

**CITY OF SEWARD**  
**City Council**  
**Regular Meeting**  
**Agenda**

---

**Tuesday, February 4,  
2020**

**7:00 PM**

**Municipal Building Council Chambers**

---

**NOTICE IS HEREBY GIVEN** that a meeting of the City Council of the City of Seward, Nebraska will be held at 7:00 PM on Tuesday, February 4, 2020, in Municipal Building Council Chambers 142 North 7th St, Seward, NE 68434, which meeting will be open to the public. The Mayor and City Council reserve the right to adjourn into Closed Session as per Section 84-1410 of the Nebraska Revised Statutes. An Agenda for such meeting, kept continually current, is available at the Office of the City Clerk, 537 Main Street, Seward, Nebraska, during normal business hours. Individuals requiring physical or sensory accommodations, who desire to attend or participate, please contact the City Clerk's Office at 402.643.2928 no later than 3:30 PM on the Friday preceding the Council Meeting.

City financial claims and related invoices will be available for Council member review, audit and voluntary signatures at Council Chambers beginning 30 minutes prior to the scheduled meeting time.

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**DISCLOSURE OF OPEN MEETINGS ACT & OTHER NOTIFICATIONS**

This is an Open Meeting of the Seward Nebraska Governing Body. The City of Seward abides by the Nebraska Open Meetings Act in conducting business. A copy of the Nebraska Open Meetings Act is displayed on the north wall of this meeting room facility as required. Disclosure of meeting recording processes is posted in the Meeting Room. A participant sign-in sheet is available for use by any Citizen addressing the Council. Presenters shall approach the podium, state their name & address for the Clerk's record and are asked to limit remarks to five minutes. All remarks shall be directed to the Mayor who shall determine by whom any appropriate response shall be made. The City of Seward reserves the right to adjust the order of items on this Agenda if necessary and may elect to take action on any of the items listed.

**ROLL CALL**

**MINUTES**

1. Draft Minutes of January 21, 2020 - City Clerk Otte

**CONSENT AGENDA**

1. Claims & Payables Reports
2. Infrastructure Cost Items Reimbursable Back to the City

**CONFIRMATION OF MAYOR APPOINTMENTS**

1. Reappoint Randy Chapp to the Park and Recreation Board for a 3-Yr Term

2. Reappoint Mike Hecker to the Community Redevelopment Authority for Tax Increment Financing (CRA) for a 5-Yr Term
3. Reappoint Curt Sherman and Stan Obermueller to the Citizen Advisory Review Committee (Economic Development Plan) for a 3-Yr Term
4. Reappoint Claudia Horton and Patty Payne to the Cemetery Board for a 3-Yr Term
5. Reappoint Juanita Goings to the Civic Center Commission for a 3-Yr Term
6. Reappoint Ann Underwood and Trish Johnson (Resident) to the LB840 Sales Tax Application Review Board for Economic Development for a 3-Yr-Term
7. Reappoint Georgia Hackworth to the Housing Authority for a 5-Yr Term
8. Appoint Trish Johnson (Replace Gary Pomeranke), and Reappoint John Owens and Ann Underwood to the CDBG Application Review Board for Economic Development (Program Loan Reuse) for a 3-Yr Term
9. Reappoint Boyd Gabel to the Housing Appeals Board for a 3-Yr Term

#### **ADMINISTRATIVE ITEMS**

1. Presentation and Acceptance of 2018-2019 Annual Audit - AMGL, PC
2. Resolution Awarding Bid for Karol Kay Blvd, Bader-Hillcrest Federal Aid City Project URB-6763(1) to ME Collins Contracting Company, Inc in the Amount of \$804,428.36 and Approving Plans and Specifications Used in the Nebraska Department of Transportation Bidding Process - City Administrator Butcher
3. An Ordinance to Vacate Utility Easements on Lots 1, 2, 3, 4, 5, 6, 7, 8, and 9, Block 2 in the Plat Entitled "Fairway Woods Addition", City of Seward - City Administrator Butcher
4. Master Agreement with Short Elliott Hendrickson, Inc for Contracted Engineering Services - City Administrator Butcher
  - A. General Services Agreement with Short Elliott Hendrickson, Inc for Contracted Engineering Services for Revisions to the Water Main Plans - City Administrator Butcher
5. Resolution Approving the Upper Big Blue Natural Resources District Multi-Jurisdictional Hazard Mitigation Plan Update - City Administrator Butcher

#### **REPORTS**

1. City Administrator's Report - City Administrator Butcher

#### **FUTURE REQUESTS FOR COUNCIL AGENDA ITEMS OR ADMINISTRATIVE ACTION**

#### **ANNOUNCEMENT OF UPCOMING EVENTS**

#### **STRATEGY SESSION**

1. Strategy Session with City Attorney to Provide Negotiation Guidance Concerning Real Estate Interests at the Commercial Rail Campus Development Area - City Atty Hoffschneider

#### **MOTION TO ADJOURN**

## Master Agreement for Professional Services

This Master Agreement for Professional Services is effective as of February 4, 2020 between City of Seward, Nebraska ("Client") and Short Elliott Hendrickson Inc. ("Consultant").

By entering into this Agreement, Client agrees to utilize the professional services of Consultant and Consultant agrees to provide the professional services described in this Agreement, exhibits or attachments. The attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 07.14.16) shall apply to all work performed by Consultant on behalf of Client. Individual projects requested by Client on an as needed basis and accepted by Consultant will be described in Supplemental Letter Agreements ("SLA") with other optional exhibits and attachments cited. Nothing herein shall be deemed to require Client to retain Consultant or require Consultant to provide services beyond those specified in Supplemental Letter Agreements.

The following optional exhibits may be attached to an SLA: Exhibit A-1 for Hourly Payments, Exhibit A-2 for Lump Sum Payments, and Exhibit B for Resident Project Representative Duties/Responsibilities.

This Master Agreement for Professional Services, General Conditions, Exhibits, and Attachments to Exhibits (collectively referred to as the "Agreement") represent the entire understanding between Client and Consultant and supersedes all prior contemporaneous oral or written agreements with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all Exhibits unless alternate terms have been specifically agreed to on the SLA under "Other Terms and Conditions". The SLA shall take precedence over Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

**Short Elliott Hendrickson Inc.**

**City of Seward, Nebraska**

By: \_\_\_\_\_



Jake Vasa, PE

Title: Client Service Manager

By: \_\_\_\_\_

Title: Mayor

x:\p\ts\sewac\154187\1-gen\10-setup-cont\03-proposal\master agreement\_sewac - 2020.02.04.docx

**Exhibit A-1**  
**to Agreement for Professional Services**  
**Between City of Seward, Nebraska (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated February 4, 2020**

**Payments to Consultant for Services and Expenses**  
**Using the Hourly Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

**A. Hourly Basis Option**

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

**B. Expenses**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

### **C. Equipment Utilization**

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

I:\civil\\_seh agreements\city of seward, ne\exhibit a1\_sewac.docx

**Exhibit A-2**  
**to Agreement for Professional Services**  
**Between City of Seward, Nebraska (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated February 4, 2020**

**Payments to Consultant for Services and Expenses**  
**Using the Lump Sum Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

**A. Lump Sum Basis Option**

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

**B. Expenses Not Included in the Lump Sum**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

I:\civil\\_seh agreements\city of seward, ne\exhibit a2\_sewac.docx

**Exhibit B**  
**to Agreement for Professional Services**  
**Between City of Seward, Nebraska (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated February 4, 2020**

**A Listing of the Duties, Responsibilities and**  
**Limitations of Authority of the Resident Project Representative**

Through more extensive on site observations of the construction work in progress and field checks of materials and equipment by the Resident Project Representative (RPR), Consultant shall endeavor to provide further protection for Client against defects and deficiencies in the work of contractor (Work); but, the furnishing of such services will not make Consultant responsible for or give Consultant control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for contractor's failure to perform the Work in accordance with the Contract Documents. Contract Documents are the documents that govern or are pertinent to contractor's Work including but not limited to the agreement between Client and contractor, the contractor's bid, the bonds, specs, drawings, field orders, addenda, clarifications, interpretations, approved shop drawings and reports collectively called the Contract Documents. The duties and responsibilities of the RPR are further defined as follows:

**A. General**

RPR is an agent of Consultant at the site, will act as directed by and under the supervision of Consultant, and will confer with Consultant regarding RPR's actions. RPR's dealings in matters pertaining to the on site work shall in general be with Consultant and contractor keeping the Client advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of contractor. RPR shall generally communicate with Client with the knowledge of and under the direction of Consultant.

**B. Duties and Responsibilities of RPR**

1. Schedules: Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with Consultant concerning acceptability.
2. Conferences and Meetings: Attend meetings with contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison:
  - (a) Serve as Consultant's liaison with contractor, working principally through contractor's superintendent and assist in understanding the intent of the Contract Documents; and assist Consultant in serving as Client's liaison with contractor when contractor's operations affect Client's on-site operations.
  - (b) Assist in obtaining from Client additional information, when required for proper execution of the Work.
4. Shop Drawings and Samples\*:
  - (a) Record date of receipt of shop drawings and samples.
  - (b) Receive samples furnished at the site by contractor, and notify Consultant of availability of samples.
  - (c) Advise Consultant and contractor of the commencement of any Work requiring a shop drawing or sample if the submittal has not been approved by Consultant.
5. Review of Work, Observations and Tests:
  - (a) Conduct on-site observations of the Work in progress to assist Consultant in determining if the Work is in general proceeding in accordance with the Contract Documents.
  - (b) Report to Consultant whenever RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Consultant of

- Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
- (c) Determine if tests, equipment and systems start-ups and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to Consultant appropriate details relative to the test procedures and start-ups.
  - (d) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to Consultant.
6. Interpretation of Contract Documents: Report to Consultant when clarification and interpretations of the Contract Documents are requested by contractor and transmit to contractor clarifications and interpretations as issued by Consultant.
  7. Modifications: Consider and evaluate contractor's suggestions for modifications in drawings or specifications and report with RPR's recommendations to Consultant. Transmit to contractor decisions as issued by Consultant.
  8. Records:
    - (a) Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents including all addenda, change orders, field orders, additional drawings issued subsequent to the execution of the construction contract, Consultant's clarifications and interpretations of the Contract Documents, progress reports, and other related documents.
    - (b) Keep a diary or log book, recording contractor hours on the job site, weather conditions, data relative to questions of change orders, or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant.
    - (c) Record names, addresses and telephone numbers of all contractors, subcontractors and major suppliers of materials and equipment.
  9. Reports:
    - (a) Furnish Consultant periodic reports as required of progress of the Work and of contractor's compliance with the progress schedule and schedule of shop drawing and sample submittals.
    - (b) Consult with Consultant in advance of scheduled major tests, inspections or start of important phases of the Work.
    - (c) Draft proposed change orders and Work, obtaining backup material from contractor and recommend to Consultant change orders, and field orders.
    - (d) Report immediately to Consultant and Client upon the occurrence of any accident.
  10. Payment Requests: Review applications for payment with contractor for compliance with the established procedure for their submission and forward with recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.
  11. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to Consultant for review and forwarding to Client prior to final payment for the Work.
  12. Completion:
    - (a) Before Consultant issues a certificate of substantial completion, submit to contractor a list of observed items requiring completion or correction.
    - (b) Conduct final inspection in the company of Consultant, Client, and contractor and prepare a final list of items to be completed or corrected.
    - (c) Observe that all items on final list have been completed or corrected and make recommendations to Consultant concerning acceptance.

**C. Limitations of Authority**

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Client.
2. Shall not exceed limitations of Consultant's authority as set forth in the Agreement for Professional Services.
3. Shall not undertake any of the responsibilities of contractor, subcontractors or contractor's superintendent.
4. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
5. Shall not accept shop drawing or sample submittals from anyone other than contractor.
6. Shall not authorize Client to occupy the Project in whole or in part.
7. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by Consultant.

I:\civil\\_seh agreements\city of seward, ne\exhibit b\_sewac.docx

# General Conditions of the Agreement for Professional Services

## SECTION I – SERVICES OF CONSULTANT

### A. General

1. Consultant agrees to perform professional services as set forth in the Agreement for Professional Services or Supplemental Letter Agreement ("Basic Services"). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

### B. Schedule

1. Unless specific periods of time or dates for providing services are specified, Consultant's obligation to render services hereunder will be for a period which may reasonably be required for the completion of said services.
2. If Client has requested changes in the scope, extent, or character of the Project or the services to be provided by Consultant, the time of performance and compensation for Consultant's services shall be adjusted equitably. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from delays beyond Consultant's control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform its services in accordance with professional skill and care, then Consultant shall be entitled to a equitable adjustment in schedule and compensation.

### C. Additional Services

1. If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant's effort required to perform its services under this Agreement exceeds the stated fee for Basic Services, then Consultant shall promptly notify the Client regarding the need for additional services. Upon notification and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional services, and to an extension of time for completion of additional services absent written objection by Client.
2. Additional services shall be billed in accord with agreed upon rates, or if not addressed, then at Consultant's standard rates.

### D. Suspension and Termination

1. If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon 7 days written notice or, at its option, accept an equitable adjustment of rates and amounts of compensation provided for elsewhere in this Agreement to reflect reasonable costs incurred by Consultant.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
3. This Agreement may be terminated by either party upon thirty days' written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the services hereunder and/or the termination of this Agreement.
4. In the event of termination, Consultant shall be compensated for services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

## SECTION II – CLIENT RESPONSIBILITIES

### A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to Client's requirements for the services provided by Consultant and access to all public and private lands required for Consultant to perform its services.
2. The Consultant is not a municipal advisor and therefore Client shall provide its own legal, accounting, financial and insurance counseling and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant's services, including but not limited to, previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning, deed and other land use restrictions; as-built drawings, electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.
3. Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant's services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide services in a timely manner.
4. Client shall require all utilities with facilities within the Client's Project site to locate and mark said utilities upon request, relocate and/or protect said utilities as determined necessary to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant's reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.

## SECTION III – PAYMENTS

### A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoices 30 days past due. Consultant reserves the right to retain Instruments of Service until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding services or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable costs and disbursements, including reasonable attorney's fees, incurred in connection with collecting amounts owed by Client.
2. Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation.
3. Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices without the necessity of any mediation proceedings.

## SECTION IV – GENERAL CONSIDERATIONS

### A. Standards of Performance

1. The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its services.
2. Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by Consultant. Client acknowledges Consultant will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. Consultant shall have no authority over or responsibility for the contractor's acts or omissions, nor for its means, methods or procedures of construction. Consultant's services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work.
3. If requested in the scope of a Supplemental Letter Agreement, then Consultant may provide an Opinion of Probable Construction Cost. Consultant's Opinions of Probable Construction Cost provided for herein are to be made on the basis of Consultant's experience and qualifications and represent Consultant's best judgment as a professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Construction Cost prepared by Consultant. If Client wishes greater assurance as to probable Construction Cost, Client shall employ an independent cost estimator or negotiate additional services and fees with Consultant.

### B. Indemnity for Environmental Issues

1. Consultant is not a user, generator, handler, operator, arranger, storer, transporter or disposer of hazardous or toxic substances, therefore the Client agrees to hold harmless, indemnify and defend Consultant and Consultant's officers, directors, subconsultant(s), employees and agents from and against any and all claims, losses, damages, liability and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site.

### C. Limitations on Consultant's Liability

1. The Client hereby agrees that to the fullest extent permitted by law, Consultant's total liability to the Client for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not exceed five hundred thousand dollars (\$500,000). In the event Client desires limits of liability in excess of those provided in this paragraph, Client shall advise Consultant in writing and agree that Consultant's fee shall increase by 1% for each additional five hundred thousand dollars of liability limits, up to a maximum limit of liability of five million dollars (\$5,000,000).
2. Neither Party shall be liable to the other for consequential damages, including, without limitation, lost rentals, increased rental expenses, loss of use, loss of income, lost profit, financing, business and reputation and for loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them.
3. It is intended by the parties to this Agreement that Consultant's services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated

with this Agreement. The Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors, and Client knowingly waives all such claims against Consultant individual employees, officers or directors.

### D. Assignment

1. Neither party to this Agreement shall transfer, sublet or assign any rights under, or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this subsection shall be null and void.

## SECTION V – DISPUTE RESOLUTION

### A. Mediation

1. Any dispute between Client and Consultant arising out of or relating to this Agreement or services provided under this Agreement, (except for unpaid invoices which are governed by Section III), shall be submitted to nonbinding mediation as a precondition to litigation unless the parties mutually agree otherwise. Mediation shall occur within 60 days of a written demand for mediation unless Consultant and Client mutually agree otherwise.

### B. Litigation – Choice of Venue and Jurisdiction

1. Any dispute not settled through mediation shall be settled through litigation in the state where the Project at issue is located.

## SECTION VI – INTELLECTUAL PROPERTY

### A. Proprietary Information

1. All documents, including reports, drawings, calculations, specifications, CADD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service ("Instruments of Service") and Consultant retains all ownership interests in Instruments of Service, including all available copyrights.
2. Consultant shall retain all of its rights in its proprietary information including, without limitation, its methodologies and methods of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge and experience possessed by Consultant prior to, or acquired by Consultant during, the performance of this Agreement and the same shall not be deemed to be Work Product or Work for Hire and Consultant shall not be restricted in any way with respect thereto.

### B. Client Use of Instruments of Service

1. Provided that Consultant has been paid in full for its services, Client shall have the right in the form of a license to use Instruments of Service resulting from Consultant's efforts on the Project. Consultant shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by Consultant and its subconsultants and the right to reuse component information contained in them in the normal course of Consultant's professional activities. Consultant shall be deemed to be the author of such Instruments of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.
2. Records requests or requests for additional copies of Instruments of Services outside of the scope of services are available to Client subject to Consultant's current rate schedule.

### C. Reuse of Documents

1. All Instruments of Service prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse of the Instruments of Service without written consent or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant; and the Client shall release Consultant from all claims arising from such use. Client shall also defend, indemnify and hold harmless Consultant from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from reuse of Consultant documents without written consent.

CLAIMS LIST

2-4-20

COUNCIL MEETING

Abbreviations: Bu, Building Upkeep; Eq, Equipment; Ex, Expense; Gu, Ground Upkeep; Inv, Inventory; Ma, Maintenance; Mi, Mileage; Misc, Miscellaneous; Re, Repairs; Sa, Salaries, Se, Services; Su, Supplies; Ut, Utilities, CI, Capital Improvements, Gu, Grounds Upkeep.

Anderson Technologies Inc	Ma	453.59
Arrow Architecture	Se	60.00
Bertrand Tami	Misc	288.26
Bockoven Tyler	Misc	164.12
Border States Industries	Re	1,988.01
Capital Overhead Door Co	Re	190.91
Carroll Construction Supp	Su	704.00
Chase Card Service		2,366.99
Walmart	Su, Meals	199.13
WPSG, Inc	Eq	28.19
Intersport Group, Inc	Eq	194.98
Scheels	Aqua Chem Donation -Awards	100.00
Total Tool Supply	Tools	205.81
Too Fast Supply	Su	55.25
Amazon Mktp	Su	142.59
OSI*UnitedStatesFlag	Flags	71.90
Runza	Meals	80.32
Pac N Save	Meals	23.98
Amazon.com	Su	241.36
Talech	Se	67.00
UNL Agronomy Hort	Trng	80.00
Sams Club	Meals, Su	306.19
Super Saver	Meals	22.05
MSFT	Se	105.94
Lou & Mary Annes Bar	Meals	142.30
Humanities Nebraska	Ex	300.00
City Seward Electric Fund	Util	40,160.51
City Seward Library Petty	Su	163.89
City Seward Payroll Accou	Payroll	153,198.10
Commonwealth Electric Co	Ci	16,136.00
Continental Fire/Alarm/De	Bu	234.01
Control Services Inc	Ci	38,870.00
D J Gongol & Associates	Ma	3,495.26
Danko Emergency Equipment	Eq, Tools	295.65
Ditch Witch Undercon	Re	2,636.40
Double E Equipment Repair	Re	179.06
Eakes Office Solutions	Su	9.28
Ed Schulz LLC	Su	1,677.72
Emergency Medical Product	Su	482.00
Farmers Coop Seward	Su, Re	232.64
Fastenal Company	Su	559.24
First Wireless Inc	Se	2,410.00
Firstar Fiber Inc	Se	21.94
Galls LLC	Un, Eq	168.84
Graham Tire	Re	1,266.30
Great Plains Communication	Se	586.00
Hach Company	Su	390.06
Hackbart Cory	Misc	53.02
Hamilton Equipment Company	Re	108.84
Heartland Tires & Treads	Re	5,454.18

Helmlink Printing/Grph Inc	Su	342.00
Higgins Tylor	Re	405.00
Hireright LLC	Se	147.09
Hoffschneider Law Pc LLO	Se	4,500.00
Husker Electric Supply Co	Re, Su, Bu	964.75
Hydraulic Equipment Servi	Tools	181.37
J C I Industries Inc	Bu	214.41
J E O Consulting Group In	Se	1,026.25
Jacobsen Rock & Gravel	Ma, Su	16,701.03
Last Mile Network Consult	Se	75.30
Lincoln Tree Service Inc	Se	4,750.00
L-Tron Corp	Su	48.50
Matheson Tri-Gas Inc	Su	259.20
Merchant Job Trainin	Trng	550.00
Mid-American Benefits Inc	Ins	427.00
Midwest Petroleum Equip	Eq	215.66
Nebraska D A S Acct OCIO	Se	231.00
Nebraska Equipment Inc	Re	327.95
Nebraska Health Environme	Se	867.00
Nebraska Revenue	Lodging Tax	499.05
Norris Public Power Distr	Util	1,000.92
Olsson	Se	6,992.24
O'Reilly Automotive Inc	Re, Su	604.86
Orscheln Farm & Home	Su, Bu, Re, Tools	978.31
Plains Equipment Group In	Re, Eq	141.05
Plunkett's Pest Control	Bu	61.61
Quill Corp	Su	211.34
Rathjen Shad	Un	59.91
Resco (Rural Elec Su Coop	Tools	1,075.00
Seward County Chamber & D	Misc, Ex	321.55
Skarshaug Testing Laborat	Eq	246.79
Time Warner Cable	Se	709.39
U S Cellular	Se	214.19
United Rentals	Re	1,485.69
Verizon Wireless	Se	300.77
	CLAIMS TOTAL	<u>\$322,141.00</u>

## CITY ADMINISTRATORS REPORT – 2/4/20

- Assisted on a number of economic development projects.
- Continued to work on a number of agreements and documents related to Scoular project.
- Reviewed and worked with Golf Shop Manager and Mayor on City's Application for Liquor License.
- Worked with SENDD on CDBG Reuse Applications for Café on the Square, Bottle Rocket Brewing, and the Alps Dog Retreat.
- Worked with SENDD on EDA Grant Opportunity for the Wastewater Treatment Plant, presented to Committee in Lincoln on potential project.
- Continued to work with FEMA on projects.
- Worked on items related to Karol Kay Grant project and audit request filed with Office of the Inspector General.
- Worked on a number of items to transition as former City Engineer Jake Vasa resigned.
- Attended the Seward Elementary School – School Improvement Team Meeting.
- Reviewed and worked on final filings for Fairway Woods easement amendments.
- Conducted phone interviews with potential candidates for City Engineer.
- Reviewed and coordinated with Water/Electric/Zoning/Streets a new platted property north of Walmart.
- Met with Bluestem Energy about potential battery project.

