the services of a qualified underwriting firm in monitoring the amount of debt service for the City's Tax Supported Obligations.

The City will work with its underwriter to ensure that long-term Tax Supported Obligations are structured to protect the interest of the City for the present and in the future.

VIII. Post-Issuance Compliance

The City has adopted post-issuance compliance policy and procedures per Resolution 2026-03 and has designated the City Treasurer as the compliance officer to ensure tax-exempt status of the City's Tax Supported Obligations, including private use monitoring and rebate calculations.

The City's is committed to timely continuing disclosure filings, and such efforts are also included in the City's post-issuance compliance procedures. In addition to internal procedures, the City engages an outside firm to help ensure and complete continuing disclosure filings.

IX. Policy Review and Amendment

This Policy will be reviewed periodically by a finance committee composed of the Finance Director, City Treasurer, City Administrator, Mayor and City Council President of City Council designee and, if any changes are proposed, other than updates to the metrics & ratios on page 4 or audited financial statements on page 5, those changes will be approved by the City Council.

Adopted by the City Council of the City of Bellevue, Nebraska, on _____, 2026



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Additional City of Bellevue Nebraska Information for Analysis

Metrics & Ratios

Fiscal Year Ended 9/30/2025

9/30/2025 Total Obligations (Principal) \$98,295,000.00

9/30/2025 Total Tax Supported Obligations (Principal) \$97,425,000.00

1.51% of 2025 Valuation of \$6,468,288,999 (50.3% of limit)

\$1,498.13 per capita of 65,031 (49.9% of limit)

9/30/2025 Total Tax Supported Obligations (Principal) excluding Waterpark MIBs \$68,035,000.00

1.05% of 2025 Valuation of \$6,468,288,999 (35.0% of limit)

\$1,046.19 per capita of 65,031 (34.4% of limit)

9/30/2025 Bond Levy Obligations (Principal) \$47,585,000.00

0.74% of 2025 Valuation of \$6,468,288,999 (24.5% of limit)

\$731.73 per capita of 65,031 (24.4% of limit)

Bellevue's certified population from the State of Nebraska was 65,031.

Additional commentary:

The City may periodically embark on economic development projects that could have a temporary effect on some of the metrics in this policy (self-imposed limits). However, any such economic development projects must be carefully planned so that any impact on such metrics will be short lived; and so that the ownership and operation of such projects will be with the private sector, rather than with the City, to the greatest extent practical while weighing development goals and restrictions on the City for such projects. Ultimately the City's goal is for private business and the City's taxpayers to benefit from the impacts of such projects.

The City will periodically embark on economic development projects that will have a temporary effect on some of the metrics (self-imposed limits). However, the plan is to create economic growth through the projects but not have the City manage private type activities in perpetuity. At the appropriate time, the City would transfer the projects, including all underlying debt, to private industry and enjoy the remaining returns of economic development on the community (taxes and jobs).

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Audited Financial Statements

City of Bellevue, Nebraska
Statement of Net Position
September 30, 2025

	Governmental Activities	Business-type Activities	Total
ASSETS			
Cash and cash equivalents	\$ 45,828,345	\$ 7,045,438	\$ 52,873,783
Receivables, net	7,700,872	1,434,528	9,135,200
Due from other governments	6,206,888	824,757	6,831,623
Internal balances	21,573	(21,573)	-
Inventories	1,290,805	-	1,290,805
Prepaid expenses and other current assets	696,221	29,417	725,638
Capital, lease and subscription assets			
Non-depreciable	81,414,638	2,315,467	83,730,105
Depreciable, net	92,491,713	21,104,214	113,595,927
Total Assets	235,450,833	32,532,248	267,982,881
Deferred Outflows of Resources			
...	...	-	681,383
...	...	-	2,484,824
...	...	14,069	703,459
Total Deferred Outflows of Resources	...	14,069	3,869,466
LIABILITIES			
Accounts payable and accrued expenses	8,296,815	3,543,489	11,840,104
Interest payable	230,394	7,683	238,077
Compensated absences			
Payable within one year	4,300,000	120,030	4,420,000
Payable in more than one year	4,279,835	2,805	4,282,740
Claims and judgments	589,339	-	589,339
Unearned revenue	124,126	-	124,126
Other long-term liabilities			
Payable within one year	28,684	-	28,684
Payable in more than one year	2,393,084	-	2,393,084
...	...	9,319	754,987
...	...	52,805	4,860,879
...	...	280,000	8,095,000
...	...	590,000	92,752,759
Subscriptions payable			
Payable within one year	18,274	-	18,274
Payable in more than one year	110,347	-	110,347
Total Liabilities	125,832,277	4,606,102	130,438,379
Deferred Inflows of Resources			
...	...	-	256,915
...	...	41,482	2,074,115
...	...	-	1,210,086
Deferred inflows on leases	4,854,870	-	4,854,870
Total Deferred Inflows of Resources	8,154,504	41,482	8,195,986
Net Position			
Net investment in capital assets			
Restricted			
Debt service	86,137,041	22,391,215	108,528,256
Community betterment	11,460,740	-	11,460,740
Economic development	4,781,447	-	4,781,447
Public safety	2,982,415	-	2,982,415
Unrestricted	638,834	-	638,834
...	...	5,507,518	4,715,290
Total Net Position	\$ 105,218,249	\$ 27,898,733	\$ 133,117,082

See Notes to Financial Statements

Non-policy observation: \$105,218,249 or 1.63% of 2025 Valuation of \$6,468,288,999.

Tax Supported Debt Management Policy

City of Bellevue, Nebraska

I. Purpose and Objectives

This Tax Supported Debt Management Policy (the “Policy”) establishes guidelines for the issuance and management of tax supported bonds payable from a bond levy or the City’s general fund (“**Tax Supported Obligations**”) by the City of Bellevue, Nebraska (the “**City**”) and, within the Tax Supported Obligations, management of bonds which are paid from a direct property tax bond levy (the “**Bond Levy Obligations**”).

This policy, and all metrics, applies only to “Issued Bonds”. “Issued Bonds” means, as of any date of determination, the aggregate outstanding principal amount of all bonds, notes, or other evidence of indebtedness for borrowed money that have been duly authorized, executed, and delivered by the Issuer to the original purchasers thereof in exchange for value received, and that remain unpaid and outstanding on such date. Issued Bonds shall be determined solely by reference to the stated principal amount of such instruments and shall exclude, without limitation, any amount that constitutes a “liability” under generally accepted accounting principles (GAAP) but does not represent principal indebtedness evidenced by the bonds themselves, including without limitation: (i) accrued or unpaid interest; (ii) unamortized original issue discount or premium; (iii) deferred or unamortized debt issuance costs; (iv) fair value, mark-to-market, or other non-cash accounting adjustments; (v) pension, other post-employment benefit, or similar obligations; (vi) lease liabilities, contingent liabilities, or guarantees not constituting bonds; and (vii) any other liability reflected on the Issuer’s financial statements that does not represent the outstanding principal of bonds issued and delivered as described above.

The primary objectives of this policy are to:

- Ensure Tax Supported Obligations are issued and managed prudently with a goal of achieving and maintaining the highest possible credit ratings (e.g. AAA from S&P Global Ratings, which is currently the City’s sole credit rating agency).
- Comply with all applicable federal, state, and local laws governing municipal bond issuance.
- Minimize borrowing costs while preserving fiscal stability, supporting long-term capital planning, and protecting taxpayer interests.
- Demonstrate commitment to sound financial management to the City’s taxpayers, bondholders, and other stakeholders.
- Maintain reasonable bond levy rates for the City’s taxpayers.
- The City will target retirement of at least 50% of outstanding Tax Supported Obligations principal within 10 years.
- The City does not employ derivative instruments. (the use of derivative instruments would require an amendment to this policy that would still limit exposure).

This Policy will be reviewed and updated as necessary to reflect changes in laws, market conditions, or rating agency criteria.

II. Scope

This Policy applies to all Tax Supported Obligations issued by the City.

III. Financing Considerations

The City will confine long-term borrowing to capital improvements or other long-term projects which cannot and, appropriately should not, be financed from current tax revenues and/or funds established for certain projects or replacement facilities.