The departments are working on the following projects to name a few:

### **Police Department**

- New CSO Bill Arkel continues to train with staff.
- Assisted with notifications or removals related to snow clearing.
- Attended a drug overdose data focus group.

### **Clerks Office**

- Reviewing applications for a number of openings.
- Drafting employee handbook changes.
- Helping resolve timesheet issues.
- Processing paperwork for new hires.
- Developing training opportunities for staff and management related to H.R. items.
- Preparing for the February 7<sup>th</sup> Annual Employee Awards Event.
- Suzanne Gligorevic began as an administrative aide.

### **Water/Wastewater Department**

- Working on small water tower controls issues/scada.
- Fixing pH probes at water plant.
- Power wash clarifiers.
- Working on the wastewater plant EDA grant with Administration.
- New jetting system arrived.

### **Parks and Rec/Cemetery/Golf/Pool**

- Working on soccer and baseball forms.
- Moving golf pro shop from clubhouse basement to first floor.
- Snow and ice removal.

### **Electric Department**

- Repairing street lights.
- Trimming trees.
- New substation inspection.
- Working on updating mapping.

- Checking switch cabinets.

#### **Street Department**

- Snow removal, ice breakup, salt and sand....over and over and over.
- Equipment repairs.

#### **Library**

- Spring session after school programs begin.

#### **Building Inspection/Planning Department**

- Processing permits and inspections.
- Reviewing a number of plats.
- Following up with Bauer Underground regarding project/timeline/repairs on 2<sup>nd</sup> St. fiber project.
- Plan review for Memorial Hospital expansion project.

#### **Engineering**

- On site reviews of Rail Campus.
- Assisting with Building Inspection/P&Z matters.
- Follow-up on the Highway 15 turn lane project for the Rail Campus.
- Finalized design work on Highway 15 and Hillcrest water main project.
- Jake's last day will be January 10, 2020.

#### **Finance Department**

- Finalized audit reports, reviewed with City Administration.
- Preparing for January month end financials.
- Made final 2019 TIF payments.

January 21, 2020

The Seward City Council met at 7:00 p.m. on Tuesday, January 21, 2020, with Mayor Joshua Eickmeier presiding and Assistant Administrator /Clerk-Treasurer /Budget & Human Resources Director Bonnie Otte recording the proceedings. Upon roll call, the following Councilmembers were present: Jonathon Wilken, Ellen Beck, Sid Kamprath, Jessica Kolterman, Karl Miller, John Singleton, Chris Schmit, Alyssa Hendrix. Absent: None. Other officials present: City Administrator Greg Butcher and City Attorney Kelly Hoffschneider.

Notice of the meeting was given in advance thereof by the method of communicating advance notice of the regular and special meetings of the City Council of the City of Seward, Nebraska, as stated in Ordinance No. 2015-08, which was adopted on the 5th day of May, 2015; said method stating that the notice of such meeting, with the agenda thereon, be posted in the following places: City Hall, Seward County Courthouse, Municipal Building, and Seward Memorial Library. The certificate of posting notice is attached to these minutes. Notice of this meeting was simultaneously given to the Mayor and all members of the City Council and a copy of their acknowledgment of receipt of notice and the agenda are attached to these minutes. Availability of the agenda was communicated in the advance notice and in the notice to the Mayor and Council of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

#### THE PLEDGE OF ALLEGIANCE

Mayor Eickmeier announced that a copy of the Agenda for this meeting is posted on the north wall of the Municipal Building and copies are available on the north wall where a copy of the Open Meetings Act is also posted for public inspection. He also noted that any citizen wishing to address the Council should come to the podium, state their name and address and limit their comments to five minutes. All remarks should be directed to the Mayor/Chairperson, who will then determine who will make any appropriate response. The City of Seward reserves the right to adjust the order of items on this agenda if necessary and may elect to take action on any of the items listed.

#### 1. APPROVAL OF MINUTES OF JANUARY 7, 2020 COUNCIL MEETING

Councilmember Kamprath moved, seconded by Councilmember Schmit, that the minutes of the January 7, 2019 City Council meeting be approved.

Aye: Wilken, Beck, Kamprath, Kolterman, Miller, Singleton, Schmit, Hendrix  
Nay: None  
Absent: None. Motion carried.

#### 1-5. CONSENT AGENDA CONSIDERATION ITEMS

The following Consent Agenda items were approved in one single motion made by Councilmember Kolterman, seconded by Councilmember Singleton:

1. Claims & Payables Reports
2. City Treasurer Report
3. City Codes Director Report
4. Police Department Report
5. Infrastructure Cost Items Reimbursable Back to the City

CLAIMS LIST  
1-21-20  
COUNCIL MEETING

Abbreviations: Bu, Building Upkeep; Eq, Equipment; Ex, Expense; Ma, Maintenance; Mi, Mileage; Misc, Miscellaneous; Re, Repairs; Sa, Salaries, Se, Services; Su, Supplies; Ut, Utilities, CI, Capital Improvements; GU, Grounds Upkeep.

January 21, 2020

3801 Harney LLC	Light Incentive	17,280.00
Advantage Archives LLC	Se	555.00
Amazon.Com Credit Service	Su, Bu	603.04
Arrow Architecture	Se	480.00
Baker & Taylor	Su	1,870.59
Baldinger Charlotte	Mi	12.18
Baumbach Ronda	Misc	15.00
Bizco Technologies	Se, Su	4,706.59
Black Hills Energy	Ut	1,703.48
Bluestem Network LLC	Se	200.00
Border States Industries	Re, Ci	23,345.74
Capital Business-Cheyenne	Ma	257.00
Carroll Construction Supp	Eq, Ci	974.99
City Seward General Fund	Franchise Fees	259,501.22
City Seward Library Petty	Su	87.12
City Seward Merchant Serv	Ex	1,907.70
City Seward Payroll Accou	Payroll	141,397.95
Commonwealth Electric Co	Re, Ma	2,477.83
Constellation Newenergy	Ut	1,284.27
E M C Insurance Companies	Ins	649.61
Eakes Office Solutions	Su	94.94
Ed Schulz LLC	Ma	1,633.70
Ehrlich Roy D	Su	7.27
F B I Nat'l Academy Assoc	Dues	125.00
Farmers Coop Seward	Su, Re	4,361.02
Fast Mart	Ma, Su	119.91
G & P Development Landfil	Ex, Clean Up Burn Pile	5,586.52
Galls LLC	Un	151.66
Gerhold Concrete Co Inc	Re, Ma	1,253.42
Graybar	Re	1,166.49
H & S Plumbing Heating	Se, Ma	168.90
Helmlink Printing/Grph Inc	Su	58.50
Hobson Automotive & Tire	Re	20.00
Hoffschneider Law Pc LLO	Se	111.76
Husker Electric Supply Co	Re, Inv	516.05
Jackson Services Inc	Su	137.32
Jones Bank	Ex	70.00
Konica Minolta Business S	Su	16.08
Lee's Refrigeration	Re, Bu	130.96
Mead Lumber & Rental-York	Su	37.95
Merchant Job Training	Trng	550.00
Metering & Technology Sol	Inv, Eq	5,534.90
Mid-American Benefits Inc	Ins	1,216.24
Midwest Auto Parts	Su, Re, Ma	467.41
Midwest Automotive	Re	1,425.90
Midwest Laboratories Inc	Se	973.73
Midwest Service & Sales	Re	2,121.00
Midwest Turf Inc	Re	527.70
Mueller Kaleigh	Se	800.00
Municipal Supply Omaha	Re, Su, Inv	455.77
Nebraska Environmental	Se	2,600.00
Nebraska Fire Marshal	Se	60.00
Nebraska Pub Pow-Desmoine	Ut, AMI Agrmt	487,485.97
Nebraska Rural Electric A	Trng	1,050.00
Niemann's Port-A-Pot LLC	Ma	130.00
Norris Public Power Distr	Ut	689.97
Northwest Electric, Llc	Ma	2,542.98
O C L C Inc	Se	208.30
Olsson	Se	2,487.64
One Call Concepts Inc	Se	93.86
One Source Background Che	Se	98.50
Onsolve Intermediate Hold	Se Agrmt	1,814.45

January 21, 2020

O'Reilly Automotive Inc	Re	25.08	
Orscheln Farm & Home	Su, Re, Ma	448.66	
Otte, Timothy	Burn Site Key Refnd	75.00	
Pac 'N' Save Discount Food	Bu, Eq, Su, Re	995.09	
Pankoke Henry W	Se	165.00	
Pollak Douglas W	Un	237.98	
Rembolt Ludtke	Se	500.00	
Resco (Rural Elec Su Coop	Tools	594.41	
Sam's Club (Lib-Rec-Pool)	Su	130.96	
Sayre Chris	Misc	75.00	
Seward County Independent	Ex	1,182.96	
Seward County Treasurer	Se	18,692.50	
Seward Lumber & Home Cent	Su, Gu, Re, Bu	332.01	
Seward School District	Fines, Fees	175.00	
Seward Wind LLC	Ut	36,594.93	
Sports Express	Su	91.80	
Subsurface Solutions	Re	3,872.97	
Time Warner Cable	Se	29.99	
Total Fire & Security Inc	Ma Agrmt	449.40	
Transalarm Inc	Ma Agrmt	348.00	
Ty's Outdoor Power & Serv	Re	3.80	
Valentino's	Ex	64.38	
Verizon Wireless	Se	174.85	
Visa - Pinnacle Bank		1,512.81	
Har*Book		-3.12	
PBS Distribution		28.83	
Hobby-Lobby		20.72	
Walmart		225.57	
Walmart		60.57	
Accucut		942.50	
Har*Internet		27.93	
Adobe*		-25.19	
Masterfit Medical		235.00	
Wesco Distribution Inc	Inv, Re		5,058.43
Windstream Nebraska Inc	Se		1,917.92
Woods & Aitken LLP	Se		118.00
	CLAIMS TOTAL		<u>\$1,062,278.01</u>

Aye: Wilken, Beck, Kamprath, Kolterman, Miller, Singleton, Schmit, Hendrix  
Nay: None  
Absent: None. Motion carried.

\*\*\* Mayor Eickmeier adjusted the order of agenda items and moved up Administrative Item #3.\*\*\*

3. RESOLUTION AWARDING BID FOR KAROL KAY BLVD, BADER-HILLCREST FEDERAL AID CITY PROJECT URB-6763(1) TO ME COLLINS CONTRACTING COMPANY, INC IN THE AMOUNT OF \$804,428.36 AND APPROVING PLANS AND SPECIFICATIONS USED IN THE NEBRASKA DEPARTMENT OF TRANSPORTATION BIDDING PROCESS

Mayor Eickmeier stated that on January 20, 2020 (City recognized holiday), the City received notice from the Eastridge Homeowner's Association, Inc's attorney that the Association was asking for an audit of the project from the OIG (Office of Inspector General). The letter was submitted to the OIG on January 4, 2020; however, the City just received the notice. He stated City legal counsel is recommending tabling the item to the February 4, 2020 City Council meeting to allow time for the City to check into the audit request and to confer with the Nebraska Department of Transportation.

Mayor Eickmeier stated there are procedural concerns with delaying action on the item. He said the delay potentially increases the cost of the project. There is a bid in hand. Postponing action to the next Council meeting doesn't

January 21, 2020

necessarily change this bid. However, if the bid expires and the project has to be relet, there is the risk that the bids would come in higher.

Councilmember Kamprath moved, seconded by Councilmember Kolterman that action on the resolution awarding bid for the Karol Kay Blvd, Bader-Hillcrest federal aid City project URB-6763(1) to ME Collins Contracting Company, Inc in the amount of \$804,428.36 and approving plans and specifications used in the Nebraska Department of Transportation bidding process be tabled.

Aye: Wilken, Beck, Kamprath, Kolterman, Miller, Singleton, Schmit, Hendrix  
Nay: None  
Absent: None. Motion carried.

#### **CONFIRMATION OF MAYOR APPOINTMENTS**

##### **1. APPOINTMENTS**

\*\*\* Councilmember Beck left the room\*\*\*

Councilmember Schmit moved, seconded by Councilmember Singleton, that Mayor Eickmeier's appointment of Cheryl Zumpfe to the Seward Aging Services Commission for a 2-year term (replace Gary Rolf) be confirmed.

Aye: Wilken, Kamprath, Kolterman, Miller, Singleton, Schmit, Hendrix  
Nay: None  
Absent: Beck. Motion carried.

Councilmember Kamprath moved, seconded by Councilmember Wilken, that Mayor Eickmeier's reappointment of Lisa Karel, Martha Bender, and Sandra Wright to the Seward Aging Services Commission for a 2-year term be confirmed.

Aye: Wilken, Kamprath, Kolterman, Miller, Singleton, Schmit, Hendrix  
Nay: None  
Absent: Beck. Motion carried.

\*\*\*Councilmember Beck returned to the meeting\*\*\*

Councilmember Schmit moved, seconded by Councilmember Kolterman, that Mayor Eickmeier's appointment of Dr. Dan Ellis to the Zoning Board of Adjustment for remainder of a 3-year term (replace Craig Adamek) be confirmed.

Aye: Wilken, Beck, Kamprath, Kolterman, Miller, Singleton, Schmit, Hendrix  
Nay: None  
Absent: None. Motion carried.

#### **PUBLIC HEARINGS**

##### **1. PUBLIC HEARING - 7:00 P.M. - PRELIMINARY AND FINAL PLAT OF REPLAT OF BLOCKS 2 & 3, SEWARD RAIL CAMPUS PUD ORIGINAL ADDITION**

Building/Zoning/Code Enforcement Director Tim Dworak stated the main purpose for the replat is to create a boulevard at the entrance of the Seward Rail Campus, to amend lot sizes (potential interested buyer), and to allow for landscaping. He stated the Planning Commission unanimously recommended approval.

Mayor Eickmeier opened the public hearing. With no comment, Mayor Eickmeier closed the public hearing.

City Administrator Butcher stated, with the proposed replat, it was determined the platted 30' right of way along Walker Road is no longer needed.

January 21, 2020

Ordinance No. 2020-2 vacating a portion of City right-of-way of Walker Road between the East ROW Line of Pine Street and the East Line of Seward Rail Campus PUD Original Addition Final Plat was adopted.

Ordinance No. 2020-3 approving the preliminary and final plat of the replat of Blocks 2 & 3, Seward Rail Campus PUD Original Addition, City of Seward was adopted.

2. PUBLIC HEARING - 7:00 P.M. - ORDINANCE FOR TEXT AMENDMENT TO THE UNIFIED LAND DEVELOPMENT ORDINANCE, CODE SECTION 410, ARTICLE 34, OFF STREET PARKING AND LOADING TO ELIMINATE THE REQUIREMENT THAT ALL DRIVE-THRU SERVICES MUST PROVIDE ADEQUATE RUN-AROUND ACCESS FOR VEHICLES NOT IN A DRIVE-THRU QUEUE

Building/Zoning & Code Enforcement Director Tim Dworak stated the current Unified Land Development Ordinance sets the vehicle lane width at 12 feet wide for drive-through queues. In order to provide adequate run-around for vehicles in the drive-through queue, it would require a width of 24 feet for two vehicle lanes. He stated several current drive-through lanes do not meet this standard.

Dworak went on to say that the owners of the I.H. Feary Building and Dairy Queen projects are on hold with regard to drive-through access because of the requirement. Mr. Dworak stated that a survey was done of surrounding communities, and he did not find this requirement in any of the communities. After discussing the requirement with Police Chief Baldwin, with regard to safety, Baldwin did not feel the additional lane was needed. Mr. Dworak stated the Planning Commission unanimously recommended approval.

City Administrator Butcher commented that Richard Burton reviews all of the drive-through lane project requests in Lincoln. Mr. Burton provided some information and conducted an independent plan review. Mr. Burton stated there are a few communities across Nebraska that requires the run-around lane, but not many.

Mr. Butcher stated he met with the property owners of Block 11 and they understand the request of owners of the I.H. Feary property and did not have concerns with eliminating the requirement of the runaround lane.

Mayor Eickmeier opened the public hearing. With no additional comments, Mayor Eickmeier closed the public hearing.

Ordinance No. 2020-4 approving the text amendment to the Unified Land Development Ordinance, Code Section 410, Article 34, Off Street Parking and Loading to eliminate the requirement that all drive-thru services must provide adequate run-around access for vehicles not in a drive-thru queue was adopted.

Councilmember Kolterman moved, seconded by Councilmember Schmit, that the minutes of the proceedings of the Mayor and Council of the City of Seward, Seward County, Nebraska in the matter of passing and approving **Ordinance No. 2020-2**, "AN ORDINANCE TO VACATE A PORTION OF CITY RIGHT-OF-WAY OF WALKER ROAD BETWEEN THE EAST ROW LINE OF PINE STREET AND THE EAST LINE OF SEWARD RAIL CAMPUS PUD ORIGINAL ADDITION FINAL PLAT. AS HEREINAFTER SET FORTH; TO PROVIDE FOR PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM; TO PROVIDE FOR A TIME WHEN THIS ORDINANCE SHALL TAKE EFFECT"; **Ordinance No. 2020-3**, "AN ORDINANCE TO APPROVE THE FINAL PLAT ENTITLED "REPLAT OF BLOCKS 2 AND 3, SEWARD RAIL CAMPUS PUD ORIGINAL ADDITION, CITY OF SEWARD, SEWARD COUNTY, NEBRASKA," AS HEREINAFTER SET FORTH, LOCATED SOUTH OF WALKER ROAD AND WEST OF HIGHWAY 15; TO PROVIDE FOR PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM; TO PROVIDE FOR AN EFFECTIVE DATE HEREOF AND ORDERING THE PUBLICATION OF THE ORDINANCE IN PAMPHLET FORM"; and **Ordinance No. 2020-4**, "AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF SEWARD, CHAPTER 410 ZONING AND SUBDIVISION, ARTICLE 34 OFF STREET PARKING AND LOADING, TO ELIMINATE THE REQUIREMENT THAT ALL

January 21, 2020

DRIVE-THROUGH SERVICES MUST PROVIDE ADEQUATE RUNAROUND ACCESS FOR VEHICLES NOT IN A DRIVE-THROUGH QUEUE; TO REPEAL ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; TO PROVIDE FOR AN EFFECTIVE DATE; TO PROVIDE FOR PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM", be preserved and kept in a separate and distinct volume known as "Ordinance Record, City of Seward, Nebraska", and that said separate and distinct volume be incorporated in and made a part of these proceedings and the same as though it were spread at large herein.

Aye: Wilken, Beck, Kamprath, Kolterman, Miller, Singleton, Schmit, Hendrix  
Nay: None  
Absent: None. Motion carried.

**ADMINISTRATIVE ITEMS**

**1. RESOLUTION DESIGNATING A PORTION OF THE NORTH/SOUTH ALLEY BETWEEN SEWARD STREET AND HIGHWAY 34 (BETWEEN 4<sup>TH</sup> AND 5<sup>TH</sup> STREETS) AS ONE-WAY TRAVEL SOUTH ONLY**

City Administrator Butcher stated he met with the property owners in Block 11 (Block between Seward Street & Hwy 34 and between 4<sup>th</sup> and 5<sup>th</sup> Streets), (Cattle Bank, Sparetime Lounge & Grill, RJ Service, Green Futures Properties) and their recommendation is to make the alley a two-way alley (currently one-way north). I.H. Feary, LLC, if approved would direct drive-through patrons to exit to the south onto Hwy 34. The two-way alley would allow the other property owners to access their property from the north or south.

Mr. Butcher stated the resolution before them suggests a portion of the alley be one-way north and a portion one-way south. However, he is suggesting an amended resolution for two-way traffic.

Councilmember Singleton introduced the following amended resolution:

RESOLUTION NO. 2020-3

WHEREAS, Section 382-2.6 of the City Code of the City of Seward, Nebraska provides that the City may, by Resolution, provide for one-way travel in any street or alley located in the municipality and shall provide for appropriate signs and markings when said street or alley has been so designated by resolution, and

WHEREAS, it is deemed necessary for the protection of the public safety to designate a certain alley hereinafter described from one-way to two-way traffic and to place signs at points on said alley to direct traffic traveling thereon accordingly.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SEWARD, NEBRASKA THAT:

1. The alley running north and south in Block 11, Original Town of the City of Seward, Nebraska, is designated a two-way alley for vehicular traffic, such traffic to travel north or south on said alley and that should they be needed, signs, signals, and devices be erected, maintained and enforced directing the travel of such vehicular traffic accordingly.
2. Appropriate signs or markings shall be placed limiting and prohibiting parking at appropriate locations in accordance with this resolution.
3. All previous resolutions in conflict with this resolution as they relate to the above described area or portion of alley are hereby revoked.

Councilmember Schmit moved, seconded by Councilmember Kamprath that the amended resolution be adopted.

January 21, 2020

Aye: Wilken, Beck, Kamprath, Kolterman, Miller, Singleton, Schmit, Hendrix  
Nay: None  
Absent: None. Motion carried.

Dated: 21st day of January, 2020.

THE CITY OF SEWARD, NEBRASKA

ATTEST:

\_\_\_\_\_  
Joshua Eickmeier, Mayor

\_\_\_\_\_  
Bonnie Otte  
Assistant Administrator/  
Clerk-Treasurer/  
Budget & HR Director

2. RESOLUTION REMOVING PARKING ON THE EAST SIDE OF 14<sup>TH</sup> STREET FROM THE INTERSECTION OF ELM STREET NORTH TO THE INTERSECTION OF SEWARD STREET

City Administrator Butcher stated Doug Brand, 2984 Fletcher Rd, Seward, requested the City Council review the street parking in the area of 300 S 14<sup>th</sup> Street and the congestion during daytime hours. Mr. Butcher stated that Chief Alan Baldwin distributed flyers notifying residents and businesses of the City Council meeting and potential for restricted parking on 14<sup>th</sup> Street. Mr. Butcher stated that the resolution presented eliminates parking on the East side of 14<sup>th</sup> Street from the intersection of Elm Street north to the intersection of Seward Street. After further review, he recommends the restriction end at the intersection of Main Street.

Richard Bollwitt, 233 S 14<sup>th</sup> Street, stated he has concerns with the parking at 303 S 14<sup>th</sup> Street in that the property was originally a single family residence and now houses a business office (Region V). The issue is that the lot does not have enough off-street parking for all of the employees. He inquired as to whether off-street parking could be constructed in front of their office or in the nearby empty lot. He stated the City has never swept the street because there are always cars parked on it.

Jordan Legband, 215 S 14<sup>th</sup> Street, stated he would like to see the parking remain on both sides of the street as it slows down the traffic. Limiting parking to one side of the street limits visibility of the traveling public (can't see activity/kids playing along the residences). He said he feels it safer to allow parking as is (both sides).

Dale Grimes, 319 S 14<sup>th</sup> Street, stated he has no concerns with eliminating the parking on one side of the street. He sees an issue with allowing cars to park up to the intersection (Elm & 14<sup>th</sup> Streets). Trucks are not able to make the turn when cars are allowed to park that close to the intersection. He stated when he built his business, he had to have 14 off-street parking spaces. It seems the single-family residence turned office space should be required to have adequate off-street parking for their business.

City Administrator Butcher commented that they will visit with the County about potential for additional parking to the northwest of their building, as well as other opportunities to lessen the congestion.