The City will not use long-term Tax Supported Obligations to finance current operations, nor will long-term debt be used to finance the cost of short-lived depreciable assets.

The final maturity of the City's Tax Supported Obligations should not exceed the expected useful life of the underlying project which is being financed.

Bond Levy Obligations will be issued in a manner which takes into account the overall levy rate of the City to relieve pressure on the City's levy limitations and provide additional operational flexibility for the City in future years.

IV. Limits

The City will adhere to conservative debt limits that align with rating agency criteria emphasizing low debt burdens, strong reserves, and balanced budgets. Issuance of Tax Supported Obligations will only occur if it does not jeopardize the City's financial health.

The City shall follow the following guidelines for issuance of Tax Supported Obligations:

- Total direct Tax Supported Obligations shall not exceed 3.0% of taxable valuation;
- As subset of Tax Supported Obligations, total Bond Levy Obligations shall not exceed 1.5% of valuation.
- The principal amount of Tax Supported Obligations per capita shall not exceed \$3,000;
- As a subset of Tax Supported Obligations, the principal amount of Bond Levy Obligations per capita shall not exceed \$1,500.
- Overlapping debt (including county, school, and other shared obligations) will be monitored to ensure total burden on taxpayers remains reasonable .

V. Refunding/Refinancing Criteria

The City may issue refunding obligations to refinance its long-term Tax Supported Obligations for savings purposes when it is expected to achieve approximately 3% present value savings on debt service.

VI. Ongoing Monitoring

Staff will maintain 5-year financial projections to assess the impact of expected capital expenditure and debt service for Tax Supported Obligations on the City's reserves. The City's target for reserves is the greater of (a) at least 15% of the total general fund budget and (b) at least 25% (3 months) of budgeted general fund operating expenditures for the fiscal year.

Tax Supported Obligations and Bond Levy Obligations will only be issued for capital projects that align with the City's capital improvement plan and demonstrate clear public benefit.

All feasible alternatives for borrowing funds and all costs of issuing long-term Tax Supported Obligations must be considered and carefully evaluated for capital projects of the City.

VII. Bond Underwriter

The City will utilize the services of a qualified underwriting firm in monitoring the amount of debt service for the City's Tax Supported Obligations.

The City will work with its underwriter to ensure that long-term Tax Supported Obligations are structured to protect the interest of the City for the present and in the future.

VIII. Post-Issuance Compliance

The City has adopted post-issuance compliance policy and procedures per Resolution 2026-03 and has designated the City Treasurer as the compliance officer to ensure tax-exempt status of the City's Tax Supported Obligations, including private use monitoring and rebate calculations.

The City's is committed to timely continuing disclosure filings, and such efforts are also included in the City's post-issuance compliance procedures. In addition to internal procedures, the City engages an outside firm to help ensure and complete continuing disclosure filings.

IX. Policy Review and Amendment

This Policy will be reviewed periodically by a finance committee composed of the Finance Director, City Treasurer, City Administrator, Mayor and City Council President or City Council designee and, if any changes are proposed other than updates to the metrics & ratios on page 4 or audited financial statements on page 5, those changes will be approved by the City Council.

Adopted by the City Council of the City of Bellevue, Nebraska, on _____, 2026

Additional City of Bellevue Nebraska Information for Analysis

Metrics & Ratios

Fiscal Year Ended 9/30/2025

9/30/2025 Total Obligations (Principal) \$98,295,000.00

9/30/2025 Total Tax Supported Obligations (Principal) \$97,425,000.00

1.51% of 2025 Valuation of \$6,468,288,999 (50.3% of limit)

\$1,498.13 per capita of 65,031 (49.9% of limit)

9/30/2025 Total Tax Supported Obligations (Principal) excluding Waterpark MIBs \$68,035,000.00

1.05% of 2025 Valuation of \$6,468,288,999 (35.0% of limit)

\$1,046.19 per capita of 65,031 (34.4% of limit)

9/30/2025 Bond Levy Obligations (Principal) \$47,585,000.00

0.74% of 2025 Valuation of \$6,468,288,999 (24.5% of limit)

\$731.73 per capita of 65,031 (24.4% of limit)

Bellevue's certified population from the State of Nebraska was 65,031.

Additional commentary:

The City may periodically embark on economic development projects that could have a temporary effect on some of the metrics in this policy (self-imposed limits). However, any such economic development projects must be carefully planned so that any impact on such metrics will be short lived; and so that the ownership and operation of such projects will be with the private sector, rather than with the City, to the greatest extent practical while weighing development goals and restrictions on the City for such projects. Ultimately the City's goal is for private business and the City's taxpayers to benefit from the impacts of such projects.

July 28th, 2026

Administration

- NC3 project – Public Works – infrastructure discussion and timeline for groundbreaking.
- Planning meeting on Ft Crook Rd extension into Normandy Hills
- United Cities weekly meetings.
- Meeting with Mike Kaufman CBRE to discuss South shop and relocation plans.
- Museum planning meeting to develop Bellevue's museum.
- CEAB Negotiations
- IAFF Negotiations.
- Downtown development discussion with Gering and architect.
- BPMA Negotiation.
- Meeting with Dan Hoins regarding sewer agency issues.
- Met with Bridge Commission.
- Meeting with NDRC and Prairie Hills Farm for future development on Project Reach.
- Budget meetings
- Developer meeting exploring investment opportunities in Bellevue.

Permits:

- No report available
- Working on new permitting software. Will begin implementation in August.

Planning:

- Attended affordable housing meeting with Congressman Mike Flood
- Conducted a pre-app for multifamily affordable housing project
- Attended budget meeting and assembled the Capital Improvement Plan
- Met with a single-family residential housing development

Public Works(See Attached)

Library: (See Attached)

Fire: (See Attached)

Police (See Attached)

Finance(See Attached)



We Influence The World!

City of Bellevue
Public Works Administration
1510 Wall St • Bellevue, Nebraska • 68005 • 402-293-3025

Public Works Director's Report

July 29, 2026

Disclaimer: The following is a synopsis of the department reports submitted weekly to the Public Works Director. This is not an all inclusive list of work details or responsibilities submitted by each department. This list may be altered as unforeseen situations dictate.

Public Works Administration:

- Working with Consultant to develop PW Dept Strategic Plan
- Closing out 2025 Project, Observing 2026 Projects
- Reviewing and preparing projects for 2026/27 Budget Year
- Reviewing various Traffic concerns

Engineering:

- Various project management projects
 - 2026 Concrete Rehab Projects
 - Mission Ave Streetscape Project
 - Haworth Park and Bluff Street Lift Station Project
 - South Sarpy Lift Station/Sewer Project
 - Various Traffic Studies
- Planning and P&I plan review as needed
- Projecting 2027 Projects and getting Proposals for Engineering work

Parks & Recreation:

- Summer Programs Nearing Completion
- Tree Trimming and Removal as Needed
- Mowing and Spraying Parks
- Summer Maintenance season

Street Maintenance:

- Repairing signs and facilities damaged in recent windstorms
- Pothole repairs
- Sign and signal repairs
- Concrete repair work
- Crack Sealing
- Street Sweeping

Waste Water:

- Jetting
- Lift station inspections
- Projects let and awarded
 - CIPP Construction Work mostly completed
 - Bluff Street Lift Station nearing completion
 - Haworth Park Lift Station nearing completion
 - Quail Creek Lift Station under construction
- Prevent maintenance on vehicles

Fleet:

- Typical City vehicle maintenance
- Annual Maintenance of warm weather equipment
- PM of Winter Equipment
- Assisting departments in purchasing of Capital funded vehicles
- PM work on mowing equipment and trailers
- Misc. Fabrication projects

Building Maintenance:

- Misc Painting jobs
- Typical maintenance all city facilities
- All pools splash pads and restrooms open for the summer



We Influence The World!