Mayor Eickmeier stated the City will continue to monitor the street traffic and congestion on 14<sup>th</sup> Street over the next year and will consider modifications, if needed.

Councilmember introduced the following amended resolution:

RESOLUTION NO. 2020-4

January 21, 2020

WHEREAS, Section 382-4.4 of the City Code of the City of Seward, Nebraska provides that the City may, by Resolution, prohibit or fix the time for parking or stopping of vehicles on any street or streets as may be designated in such resolution, and

WHEREAS, it is deemed necessary to prohibit or fix the time for parking and stopping of vehicles on portions of streets as hereinafter designated in the City of Seward, Nebraska.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SEWARD, NEBRASKA THAT:

1. No vehicles shall be parked or permitted to stand or stop, whether attended or unattended at any time during the day or night on the following describe areas or portions of streets, to-wit:

The east side of 14th Street from the intersection of Elm Street north to the intersection of Main Street.

2. All previous resolutions in conflict with this resolution as they relate of the above described area or portion of street are hereby revoked.

3. Appropriate signs or markings shall be placed limiting and prohibiting parking at appropriate locations in accordance with this resolution.

Councilmember Kolterman moved, seconded by Councilmember Schmit, that the resolution be adopted.

Aye: Wilken, Beck, Kamprath, Kolterman, Miller, Singleton, Schmit, Hendrix  
Nay: None  
Absent: None. Motion carried.

Dated: 21st day of January, 2020

THE CITY OF SEWARD, NEBRASKA

ATTEST:

\_\_\_\_\_  
Joshua Eickmeier, Mayor

\_\_\_\_\_  
Bonnie Otte  
Assistant Administrator/  
Clerk-Treasurer/  
Budget & HR Director

\*\*\*Councilmember Beck left the meeting\*\*\*

4. DESIGNATE JULIE OGDEN, JEO CONSULTING GROUP, INC, AS CONSULTANT TO THE CITY OF SEWARD AS A CLASS A CITY STREET SUPERINTENDENT (LICENSE #S-1407) FOR NDOT PROGRAMING REQUIREMENTS AND INCENTIVE PAYMENTS, EFFECTIVE DECEMBER 6, 2019

City Administrator Butcher stated Street Superintendent Mel Aldrich retired from the City on December 6, 2019. In order for the City to continue receiving incentive payments from Nebraska Department of Transportation (NDOT), the City must name a Street Superintendent. He said, until the position is filled, he recommends naming Julie Ogden, JEO Consulting Group, Inc as the City's Street Superintendent. She has the certification to meet the requirements for NDOT. He stated that after the Street Superintendent or City Engineer (could also hold the required designation) positions are filled, he would recommend leaving Julie named as a backup.

January 21, 2020

\*\*\*Councilmember Beck returned to the meeting.

Councilmember Kolterman moved, seconded by Councilmember Kamprath, that Julie Ogden, JEO Consulting Group, Inc. be appointed as consultant to the City of Seward as a Class A City Street Superintendent (License #S-1407) for NDOT programming requirements and incentive payments, effective December 6, 2019.

Aye: Wilken, Beck, Kamprath, Kolterman, Miller, Singleton, Schmit, Hendrix  
Nay: None  
Absent: None. Motion carried.

5. ANNUAL CERTIFICATION OF FIRE DEPARTMENT LIST

Councilmember Kamprath moved, seconded by Councilmember Schmit, that the annual list of volunteers qualified as active emergency responders, rescue squad members or active volunteer firefighters be certified and filed with the Nebraska Department of Revenue.

Aye: Wilken, Beck, Kamprath, Kolterman, Miller, Singleton, Schmit, Hendrix  
Nay: None  
Absent: None. Motion carried.

6. RESOLUTION AMENDING THE COMPREHENSIVE FEES FOR PARK/RECREATION/GOLF/CEMETERY

Golf Shop Manager Cody Herald presented a request to increase fees for use of the driving range. He stated he did some research and found the City's rates to be low compared to others. He stated that the additional fees would assist with cost of replacing golf balls and maintenance and labor regarding use of the driving range.

Councilmembers Kamprath and Wilken stated they understand the request, but would not want to discourage users, especially learners or people new to the sport.

Councilmember Schmit introduced the following resolution:

RESOLUTION NO. 2020-6

WHEREAS, the City Council of the City of Seward, Nebraska may by resolution fix the amount of Park, Recreation, Golf Course, Camping, and Cemetery fees, and

WHEREAS, it is deemed advisable to establish Park, Recreation, Golf Course, Camping, and Cemetery fees;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SEWARD, NEBRASKA THAT:

The amount of Park, Recreation, Golf Course, Camping, and Cemetery fees shall henceforth be and are hereby fixed as follows to be in full force and effect on and after date of passage:

Seward Youth Sports Programs:

Baseball	\$ 35.00
Basketball	\$ 30.00
Soccer	\$ 30.00
Softball	\$ 35.00
Volleyball	\$ 30.00
Volleyball (Adult)	\$ 35.00
Wrestling	\$ 20.00
Flag Football	\$ 30.00

January 21, 2020

Tackle Football	\$ 35.00
Tennis	\$ 25.00

**Seward Dowding Swimming Pool:**

Adult (18-54)	\$ 5.00 per day
Youth (3-17)	\$ 4.00 per day
Senior (55-64)	\$ 4.00 per day
Senior (65+)	FREE
Age 2 & Under	FREE
Individual Annual Pass	\$ 75.00
Family Annual Pass	\$150.00
Season Exercise Pass	\$ 55.00
10 Class Water Exercise Punch Card	\$ 30.00
Pre-K & Parent Swim Lesson	\$ 25.00 per session
Group Swim Lesson	\$ 40.00 per session
Private Swim Lesson	\$ 80.00 per session
Rental Fee	\$300.00

**Seward Recreation Facilities:**

Sports Complex Concession Stand

One Day Rental	\$150.00
Two Day Rental	\$250.00
Three Day Rental	\$300.00
Damage Deposit	\$100.00
(To be returned or subtracted from total rental fee if stand is cleaned and no damage has occurred).	

Plum Creek Park Softball Concession Stand

One Day Rental	\$ 75.00
Two Day Rental	\$125.00
Three Day Rental	\$150.00

Cattle Athletic Training Facility

Seward Based Team Registration (per season)	\$300.00 (Dec 1 to May 1)
Non-Seward Based Team Registration	\$100.00 per hour
Private Instruction (1 per week)	\$ 25.00 per hour
Weekday Use 7:00 a.m. to 4:00 p.m.	\$ 10.00 per hour
Prime Time Use Weekdays 4:00 p.m. to 10:00 p.m.	
Building (Team/Group)	\$ 20.00 per hour
Batting cage (individual)	\$ 10.00 per hour

**Seward Community Golf Course:**

Daily Green Fees

9 Holes (Including Tax)	\$ 19.00
18 Holes (Including Tax)	\$ 26.00

January 21, 2020

	<u>Annual Golf Fee</u>	
Single		\$600.00
Family		\$775.00
Age 19-25		\$275.00
Grade/High School		\$150.00
	<u>Daily Golf Cart Rental Per Player</u>	
9 Holes (Including Tax)		\$ 7.00
18 Holes (Including Tax)		\$ 11.00
	<u>Annual Golf Cart Lease</u>	
Single		\$300.00
Family		\$400.00
	<u>Annual Golf Cart Storage With Trail Fee</u>	
Gas Cart (Does not include gas)		\$375.00
Electric Cart		\$400.00
	<u>Daily Trail Fee Only</u>	
Cart Stored Off-Site		\$ 10.00
	<u>Annual Trail Fee Only</u>	
Cart Stored Off-Site		\$200.00
	<u>Miscellaneous</u>	
Annual Locker Rent		\$ 35.00
Annual Single Driving Range Pass		<del>\$100.00</del> \$150.00
Annual Single Driving Range Without Season Pass		\$200.00
Annual Family Driving Range Pass		<del>\$150.00</del> \$225.00
Annual Family Driving Range Without Season Pass		\$275.00
Junior Rate (High School or Younger)		\$100.00
Driving Range Bucket of Golf Balls (Including Tax)		
Small Bucket		\$ 4.50
Medium Bucket		\$ 6.50
Large Bucket		\$ 8.50
<b><u>Seward Blue Valley Campground:</u></b>		
Camper Unit		\$ 15.00 per night
Senior Citizens (65+)		\$ 10.00 per night
Tent Unit		\$ 7.00 per night
<b>Maximum length of stay is 14 consecutive days with a 48 hour interim between visits.</b>		
<b><u>Seward Cemeteries:</u></b>		
	<u>Burial Space Fees</u>	
Adult Space		\$600.00
Infant Space (under 2 yrs old)		\$200.00
	<u>Grave Opening and Closing Fees</u>	
Adult Traditional		\$600.00
Adult Cremation		\$300.00
Infant Traditional/Cremation (under 2 yrs old)		\$275.00
	<u>Monument and Marker Fees</u>	
Stone Setting		

January 21, 2020

\$ 75.00 per

setting

Miscellaneous Fees

Perpetual Care	25% of burial space
Saturday Funeral Closing	\$300.00
Sunday and Holiday Funeral Closing	\$500.00
Sunday and Holiday Grave Opening	\$290.00/hr (2 hr minimum)
Overtime Incurred (After 4:00 p.m.)	\$100.00/ hour
Deed Transfer	\$100.00
Scattering of Ashes in Designated Area	\$ 75.00
Entering a Name on Cemetery Records (See Rules and Regulations)	\$ 75.00

Transferring of a space will be made at the discretion of the City after a request is reviewed and payment is received.

Holidays in which the City will provide services for an additional fee: Martin Luther King Jr. Day (third Monday in January), Labor Day (first Monday in September), and Veterans Day (November 11).

Holidays in which no services or openings will be conducted: New Year's Day (January 1), Memorial Day (last Monday in May), Independence Day (July 4), Thanksgiving Day (fourth Thursday in November), and Christmas Day (December 25).

Resolutions 2018-03, 2019-09, 2020-1 and all previous resolutions in conflict with this resolution are hereby revoked.

Councilmember Kolterman moved, seconded by Councilmember Schmit, that the resolution be adopted.

Aye: Wilken, Beck, Kolterman, Miller, Schmit, Hendrix  
Nay: Kamprath, Singleton  
Absent: None. Motion carried.

The Mayor declared the resolution adopted.

Dated: January 21, 2020

THE CITY OF SEWARD, NEBRASKA

ATTEST:

\_\_\_\_\_  
Joshua Eickmeier, Mayor

\_\_\_\_\_  
Bonnie Otte  
Asst Administrator/Clerk-Treasurer  
Budget & HR Director

(SEAL)

**REPORTS**

1. CITY ADMINISTRATOR'S REPORT

Councilmember Kamprath moved, seconded by Councilmember Schmit, that City Administrator Butcher's report of January 21, 2020 be accepted.

Aye: Wilken, Beck, Kamprath, Kolterman, Miller, Singleton, Schmit, Hendrix  
Nay: None

January 21, 2020

Absent: None. Motion carried.

FUTURE REQUESTS FOR COUNCIL AGENDA ITEMS OR ADMINISTRATIVE ACTION

ANNOUNCEMENT OF UPCOMING EVENTS

**STRATEGY SESSION**

**1. STRATEGY SESSION WITH CITY ATTORNEY TO PROVIDE NEGOTIATION GUIDANCE CONCERNING REAL ESTATE INTERESTS AT THE COMMERCIAL RAIL CAMPUS DEVELOPMENT AREA**

At 8:12 p.m., Councilmember Schmit moved, seconded by Councilmember Kamprath, that the Council enter into closed session with the Mayor, City Administrator, Seward County Community Development Partnership CEO Jonathan Jank, and City Attorney, for the protection of the public interest and to discuss the Commercial Rail Campus Development Area real estate interests and to provide the City Attorney with negotiating guidance, for a period not to exceed 30 minutes.

Aye: Wilken, Beck, Kamprath, Kolterman, Miller, Singleton, Schmit, Hendrix  
Nay: None

Absent: None. Motion carried.

Mayor Eickmeier stated the Council has voted to go into closed session for the protection of the public interest and to discuss the Commercial Rail Campus Development Area real estate interests and to provide the City Attorney with negotiating guidance.

Assistant Administrator/Clerk-Treasurer/Budget & HR Director Otte left the meeting. City Administrator Butcher recorded the remainder of the meeting.

At 8:22 p.m., the closed session ended and the following Councilmembers reconvened to regular session: Wilken, Beck, Kamprath, Kolterman, Miller, Singleton, Schmit, Hendrix. Absent: None.

Mayor Eickmeier announced that no formal action was taken during the executive session.

MOTION TO ADJOURN

Councilmember Singleton moved, seconded by Councilmember Kolterman, that the January 21, 2020 City Council Meeting be adjourned.

Aye: Wilken, Beck, Kamprath, Kolterman, Miller, Singleton, Schmit, Hendrix  
Nay: None

Absent: None. Motion carried.

THE CITY OF SEWARD, NEBRASKA

\_\_\_\_\_  
Joshua Eickmeier, Mayor

\_\_\_\_\_  
Bonnie Otte  
Assistant Administrator  
Clerk-Treasurer  
Budget & Human Resources Director

**BID TABULATIONS**

**CALL ORDER:** 100

**CONTRACT ID:** 1161

**COUNTY:** SEWARD

**LETTING DATE:** 1/16/2020

**DISTRICT:** 1

**PROJECT:** URB-6763(1)

**CONTRACT DESCRIPTION:** KAROL KAY BLVD, BADER - HILLCREST, SEWARD

VENDOR NO.	BID NOTES
------------	-----------

RANK	VENDOR NO.	VENDOR NAME	TOTAL BID	% OVER LOW BID
1	1613	M. E. COLLINS CONTRACTING COMPANY, INC.	\$ 804,428.36	100.0000 %
2	3816	K2 REAL ESTATE DEVELOPMENT, LLC	\$ 844,998.40	105.0433 %
3	1749	VAN KIRK SAND & GRAVEL, INC.	\$ 1,057,411.30	131.4488 %

**CALL ORDER:** 100  
**CONTRACT ID:** 1161  
**PROJECT:** URB-6763(1)

LINE NO / ITEM CODE ITEM DESCRIPTION	QUANTITY	(1) 1613 COLLINS CONTRACTING COMPANY, INC.(M. E.)		(2) 3816 K2 REAL ESTATE DEVELOPMENT, LLC		(3) 1749 VAN KIRK SAND & GRAVEL, INC.	
		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
<b>0001 GROUP 1 GRADING</b>							
0001 0030.10 MOBILIZATION	1.000 LUMP	\$ 9,042.00000	\$ 9,042.00	\$ 22,000.00000	\$ 22,000.00	\$ 65,000.00000	\$ 65,000.00
0002 1009.00 GENERAL CLEARING AND GRUBBING	1.000 LUMP	\$ 2,535.00000	\$ 2,535.00	\$ 22,000.00000	\$ 22,000.00	\$ 7,000.00000	\$ 7,000.00
0003 1011.00 WATER	164.000 MGAL	\$ 30.00000	\$ 4,920.00	\$ 30.00000	\$ 4,920.00	\$ 30.00000	\$ 4,920.00
0004 1030.00 EARTHWORK MEASURED IN EMBANKMENT	12126.000 CY	\$ 11.70000	\$ 141,874.20	\$ 13.60000	\$ 164,913.60	\$ 12.00000	\$ 145,512.00
0005 1043.50 RIPRAP FILTER FABRIC	118.000 SY	\$ 4.60000	\$ 542.80	\$ 5.35000	\$ 631.30	\$ 5.00000	\$ 590.00
0006 1101.00 REMOVE PAVEMENT	23.000 SY	\$ 9.70000	\$ 223.10	\$ 11.20000	\$ 257.60	\$ 12.00000	\$ 276.00
0007 1101.25 SAWING PAVEMENT	130.000 LF	\$ 6.00000	\$ 780.00	\$ 7.00000	\$ 910.00	\$ 8.00000	\$ 1,040.00
0008 1102.00 REMOVE ASPHALT SURFACE	17.000 SY	\$ 10.80000	\$ 183.60	\$ 12.50000	\$ 212.50	\$ 15.00000	\$ 255.00
0009 1107.00 REMOVE WALK	28.000 SY	\$ 9.00000	\$ 252.00	\$ 10.45000	\$ 292.60	\$ 13.50000	\$ 378.00
0010 1701.18 18" DRIVEWAY CULVERT PIPE, TYPE 2,3,4,5,6,7 OR 8	76.000 LF	\$ 23.20000	\$ 1,763.20	\$ 26.90000	\$ 2,044.40	\$ 28.00000	\$ 2,128.00
0011 1702.18 18" DRIVEWAY CULVERT PIPE, TYPE 3,4 OR 5	30.000 LF	\$ 22.10000	\$ 663.00	\$ 25.70000	\$ 771.00	\$ 28.00000	\$ 840.00
0012 4310.18 18" FLARED-END SECTION	4.000 EACH	\$ 480.00000	\$ 1,920.00	\$ 556.00000	\$ 2,224.00	\$ 600.00000	\$ 2,400.00
0013 6105.02 ROCK RIPRAP, TYPE B	60.000 TON	\$ 75.50000	\$ 4,530.00	\$ 87.50000	\$ 5,250.00	\$ 85.00000	\$ 5,100.00

**CALL ORDER:** 100  
**CONTRACT ID:** 1161  
**PROJECT:** URB-6763(1)

LINE NO / ITEM CODE ITEM DESCRIPTION	QUANTITY	(1) 1613 COLLINS CONTRACTING COMPANY, INC.(M. E.)		(2) 3816 K2 REAL ESTATE DEVELOPMENT, LLC		(3) 1749 VAN KIRK SAND & GRAVEL, INC.	
		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
0014 7390.10 REMOVE SIGN, POST, AND FOOTING	1.000 EACH	\$ 216.00000	\$ 216.00	\$ 250.00000	\$ 250.00	\$ 1,000.00000	\$ 1,000.00
SECTION TOTALS			\$ 169,444.90		\$ 226,677.00		\$ 236,439.00
<b>0002 GROUP 3 CONCRETE PAVEMENT</b>							
0015 0030.30 MOBILIZATION	1.000 LUMP	\$ 41,100.00000	\$ 41,100.00	\$ 40,000.00000	\$ 40,000.00	\$ 90,000.00000	\$ 90,000.00
0016 1043.65 NON-WOVEN GEO-FABRIC	393.000 SY	\$ 3.90000	\$ 1,532.70	\$ 1.50000	\$ 589.50	\$ 5.00000	\$ 1,965.00
0017 2009.52 CRUSHED ROCK EMBEDMENT	232.000 SY	\$ 6.30000	\$ 1,461.60	\$ 4.30000	\$ 997.60	\$ 3.00000	\$ 696.00
0018 2010.03 CRUSHED ROCK SURFACE COURSE	32.000 TON	\$ 43.00000	\$ 1,376.00	\$ 53.65000	\$ 1,716.80	\$ 65.00000	\$ 2,080.00
0019 2017.10 LIMESTONE SCREENINGS	67.000 TON	\$ 41.00000	\$ 2,747.00	\$ 60.50000	\$ 4,053.50	\$ 55.00000	\$ 3,685.00
0020 3008.05 TIE BARS	32.000 EACH	\$ 8.00000	\$ 256.00	\$ 10.75000	\$ 344.00	\$ 20.00000	\$ 640.00
0021 3014.11 COMBINATION CONCRETE CLASS 47B-3500 CURB AND GUTTER	80.000 LF	\$ 36.00000	\$ 2,880.00	\$ 48.55000	\$ 3,884.00	\$ 65.00000	\$ 5,200.00
0022 3016.21 CONCRETE CLASS 47B-3000 SIDEWALKS	1153.000 SY	\$ 58.40000	\$ 67,335.20	\$ 41.60000	\$ 47,964.80	\$ 53.00000	\$ 61,109.00
0023 3016.39 DETECTABLE WARNING PANEL	40.000 SF	\$ 20.00000	\$ 800.00	\$ 41.60000	\$ 1,664.00	\$ 46.00000	\$ 1,840.00
0024 3020.24 CONCRETE CLASS 47B-3500 DRIVEWAY	304.000 SY	\$ 55.00000	\$ 16,720.00	\$ 78.50000	\$ 23,864.00	\$ 63.00000	\$ 19,152.00
0025 3075.12 6" CONCRETE PAVEMENT, CLASS 47B-3500	35.000 SY	\$ 61.00000	\$ 2,135.00	\$ 67.90000	\$ 2,376.50	\$ 78.00000	\$ 2,730.00
0026 3075.32 8" CONCRETE PAVEMENT, CLASS 47B-3500	4621.000 SY	\$ 55.10000	\$ 254,617.10	\$ 54.00000	\$ 249,534.00	\$ 59.50000	\$ 274,949.50

**CALL ORDER:** 100  
**CONTRACT ID:** 1161  
**PROJECT:** URB-6763(1)

LINE NO / ITEM CODE ITEM DESCRIPTION	QUANTITY	(1) 1613 COLLINS CONTRACTING COMPANY, INC.(M. E.)		(2) 3816 K2 REAL ESTATE DEVELOPMENT, LLC		(3) 1749 VAN KIRK SAND & GRAVEL, INC.	
		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
0027 4015.00 ADJUST MANHOLE TO GRADE	2.000 EACH	\$ 452.00000	\$ 904.00	\$ 285.00000	\$ 570.00	\$ 750.00000	\$ 1,500.00
0028 9034.00 PREPARATION OF INTERSECTIONS AND DRIVEWAYS	304.000 SY	\$ 5.30000	\$ 1,611.20	\$ 10.45000	\$ 3,176.80	\$ 14.00000	\$ 4,256.00
0029 9111.00 WATER	37.000 MGAL	\$ 1.00000	\$ 37.00	\$ 30.00000	\$ 1,110.00	\$ 30.00000	\$ 1,110.00
0030 9170.00 EARTH SHOULDER CONSTRUCTION	32.671 STA	\$ 158.00000	\$ 5,162.02	\$ 150.00000	\$ 4,900.65	\$ 500.00000	\$ 16,335.50
0031 9173.20 SUBGRADE PREPARATION	4656.000 SY	\$ 2.60000	\$ 12,105.60	\$ 4.25000	\$ 19,788.00	\$ 6.00000	\$ 27,936.00
0032 W600.03 ADJUST VALVE BOX TO GRADE	1.000 EACH	\$ 249.00000	\$ 249.00	\$ 320.00000	\$ 320.00	\$ 600.00000	\$ 600.00
SECTION TOTALS			\$ 413,029.42	\$ 406,854.15		\$ 515,784.00	
<b>0003 GROUP 4 CULVERTS</b>							
0033 0030.40 MOBILIZATION	1.000 LUMP	\$ 9,180.00000	\$ 9,180.00	\$ 9,000.00000	\$ 9,000.00	\$ 20,000.00000	\$ 20,000.00
0034 4002.00 CAST IRON COVER AND FRAME	625.000 LB	\$ 4.50000	\$ 2,812.50	\$ 2.65000	\$ 1,656.25	\$ 3.11000	\$ 1,943.75
0035 4004.00 CAST IRON GRATE	175.000 LB	\$ 4.50000	\$ 787.50	\$ 2.40000	\$ 420.00	\$ 3.00000	\$ 525.00
0036 4004.80 STRUCTURAL STEEL FOR FACE ARMOR	802.000 LB	\$ 6.00000	\$ 4,812.00	\$ 6.50000	\$ 5,213.00	\$ 6.85000	\$ 5,493.70
0037 4005.00 CAST IRON RING AND COVER	345.000 LB	\$ 3.70000	\$ 1,276.50	\$ 2.00000	\$ 690.00	\$ 3.00000	\$ 1,035.00
0038 4015.50 RECONSTRUCT MANHOLE	1.000 EACH	\$ 2,866.00000	\$ 2,866.00	\$ 3,650.00000	\$ 3,650.00	\$ 6,000.00000	\$ 6,000.00
0039 4017.00 TAPPING EXISTING MANHOLE	1.000 EACH	\$ 1,192.00000	\$ 1,192.00	\$ 765.00000	\$ 765.00	\$ 850.00000	\$ 850.00