City of Bellevue Library

2206 Longo Dr., Suite 100 • Bellevue, Nebraska • 68005 • 402-293-3157

M e m o

To: Jim Ristow, City Administrator
From: Julie Dinville, Library Director
Date: 7/29/2026

- The Friends of the Bellevue Public Library recently received a \$500 grant from the Bellevue chapter of Altrusa International to enhance the Books for Babies program that the Friends sponsor. The program now celebrates children from birth through age 5 who are getting their first library card. Families are now able to choose from English and Spanish versions of "Llama, Llama Red Pajama" by Anna Dewdney and "Don't Let the Pigeon Drive the Bus" by Mo Willems. Three other titles are also offered as choices with both board books and easy picture books available.
- The 2026 Summer Library Programs continue to be very popular at the library. Among the many events in July for children have included Toddler Art: Gruffalo Pudding Painting, Pizza and a Movie, Paper Plate Unicorns, Coloring with First Responders, Spanish Storytime, and Wildlife Encounters. For their finale, families will enjoy a program by magician Jeff Quinn on Saturday, Aug. 1. Teens have also had many opportunities to take part in activities including Babysitting Certification classes with the Nebraska Extension Service, ArtVibe: Gooseplosion, K-Pop Takeover, the Art of Henna, and Journal Studio. The teens will finish with two perennially popular events: the Tiny Art Show and the Teen Nailed It baking contest. For both contests, the public are given online links to help pick the contest winners. Both the Children's and the Teen programs continue through Aug. 1.
- The Bellevue Library Foundation recently donated \$300 to help purchase additional Tonies audio items for the Children's collection. The donation allowed the library to purchase two additional sound boxes and four new Tonie kits to bring the total number of Tonie figurine kits to 21. A Toniebox is a wireless, child-friendly audio device, that is designed to help kids play and learn independently. Tonie figures attach to the top of the boxes and play stories and songs.
- The library served as a collection site for Bellevue Better Together's drive to collect school supplies for students in the Bellevue School District. Community members were able to drop off several tubs' full of school supplies from mid-June to mid-July.
- The library recently completed a print and online survey of community members as part of the process of again seeking accreditation with the Nebraska Library Commission. The library will be up for accreditation this fall, with the application due before Oct. 1. Accreditation allows the library to be eligible for state aid and some government sponsored grants. The accreditation process cycle is now every five years.
- The Youth Services Department of the Bellevue Public Library will be hosting their annual National Night Out Event at the library on Tuesday, Aug. 4, from 5:30 to 7:30 p.m.
- Per their bylaws, the Bellevue Library Advisory Board does not meet in the month of July. Their next regular meeting will be Wednesday, Aug. 19.



City of Bellevue

Fire Department

211 West 22nd • Bellevue, Nebraska 68005 • (402) 293-3153

Bellevue Fire Department Council Report

Report Date 7/26/2026

A. General Items:

- QA/QI
- Hosted Leadership Bellevue on July 15th for public safety day.
- Captain promotional exam August 13th.
- Chest pain committee meeting next week @ Nebraska Medicine Omaha
- EMS Bureau meeting next week
- Stroke committee meeting in two weeks @ BMC
- Dr. Ernest and I have five paramedic anniversary meetings scheduled in the next week
-

B. Training:

- Continue boat training.
- Training with MUD on gas filled structures July 29th, 30th, 31st.
- New Recruit Academy begins August 10th
- OB Emergencies

C. Inspections , Fire Prevention and Public Education

Plan Reviews:

- Inspection Tregaron Ridge Apts.
- Inspection Sunrise Motel 303 Fort Crook Rd.
- Plan review fire sprinkler 10601 S. 15th St.
- Inspection of fire work removal.
- Donkey Barn Underground fire line inspection
- Taco Bell Final inspection
- 2009 Franklin Hydro test
- Los Solesitas CO
- Blue Buffalo Courtesy inspection
- Sunshine Motel Complaint inspection





City of Bellevue

Fire Department

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- 23 Flats Courtesy inspection
- Chandler Bar liquor license
- Alley FW stand violation
- La Petite CO inspection
- Tregaron Ridge Apartments Complaint inspection
- 5020 Copper Creek Inspection follow up
- Sunshine Motel follow up inspection
- 2814 Comstock Firewatch follow up
- 23 Flats all buildings final

Fire Prevention/Public Education:

The BFD had 9 encounters with the community via Fire Prevention in July.