**CALL ORDER:** 100  
**CONTRACT ID:** 1161  
**PROJECT:** URB-6763(1)

LINE NO / ITEM CODE ITEM DESCRIPTION	QUANTITY	(1) 1613 COLLINS CONTRACTING COMPANY, INC.(M. E.)		(2) 3816 K2 REAL ESTATE DEVELOPMENT, LLC		(3) 1749 VAN KIRK SAND & GRAVEL, INC.	
		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
0040 4043.50 REMOVE SEWER PIPE	3.000 LF	\$ 53.00000	\$ 159.00	\$ 63.75000	\$ 191.25	\$ 50.00000	\$ 150.00
0041 4050.01 EXCAVATION FOR PIPE, PIPE-ARCH CULVERTS, AND HEADWALLS	100.000 CY	\$ 18.00000	\$ 1,800.00	\$ 33.90000	\$ 3,390.00	\$ 30.00000	\$ 3,000.00
0042 4105.59 CLASS 47B-3000 CONCRETE FOR INLET AND JUNCTION BOX	18.300 CY	\$ 1,108.00000	\$ 20,276.40	\$ 1,225.00000	\$ 22,417.50	\$ 1,050.00000	\$ 19,215.00
0043 4155.50 REINFORCING STEEL FOR INLET AND JUNCTION BOX	1080.000 LB	\$ 3.10000	\$ 3,348.00	\$ 2.60000	\$ 2,808.00	\$ 2.00000	\$ 2,160.00
0044 4310.24 24" FLARED-END SECTION	4.000 EACH	\$ 391.00000	\$ 1,564.00	\$ 380.00000	\$ 1,520.00	\$ 625.00000	\$ 2,500.00
0045 4310.30 30" FLARED-END SECTION	2.000 EACH	\$ 831.00000	\$ 1,662.00	\$ 595.10000	\$ 1,190.20	\$ 800.00000	\$ 1,600.00
0046 4310.36 36" FLARED-END SECTION	4.000 EACH	\$ 1,209.00000	\$ 4,836.00	\$ 705.00000	\$ 2,820.00	\$ 1,150.00000	\$ 4,600.00
0047 4320.24 24" ROUND EQUIVALENT FLARED-END SECTION	4.000 EACH	\$ 504.00000	\$ 2,016.00	\$ 426.50000	\$ 1,706.00	\$ 500.00000	\$ 2,000.00
0048 P070.24 24" CULVERT PIPE, TYPE 2,3,4,5,6,7 OR 8	32.000 LF	\$ 59.00000	\$ 1,888.00	\$ 78.50000	\$ 2,512.00	\$ 58.00000	\$ 1,856.00
0049 P420.24 24" ROUND EQUIVALENT CULVERT PIPE, TYPE 2,3,4 OR 5	42.000 LF	\$ 65.00000	\$ 2,730.00	\$ 81.90000	\$ 3,439.80	\$ 65.00000	\$ 2,730.00
0050 P500.24 24" CULVERT PIPE, TYPE 2,4,5,7 OR 8	50.000 LF	\$ 59.00000	\$ 2,950.00	\$ 68.55000	\$ 3,427.50	\$ 68.00000	\$ 3,400.00
0051 P500.36 36" CULVERT PIPE, TYPE 2,4,5,7 OR 8	148.000 LF	\$ 101.00000	\$ 14,948.00	\$ 95.70000	\$ 14,163.60	\$ 101.00000	\$ 14,948.00
0052 P700.18 18" STORM SEWER PIPE, TYPE 1,7 OR 8	33.000 LF	\$ 61.00000	\$ 2,013.00	\$ 67.40000	\$ 2,224.20	\$ 60.00000	\$ 1,980.00

**CALL ORDER:** 100  
**CONTRACT ID:** 1161  
**PROJECT:** URB-6763(1)

LINE NO / ITEM CODE ITEM DESCRIPTION	QUANTITY	(1) 1613 COLLINS CONTRACTING COMPANY, INC.(M. E.)		(2) 3816 K2 REAL ESTATE DEVELOPMENT, LLC		(3) 1749 VAN KIRK SAND & GRAVEL, INC.	
		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
0053 P700.24 24" STORM SEWER PIPE, TYPE 1,7 OR 8	34.000 LF	\$ 81.00000	\$ 2,754.00	\$ 79.85000	\$ 2,714.90	\$ 72.00000	\$ 2,448.00
0054 P700.30 30" STORM SEWER PIPE, TYPE 1,7 OR 8	54.000 LF	\$ 111.00000	\$ 5,994.00	\$ 107.25000	\$ 5,791.50	\$ 101.00000	\$ 5,454.00
SECTION TOTALS			\$ 91,864.90		\$ 91,710.70		\$ 103,888.45
<b>0004 GROUP 5 SEEDING</b>							
0055 0030.50 MOBILIZATION	1.000 LUMP	\$ 1,618.00000	\$ 1,618.00	\$ 4,100.00000	\$ 4,100.00	\$ 12,000.00000	\$ 12,000.00
0056 L001.01 SEEDING, TYPE A	2.960 ACRE	\$ 1,564.00000	\$ 4,629.44	\$ 905.00000	\$ 2,678.80	\$ 2,300.00000	\$ 6,808.00
0057 L001.02 SEEDING, TYPE B	2.800 ACRE	\$ 2,346.00000	\$ 6,568.80	\$ 1,380.00000	\$ 3,864.00	\$ 3,100.00000	\$ 8,680.00
0058 L006.00 COVER CROP SEEDING	2.800 ACRE	\$ 270.00000	\$ 756.00	\$ 250.00000	\$ 700.00	\$ 350.00000	\$ 980.00
0059 L021.70 AREA INLET PROTECTION	1.000 EACH	\$ 378.00000	\$ 378.00	\$ 190.00000	\$ 190.00	\$ 400.00000	\$ 400.00
0060 L021.72 CURB INLET PROTECTION	86.000 LF	\$ 11.30000	\$ 971.80	\$ 21.50000	\$ 1,849.00	\$ 15.00000	\$ 1,290.00
0061 L022.11 FABRIC SILT FENCE-LOW POROSITY	3182.000 LF	\$ 3.20000	\$ 10,182.40	\$ 3.50000	\$ 11,137.00	\$ 3.85000	\$ 12,250.70
0062 L022.12 FABRIC SILT FENCE-HIGH POROSITY	315.000 LF	\$ 4.30000	\$ 1,354.50	\$ 3.50000	\$ 1,102.50	\$ 5.00000	\$ 1,575.00
0063 L022.83 SILT CHECK, TYPE 2-HIGH	90.000 LF	\$ 5.10000	\$ 459.00	\$ 4.40000	\$ 396.00	\$ 6.50000	\$ 585.00
0064 L032.85 HYDROMULCH TYPE HM2	9.000 TON	\$ 2,120.00000	\$ 19,080.00	\$ 1,735.00000	\$ 15,615.00	\$ 2,500.00000	\$ 22,500.00
SECTION TOTALS			\$ 45,997.94		\$ 41,632.30		\$ 67,068.70

**CALL ORDER:** 100  
**CONTRACT ID:** 1161  
**PROJECT:** URB-6763(1)

LINE NO / ITEM CODE ITEM DESCRIPTION	QUANTITY	(1) 1613 COLLINS CONTRACTING COMPANY, INC.(M. E.)		(2) 3816 K2 REAL ESTATE DEVELOPMENT, LLC		(3) 1749 VAN KIRK SAND & GRAVEL, INC.	
		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
<b>0005 GROUP 5L LANDSCAPING</b>							
0065 0030.50 MOBILIZATION	1.000 LUMP	\$ 21,400.00000	\$ 21,400.00	\$ 5,625.00000	\$ 5,625.00	\$ 18,500.00000	\$ 18,500.00
0066 L010.44 CALAMAGROSTIS ACUTIFLORA 'KARL FORESTER' (KARL FORESTER FEATHER REED) #1 C.G.	35.000 EACH	\$ 12.90000	\$ 451.50	\$ 11.25000	\$ 393.75	\$ 28.00000	\$ 980.00
0067 L032.50 WOODCHIP MULCH	106.000 CY	\$ 28.00000	\$ 2,968.00	\$ 30.00000	\$ 3,180.00	\$ 60.00000	\$ 6,360.00
0068 L230.16 JUNIPERUS VIRGINIANNA 'TAYLOR' (TAYLOR JUNIPER) #5 CONTAINER GROWN	22.000 EACH	\$ 107.90000	\$ 2,373.80	\$ 205.00000	\$ 4,510.00	\$ 75.00000	\$ 1,650.00
0069 L301.10 PICEA GLAUCA 'DENSATA' (BLACK HILLS SPRUCE) 4' B&B OR CONTAINER GROWN	3.000 EACH	\$ 161.80000	\$ 485.40	\$ 225.00000	\$ 675.00	\$ 460.00000	\$ 1,380.00
0070 L302.05 PICEA PUNGENS 'GLAUCA' (COLORADO BLUE SPRUCE) 4' B&B	3.000 EACH	\$ 161.80000	\$ 485.40	\$ 225.00000	\$ 675.00	\$ 440.00000	\$ 1,320.00
0071 L302.17 PICEA PUNGENS (COLORADO SPRUCE) 4' B&B	2.000 EACH	\$ 161.80000	\$ 323.60	\$ 225.00000	\$ 450.00	\$ 460.00000	\$ 920.00
0072 L302.20 PICEA PUNGENS 'GLAUCA GLOBOSA' (GLOBE BLUE SPRUCE) 15"-18" CONTAINER GROWN	9.000 EACH	\$ 124.10000	\$ 1,116.90	\$ 112.50000	\$ 1,012.50	\$ 100.00000	\$ 900.00
0073 L376.40 QUERCUS ACUTISSIMA (SAWTOOTH OAK) 1 1/2" CALIPER B&B OR CONTAINER GROWN	3.000 EACH	\$ 161.80000	\$ 485.40	\$ 225.00000	\$ 675.00	\$ 400.00000	\$ 1,200.00
0074 L426.00 WEIGELA FLORIDA 'DARK HORSE' (DARK HORSE WEIGELA) 2 GALLON CONTAINER GROWN	22.000 EACH	\$ 30.20000	\$ 664.40	\$ 30.00000	\$ 660.00	\$ 80.00000	\$ 1,760.00

**CALL ORDER:** 100  
**CONTRACT ID:** 1161  
**PROJECT:** URB-6763(1)

LINE NO / ITEM CODE ITEM DESCRIPTION	QUANTITY	(1) 1613 COLLINS CONTRACTING COMPANY, INC.(M. E.)		(2) 3816 K2 REAL ESTATE DEVELOPMENT, LLC		(3) 1749 VAN KIRK SAND & GRAVEL, INC.	
		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
0075 L426.10 ASCLEPIAS TUBEROSA (BUTTERFLY MILKWEED) 1 GALLON CONTAINER GROWN	49.000 EACH	\$ 12.90000	\$ 632.10	\$ 11.25000	\$ 551.25	\$ 35.00000	\$ 1,715.00
0076 L441.24 CORNUS STOLONIFERA (RED-OSIER DOGWOOD) 15" - 18" CONTAINER GROWN	21.000 EACH	\$ 43.20000	\$ 907.20	\$ 30.00000	\$ 630.00	\$ 55.00000	\$ 1,155.00
0077 L455.00 COTINUS COGGYGRIA 'ROYAL PURPLE' (ROYAL PURPLE SMOKEBUSH) 3 GALLON, CONTAINER GROWN	6.000 EACH	\$ 43.20000	\$ 259.20	\$ 31.25000	\$ 187.50	\$ 65.00000	\$ 390.00
0078 L560.20 FORSYTHIA 'GOLD TIDE' (GOLD TIDE FORSYTHIA) 15"-18" C.G.	20.000 EACH	\$ 43.20000	\$ 864.00	\$ 30.00000	\$ 600.00	\$ 62.00000	\$ 1,240.00
0079 L595.00 ARTEMISIA SCHMIDTIANA 'SILVER MOUND' (ARTEMISIA SILVER MOUND) 1 GALLON CONTAINER GROWN	17.000 EACH	\$ 15.10000	\$ 256.70	\$ 11.25000	\$ 191.25	\$ 28.00000	\$ 476.00
0080 L619.74 VIBURNUM LANTANA 'MOHICAN'(MOHICAN VIBURNUM) 5 GALLON, CONTAINER GROWN	14.000 EACH	\$ 80.90000	\$ 1,132.60	\$ 30.00000	\$ 420.00	\$ 60.00000	\$ 840.00
0081 L742.21 QUERCUS BICOLOR (SWAMP WHITE OAK) 2" CAL B&B	2.000 EACH	\$ 215.80000	\$ 431.60	\$ 225.00000	\$ 450.00	\$ 400.00000	\$ 800.00
0082 L835.20 TILIA AMERICANA (AMERICAN LINDEN) 2" CALIPER B&B OR CONTAINER GROWN	2.000 EACH	\$ 215.80000	\$ 431.60	\$ 225.00000	\$ 450.00	\$ 380.00000	\$ 760.00
0083 L940.02 ACER RUBRUM 'FRANKSRED' (RED SUNSET MAPLE) 2" CAL. B&B	1.000 EACH	\$ 242.70000	\$ 242.70	\$ 225.00000	\$ 225.00	\$ 380.00000	\$ 380.00
0084 L946.80 SCHIZACHURIUM SCOPARIUM 'BLAZE' (BLAZE LITTLE BLUESTEM) #1 C.G.	67.000 EACH	\$ 11.90000	\$ 797.30	\$ 11.25000	\$ 753.75	\$ 30.00000	\$ 2,010.00

**CALL ORDER:** 100  
**CONTRACT ID:** 1161  
**PROJECT:** URB-6763(1)

LINE NO / ITEM CODE ITEM DESCRIPTION	QUANTITY	(1) 1613 COLLINS CONTRACTING COMPANY, INC.(M. E.)		(2) 3816 K2 REAL ESTATE DEVELOPMENT, LLC		(3) 1749 VAN KIRK SAND & GRAVEL, INC.	
		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
0085 L946.85 SORGHASTRUM NUTANS (INDIAN GRASS) #1 CONTAINER	35.000 EACH	\$ 12.90000	\$ 451.50	\$ 12.50000	\$ 437.50	\$ 32.00000	\$ 1,120.00
0086 L952.05 ASTER X DUMOSUS 'WOOD BLUE' (WOOD BLUE ASTER) #1 C.G.	120.000 EACH	\$ 11.90000	\$ 1,428.00	\$ 11.25000	\$ 1,350.00	\$ 32.00000	\$ 3,840.00
0087 L972.24 SALVIA NEMOROSA "MAINACHT" (MAY NIGHT SALVIA) #1 CONTAINER GROWN	50.000 EACH	\$ 12.90000	\$ 645.00	\$ 11.25000	\$ 562.50	\$ 30.00000	\$ 1,500.00
0088 L980.00 PENNISSETUM ALOPECUROIDES 'HAMELN' (DWARF FOUNTAIN GRASS) 2 GALLON, CONTAINER GROWN	14.000 EACH	\$ 23.70000	\$ 331.80	\$ 11.25000	\$ 157.50	\$ 34.00000	\$ 476.00
SECTION TOTALS			\$ 39,565.70		\$ 24,822.50		\$ 51,672.00
<b>0006 GROUP 8B ELECTRICAL</b>							
0089 0030.80 MOBILIZATION	1.000 LUMP	\$ 2,900.00000	\$ 2,900.00	\$ 5,700.00000	\$ 5,700.00	\$ 12,000.00000	\$ 12,000.00
0090 A001.12 PULL BOX, TYPE PB-5	2.000 EACH	\$ 620.00000	\$ 1,240.00	\$ 720.00000	\$ 1,440.00	\$ 1,000.00000	\$ 2,000.00
0091 A020.75 LIGHTING CONTROL CENTER	1.000 EACH	\$ 1,620.00000	\$ 1,620.00	\$ 1,875.00000	\$ 1,875.00	\$ 2,500.00000	\$ 2,500.00
0092 A070.09 3/4" CONDUIT IN TRENCH	1699.000 LF	\$ 2.70000	\$ 4,587.30	\$ 3.15000	\$ 5,351.85	\$ 3.85000	\$ 6,541.15
0093 A072.07 3/4-INCH CONDUIT UNDER ROADWAY	215.000 LF	\$ 3.00000	\$ 645.00	\$ 3.45000	\$ 741.75	\$ 4.00000	\$ 860.00
0094 A074.09 3/4-INCH CONDUIT, JACKED	55.000 LF	\$ 32.40000	\$ 1,782.00	\$ 37.50000	\$ 2,062.50	\$ 45.00000	\$ 2,475.00
0095 A080.36 STREET LIGHTING CABLE, NO. 10 XHHW	3938.000 LF	\$ 0.60000	\$ 2,362.80	\$ 0.75000	\$ 2,953.50	\$ 2.00000	\$ 7,876.00

**CALL ORDER:** 100  
**CONTRACT ID:** 1161  
**PROJECT:** URB-6763(1)

LINE NO / ITEM CODE ITEM DESCRIPTION	QUANTITY	(1) 1613 COLLINS CONTRACTING COMPANY, INC.(M. E.)		(2) 3816 K2 REAL ESTATE DEVELOPMENT, LLC		(3) 1749 VAN KIRK SAND & GRAVEL, INC.	
		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
0096 A080.38	1969.000 LF	\$ 0.60000	\$ 1,181.40	\$ 0.75000	\$ 1,476.75	\$ 2.00000	\$ 3,938.00
STREET LIGHTING CABLE, NO. 10 BARE							
0097 A521.00	14.000 EACH	\$ 940.00000	\$ 13,160.00	\$ 1,085.00000	\$ 15,190.00	\$ 1,000.00000	\$ 14,000.00
INSTALL STREET LIGHTING UNIT							
SECTION TOTALS			\$ 29,478.50	\$ 36,791.35	\$ 52,190.15		
<b>0007 GROUP 10 GENERAL ITEMS</b>							
0098 0001.08	50.000 BDAY	\$ 0.50000	\$ 25.00	\$ 0.50000	\$ 25.00	\$ 0.50000	\$ 25.00
BARRICADE, TYPE II							
0099 0001.10	303.000 BDAY	\$ 2.20000	\$ 666.60	\$ 3.35000	\$ 1,015.05	\$ 3.00000	\$ 909.00
BARRICADE, TYPE III							
0100 0001.75	50.000 EACH	\$ 3.00000	\$ 150.00	\$ 1.35000	\$ 67.50	\$ 5.00000	\$ 250.00
TEMPORARY SIGN DAY							
0101 0001.90	1111.000 EACH	\$ 1.10000	\$ 1,222.10	\$ 1.35000	\$ 1,499.85	\$ 2.50000	\$ 2,777.50
SIGN DAY							
0102 0001.97	303.000 EACH	\$ 1.10000	\$ 333.30	\$ 1.00000	\$ 303.00	\$ 2.50000	\$ 757.50
BARRICADE SIGN DAY							
0103 0020.00	100.000 HOUR	\$ 2.00000	\$ 200.00	\$ 2.00000	\$ 200.00	\$ 2.00000	\$ 200.00
TRAINING							
0104 0030.00	1.000 LUMP	\$ 1,500.00000	\$ 1,500.00	\$ 2,150.00000	\$ 2,150.00	\$ 15,000.00000	\$ 15,000.00
MOBILIZATION							
0105 9110.01	10.000 HOUR	\$ 75.00000	\$ 750.00	\$ 125.00000	\$ 1,250.00	\$ 85.00000	\$ 850.00
RENTAL OF LOADER, FULLY OPERATED							
0106 9110.03	10.000 HOUR	\$ 90.00000	\$ 900.00	\$ 130.00000	\$ 1,300.00	\$ 85.00000	\$ 850.00
RENTAL OF DUMP TRUCK, FULLY OPERATED							
0107 9110.07	10.000 HOUR	\$ 90.00000	\$ 900.00	\$ 85.00000	\$ 850.00	\$ 85.00000	\$ 850.00
RENTAL OF SKID LOADER, FULLY OPERATED							

**CALL ORDER:** 100  
**CONTRACT ID:** 1161  
**PROJECT:** URB-6763(1)

LINE NO / ITEM CODE ITEM DESCRIPTION QUANTITY	(1) 1613 COLLINS CONTRACTING COMPANY, INC.(M. E.)		(2) 3816 K2 REAL ESTATE DEVELOPMENT, LLC		(3) 1749 VAN KIRK SAND & GRAVEL, INC.	
	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
0108 9110.27 10.000 HOUR RENTAL OF CRAWLER MOUNTED HYDRAULIC EXCAVATOR, FULLY OPERATED	\$ 100.00000	\$ 1,000.00	\$ 145.00000	\$ 1,450.00	\$ 150.00000	\$ 1,500.00
0109 L022.75 200.000 LF TEMPORARY SILT CHECK	\$ 5.00000	\$ 1,000.00	\$ 4.00000	\$ 800.00	\$ 3.00000	\$ 600.00
0110 L022.90 200.000 LF TEMPORARY SILT FENCE	\$ 4.00000	\$ 800.00	\$ 3.00000	\$ 600.00	\$ 4.00000	\$ 800.00
0111 L860.50 1.000 LUMP ENVIRONMENTAL COMMITMENTS - CONTRACTOR COMPLIANCE	\$ 5,600.00000	\$ 5,600.00	\$ 5,000.00000	\$ 5,000.00	\$ 5,000.00000	\$ 5,000.00
0112 L860.51 1.000 EACH ENVIRONMENTAL INCENTIVE	\$ 500.00000	\$ 500.00	\$ 500.00000	\$ 500.00	\$ 500.00000	\$ 500.00
0113 L860.52 1.000 CDAY ENVIRONMENTAL DISINCENTIVE	(\$ 500.00000)	(\$ 500.00)	(\$ 500.00000)	(\$ 500.00)	(\$ 500.00000)	(\$ 500.00)
SECTION TOTALS		\$ 15,047.00		\$ 16,510.40		\$ 30,369.00
CONTRACT TOTALS		\$804,428.36		\$844,998.40		\$1,057,411.30

**CITY OF SEWARD, NEBRASKA**

**FINANCIAL STATEMENTS AND  
SUPPLEMENTARY INFORMATION**

**September 30, 2019**

## TABLE OF CONTENTS

	Page
INDEPENDENT AUDITOR'S REPORT	2
MANAGEMENT'S DISCUSSION AND ANALYSIS	5
BASIC FINANCIAL STATEMENTS	
Government-wide Financial Statements	
Statement of Net Position	14
Statement of Activities	15
Fund Financial Statements	
Balance Sheet - Governmental Funds	16
Reconciliation of the Balance Sheet - Governmental Funds to the Statement of Net Position	17
Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds	18
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds to the Statement of Activities	19
Statement of Fund Net Position - Proprietary Funds	20
Statement of Revenues, Expenses, and Changes in Net Position - Proprietary Funds	21
Statement of Cash Flows - Proprietary Funds	22
Notes to Financial Statements	24
REQUIRED SUPPLEMENTARY INFORMATION	
Budgetary Comparison Schedules	
General Fund	66
Street Fund	67
Debt Service Fund	68
Note to Required Supplementary Information	69
SUPPLEMENTARY INFORMATION	
Combining Balance Sheet - Nonmajor Governmental Funds	70
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances - Nonmajor Governmental Funds	71
Combining Statement of Net Position - Component Units	72
Combining Statement of Activities - Component Units	73
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	74

**SHAREHOLDERS:**

Robert D. Almquist  
Phillip D. Maltzahn  
Marcy J. Luth  
Heidi A. Ashby  
Christine R. Shenk  
Michael E. Hoback  
Joseph P. Stump  
Kyle R. Overturn  
Tracy A. Cannon

## INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and Members of the City Council  
City of Seward, Nebraska

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

### Management's Responsibility for the Financial Statements

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

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the Seward Airport Authority aggregate discretely presented component unit. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Seward Airport Authority, is based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation

1203 W 2nd Street  
P.O. Box 1407  
Grand Island, NE 68802  
P 308-381-1810  
F 308-381-4824  
EMAIL [cpa@gjcpas.com](mailto:cpa@gjcpas.com)

and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

## **Opinions**

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

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 5-13 and 66-69 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Seward, Nebraska's financial statements. The nonmajor fund combining statements and the component unit combining statements are presented for purposes of additional analysis and are not a required part of the basic financial statements.

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

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

In accordance with *Government Auditing Standards*, we have also issued our report dated January 9, 2020, on our consideration of the City of Seward, Nebraska’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City of Seward’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Seward, Nebraska’s internal control over financial reporting and compliance.

AMGL, PC.

Grand Island, Nebraska  
January 9, 2020

**CITY OF SEWARD, NEBRASKA**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**For The Year Ended September 30, 2019**

---

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

As management of the City of Seward, we offer readers of the City of Seward financial statements this narrative overview and analysis of the financial activities of the City of Seward for the fiscal year ended September 30, 2019. For information on the Seward Airport Authority component unit included in these financial statements, please see the separate audit report for the Airport.

**Financial Highlights**

- The assets of the City of Seward exceeded its liabilities at the close of the most recent fiscal year by \$51,574,935 (*net position*). Of this amount, \$17,781,003 (*unrestricted net position*) may be used to meet the government's ongoing obligations to citizens and creditors.
- As of the close of the current fiscal year, the City of Seward's governmental funds reported combined ending net position of \$23,583,233. Approximately 27.5 percent of this total amount, \$6,474,337, is *unrestricted net position*.
- At the end of the current fiscal year, the General Fund had unassigned fund balance of \$3,604,961, or 80.3 percent of total General Fund expenditures.

**Overview of the Financial Statements**

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

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

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

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

**CITY OF SEWARD, NEBRASKA**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued**  
**For The Year Ended September 30, 2019**

---

Both of the government-wide financial statements distinguish functions of the City of Seward that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the City of Seward include general government, public safety, highways and streets, economic development, and culture and recreation. The business-type activities of the City of Seward include the Electric, Water, and Sewer Enterprise Funds.

The government-wide financial statements include not only the City of Seward itself (known as the *primary government*), but also legally separate entities, the Seward Airport Authority and the Seward Library Foundation, for which the City of Seward is financially accountable. Financial information for these *component units* is reported separately from the financial information presented for the primary government itself.

The government-wide financial statements can be found on pages 14 and 15 of this report.

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

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

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

The City of Seward maintains seven individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, the Street Fund, and the Debt Service Fund, all of which are considered to be major funds. Data from the other four governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of *combining statements* elsewhere in this report.

**CITY OF SEWARD, NEBRASKA**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued**  
**For The Year Ended September 30, 2019**

---

The City of Seward adopts an annual appropriated budget for its governmental funds. A budgetary comparison statement has been provided for the General, Street, and Debt Service Funds to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on pages 16-19 of this report.

**Proprietary funds.** The City of Seward maintains one type of proprietary fund. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City of Seward uses enterprise funds to account for its Electric, Water, and Sewer Funds.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the Electric, Water, and Sewer Funds, all of which are considered to be major funds of the City of Seward.

The basic proprietary fund financial statements can be found on pages 20-23 of this report.

**Notes to the financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 24-65 of this report.

**Other information.** In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the City of Seward's budgetary comparison schedules. Required supplementary information can be found on pages 66-69 of this report.

The combining statements referred to earlier in connection with nonmajor governmental funds and the component units are presented immediately following the required supplementary information. Combining and individual fund statements and schedules can be found on pages 70-73 of this report.

**CITY OF SEWARD, NEBRASKA**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued**  
**For The Year Ended September 30, 2019**

**Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City of Seward, assets exceeded liabilities by \$51,574,934 at the close of the most recent fiscal year.

**Summary Statements of Net Position**

	September 30, 2019			September 30, 2018		
	Governmental Activities	Business-type Activities	Total	Governmental Activities	Business-type Activities	Total
Current and Other Assets	\$ 8,255,835	\$ 14,463,204	\$ 22,719,039	\$ 7,385,802	\$ 16,119,229	\$ 23,505,031
Capital Assets	19,387,164	25,564,100	44,951,264	19,672,637	23,836,913	43,509,550
Total Assets	<u>27,642,999</u>	<u>40,027,304</u>	<u>67,670,303</u>	<u>27,058,439</u>	<u>39,956,142</u>	<u>67,014,581</u>
Long-term Liabilities	3,112,387	9,986,379	13,098,766	3,626,263	10,994,046	14,620,309
Other Liabilities	947,379	2,049,223	2,996,602	871,530	1,848,079	2,719,609
Total Liabilities	<u>4,059,766</u>	<u>12,035,602</u>	<u>16,095,368</u>	<u>4,497,793</u>	<u>12,842,125</u>	<u>17,339,918</u>
Net Position:						
Net Investment in						
Capital Assets	15,876,463	14,694,370	30,570,833	15,633,097	12,028,688	27,661,785
Restricted	1,232,433	1,990,666	3,223,099	2,138,689	1,976,197	4,114,886
Unrestricted	6,474,337	11,306,666	17,781,003	4,788,860	13,109,132	17,897,992
Total Net Position	<u>\$ 23,583,233</u>	<u>\$ 27,991,702</u>	<u>\$ 51,574,935</u>	<u>\$ 22,560,646</u>	<u>\$ 27,114,017</u>	<u>\$ 49,674,663</u>

By far the largest portion of the City of Seward's net position (59.3 percent) reflects its investment in capital assets (land, infrastructure, buildings, machinery, vehicles, and equipment), net of any related debt used to acquire those assets that is still outstanding. The City of Seward uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the City of Seward's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City of Seward's net position (6.2 percent) represents resources that are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net position* (\$17,781,003) may be used to meet the government's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the City of Seward is able to report positive balances in all three categories of net position, for the government as a whole as well as for its separate governmental and business-type activities.

**CITY OF SEWARD, NEBRASKA**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued**  
**For The Year Ended September 30, 2019**

**Expenses and Program Revenues - Governmental Activities**

<b>Function</b>	<b>Year Ended September 30, 2019</b>		<b>Year Ended September 30, 2018</b>	
	<b>Program Revenues</b>	<b>Program Expenses</b>	<b>Program Revenues</b>	<b>Program Expenses</b>
General Government	\$ 81,167	\$ 306,775	\$ 70,785	\$ 265,211
Economic Development	-	330,204	4,078	345,902
Public Safety	125,246	1,333,111	236,431	1,310,625
Public Works	453,350	1,476,310	423,673	1,161,765
Environment and Leisure	680,988	2,077,062	716,233	2,048,190
Interest	-	98,906	-	120,068
Depreciation	-	1,107,511	-	1,068,509
Total	<u>\$ 1,340,751</u>	<u>\$ 6,729,879</u>	<u>\$ 1,451,200</u>	<u>\$ 6,320,270</u>

**Revenues by Source - Governmental Activities**

**SOURCES OF REVENUE**

	<b>Year Ended September 30, 2019</b>		<b>Year Ended September 30, 2018</b>	
Charges for Services	\$ 771,559	9.95 %	\$ 776,440	9.89 %
Operating Grants and Contributions	239,498	3.09	404,638	5.16
Capital Grants and Contributions	329,694	4.25	270,122	3.44
Property Taxes	1,556,192	20.07	1,476,726	18.81
Motor Vehicle Taxes	162,849	2.10	157,230	2.00
Sales Tax	1,812,434	23.38	1,631,944	20.79
Franchise Tax	1,151,367	14.85	1,161,785	14.80
Occupation Tax	357,249	4.61	349,124	4.45
TIF Proceeds	229,227	2.96	262,043	3.34
State Allocation	820,213	10.58	763,936	9.73
Miscellaneous	10,255	0.13	115	-
Interest	63,213	0.82	29,936	0.38
Gain on Sale of Assets	248,713	3.21	85,580	1.09
Interfund Transfers	-	-	480,000	6.12
Total	<u>\$ 7,752,463</u>	<u>100.00 %</u>	<u>\$ 7,849,619</u>	<u>100.00 %</u>

Net position increased \$1,022,587 in the governmental funds during the year ended September 30, 2019.

**CITY OF SEWARD, NEBRASKA**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued**  
**For The Year Ended September 30, 2019**

**Business-type activities.** Business-type activities increased the City of Seward's net position by \$877,685 for the year ended September 30, 2019. Key elements of this increase are as follows:

**Expenses and Program Revenues - Business-type Activities**

<u>Function</u>	<u>Year Ended September 30, 2019</u>		<u>Year Ended September 30, 2018</u>	
	<u>Program Revenues</u>	<u>Program Expenses</u>	<u>Program Revenues</u>	<u>Program Expenses</u>
Electric	\$ 9,618,095	\$ 9,549,603	\$ 9,806,715	\$ 9,641,058
Water	1,848,731	1,406,568	1,851,386	1,432,165
Sewer	1,542,147	1,369,333	1,487,009	1,322,431
Total	13,008,973	12,325,504	13,145,110	12,395,654
Interfund Transfer	-	-	-	480,000
	<u>\$ 13,008,973</u>	<u>\$ 12,325,504</u>	<u>\$ 13,145,110</u>	<u>\$ 12,875,654</u>

**Revenues by Source - Business-type Activities**

<u>SOURCES OF REVENUE</u>	<u>Year Ended September 30, 2019</u>		<u>Year Ended September 30, 2018</u>	
Charges for Services	\$ 12,984,490	98.34 %	\$ 13,145,110	98.95 %
Operating Grants and Contributions	14,483	0.11	-	-
Capital Grants and Contributions	10,000	0.08	-	-
Interest	161,795	1.23	99,695	0.75
Gain on Sale of Assets	5,618	0.04	-	-
Miscellaneous	26,803	0.20	39,725	0.30
Total	<u>\$ 13,203,189</u>	<u>100.00 %</u>	<u>\$ 13,284,530</u>	<u>100.00 %</u>

**Financial Analysis of the Government's Funds**

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

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

As of the end of the current fiscal year, the City of Seward's governmental funds reported combined ending fund balances of \$7,073,360. Approximately 51.0 percent of this total amount (\$3,604,961) constitutes *unassigned fund balance*, which is available for spending at the government's discretion. The remainder of fund balances is not available for new spending because it has already been 1) restricted to pay debt service (\$712,240), 2) restricted for street projects (\$57,902), 3) restricted for Federal programs (\$19,620), 4) restricted for economic development (\$203,817), 5) restricted for library maintenance (\$19,672), 6) placed in a

**CITY OF SEWARD, NEBRASKA**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued**  
**For The Year Ended September 30, 2019**

---

nonspendable endowment for cemetery perpetual care (\$219,182), 7) committed for public safety (\$310,493), 8) committed for sports complex lights (\$60,748), 9) assigned for parks (\$50,236), 10) assigned for cemetery (\$149,773), 11) assigned for unemployment compensation (\$14,925), 12) assigned for street expenses (\$793,541), or 13) assigned for budgetary stabilization (\$856,250).

The General Fund is the chief operating fund of the City of Seward. At the end of the current fiscal year, unassigned fund balance of the General Fund was \$3,604,961, while total fund balance reached \$5,067,058. As a measure of the General Fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 80.3 percent of total General Fund expenditures, while total fund balance represents 112.9 percent of that same amount.

The fund balance of the City of Seward's General Fund increased by \$1,434,100 during the current fiscal year.

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

Unrestricted net position of the proprietary funds at the end of the year were as follows: Electric Fund - \$6,344,476, Water Fund - \$3,066,581, and Sewer Fund - \$1,895,609. The change in net position for the proprietary funds was as follows: Electric Fund – increase of \$214,334, Water Fund – increase of \$492,821, and Sewer Fund – increase of \$170,530. Other factors concerning the finances of these three funds have already been addressed in the discussion of the City of Seward's business-type activities.

### **Budgetary Highlights**

There was no difference between the original budget and the final adopted budget for the City of Seward.

### **Capital Asset and Debt Administration**

**Capital Assets.** The City of Seward's investment in capital assets for its governmental and business-type activities as of September 30, 2019, amounts to \$44,951,264 (net of accumulated depreciation). This investment in capital assets includes land, construction in progress, building and system improvements, machinery and equipment, park facilities, roads, highways, and bridges.

Major capital asset events during the current fiscal year included the following:

- Parking lot at the pool - \$33,000
- Groundsmaster 4000-D T4 - \$65,625
- Playground equipment - \$77,000

**CITY OF SEWARD, NEBRASKA**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued**  
**For The Year Ended September 30, 2019**

- Construction in progress on rail campus streets and engineering - \$632,658
- Construction in progress on Waverly Road to Karol Kay Blvd - \$62,904
- 2018 Ford Explorer for police - \$32,209
- 2019 Ford Interceptor for police - \$29,416
- Construction in progress on rail campus water improvements - \$144,117
- 2019 Chevy Silverado for water department - \$41,000
- SW3 well project - \$27,382
- Construction in progress on rail campus sewer improvements - \$149,057
- Sewer easement jetter - \$63,238
- Vulcan model ESK 190 grit classifier - \$37,940
- Construction in progress on substation reclosure - \$266,257
- Karol Kay Blvd electrical upgrades - \$33,567
- Construction in progress on rail campus/Progressive Ave electrical improvements - \$605,936
- Construction in progress on Fairway Woods electrical improvements - \$103,593
- Shoal Creek electrical improvements - \$53,291
- Highway 15 land purchase - \$524,199
- Walker Road land purchase - \$1,140,038

**City of Seward's Capital Assets**  
**(net of depreciation)**

	<u>Year Ended September 30, 2019</u>			<u>Year Ended September 30, 2018</u>		
	<u>Governmental</u> <u>Activities</u>	<u>Business-type</u> <u>Activities</u>	<u>Total</u>	<u>Governmental</u> <u>Activities</u>	<u>Business-type</u> <u>Activities</u>	<u>Total</u>
Land	\$ 596,405	\$ 1,931,102	\$ 2,527,507	\$ 836,814	\$ 264,065	\$ 1,100,879
Construction						
in progress	1,259,759	1,408,502	2,668,261	569,057	130,210	699,267
Infrastructure	7,141,157	-	7,141,157	7,475,977	-	7,475,977
Buildings	8,236,740	843,846	9,080,586	8,468,427	865,328	9,333,755
Equipment	2,153,103	1,101,575	3,254,678	2,322,362	1,155,668	3,478,030
Distribution						
Systems	-	20,279,075	20,279,075	-	21,421,642	21,421,642
Total	<u>\$ 19,387,164</u>	<u>\$ 25,564,100</u>	<u>\$ 44,951,264</u>	<u>\$ 19,672,637</u>	<u>\$ 23,836,913</u>	<u>\$ 43,509,550</u>

Additional information on the City of Seward's capital assets can be found in Note C4 on pages 47-50 of this report.

**Long-term debt.** At the end of the current fiscal year, the City of Seward had total long-term debt outstanding of \$14,380,431. Of this amount, \$2,985,000 comprises debt backed by the full faith and credit of the government. The remainder of the City of Seward's debt represents bonds and notes secured solely by specified revenue sources (i.e., revenue bonds and notes payable and capital lease obligations).

**CITY OF SEWARD, NEBRASKA**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued**  
**For The Year Ended September 30, 2019**

**City of Seward's Outstanding Debt**

	<u>Year Ended September 30, 2019</u>			<u>Year Ended September 30, 2018</u>		
	<u>Governmental</u>	<u>Business-type</u>	<u>Total</u>	<u>Governmental</u>	<u>Business-type</u>	<u>Total</u>
	<u>Activities</u>	<u>Activities</u>		<u>Activities</u>	<u>Activities</u>	
General Obligation						
Bonds	\$ 1,344,600	\$ 75,400	\$ 1,420,000	\$ 1,641,100	\$ 118,900	\$ 1,760,000
Highway Allocation						
Bonds	1,355,000	-	1,355,000	1,455,000	-	1,455,000
Public Safety						
Bonds	210,000	-	210,000	250,000	-	250,000
Revenue Bonds	-	10,745,000	10,745,000	-	11,630,000	11,630,000
Note Payable	181,664	-	181,664	230,510	-	230,510
Capital Leases	419,437	49,330	468,767	462,930	59,325	522,255
Total	<u>\$ 3,510,701</u>	<u>\$ 10,869,730</u>	<u>\$ 14,380,431</u>	<u>\$ 4,039,540</u>	<u>\$ 11,808,225</u>	<u>\$ 15,847,765</u>

The City of Seward's total debt decreased by \$1,467,334 (9.3 percent) during the current fiscal year, as the City made scheduled principal payments.

Additional information on the City of Seward's long-term debt can be found in Note C6 on pages 51-58 of this report.

**Economic Factors and Next Year's Budgets and Rates**

The City's Enterprise Funds maintained strong cash positions and the City has been able to keep up with the increasing costs of operations.

- Property tax asking for the year ending September 30, 2020 of \$1,629,010 is \$63,320 (4.0 percent) higher than the prior year. The property valuation also increased 4.0 percent over the prior year.
- At September 30, 2019, the City had contractual commitments totaling \$796,788 on the Rail Campus project, which is expected to be completed by September 2021. The City also had contractual commitments totaling \$621,729 for two utility projects expected to be completed during the year ending September 30, 2020.
- At September 30, 2019, the City had a \$104,944 contractual commitment for a helicopter for the Nebraska Guard park memorial. Expected completion is September 2020.
- Also at September 30, 2019, the City had a \$164,350 contractual commitment for a Ford F550 pump truck, which is expected to be received by February 2020.

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

**Request for Information**

This financial report is designed to provide a general overview of the City of Seward's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the City Clerk, City of Seward, 537 Main Street, P.O. Box 38, Seward, NE 68434.

**CITY OF SEWARD, NEBRASKA**  
**STATEMENT OF NET POSITION**

**September 30, 2019**

	Primary Government			Component Units
	Governmental Activities	Business-type Activities	Total	
<b>ASSETS</b>				
Current assets:				
Cash and cash equivalents	\$ 4,987,182	\$ 5,159,057	\$ 10,146,239	\$ 118,948
Certificates of deposit	430,559	4,817,029	5,247,588	156,530
County treasurer cash	124,038	-	124,038	12,269
Investments	-	-	-	39,281
Receivables:				
Property tax	27,550	-	27,550	3,800
Accounts, net of allowance for doubtful accounts	1,048	1,316,627	1,317,675	892
Unbilled revenue	-	315,653	315,653	-
Grants	13,728	14,483	28,211	1,040,035
Interest	483	9,146	9,629	2
Current portion of notes	81,296	-	81,296	-
Due from other governments	426,177	-	426,177	-
Prepaid insurance	-	-	-	10,908
Inventory	80,403	729,958	810,361	-
Total current assets	<u>6,172,464</u>	<u>12,361,953</u>	<u>18,534,417</u>	<u>1,382,665</u>
Noncurrent assets:				
Restricted cash and cash equivalents	1,265,800	739,024	2,004,824	-
Restricted certificates of deposit	15,000	1,362,227	1,377,227	-
Permanently restricted investments	-	-	-	85,616
Noncurrent notes receivable	802,571	-	802,571	-
Capital assets:				
Land	596,405	1,931,102	2,527,507	194,263
Construction in progress	1,259,759	1,408,502	2,668,261	-
Other capital assets, net of depreciation	17,531,000	22,224,496	39,755,496	2,971,079
Net capital assets	<u>19,387,164</u>	<u>25,564,100</u>	<u>44,951,264</u>	<u>3,165,342</u>
Total noncurrent assets	<u>21,470,535</u>	<u>27,665,351</u>	<u>49,135,886</u>	<u>3,250,958</u>
<b>Total assets</b>	<u>27,642,999</u>	<u>40,027,304</u>	<u>67,670,303</u>	<u>4,633,623</u>
<b>LIABILITIES</b>				
Current liabilities:				
Accounts payable	202,075	734,065	936,140	4,661
Accrued interest	22,487	42,071	64,558	1,656
Other accrued expenses	134,493	158,222	292,715	-
Customer deposits	-	110,585	110,585	-
Unavailable property tax	19,516	-	19,516	-
Unearned revenue	31,362	-	31,362	16,876
Current portion of long-term obligations	537,446	1,004,280	1,541,726	79,017
Total current liabilities	<u>947,379</u>	<u>2,049,223</u>	<u>2,996,602</u>	<u>102,210</u>
Noncurrent liabilities:				
Compensated absences - noncurrent	139,132	120,929	260,061	-
Noncurrent portion of long-term obligations	2,973,255	9,865,450	12,838,705	274,621
Total noncurrent liabilities	<u>3,112,387</u>	<u>9,986,379</u>	<u>13,098,766</u>	<u>274,621</u>
<b>Total liabilities</b>	<u>4,059,766</u>	<u>12,035,602</u>	<u>16,095,368</u>	<u>376,831</u>
<b>NET POSITION</b>				
Net investment in capital assets	15,876,463	14,694,370	30,570,833	2,811,704
Restricted for:				
Debt service	712,240	1,990,666	2,702,906	-
Street projects	57,902	-	57,902	-
Federal loan programs	19,620	-	19,620	-
Economic development	203,817	-	203,817	-
Cemetery perpetual care	219,182	-	219,182	-
Library maintenance	19,672	-	19,672	-
Permanently restricted-Guthal	-	-	-	85,616
Unrestricted	6,474,337	11,306,666	17,781,003	1,359,472
<b>Total net position</b>	<u>\$ 23,583,233</u>	<u>\$ 27,991,702</u>	<u>\$ 51,574,935</u>	<u>\$ 4,256,792</u>

See notes to financial statements.