- 1 New Smoke and CO detector install
- 2 Detector "inspections"
- 1 Detector whole house swap
- 1 Middle School "day of teaching"
- 1 Community non cert CPR class
- 1 Daycare Visits W/ rigs
- 1 Home School collective Fire Safety Presentation
- 1 Station Tour

Especially note worthy were the middle school and CPR class experiences. Bryan Middle school reached out and requested the BFD spend a day teaching all the summer school students "Fire Safety". A presentation was prepared and approved by OPS. The BFD was set up in the library and all classes rotated through each receiving a 1-hour presentation. The Principle was very satisfied with the outcome. Second, a group of Hanson Lake residents reached out wanting a CPR class. The BFD offers a "non cert" class using the "AHA Friends and Family Program". The class was held on a Saturday Morning and was very well attended. E41 assisted making sure each participant received correct hands on instruction on the CPR mannequins.



City of Bellevue

Fire Department

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D. Calls:

Fire – 479

Rescue –109

E. Ambulance Billing

June 1-30-2026

\$ 299,050.40 in claims sent to health insurance companies June 1 - 30, 2026 (344 insurance claims).

<\$134,572.68> approximate amount we will have to write off due to mandatory adjustments/write-offs
(45% of \$299,050.40)

=====

\$ 164,477.72 the anticipated, approximate net revenue from these insurance billings

Deposited into Bank:

\$140,474.24 deposited into the bank June 1 - 30, 2026

8,879.41 additional revenue in Credit/Debit/HSA card payments

=====

\$149,353.65 TOTAL June 1 - 30, 2026 rescue fee revenue

\$335,456.34 This figure represents the total “patient responsibility” balance due, as of 06.30.2026 for the past 30-180 days.



City of Bellevue

Fire Department

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F. Manpower Report Staffing

Staffing Report from 6/29/2026 through 7/5/2026

Monday	AM	T21, E41, T31	3 Person	
Monday	PM	E1, T21, E41, T31	3 Person	
Tuesday	AM	Full		
Tuesday	PM	Full		
Wednesday	AM	Full		
Wednesday	PM	Full		
Thursday	AM	T21	3 Person	
Thursday	PM	Full		
Friday	AM	Full		
Friday	PM	T21	3 Person	
Saturday	AM	E1, T21, E41, T31	3 Person	
Saturday	PM	T21	3 Person	
Sunday	AM	T31, T21	3 Person	
Sunday	PM	T31, T21	3 Person	

Staffing Report from 7/6/2026 through 7/12/2026

Monday	AM	Full		
Monday	PM	T21	3 Person	
Tuesday	AM	Full		
Tuesday	PM	Full		
Wednesday	AM	E1, T21, T31	3 Person	
Wednesday	PM	E1, E41, T31	3 Person	
Thursday	AM	E1, E41, T31	3 Person	
Thursday	PM	E1	3 Person	
Friday	AM	T31	3 Person	
Friday	PM	T31, E41	3 Person	
Saturday	AM	E1, E41, T31	3 Person	
Saturday	PM	E1, E41, T31	3 Person	
Sunday	AM	E41 3 Person	T21 Closed	
Sunday	PM	E1, T21, E41, T31	3 Person	



City of Bellevue

Fire Department

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Staffing Report from 7/13/2026 through 7/19/2026

Monday	AM	Full	
Monday	PM	Full	
Tuesday	AM	E1, T21,T31, E41	3 Person
Tuesday	PM	E41	3 Person
Wednesday	AM	E1, T21,T31	3 Person
Wednesday	PM	Full	
Thursday	AM	T31	3 Person
Thursday	PM	Full	
Friday	AM	Full	
Friday	PM	Full	
Saturday	AM	E1, T21,T31	3 Person
Saturday	PM	E1, T21,T31	3 Person EMS Closed
Sunday	AM	E41	3 Person
Sunday	PM	E41	3 Person

Staffing Report from 7/20/2026 through 7/26/2026

Monday	AM	E1, E41	3 Person
Monday	PM	E1, E41	3 Person
Tuesday	AM	E41, T31	3 Person
Tuesday	PM	Full	
Wednesday	AM	E41	3 Person
Wednesday	PM	Full	
Thursday	AM	Full	
Thursday	PM	Full	
Friday	AM	E1, T31	3 Person
Friday	PM	E1, E41, T31	3 Person
Saturday	AM	E1, T21,T31, E41	3 Person
Saturday	PM	E1, T21,T31, E41	3 Person
Sunday	AM	E1, T21,T31, E41	3 Person
Sunday	PM	E1, T21,T31, E41	3 Person

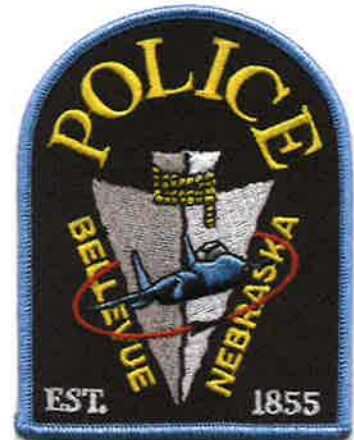
BELLEVUE POLICE DEPARTMENT **MEMORANDUM**

TO: Mr. Ristow

FROM: Ken Clary

SUBJECT: July 2026 Directors Report

DATE: July 28, 2026



- 7/07 – City Council Meeting
 - Representative Mike Flood Town Hall Meeting
- 7/14 – Budget Committee Meeting
- 7/15 – Code Enforcement Hearing
- 7/20 – Meeting with Maj. Rich Odom – 55th SF
 - Traffic Safety Meeting
- 7/21 – City Council
 - Investigation Overview
- 7/30 – Impaired Driving Summit

Financials

The City's Forecast for the 2025-2026 Budget Year, as of July 29, 2026, indicates actual results will be in line with budgeted amounts for the year. Some revenue shortfall, covered by reduced expenditures.

City of Bellevue**2025-2026 Forecast as of July 29, 2026**

	Budget	Preliminary Forecast	Better / (Worse)
Fund Balance (Cash) at 9/30/2025	\$ 45,632,077.25	\$ 52,673,782.19	\$ 7,041,704.94
Plus: FYE2026 Revenues	\$ 197,094,581.00	\$ 188,129,762.00	\$ (8,964,819.00)
FYE2026 Total Resources Available	\$ 242,726,658.25	\$ 240,803,544.19	\$ (1,923,114.06)
Less: FYE2026 Expenditures	\$ 197,094,581.00	\$ 188,862,686.00	\$ 8,231,895.00
Forecasted Balance of Cash Reserves at 9/30/2026	\$ 45,632,077.25	\$ 51,940,858.19	\$ 6,308,780.94

The City currently has \$131,215,000 of outstanding debt (bonds). Of that amount, \$58,790,000 is related to the Bellevue Bay Waterpark project.

Issued Bond Debt (Principal) at 7/29/2026**Outstanding Principal**

Wastewater Debt	\$ 590,000.00	
General Obligation Bond Fund Debt	\$ 47,330,000.00	
General Fund Debt	\$ 24,505,000.00	
Total Debt of City excluding Waterpark Debt	\$ 72,425,000.00	1.07% of valuation
Waterpark Debt	\$ 58,790,000.00	
Total City of Bellevue Debt	\$ 131,215,000.00	1.94% of valuation

Preliminary Valuation

\$ 6,764,508,162

The City has the following cash balances as of 7/29/2026:

<u>Cash & Cash Equivalents</u>	<u>7/29/2026</u>	<u>7/29/2025</u>
General Fund	\$ 26,506,344.87	\$ 36,889,929.43
Solid Waste	\$ 711,615.47	
Wastewater	\$ 7,187,866.39	\$ 7,250,907.05
Medical Self Funding	\$ 787,961.97	
Community Betterment	\$ 4,741,554.69	\$ 4,593,628.60
Economic Development LB840	\$ 3,127,428.81	\$ 2,421,598.37
Community Development	\$ 127,600.32	\$ 102,633.95
Law Enforcement Trust	\$ 236,776.01	\$ 188,631.93
Federal Forfeitures	\$ 69,508.11	\$ 78,432.31
G.O. Bonds	\$ 12,031,297.89	\$ 16,363,004.94
Total Cash & Cash Equivalents	\$ 55,527,954.53	\$ 67,888,766.58