**CITY OF SEWARD, NEBRASKA**

**STATEMENT OF ACTIVITIES**

**For the year ended September 30, 2019**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Charges for Services</u>	<u>Program Revenues Operating Grants and Contributions</u>
<b>Primary government:</b>			
<b>Governmental activities:</b>			
General government	\$ 306,775	\$ 39,887	\$ 41,280
Economic development	330,204	-	-
Public safety	1,333,111	12,925	50,696
Public works	1,476,310	263,288	7,125
Environment and leisure	2,077,062	455,459	140,397
Interest and related expenses	98,906	-	-
Depreciation - unallocated	1,107,511	-	-
Total governmental activities	6,729,879	771,559	239,498
<b>Business-type activities:</b>			
Electric	9,549,603	9,603,612	14,483
Water	1,406,568	1,838,731	-
Sewer	1,369,333	1,542,147	-
Total business-type activities	12,325,504	12,984,490	14,483
<b>Total primary government</b>	\$ 19,055,383	\$ 13,756,049	\$ 253,981
<b>Component units:</b>			
Seward Airport Authority	\$ 331,113	\$ 104,177	\$ -
Seward Library Foundation	5,029	-	13,306
<b>Total component units</b>	\$ 336,142	\$ 104,177	\$ 13,306

See notes to financial statements.

Capital Grants and Contributions	Net (Expenses) Revenues and Changes in Net Position			Component Units
	Primary Government		Total	
	Governmental Activities	Business-type Activities		
\$ -	\$ (225,608)		\$ (225,608)	
-	(330,204)		(330,204)	
61,625	(1,207,865)		(1,207,865)	
182,937	(1,022,960)		(1,022,960)	
85,132	(1,396,074)		(1,396,074)	
-	(98,906)		(98,906)	
-	(1,107,511)		(1,107,511)	
<u>329,694</u>	<u>(5,389,128)</u>	\$ -	<u>(5,389,128)</u>	
-	-	68,492	68,492	
10,000	-	442,163	442,163	
-	-	172,814	172,814	
<u>10,000</u>	<u>-</u>	<u>683,469</u>	<u>683,469</u>	
<u>\$ 339,694</u>	<u>(5,389,128)</u>	<u>683,469</u>	<u>(4,705,659)</u>	
\$ 1,121,000				\$ 894,064
-				8,277
<u>\$ 1,121,000</u>				<u>902,341</u>
General revenues:				
Taxes:				
Property	1,556,192	-	1,556,192	171,344
Motor vehicle	162,849	-	162,849	-
Sales tax	1,812,434	-	1,812,434	-
Franchise	1,151,367	-	1,151,367	-
Occupation	357,249	-	357,249	-
TIF proceeds	229,227	-	229,227	-
State allocation	820,213	-	820,213	-
Miscellaneous	10,255	26,803	37,058	-
Interest income	63,213	161,795	225,008	2,992
Gain on sale of assets	248,716	5,618	254,334	(2,265)
Total general revenues	<u>6,411,715</u>	<u>194,216</u>	<u>6,605,931</u>	<u>172,071</u>
Change in net position	<u>1,022,587</u>	<u>877,685</u>	<u>1,900,272</u>	<u>1,074,412</u>
Net position - September 30, 2018	<u>22,560,646</u>	<u>27,114,017</u>	<u>49,674,663</u>	<u>3,182,380</u>
Net position - September 30, 2019	<u>\$ 23,583,233</u>	<u>\$ 27,991,702</u>	<u>\$ 51,574,935</u>	<u>\$ 4,256,792</u>

**CITY OF SEWARD, NEBRASKA**

**BALANCE SHEET -  
GOVERNMENTAL FUNDS**

**September 30, 2019**

	<u>General</u>	<u>Street</u>	<u>Debt Service</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>ASSETS</b>					
Cash and cash equivalents	\$ 4,286,671	\$ 700,511	\$ -	\$ -	\$ 4,987,182
Certificates of deposit	430,559	-	-	-	430,559
County treasurer cash	124,038	-	-	-	124,038
Receivables:					
Accounts, net of allowance for doubtful accounts	-	1,048	-	-	1,048
Grants	3,813	9,915	-	-	13,728
Interest	454	-	-	29	483
Property tax	27,550	-	-	-	27,550
Due from other governments	311,430	114,747	-	-	426,177
Inventory	-	80,403	-	-	80,403
Restricted assets:					
Cash	19,672	57,902	712,240	475,986	1,265,800
Certificates of deposit	-	-	-	15,000	15,000
<b>Total assets</b>	<u><u>\$ 5,204,187</u></u>	<u><u>\$ 964,526</u></u>	<u><u>\$ 712,240</u></u>	<u><u>\$ 491,015</u></u>	<u><u>\$ 7,371,968</u></u>
<b>LIABILITIES AND FUND BALANCES</b>					
Liabilities:					
Accounts payable	\$ 47,608	\$ 106,071	\$ -	\$ 48,396	\$ 202,075
Accrued expenses	38,643	7,012	-	-	45,655
Unearned golf revenue	31,362	-	-	-	31,362
Unavailable property tax	19,516	-	-	-	19,516
<b>Total liabilities</b>	<u>137,129</u>	<u>113,083</u>	<u>-</u>	<u>48,396</u>	<u>298,608</u>
Fund balances:					
Nonspendable					
Cemetery perpetual care	-	-	-	219,182	219,182
Restricted for:					
Debt service	-	-	712,240	-	712,240
Street projects	-	57,902	-	-	57,902
Federal programs	-	-	-	19,620	19,620
Economic development	-	-	-	203,817	203,817
Library maintenance	19,672	-	-	-	19,672
Committed for:					
Public safety	310,493	-	-	-	310,493
Sports complex lights	60,748	-	-	-	60,748
Assigned for:					
Budgetary stabilization	856,250	-	-	-	856,250
Parks	50,236	-	-	-	50,236
Cemetery	149,773	-	-	-	149,773
Unemployment compensation	14,925	-	-	-	14,925
Street expenses	-	793,541	-	-	793,541
Unassigned	3,604,961	-	-	-	3,604,961
<b>Total fund balances</b>	<u>5,067,058</u>	<u>851,443</u>	<u>712,240</u>	<u>442,619</u>	<u>7,073,360</u>
<b>Total liabilities and     fund balances</b>	<u><u>\$ 5,204,187</u></u>	<u><u>\$ 964,526</u></u>	<u><u>\$ 712,240</u></u>	<u><u>\$ 491,015</u></u>	<u><u>\$ 7,371,968</u></u>

See notes to financial statements.

**CITY OF SEWARD, NEBRASKA**

**RECONCILIATION OF THE BALANCE SHEET -  
GOVERNMENTAL FUNDS  
TO THE STATEMENT OF NET POSITION**

**September 30, 2019**

<b>Total fund balances - governmental funds</b>	\$	7,073,360
<p>Amounts reported for <i>governmental activities</i> in the statement of net position are different because:</p>		
<p>Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds. The cost of the assets is \$32,623,691, and the accumulated depreciation is \$13,236,527.</p>		
		19,387,164
<p>Notes receivable are not financial resources and therefore are not reported as assets in governmental funds. The notes receivable are reported as assets in the statement of net position.</p>		
		883,867
<p>Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported as liabilities in the funds. Long-term liabilities at year end consist of:</p>		
Compensated absences	\$	(227,970)
Accrued interest on long-term debt		(22,487)
Bonds payable		(2,909,600)
Note payable		(181,664)
Capital lease obligations		(419,437)
		<u>(3,761,158)</u>
<b>Total net position - governmental activities</b>	<b>\$</b>	<b><u>23,583,233</u></b>

See notes to financial statements.

**CITY OF SEWARD, NEBRASKA**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCES - GOVERNMENTAL FUNDS**

**For the year ended September 30, 2019**

	<u>General</u>	<u>Street</u>	<u>Debt Service</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>REVENUES</b>					
Taxes:					
Property	\$ 1,556,192	\$ -	\$ -	\$ -	\$ 1,556,192
Motor vehicle	162,849	-	-	-	162,849
Sales tax	1,000,462	228,160	433,812	150,000	1,812,434
Franchise	1,151,367	-	-	-	1,151,367
Occupation	357,249	-	-	-	357,249
TIF proceeds	-	-	-	229,227	229,227
Intergovernmental	57,196	820,213	-	-	877,409
Charges for services	747,159	24,276	-	124	771,559
Loan collections	-	-	-	113,642	113,642
Interest income	36,688	120	6,188	4,394	47,390
Grants	88,885	146,780	-	31,363	267,028
Contributions	176,218	-	-	7,125	183,343
Loan proceeds for redevelopers	-	-	-	4,504	4,504
Bond/loan proceeds	89,089	-	-	-	89,089
Sale of property	494,986	-	-	-	494,986
Other income	5,750	-	-	-	5,750
Total revenues	<u>5,924,090</u>	<u>1,219,549</u>	<u>440,000</u>	<u>540,379</u>	<u>8,124,018</u>
<b>EXPENDITURES</b>					
General government	267,905	-	-	38,870	306,775
Economic development	-	-	-	604,446	604,446
Public safety	1,331,635	-	-	-	1,331,635
Public works	390,389	1,085,776	-	145	1,476,310
Environment and leisure	2,077,062	-	-	-	2,077,062
Capital outlay	343,304	663,379	-	-	1,006,683
Principal payments on debt	73,879	58,703	485,346	-	617,928
Interest on long-term debt	5,816	11,751	80,651	-	98,218
Bond fees	-	-	3,000	-	3,000
Total expenditures	<u>4,489,990</u>	<u>1,819,609</u>	<u>568,997</u>	<u>643,461</u>	<u>7,522,057</u>
<b>Excess (deficiency) of     revenues over expenditures</b>	1,434,100	(600,060)	(128,997)	(103,082)	601,961
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers in	-	-	135,865	-	135,865
Transfers out	-	(135,865)	-	-	(135,865)
Net transfers	<u>-</u>	<u>(135,865)</u>	<u>135,865</u>	<u>-</u>	<u>-</u>
<b>Net change in fund balances</b>	1,434,100	(735,925)	6,868	(103,082)	601,961
Fund balances - September 30, 2018	<u>3,632,958</u>	<u>1,587,368</u>	<u>705,372</u>	<u>545,701</u>	<u>6,471,399</u>
Fund balances - September 30, 2019	<u>\$ 5,067,058</u>	<u>\$ 851,443</u>	<u>\$ 712,240</u>	<u>\$ 442,619</u>	<u>\$ 7,073,360</u>

See notes to financial statements.

**CITY OF SEWARD, NEBRASKA**

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES**

**For the year ended September 30, 2019**

<b>Total net change in fund balances - governmental funds</b>	\$ 601,961
Amounts reported for <i>governmental activities</i> in the statement of activities are different because:	
Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capitalized capital outlay (\$1,068,308) was exceeded by depreciation expense (\$1,107,511) during the period.	
Grants funded \$61,625 of the capital additions.	(39,203)
Basis remaining of capital asset disposals does not impact the governmental funds, but the remaining basis reduces the gain on sale of capital assets in the statement of activities.	(246,270)
Collection of loan proceeds on economic development loans is reported as revenue in the governmental funds, but reduces assets in the statement of net position.	(97,819)
The issuance of economic development loans is reported as an expense in the governmental funds, but increases assets in the statement of net position.	331,319
Forgiveness of LB840 loans is not reported in the fund financial statements, but is reported as economic development expense in the statement of activities.	(57,077)
The change in compensated absences is reported as an expense in the statement of net position. Compensated absences are not reported in the governmental funds.	(1,475)
The change in accrued interest payable is reported as an expense in the statement of net position. Accrued interest payable is not reported in the governmental funds.	2,312
The issuance of debt is reported as revenue in the governmental funds, but the issuance increases long-term liabilities in the statement of net position.	(89,089)
Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.	617,928
<b>Change in net position of governmental activities</b>	<u><u>\$ 1,022,587</u></u>

See notes to financial statements.

**CITY OF SEWARD, NEBRASKA**

**STATEMENT OF FUND NET POSITION - PROPRIETARY FUNDS**

**September 30, 2019**

	Enterprise Funds			
	Electric Fund	Water Fund	Sewer Fund	Total
<b>ASSETS</b>				
Current assets:				
Cash and cash equivalents	\$ 925,317	\$ 2,731,207	\$ 1,502,533	\$ 5,159,057
Certificates of deposit	4,371,594	155,225	290,210	4,817,029
Receivables:				
Accounts, net of allowance for doubtful accounts	1,013,649	170,584	132,394	1,316,627
Unbilled revenue	225,247	47,650	42,756	315,653
Grants receivable	14,483	-	-	14,483
Interest	7,367	1,208	571	9,146
Inventory	652,606	77,352	-	729,958
Total current assets	7,210,263	3,183,226	1,968,464	12,361,953
Noncurrent assets:				
Restricted cash and cash equivalents	192,020	401,659	145,345	739,024
Restricted certificates of deposit	467,218	515,332	379,677	1,362,227
Capital assets:				
Land	1,737,460	103,548	90,094	1,931,102
Construction in progress	1,071,865	171,500	165,137	1,408,502
Distribution systems	17,136,238	15,537,890	11,979,051	44,653,179
Buildings	831,014	138,776	371,474	1,341,264
Equipment	2,286,297	398,118	895,905	3,580,320
Less accumulated depreciation	(12,418,123)	(7,632,113)	(7,300,031)	(27,350,267)
Net capital assets	10,644,751	8,717,719	6,201,630	25,564,100
Total noncurrent assets	11,303,989	9,634,710	6,726,652	27,665,351
Total assets	18,514,252	12,817,936	8,695,116	40,027,304
<b>LIABILITIES</b>				
Current liabilities:				
Accounts payable	675,949	36,554	21,562	734,065
Customer deposits	109,945	640	-	110,585
Accrued interest payable	13,619	24,587	3,865	42,071
Other accrued expenses	50,885	24,087	26,068	101,040
Sales tax payable	57,182	-	-	57,182
Current portion of long-term obligations	390,000	346,865	267,415	1,004,280
Total current liabilities	1,297,580	432,733	318,910	2,049,223
Noncurrent liabilities:				
Compensated absences - noncurrent	68,152	31,417	21,360	120,929
Noncurrent portion of long-term obligations	4,185,000	2,700,200	2,980,250	9,865,450
Total noncurrent liabilities	4,253,152	2,731,617	3,001,610	9,986,379
Total liabilities	5,550,732	3,164,350	3,320,520	12,035,602
<b>NET POSITION</b>				
Net investment in capital assets	6,069,751	5,670,654	2,953,965	14,694,370
Restricted for:				
Debt service	549,293	916,351	525,022	1,990,666
Unrestricted	6,344,476	3,066,581	1,895,609	11,306,666
Total net position	\$ 12,963,520	\$ 9,653,586	\$ 5,374,596	\$ 27,991,702

See notes to financial statements.

**CITY OF SEWARD, NEBRASKA**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGES**  
**IN NET POSITION - PROPRIETARY FUNDS**

**For the year ended September 30, 2019**

	Enterprise Funds			Total
	Electric Fund	Water Fund	Sewer Fund	
<b>Operating revenues:</b>				
User charges	\$ 9,511,254	\$ 1,695,902	\$ 1,516,327	\$ 12,723,483
Customer service charges	40,278	9,257	9,633	59,168
Other revenue	52,080	133,572	16,187	201,839
Total operating revenues	<u>9,603,612</u>	<u>1,838,731</u>	<u>1,542,147</u>	<u>12,984,490</u>
<b>Operating expenses:</b>				
Cost of power	6,244,563	-	-	6,244,563
Personnel	810,911	509,474	479,889	1,800,274
Contract services	39,939	18,062	22,220	80,221
Utilities	85,412	137,469	81,340	304,221
Repairs and maintenance	251,875	120,951	91,860	464,686
Supplies	71,684	30,323	23,122	125,129
Professional fees	48,441	12,492	22,160	83,093
Insurance	51,963	31,709	31,076	114,748
Fuel and transportation	10,006	6,470	12,063	28,539
Dues, memberships & training	22,888	10,293	10,897	44,078
Miscellaneous	6,226	5,423	1,512	13,161
Franchise fees	980,066	93,331	77,970	1,151,367
Depreciation	813,174	345,911	437,112	1,596,197
Total operating expenses	<u>9,437,148</u>	<u>1,321,908</u>	<u>1,291,221</u>	<u>12,050,277</u>
Operating income	166,464	516,823	250,926	934,213
<b>Nonoperating revenues (expenses):</b>				
Interest income	104,729	39,568	17,498	161,795
Miscellaneous income	24,405	-	2,398	26,803
Grant revenue	14,483	10,000	-	24,483
Gain on disposal of capital assets	5,618	-	-	5,618
Interest expense	(111,655)	(82,860)	(77,312)	(271,827)
Loan administration fees	(800)	(1,800)	(800)	(3,400)
Total nonoperating revenues (expenses)	<u>36,780</u>	<u>(35,092)</u>	<u>(58,216)</u>	<u>(56,528)</u>
Income before interfund transfers	203,244	481,731	192,710	877,685
<b>Interfund transfers:</b>				
Transfer from (to) other funds	<u>11,090</u>	<u>11,090</u>	<u>(22,180)</u>	<u>-</u>
<b>Change in net position</b>	214,334	492,821	170,530	877,685
Net position - September 30, 2018	<u>12,749,186</u>	<u>9,160,765</u>	<u>5,204,066</u>	<u>27,114,017</u>
Net position - September 30, 2019	<u>\$ 12,963,520</u>	<u>\$ 9,653,586</u>	<u>\$ 5,374,596</u>	<u>\$ 27,991,702</u>

See notes to financial statements.

**CITY OF SEWARD, NEBRASKA**

**STATEMENT OF CASH FLOWS -  
PROPRIETARY FUNDS**

**For the year ended September 30, 2019**

	Enterprise Funds			Total
	Electric Fund	Water Fund	Sewer Fund	
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>				
Receipts from customers	\$ 9,607,057	\$ 1,816,167	\$ 1,539,974	\$ 12,963,198
Payments to suppliers	(7,791,710)	(451,800)	(367,011)	(8,610,521)
Payments to employees	(808,165)	(507,573)	(476,866)	(1,792,604)
Net cash provided by operating activities	1,007,182	856,794	696,097	2,560,073
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>				
Transfers to other funds	11,090	11,090	(22,180)	-
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>				
Purchase of property and equipment	(2,797,691)	(266,782)	(266,543)	(3,331,016)
Proceeds from sale of capital assets	13,250	-	-	13,250
Grant proceeds	-	10,000	-	10,000
Principal payments on capital debt	(380,000)	(315,997)	(242,498)	(938,495)
Interest paid on capital debt	(112,555)	(84,664)	(77,666)	(274,885)
Loan administration fees	(800)	(1,800)	(800)	(3,400)
Net cash used by capital and related financing activities	(3,277,796)	(659,243)	(587,507)	(4,524,546)
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>				
(Increase) decrease in certificates of deposit	(35,059)	(542)	(2,319)	(37,920)
(Increase) decrease in restricted certificates of deposit	(539)	(2,141)	(242)	(2,922)
Interest received	101,627	38,867	17,241	157,735
Net cash provided by investing activities	66,029	36,184	14,680	116,893
Increase (decrease) in cash and cash equivalents	(2,193,495)	244,825	101,090	(1,847,580)
Cash and cash equivalents - beginning of the year	3,310,832	2,888,041	1,546,788	7,745,661
Cash and cash equivalents - end of the year	\$ 1,117,337	\$ 3,132,866	\$ 1,647,878	\$ 5,898,081
<b>Composition of cash and cash equivalents:</b>				
Cash and cash equivalents	\$ 925,317	\$ 2,731,207	\$ 1,502,533	\$ 5,159,057
Restricted cash and cash equivalents	192,020	401,659	145,345	739,024
Total cash and cash equivalents	\$ 1,117,337	\$ 3,132,866	\$ 1,647,878	\$ 5,898,081

**CITY OF SEWARD, NEBRASKA**

**STATEMENT OF CASH FLOWS -  
PROPRIETARY FUNDS, Continued**

**For the year ended September 30, 2019**

	Enterprise Funds			<u>Total</u>
	<u>Electric Fund</u>	<u>Water Fund</u>	<u>Sewer Fund</u>	
<b>Reconciliation of operating income to net cash provided by operating activities:</b>				
Operating income	\$ 166,464	\$ 516,823	\$ 250,926	\$ 934,213
Adjustments to reconcile operating income to net cash provided by operating activities:				
Miscellaneous nonoperating revenue	24,405	-	2,398	26,803
Depreciation expense	813,174	345,911	437,112	1,596,197
Change in assets and liabilities:				
Accounts receivable	(21,280)	(21,304)	(4,571)	(47,155)
Inventories	(82,750)	(2,265)	-	(85,015)
Accounts payable	104,103	16,988	7,209	128,300
Customer deposits	(2,465)	(1,260)	-	(3,725)
Sales tax payable	2,785	-	-	2,785
Accrued expenses	2,746	1,901	3,023	7,670
Net cash provided by operating activities	\$ 1,007,182	\$ 856,794	\$ 696,097	\$ 2,560,073

See notes to financial statements.

**CITY OF SEWARD, NEBRASKA**  
**NOTES TO FINANCIAL STATEMENTS**

**INDEX**

	Page
<b>NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</b>	
1. Financial Reporting Entity	25
2. Basis of Presentation	26
3. Measurement Focus and Basis of Accounting	29
4. Assets, Liabilities, and Equity	31
5. Revenues, Expenditures, and Expenses	37
<b>NOTE B – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY</b>	
1. Fund Accounting Requirements	39
2. Deposit Laws and Regulations	39
3. Revenue Restrictions	40
4. Debt Restrictions and Covenants	40
5. Budgetary Data	40
<b>NOTE C – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS</b>	
1. Cash and Investments	41
2. Restricted Assets	44
3. Accounts and Notes Receivable	44
4. Capital Assets	47
5. Accounts Payable	50
6. Long-term Debt	51
7. Interfund Transactions and Balances	58
<b>NOTE D – OTHER NOTES</b>	
1. Employee Pension and Other Benefit Plans	59
2. Risk Management	59
3. Commitments and Contingencies	61
4. Land Options	62
5. Interlocal Agreements	63
6. Tax Abatements/Conduit Debt	64
7. Subsequent Events	65

**CITY OF SEWARD, NEBRASKA**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2019**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the City of Seward, Nebraska (City) are prepared in accordance with generally accepted accounting principles (GAAP). The City’s reporting entity applies all relevant Governmental Accounting Standards Board (GASB) pronouncements.

The accounting and reporting framework and the more significant accounting principles and practices are discussed in subsequent sections of this Note.

**1. Financial Reporting Entity**

The City of Seward, Nebraska, was incorporated in 1868. The City operates under a Mayor-Council form of government with an elected Mayor, and an elected legislative body, Council, composed of eight members. The Mayor is elected at large for a four-year term, and the eight members of the City Council are elected, two from each of four wards, on alternating four-year terms. The administration of the City government is performed under the direction of the Mayor by the City Administrator. Services provided to residents include public safety, highways and streets, planning and zoning, parks, recreation, development, electric, water, and sanitary sewer systems, transfer station, and general administrative services.

The City’s financial reporting entity comprises the following:

Primary Government:	City of Seward
Discretely Presented Component Units:	Seward Airport Authority Seward Library Foundation

In determining the financial reporting entity, the City complies with the provisions of GASB Statement No. 61, and has addressed all potential component units (traditionally separate reporting entities) for which the City may be financially accountable, and, as such, should be included within the City’s financial statements. The City (the primary government) is financially accountable if it appoints a voting majority of the organization’s governing board and (1) it is able to impose its will on the organization or (2) there is a potential for the organization to provide specific financial benefits to or impose specific financial burdens on the City. Additionally, the primary government is required to consider other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity’s financial statements to be misleading.

**CITY OF SEWARD, NEBRASKA**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**September 30, 2019**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued**

**1. Financial Reporting Entity, continued**

**Blended Component Units**

Blended component units are separate legal entities that meet the component unit criteria described above and whose governing body is the same or substantially the same as the City Council or the component unit provides services entirely to the City. These component units' funds are blended into those of the City by appropriate activity type to compose the primary government presentation. Currently, the City has no blended component units.

**Discretely Presented Component Units**

Discretely presented component units are separate legal entities that meet the component unit criteria described above but do not meet the criteria for blending. The following are the discretely presented component units:

	<u>Brief Description of Activities and Relationship to the City:</u>
Seward Airport Authority	Established to provide for the operation of the Seward Airport. The component unit information was obtained from financial statements which can be obtained by contacting the Seward Airport Authority.
Seward Library Foundation	Established to support the Seward library.

**2. Basis of Presentation**

**Government-wide Financial Statements**

The Statement of Net Position and Statement of Activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

**CITY OF SEWARD, NEBRASKA**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**September 30, 2019**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued**

**2. Basis of Presentation, continued**

**Fund Financial Statements**

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, revenues, and expenditures/expenses. Funds are organized into two major categories: governmental and proprietary. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the City or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least five percent of the corresponding total for all governmental and enterprise funds combined.

The funds of the financial reporting entity are described below:

**Governmental Funds**

*General Fund*

The General Fund is the primary operating fund of the City and always classified as a major fund. It is used to account for all activities except those legally or administratively required to be accounted for in other funds.

*Special Revenue Funds*

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for certain purposes.

*Debt Service Fund*

The Debt Service Fund accounts for the accumulation of financial resources for the payment of interest and principal on the general long-term debt of the City other than debt service payments made by enterprise funds. Ad valorem taxes are used for the payment of principal and interest on the City's general obligation bonds.

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued**

**2. Basis of Presentation, continued**

**Governmental Funds, continued**

*Permanent Fund*

The Permanent Fund accounts for assets held by the City pursuant to a trust agreement. The principal portion of this fund type must remain intact, but the earnings may be used to achieve the objectives of the fund.

**Proprietary Funds**

*Enterprise Funds*

Enterprise Funds are used to account for business-like activities provided to the general public. These activities are financed primarily by user charges and the measurement of financial activity focuses on net income measurement similar to the private sector.

**Major and Nonmajor Funds**

The funds are further classified as major or non-major as follows:

<b><u>Fund</u></b>	<b><u>Brief Description</u></b>
<i>Major:</i>	
Governmental:	
General	See page 27 for description.
Street	The Street Fund is a special revenue fund that accounts for the City's share of highway allocation from the State of Nebraska.
Debt Service	See page 27 for description.

CITY OF SEWARD, NEBRASKA

NOTES TO FINANCIAL STATEMENTS, Continued

September 30, 2019

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued

2. **Basis of Presentation, continued**

Major and Nonmajor Funds, continued

<b><u>Fund</u></b>	<b><u>Brief Description</u></b>
<i>Major, continued:</i>	
Proprietary:	
Enterprise:	
Electric, Water, and Sewer	See page 28 for description.
<i>Nonmajor:</i>	
Special Revenue:	
CDBG	Special revenue fund that accounts for community development grants and related expenses.
LB840	Special revenue fund that accounts for sales tax to be used for economic development under LB840.
TIF	Special revenue fund that accounts for tax increment financing projects used to promote economic development.
Perpetual Care	Permanent fund that accounts for the monies in a permanent care endowment fund for the cemetery.

3. **Measurement Focus and Basis of Accounting**

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

**Measurement Focus**

On the government-wide Statement of Net Position and the Statement of Activities, both governmental and business-like activities are presented using the economic resources measurement focus as defined in item b, below.

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued**

**3. Measurement Focus and Basis of Accounting, continued**

**Measurement Focus, continued**

In the fund financial statements, the “current financial resources” measurement focus or the “economic resources” measurement focus is used as appropriate:

- a. All governmental funds utilize a “current financial resources” measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.
- b. The proprietary funds utilize an “economic resources” measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets and liabilities (whether current or noncurrent) associated with their activities are reported. Proprietary fund equity is classified as net position.

**Basis of Accounting**

In the government-wide Statement of Net Position and Statement of Activities, governmental and business-like activities and the discretely presented component units are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when “measurable and available.” Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or within 60 days after year end. Expenditures (including capital outlay) are recorded when the related fund liability is incurred.

**CITY OF SEWARD, NEBRASKA**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**September 30, 2019**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued**

**3. Measurement Focus and Basis of Accounting, continued**

**Basis of Accounting, continued**

All proprietary funds and discretely presented component units utilize the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or the economic asset is used.

**4. Assets, Liabilities, and Equity**

**Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Cash and Investments**

For the purpose of the Statement of Net Position, “cash and cash equivalents” include all demand accounts and savings accounts. For the purpose of the proprietary fund Statement of Cash Flows, “cash and cash equivalents” include all cash on hand, demand accounts, savings accounts, and equity in pooled cash which has an original maturity of three months or less. The County Treasurer’s cash represents revenues collected not yet remitted to the City.

Certificates of deposit and investments are carried at fair value. Fair value is based on quoted market price. Additional cash and investment disclosures are presented in Notes B2, C1, and D2.

When both restricted and unrestricted resources are available for use, it is the City’s policy to use restricted resources first, then unrestricted resources as they are needed.

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued**

**4. Assets, Liabilities, and Equity, continued**

**Receivables**

In the government-wide statements, receivables consist of all revenues earned at year end and not yet received. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable. Major receivable balances for the governmental activities include special assessments and property taxes. Business-type activities report utility billings and unbilled revenue as their major receivables.

In the fund financial statements, receivables in governmental funds include revenue accruals such as special assessments and property taxes, since they are usually both measurable and available. Proprietary fund receivables consist of all revenues earned at year end and not yet received. Utility accounts receivable and unbilled revenue compose the majority of proprietary fund receivables. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable.

**Due from Other Governments**

The total due from other governments consists of the following:

<u>Fund</u>	<u>Amount</u>	<u>Service</u>
General	\$ 311,430	Sales Tax
Street	30,782	Sales Tax
Street	15,167	Motor Vehicle Fees
Street	<u>68,798</u>	Highway Allocation
	<u>\$ 426,177</u>	

**Inventory**

All inventories are valued at cost using the first-in/first-out (FIFO) method.

**Restricted Assets**

Restricted assets include cash and investments that are legally restricted as to their use. The primary restricted assets are related to debt service and proceeds of specific revenue sources that are legally restricted to expenditures for certain purposes.

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued**

**4. Assets, Liabilities, and Equity, continued**

**Capital Assets**

The accounting treatment over property, plant, and equipment (capital assets) depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

*Government-wide Statements*

In the government-wide financial statements, capital assets that are purchased or acquired with an original cost of \$5,000 or more are capitalized and reported on the Statement of Net Position. Capital assets are valued at historical cost or estimated historical cost if actual is unavailable, except for donated capital assets, which are recorded at their estimated fair value at the date of donation. The City has elected the depreciation approach for reporting infrastructure.

Depreciation of general capital assets and all proprietary capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The ranges of estimated useful lives by type of asset are as follows:

Buildings	25-40 years
Improvements	5-25 years
Machinery and Equipment	5-20 years
Utility System	20-50 years
Infrastructure	20-50 years

Prior to July 1, 1980, governmental funds' infrastructure assets were not capitalized. These assets (back to July 1, 1980) have been valued at estimated historical cost. The cost of normal maintenance, preservation, and repairs that do not add to the value of the assets or materially extend the assets' lives are not capitalized.

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued**

**4. Assets, Liabilities, and Equity, continued**

**Capital Assets, continued**

*Fund Financial Statements*

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same as in the government-wide statements.

**Unavailable Revenues**

Unavailable revenues consist of property taxes and special assessments expected to be collected after 60 days.

**Compensated Absences**

The City's policies regarding vacation time permit employees to accumulate earned but unused vacation leave. A portion of the liability for these compensated absences is recorded as long-term debt in the government-wide statements. The current portion of this obligation is estimated based on historical trends. In the fund financial statements, governmental funds report only the current compensated absence liability payable from expendable available financial resources, while the proprietary funds report the total liability.

Employees generally earn sick leave at the rate of one day per month with the total accumulation up to 900 hours. In the event of retirement, an employee is reimbursed 50 percent of the accumulated sick leave if the employee meets certain eligibility requirements.

**Long-term Debt**

The accounting treatment of long-term debt depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

**CITY OF SEWARD, NEBRASKA**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**September 30, 2019**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued**

**4. Assets, Liabilities, and Equity, continued**

**Long-term Debt, continued**

*Government-wide Statements*

All long-term debt to be repaid from governmental and business-type resources is reported as liabilities in the government-wide statements. The long-term debt consists primarily of notes payable and accrued compensated absences.

*Fund Financial Statements*

Long-term debt for governmental funds is not reported as liabilities in the fund financial statements. The debt proceeds are reported as other financing sources and payment of principal and interest reported as expenditures. The accounting for proprietary funds is the same in the fund financial statements as it is in the government-wide statements.

**Equity Classifications**

*Government-wide Statements*

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

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

*Fund Financial Statements*

Governmental fund equity is classified as fund balance. Proprietary fund equity is classified the same as in the government-wide statements.

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued**

**4. Assets, Liabilities, and Equity, continued**

**Equity Classifications, continued**

*Fund Financial Statements, continued*

Effective October 1, 2010, the City adopted GASB Statement No. 54, which redefined how fund balances of the governmental funds are presented in the financial statements. Fund balances are classified as follows:

**Nonspendable**—Amounts that cannot be spent either because they are not in a spendable form or because they are legally or contractually required to be maintained intact.

**Restricted**—Amounts that can be spent only for specific purposes because of the City Charter, City Code, state or federal laws or externally imposed conditions by grantors or creditors.

**Committed**—Amounts that can be used only for specific purposes determined by a formal action by City Council ordinance or resolution.

**Assigned**—Amounts that are designated by the Mayor for a specific purpose but are not spendable until a budget ordinance is passed by the City Council.

**Unassigned**—All amounts not included in other spendable classifications.

The details of the fund balances are included in the Governmental Funds Balance Sheet (page 16). Restricted funds are used first as appropriate. Assigned Funds are reduced to the extent that expenditure authority has been budgeted by the City Council or the Assignment has been changed by the Mayor. Decreases to fund balance first reduce Unassigned Fund balance; in the event that Unassigned Fund Balance becomes zero, then Assigned and Committed Fund Balances are used in that order.

**CITY OF SEWARD, NEBRASKA**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**September 30, 2019**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued**

**5. Revenues, Expenditures, and Expenses**

**Sales and Use Tax**

The City presently levies a 1.5 cent sales tax on taxable sales within the City. The sales tax is collected by the Nebraska Department of Revenue and remitted to the City in the month following receipt. The Nebraska Department of Revenue receives the sales tax approximately one month after collection by vendors. The sales tax allocated to the General and Debt Service Funds for property tax relief, with up to \$150,000 per year approved for the LB840 Fund to be used for economic development. Sales tax collected on the sale of motor vehicles is restricted for street improvements as required by LB904.

Sales taxes collected by the State in September (which represent sales for August) and received by the City in October have been accrued and are included under the caption “Due from other governments.”

**Property Taxes**

The City has the power to levy taxes each year sufficient to pay any judgment existing against the City, the interest on bonded debt, and the principal on bonded debt maturing during the fiscal year or within six months thereafter, as well as taxes authorized by state law.

The tax levies for all political subdivisions in Seward County are certified by the County Board on or before October 15. Real estate taxes are due on December 31 and attach as an enforceable lien and become delinquent in two equal installments on May 1 and September 1. Personal property taxes are due in the same manner as real estate taxes. Delinquent taxes bear 14 percent interest.

**CITY OF SEWARD, NEBRASKA**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**September 30, 2019**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued**

**5. Revenues, Expenditures, and Expenses, continued**

**Property Taxes, continued**

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

The City-owned electric, water, and sewer utilities make payments in lieu of taxes (10 percent of gross revenues for electric, 5 percent of gross revenues for water, and 5 percent of gross revenues for sewer).

**Operating Revenues and Expenses**

Operating revenues and expenses for proprietary funds are those that result from providing services and producing and delivering goods and/or services. They also include all revenue and expenses not related to capital and related financing, noncapital financing, or investing activities.

**Expenditures/Expenses**

In the government-wide financial statements, expenses are classified by function for both governmental and business-type activities.

In the fund financial statements, expenditures are classified as follows:

Governmental Funds – by Character and Function

Proprietary Fund – by Operating and Nonoperating

In the fund financial statements, governmental funds report expenditures of financial resources. Proprietary funds report expenses relating to use of economic resources.

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued**

**5. Revenues, Expenditures, and Expenses, continued**

**Interfund Transfers**

Permanent reallocation of resources between funds of the reporting entity is classified as transfers. For the purposes of the Statement of Activities, all interfund transfers between individual governmental funds have been eliminated.

**NOTE B – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

By its nature as a local government unit, the City and its component units are subject to various federal, state, and local laws and contractual regulations. An analysis of the City's compliance with significant laws and regulations and demonstration of its stewardship over City resources follows:

**1. Fund Accounting Requirements**

The City complies with all state and local laws and regulations requiring the use of separate funds. The legally required funds used by the City include: Special Revenue, Debt Service, and Permanent Funds.

**2. Deposit Laws and Regulations**

Custodial credit risk is the risk that, in the event of a bank failure, a government's deposits may not be returned to it. The City's deposit policy for custodial credit risk requires compliance with the provisions of state law.

State law requires collateralization of all deposits with federal depository insurance or with U.S. Treasury and U.S. agency securities having an aggregate value at least equal to the amount of the deposits. The City's demand deposits are insured up to \$250,000 and certificates of deposit/savings accounts are insured up to \$250,000 by the Federal Deposit Insurance Corporation (FDIC). Any cash deposits or certificates of deposit in excess of the FDIC limits are insured by collateral held by the pledging institution in the City's name.

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE B – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY, continued**

**3. Revenue Restrictions**

The City has various restrictions placed over certain revenue sources from state or local requirements. The primary restricted revenue sources are described in Note A2 for the various funds.

**4. Debt Restrictions and Covenants**

*Bonds Payable*

The various bond ordinances relating to the bonds payable contain some restrictions or covenants that are financial-related. These include covenants such as debt service coverage requirements and required reserve account balances. The City is in compliance with the bond restrictions and covenants.

**5. Budgetary Data**

The City is required by state laws to adopt annual budgets for all fund types. Each budget is presented on the cash basis of accounting, which is consistent with the requirements of the state budget act.

The Nebraska Budget Act provides the prescribed budget practices and procedures that governing bodies are required to follow. The amounts that may be budgeted for certain specific funds are subject to various expenditure and/or tax levy limitations.

The City follows these procedures in establishing the budgetary data reflected in the accompanying financial statements.

- a. On or before August 1, the City prepares a budget for the fiscal year commencing October 1. The budget includes proposed expenditures and resources available.
- b. The budget is published with subsequent public hearings to obtain taxpayer comments.

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE B – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY, continued**

**5. Budgetary Data, continued**

- c. Prior to September 20, the City Council adopts the budget, which is then filed with the appropriate state and county officials.
- d. Total expenditures may not legally exceed total appropriations. Appropriations lapse at year end and any revisions require board approval.
- e. The County Clerk certifies a preliminary property tax levy for each fund of the City which levied property taxes in the county the previous year based on the combined valuation and amount required for the City the prior year. The preliminary levy becomes the final levy unless the governing board passes, by a majority vote, a resolution setting the levy at a different amount.
- f. The property tax requirements resulting from the budget process are utilized by the County Assessor to establish the tax levy. Taxes are levied annually on or before October 15. Real property taxes and personal property taxes are due December 31 with the first half delinquent May 1 and the second half delinquent September 1.
- g. Appropriations lapse at the end of the fiscal year, except for capital improvement appropriations and certain encumbrances against operating budgets.
- h. The City of Seward adopts a budget by resolution for all fund types.

**NOTE C – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS**

The following notes present detail information to support the amounts reported in the basic financial statements for its various assets, liabilities, equity, revenues, and expenditures/expenses.

**1. Cash and Investments**

**Deposits**

The City's policies regarding deposits of cash are discussed in Note A4. The table presented below is designed to disclose how its deposits were insured or secured with collateral at September 30, 2019. The categories of collateral are defined as follows:

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE C – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS, continued**

**1. Cash and Investments, continued**

**Deposits, continued**

Category 1 – Insured by FDIC or collateralized with securities held by the City (or public trust) or by its agent in its name.

Category 2 – Uninsured but collateralized with securities held by the pledging financial institution’s trust department or agent in the City’s name.

Category 3 – Uninsured and uncollateralized; or collateralized with securities held by the pledging financial institution, or by its trust department or agent, but not in the City’s name; or collateralized with no written or approved collateral agreement.

<u>Types of Deposits</u>	<u>Total Bank Balance</u>	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>	<u>Total Carrying Value</u>
Demand deposits and certificates of deposit	\$ 19,464,535	\$ 1,386,598	\$ 18,077,937	\$ -	\$ <u>19,051,356</u>

Reconciliation to Government-wide Statement of Net Position:

Primary Government –	
Unrestricted cash and cash equivalents	\$ 10,146,239
Unrestricted certificates of deposit	5,247,588
Restricted cash and cash equivalents	2,004,824
Restricted certificates of deposit	1,377,227
Component Units –	
Unrestricted cash and cash equivalents	118,948
Unrestricted certificates of deposit	<u>156,530</u>
	<u>\$ 19,051,356</u>

**Investments**

The City’s policies and applicable laws regarding investments are discussed in Notes A4 and B2. The table presented below is designed to disclose whether the investments are insured or registered and who holds the security at September 30, 2019. The categories of investments are defined as follows:

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE C – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS, continued**

**1. Cash and Investments, continued**

**Investments, continued**

Category 1 – Insured or registered with securities held by the entity or its agent in the entity’s name.

Category 2 – Uninsured and unregistered with securities held by the counterparty’s trust department or agent in the entity’s name.

Category 3 – Uninsured and unregistered with securities held by the counterparty or by its trust department or agent but not in the City’s name.

<b><u>Type of Investment</u></b>	<b>Category <u>1</u></b>	<b>Category <u>2</u></b>	<b>Category <u>3</u></b>	<b><u>Carrying Amount</u></b>	<b><u>Fair Value</u></b>
Publicly Traded Equities	\$ -	\$ 124,897	\$ -	\$ <u>124,897</u>	\$ <u>124,897</u>

Reconciliation to Government-wide Statement of Net Position:

Component Units –

Unrestricted investments	\$ 39,281
Permanently restricted investments	<u>85,616</u>
	\$ <u>124,897</u>

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE C – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS, continued**

**2. Restricted Assets**

The restricted assets as of September 30, 2019, are as follows:

	<u>Governmental Activities</u>	<u>Business- type Activities</u>	<u>Total Primary Government</u>	<u>Component Unit</u>
Type of Restricted Assets:				
Cash and cash equivalents	\$ 1,265,800	\$ 739,024	\$ 2,004,824	\$ -
Certificates of deposit	15,000	1,362,227	1,377,227	-
Investments	-	-	-	85,616
	<u>\$ 1,280,800</u>	<u>\$ 2,101,251</u>	<u>\$ 3,382,051</u>	<u>\$ 85,616</u>

Restricted cash and investments for governmental activities consists of \$19,672 of General Fund cash restricted for library maintenance, \$57,902 of Street Fund cash restricted for street projects, \$712,240 of Debt Service Fund cash restricted for debt service, \$19,620 of CDBG Fund cash restricted for Federal programs, \$193,323 of LB840 Fund cash restricted for economic development, \$58,890 of TIF Fund cash restricted for economic development, and \$219,153 of Perpetual Care Fund cash and certificates of deposit restricted for cemetery perpetual care.

Restricted business-type assets consist of debt service reserves of \$549,293 for the Electric Fund, \$916,351 for the Water Fund, and \$525,022 for the Sewer Fund. The Electric Fund also has \$109,945 and the Water Fund has \$640 restricted for customer deposits.

The Seward Library Foundation has \$85,616 of permanently restricted investments endowed for the income only to be used to support the Seward library.

**3. Accounts and Notes Receivable**

Accounts receivable of the business-type activities consist of utilities receivable. Accounts receivable of the governmental activities consist of minor receivables in the Street Fund. Accounts receivable for the component units consist of minor receivables. Receivables detail at September 30, 2019, is as follows:

	<u>Governmental Activities</u>	<u>Business- type Activities</u>	<u>Total Primary Government</u>	<u>Component Units</u>
Accounts receivable	\$ 1,048	\$ 1,318,927	\$ 1,319,975	\$ 892
Allowance for doubtful accounts	-	( 2,300)	( 2,300)	-
Net accounts receivable	<u>\$ 1,048</u>	<u>\$ 1,316,627</u>	<u>\$ 1,317,675</u>	<u>\$ 892</u>

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE C – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS, continued**

**3. Accounts and Notes Receivable, continued**

Notes receivable for the governmental activities consist of the following at September 30, 2019:

<u>Type of Loan</u>	<u>Due From</u>	<u>Note Balance at September 30, 2019</u>	<u>Terms</u>
LB840	B & M Seed, LLC	\$ 43,452	2.5%; monthly payments due over 5 years; final payment due 10/1/23
LB840	La Cocina	50,000	5.0%; 20 percent forgivable annually if borrower retains improvements; due 1/7/24
LB840	Seward Hotel Group	59,680	3.25%; monthly payments over 15 years; final payment due 9/1/27
LB840	ECES, Inc	37,340	2.625%; monthly payments due over 10 years; final payment due 1/1/29
LB840	Barely Legal Distilling, LLC	70,000	2.25%; monthly payments due over 5 years; final payment due 2/1/23
LB840	Green Future Properties	235,000	2.75%; monthly payments due over 15 years; 12% of the loan will be forgiven after 166 payments have been made; final payment due 9/1/34
LB840	Cornerstone Interiors & Design	55,202	2.13%; monthly payments due over 10 years; final payment due 1/1/28
LB840	SBSX Properties	1,613	3.25%; monthly payments due over 5 years; final payment due 3/1/20
LB840	In Motion	3,411	2.5%; monthly payments due over 5 years; final payment due 12/1/20

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE C – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS, continued**

**3. Accounts and Notes Receivable, continued**

<u>Note Held By</u>	<u>Due From</u>	Note Balance at September 30, <u>2019</u>	<u>Terms</u>
LB840	Turning Point Behavioral Health & Addiction Counseling	18,599	1.75%; monthly payments due over 10 years; final payment due 12/1/26
LB840	Bottle Rocket Brewing	6,319	5.0%; 20 percent forgivable annually if borrower retains improvements; due 9/30/24
LB840	Hexagon Properties	86,501	1.875%; monthly payments due over 15 years; final payment due 3/30/32
LB840	Red Path Gallery & Tasting Room	49,079	2.375%; monthly payments due over 10 years; final payment due 8/1/28
LB840	Fullfield Ag, LLC	167,671	1.875%; monthly payments due over 15 years; final payment due 2/15/32
		<hr/>	
	Total notes receivable	\$ <u>883,867</u>	
	Current portion	\$ 81,296	
	Noncurrent portion	<u>802,571</u>	
		\$ <u>883,867</u>	

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE C – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS, continued**

**4. Capital Assets**

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

	<u>Balance at October 1, 2018</u>	<u>Additions</u>	<u>Disposals</u>	<u>Reclass</u>	<u>Balance at September 30, 2019</u>
<b><u>Governmental Activities:</u></b>					
Capital assets not being depreciated:					
Land	\$ 836,814	\$ -	\$ (240,409)	\$ -	\$ 596,405
Construction in progress	<u>569,057</u>	<u>696,824</u>	<u>-</u>	<u>(6,122)</u>	<u>1,259,759</u>
Total capital assets not being depreciated	1,405,871	696,824	(240,409)	(6,122)	1,856,164
Other capital assets being depreciated:					
Infrastructure	12,943,621	33,000	-	-	12,976,621
Buildings	11,695,264	6,084	-	-	11,701,348
Machinery and equipment	<u>5,844,273</u>	<u>332,400</u>	<u>(93,237)</u>	<u>6,122</u>	<u>6,089,558</u>
Total other capital assets at historical cost	30,483,158	371,484	(93,237)	6,122	30,767,527
Less accumulated depreciation for:					
Infrastructure	(5,467,644)	(367,820)	-	-	(5,835,464)
Buildings	(3,226,837)	(237,771)	-	-	(3,464,608)
Machinery and equipment	<u>(3,521,911)</u>	<u>(501,920)</u>	<u>87,376</u>	<u>-</u>	<u>(3,936,455)</u>
Total accumulated depreciation	<u>(12,216,392)</u>	<u>(1,107,511) *</u>	<u>87,376</u>	<u>-</u>	<u>(13,236,527)</u>
Other capital assets, net	<u>18,266,766</u>	<u>(736,027)</u>	<u>(5,861)</u>	<u>6,122</u>	<u>17,531,000</u>
Governmental activities capital assets, net	<u>\$ 19,672,637</u>	<u>\$ (39,203)</u>	<u>\$ (246,270)</u>	<u>\$ -</u>	<u>\$ 19,387,164</u>

\* Depreciation expense was charged to governmental activities as follows:

CITY OF SEWARD, NEBRASKA

NOTES TO FINANCIAL STATEMENTS, Continued

September 30, 2019

NOTE C – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS, continued

4. Capital Assets, continued

Governmental Activities, continued:

General government	\$ 23,839
Public safety	
Fire	178,882
Police	<u>71,266</u>
Total public safety	250,148
Public works:	
Streets and storm sewers	402,974
Cemetery	<u>28,804</u>
Total public works	431,778
Environment and leisure:	
Civic Center	17,707
Golf	53,597
Library	98,493
Parks and recreation	165,832
Senior Center	18,520
Trails	<u>47,597</u>
Total environment and leisure	<u>401,746</u>
Total governmental depreciation expense	\$ <u>1,107,511</u>

Construction in progress at September 30, 2019, consists of \$734,332 for the Rail Campus project, \$204,993 for the Waverly Road street project, and \$320,434 for the Karol Kay Blvd project. See Note D3 for additional details on these projects.

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE C – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS, continued**

**4. Capital Assets, continued**

	<u>Balance at</u> <u>October 1, 2018</u>	<u>Additions</u>	<u>Disposals</u>	<u>Reclass</u>	<u>Balance at</u> <u>September 30, 2019</u>
<b><u>Business-type Activities:</u></b>					
Capital assets not being depreciated:					
Land	\$ 264,065	\$ 1,667,037	\$ -	\$ -	\$ 1,931,102
Construction in progress	130,210	1,296,658	-	(18,366)	1,408,502
Total capital assets not being depreciated	394,275	2,963,695	-	(18,366)	3,339,604
Other capital assets being depreciated:					
Buildings	1,328,329	12,935	-	-	1,341,264
Distribution systems	44,529,653	123,526	-	-	44,653,179
Equipment	3,451,480	230,860	(120,386)	18,366	3,580,320
Total other capital assets at historical cost	49,309,462	367,321	(120,386)	18,366	49,574,763
Less accumulated depreciation for:					
Buildings	(463,001)	(34,417)	-	-	(497,418)
Distribution systems	(23,108,011)	(1,266,093)	-	-	(24,374,104)
Equipment	(2,295,812)	(295,687)	112,754	-	(2,478,745)
Total accumulated depreciation	(25,866,824)	(1,596,197) *	112,754	-	(27,350,267)
Other capital assets, net	23,442,638	(1,228,876)	(7,632)	18,366	22,224,496
Business-type capital assets, net	\$ 23,836,913	\$ 1,734,819	\$ (7,632)	\$ -	\$ 25,564,100

\* Depreciation expense was charged to functions as follows:

Electric	\$ 813,174
Water	345,911
Sewer	<u>437,112</u>
Total business-type activities depreciation expense	<u>\$ 1,596,197</u>

Construction in progress at September 30, 2019, consists of \$609,719 on the Electric Fund, \$144,118 on the Water Fund, and \$149,057 on the Sewer Fund for the rail campus project, \$78,274 of costs on the Dale’s Hotel electric update project, \$103,593 of costs on the Fairway Woods electric service project, \$279,963 of costs on the Seward Industrial Substation electrical project, \$316 of costs on the daycare electrical service project, \$27,382 of costs on the SW3 well project, and \$16,080 of costs on the Waverly Road sewer extension. See Note D3 for additional detail of the construction in progress at September 30, 2019.

**CITY OF SEWARD, NEBRASKA**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**September 30, 2019**

**NOTE C – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS, continued**

**4. Capital Assets, continued**

	<u>Balance at</u> <u>October 1, 2018</u>	<u>Additions</u>	<u>Disposals</u>	<u>Reclass</u>	<u>Balance at</u> <u>September 30, 2019</u>
<b><u>Airport Authority:</u></b>					
Capital assets not being depreciated:					
Land	\$ 105,156	\$ -	\$ -	\$ -	\$ 105,156
Construction in progress	-	89,107	-	-	89,107
	<u>105,156</u>	<u>89,107</u>	<u>-</u>	<u>-</u>	<u>194,263</u>
Other capital assets being depreciated:					
Buildings	2,871,317	-	-	-	2,871,317
Improvements	2,543,114	-	-	-	2,543,114
Equipment	143,954	21,639	-	-	165,593
Total other capital assets at historical cost	5,558,385	21,639	-	-	5,580,024
Less accumulated depreciation for:					
Buildings	(1,103,285)	(85,675)	-	-	(1,188,960)
Improvements	(1,227,725)	(85,144)	-	-	(1,312,869)
Equipment	(97,882)	(9,234)	-	-	(107,116)
Total accumulated depreciation	<u>(2,428,892)</u>	<u>(180,053)</u>	<u>-</u>	<u>-</u>	<u>(2,608,945)</u>
Other capital assets, net	<u>3,129,493</u>	<u>(158,414)</u>	<u>-</u>	<u>-</u>	<u>2,971,079</u>
Airport Authority capital assets, net	<u>\$ 3,234,649</u>	<u>\$ (69,307)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,165,342</u>

**5. Accounts Payable**

Payables in the general, capital projects, other governmental, and proprietary funds are primarily composed of payables to vendors.

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE C – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS, continued**

**6. Long-term Debt**

The reporting entity’s long-term debt is segregated between the amounts to be repaid from governmental activities and amounts to be repaid from business-type activities.

**Changes in Long-term Debt**

The following is a summary of changes in long-term debt for the year ended September 30, 2019:

<u>Type of Debt</u>	<u>Balance 9/30/2018</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance 9/30/2019</u>	<u>Due Within One Year</u>
Governmental Activities:					
Bonds payable	\$ 3,346,100	\$ -	\$ (436,500)	\$ 2,909,600	\$ 395,050
Note payable	230,510	-	(48,846)	181,664	50,186
Capital leases	462,930	89,089	(132,582)	419,437	92,210
Total governmental	<u>\$ 4,039,540</u>	<u>\$ 89,089</u>	<u>\$ (617,928)</u>	<u>\$ 3,510,701</u>	<u>\$ 537,446</u>
Business-type Activities					
Bonds payable	\$ 11,748,900	\$ -	\$ (928,500)	\$ 10,820,400	\$ 954,950
Capital leases	59,325	-	(9,995)	49,330	49,330
Total business-type	<u>\$ 11,808,225</u>	<u>\$ -</u>	<u>\$ (938,495)</u>	<u>\$ 10,869,730</u>	<u>\$ 1,004,280</u>
Component Units:					
Airport Authority	<u>\$ 427,028</u>	<u>\$ -</u>	<u>\$ (73,390)</u>	<u>\$ 353,638</u>	<u>\$ 79,017</u>

**Governmental Activities**

As of September 30, 2019, the governmental long-term liabilities consisted of the following:

Bonds payable:

General obligation refunding bonds - series 2012, with original issue amount of \$1,373,850 (71 percent of the issue). Interest ranges from 0.30 to 2.15 percent with final maturity December 15, 2022. \$ 559,600

Highway allocation bonds - series 2012, with original issue amount of \$190,000. Interest is 2.35 percent with maturity December 15, 2023. 190,000

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE C – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS, continued**

**6. Long-term Debt, continued**

**Governmental Activities, continued**

Bonds payable, continued:

Highway allocation bonds – series 2013, with original issue amount of \$710,000. Interest ranges from 0.40 to 3.90 percent with final maturity July 15, 2028. 455,000

Highway allocation bonds – series 2013B, with original issue amount of \$100,000. Interest ranges from 2.25 to 3.60 percent with final maturity October 15, 2024. 60,000

Public safety tax bonds - series 2014, with original issue amount of \$404,000. Interest ranges from 1.15 to 2.55 percent with final maturity April 1, 2024. 210,000

General obligation refunding bonds - series 2014, with original issue amount of \$500,000. Interest ranges from 0.20 to 2.25 percent with final maturity December 15, 2022. 155,000

Highway allocation bonds – series 2016, with original issue amount of \$825,000. Interest ranges from 2.0 to 4.0 percent with final maturity October 1, 2031. 650,000

General obligation refunding bonds - series 2016, with original issue amount of \$1,085,000. Interest ranges from 0.60 to 1.50 percent with final maturity December 15, 2022. 630,000

Total bonds payable 2,909,600

**CITY OF SEWARD, NEBRASKA**  
**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE C – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS, continued**

**6. Long-term Debt, continued**

**Governmental Activities, continued**

Note payable:

On February 19, 2016, the City borrowed \$350,000 from Jones National Bank to finance the golf course purchase. The note bears interest of 2.75 percent and is due in 14 semi-annual installments of \$27,430 through November 1, 2022. 181,664

Capital Leases:

Capital lease obligation due to Cattle National Bank dated December 29, 2017, with original issue amount of \$56,737 to finance a Toro Workman mower for golf. The lease bears interest of 2.85 percent with annual principal and interest payments due July 1, 2018 through July 1, 2022. 34,513

Capital lease obligation due to Cattle National Bank dated January 18, 2019, with original issue amount of \$65,625 to finance a Groundmaster mower. The lease bears interest of 3.75 percent and is due in five annual principal and interest payments of \$15,000 commencing June 30, 2019 through June 30, 2023. 51,724

Capital lease obligation due to Bruning State Bank dated April 5, 2016, with original issue amount of \$131,100 to finance golf carts. The lease bears interest of 3.03 percent and is due in five annual principal and interest payments of \$17,160, commencing April 5, 2017 through April 5, 2021, with a final installment of \$41,600 due April 5, 2022. 71,647

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE C – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS, continued**

**6. Long-term Debt, continued**

**Governmental Activities, continued**

Capital Leases, continued:

Capital lease obligation due to Caterpillar Financial dated October 28, 2015, with original issue amount of \$201,960 to finance Caterpillar motor grader. The lease bears interest of 5.01 percent and is due in five annual principal and interest payments of \$320,259, commencing October 15, 2015 through October 15, 2019 with a final installment of \$140,280 due October 28, 2020. 146,514

Capital lease obligation due to Jones National Bank dated June 7, 2017, with original issue amount of \$161,925 to finance a street sweeper. The lease bears interest of 2.22 percent and is due in ten semi-annual principal and interest payments of \$17,796, commencing November 1, 2017 through May 1, 2022. 99,519

Capital lease obligation due to Jones National Bank dated April 8, 2019, with original issue amount of \$23,464 to finance a 2019 Ford Interceptor for police. The lease bears interest of 3.40 percent and is due in three annual principal and interest payments of \$8,158, commencing July 15, 2019 through July 15, 2021. 15,520

Total capital lease obligations 419,437

Total governmental activities long-term obligations \$ 3,510,701

Current portion \$ 537,446

Noncurrent portion 2,973,255

Total \$ 3,510,701

The Debt Service Fund is making the bond payments, the General Fund is making the note payments, and the General Fund and Street Fund are making the capital lease payments.

**CITY OF SEWARD, NEBRASKA**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**September 30, 2019**

**NOTE C – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS, continued**

**6. Long-term Debt, continued**

**Business-type Activities**

As of September 30, 2019, the long-term debt payable from proprietary fund resources consisted of the following:

Bonds and notes payable:

Electric revenue refunding bonds - series 2012, with original issue amount of \$1,855,000. Interest ranges from 0.40 to 2.55 percent with final maturity February 15, 2025.	\$ 610,000
Electric revenue refunding bonds - series 2016, with original issue amount of \$4,755,000. Interest ranges from 0.85 to 3.20 percent with final maturity February 15, 2036.	3,965,000
Water general obligation bonds - series 2012, with original issue amount of \$464,400 (24 percent of the issue). Interest ranges from 0.30 to 2.15 percent with final maturity December 15, 2020.	62,400
Water revenue bonds - series 2013, with original issue amount of \$90,000. Interest is 2.85 percent with maturity September 1, 2027.	90,000
Water revenue bonds - series 2013B, with original issue amount of \$1,580,000. Interest ranges from 1.5 to 4.4 percent with final maturity February 15, 2036.	1,260,000
Water revenue refunding bonds - series 2015, with original issue amount of \$1,305,000. Interest ranges from 2.0 to 2.35 percent with final maturity June 1, 2023.	605,000
Water revenue refunding bonds - series 2016, with original issue amount of \$1,205,000. Interest ranges from 0.95 to 1.80 percent with final maturity June 1, 2026.	1,005,000

**CITY OF SEWARD, NEBRASKA**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**September 30, 2019**

**NOTE C – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS, continued**

**6. Long-term Debt, continued**

**Business-type Activities, continued**

Bonds and notes payable, continued:

Sewer general obligation bonds – series 2012, with original issue amount of \$96,750 (5 percent of the issue). Interest ranges from 0.30 to 2.15 percent with final maturity December 15, 2020. 13,000

Sewer revenue bonds – series 2013, with original issue amount of \$90,000. Interest is 3.20 percent with maturity September 1, 2032. 50,000

Sewer revenue refunding bonds – series 2016, with original issue amount of \$3,860,000. Interest ranges from 2.0 to 2.75 percent with final maturity September 15, 2031. 3,160,000

Total business-type activity bonds payable 10,820,400

Capital Lease:

Capital lease obligation due to Caterpillar Finance dated March 15, 2015, with original issue amount of \$99,500 to finance a Caterpillar back hoe loader. The lease bears interest of 4.937 percent and is due in five annual principal and interest payments of \$12,924, commencing March 15, 2015 through March 15, 2019, with a final installment of \$51,765 due March 15, 2020. The Water and Sewer Fund are each paying half of these lease payments. 49,330

Total business-type activity debt \$ 10,869,730

Current portion \$ 1,004,280

Noncurrent portion 9,865,450

Total \$ 10,869,730

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE C – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS, continued**

**6. Long-term Debt, continued**

**Component Unit**

Airport debt:

Series 2011 bonds payable with original principal amount of \$545,000, bearing interest ranging from 1.20 to 3.55 percent with final maturity January 15, 2024. \$ 220,000

Series 2009 bonds payable with original principal amount of \$20,000, bearing interest of 4.75 percent with maturity January 15, 2024. 20,000

Note payable with original principal amount of \$61,184, bearing interest of 5.0 percent, due in annual principal and interest installments through November 1, 2021. 19,776

Nebraska Department of Aeronautics loan with original principal amount of \$220,253, due in 120 monthly installments of \$1,322, bearing no interest through October 31, 2026. 93,862

Total Airport notes and bond payable \$ 353,638

Current portion \$ 79,017

Noncurrent portion 274,621

Total \$ 353,638

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE C – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS, continued**

**6. Long-term Debt, continued**

Annual debt service requirements to maturity, including principal and interest, for long-term debt as of September 30, 2019, are as follows:

Year Ending September 30,	Governmental Activities			
	Direct Placement Debt		Other Debt Issues	
	Principal	Interest	Interest	Interest
2020	\$ 142,396	\$ 19,997	\$ 395,050	\$ 53,423
2021	266,884	15,527	460,550	62,141
2022	153,892	4,528	502,000	52,470
2023	37,929	790	518,000	41,851
2024	-	-	344,000	31,701
2025-2029	-	-	500,000	86,076
2030-2034	-	-	190,000	11,600
	<u>\$ 601,101</u>	<u>\$ 40,842</u>	<u>\$ 2,909,600</u>	<u>\$ 339,262</u>

Year Ending September 30,	Business-type Activities				Component Unit	
	Direct Placement Debt		Other Debt Issues		Other Debt Issues	
	Principal	Interest	Principal	Interest	Principal	Interest
2020	\$ 49,330	\$ 2,435	\$ 954,950	\$ 255,621	\$ 79,017	\$ 8,686
2021	-	-	960,450	235,636	72,487	6,429
2022	-	-	930,000	215,988	65,864	4,323
2023	-	-	960,000	196,615	60,864	2,636
2024	-	-	990,000	175,957	60,864	919
2025-2029	-	-	3,665,000	597,575	14,542	-
2030-2034	-	-	1,980,000	214,966	-	-
2035-2039	-	-	380,000	12,320	-	-
	<u>\$ 49,330</u>	<u>\$ 2,435</u>	<u>\$ 10,820,400</u>	<u>\$ 1,904,678</u>	<u>\$ 353,638</u>	<u>\$ 22,993</u>

**7. Interfund Transactions and Balances**

The Street Fund transferred \$135,865 to the Debt Service Fund during the year ended September 30, 2019. Also, the Sewer Fund transferred \$11,090 to both the Electric Fund and the Water Fund during the year ended September 30, 2019.

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE D – OTHER NOTES**

**1. Employee Pension and Other Benefit Plans**

Under Nebraska statutes, the City is to maintain a retirement plan for City policemen. This plan is funded through employee and employer contributions. The total contributions under this plan are deposited under a money purchase retirement plan with Ameritas Retirement. This plan requires that covered employees and the City contribute an amount equal to seven percent of the employee's monthly salary until such employee becomes eligible for regular retirement, at which time contributions shall cease. The eligible and covered payroll amounted to \$702,020 for the year ended September 30, 2019. Both the City and the covered employees' required contribution of \$49,141 was made for the year ended September 30, 2019. The employer contributions vest at the following rate: 0 to 2 years - 0 percent, 2 to 3 years - 40 percent, 4 years - 60 percent, 5 to 6 years - 80 percent, 7 years - fully vested. The employees also have the ability to make voluntary contributions to a deferred compensation plan in accordance with Internal Revenue Code Section 457. No voluntary 457 contributions were made during the year ended September 30, 2019.

The City maintains a defined contribution plan for the City employees in accordance with Internal Revenue Code Sections 457 and 401(a). The plan is available to all full-time City employees after six months of service. This plan is funded through employee and employer contributions. The total contributions under this plan are deposited with Ameritas Retirement. This plan requires that both covered employees and the City contribute six percent of the employee's salary to the plan. The total payroll amounted to \$2,840,430 and the covered payroll amounted to \$2,189,807 for the year ended September 30, 2019. The City and the employees contributed \$125,391 and \$166,421, respectively, for the year ended September 30, 2019. The employees also contributed \$41,030 to a deferred compensation plan in accordance with Internal Revenue Code Section 457 during the year ended September 30, 2019.

**2. Risk Management**

**Insurance**

The City is exposed to various risks of loss related to torts; thefts of, damage to, or destruction of assets; errors or omissions; injuries to employees; or natural disasters. The City purchases commercial insurance to protect against risks listed above. Insurance is maintained for the various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; dishonest employees; injuries to employees; and natural disasters. During the year ended September 30, 2019, the City did not reduce insurance coverage from levels in place during the prior year. No settlements have exceeded coverage levels in place during the past three fiscal years.

**CITY OF SEWARD, NEBRASKA**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**September 30, 2019**

**NOTE D – OTHER NOTES, continued**

**2. Risk Management, continued**

**Deposits and Investments**

***Custodial Credit Risk.*** For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investment or collateral securities that are in the possession of an outside party. All of the underlying securities for the City’s investments at September 30, 2019, are held by the counterparties not in the name of the City. The underlying securities consist of cash, direct obligations of or guaranteed by the full faith and credit of the U.S. Government, and other similar obligations of the U.S. Government or its agencies.

***Interest Rate Risk.*** As a means of limiting its exposure to fair value losses arising from rising interest rates, the City’s investment policy requires that market conditions and investment securities be analyzed to determine the maximum yield to be obtained and to minimize the impact of rising interest rates. The certificate of deposit maturities are as follows:

<u>Maturities by Month</u>	<u>Amount</u>
January 2020	\$ 120,077
March 2020	420,036
April 2020	291,785
May 2020	523,384
June 2020	568,807
July 2020	447,685
August 2020	636,136
September 2020	1,177,760
October 2020	331,163
November 2020	57,119
January 2021	212,021
February 2021	617,010
March 2021	70,096
April 2021	158,267
May 2021	243,809
September 2021	311,175
December 2021	113,940
March 2022	9,000
March 2023	300,545
May 2023	15,000
	<u>\$ 6,624,815</u>

**CITY OF SEWARD, NEBRASKA**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**September 30, 2019**

**NOTE D – OTHER NOTES, continued**

**2. Risk Management, continued**

**Deposits and Investments, continued**

*Credit Risk.* Credit risk is the risk that the issuer or other counterparty to an investment will not fulfill its obligations. The City’s investments consist of certificates of deposit and money market funds, minimizing credit risk associated with the City’s investment portfolio.

*Concentration of Credit Risk.* The City’s investment policy places no limit on the amount that may be invested in any one issuer. At September 30, 2019, the City’s investments in certificates of deposit consisted of the following:

<u>Financial Institution</u>	<u>Amount</u>
Cattle National Bank	\$ 3,814,735
Jones National Bank	2,598,058
Union Bank	<u>212,022</u>
	<u>\$ 6,624,815</u>

*Foreign Currency Risk.* This risk relates to adverse effects on the fair value of an investment from changes in exchange rates. The City’s investments had no exposure to foreign currency risk and the City held no investments denominated in foreign currency at September 30, 2019.

**3. Commitments and Contingencies**

**Construction/Contractual Commitments**

The City has numerous construction projects and other contracts in progress. The City intends to fund the construction through operations or long-term financing.

<u>Project</u>	<u>Contract Amount</u>	<u>Paid Through 9/30/19</u>	<u>Obligation Pending</u>	<u>Expected Completion Date</u>
Rail Campus project	\$ 1,704,636	\$ 907,848	\$ 796,788	September 2021
Helicopter for Nebraska Guard park memorial	104,944	-	104,944	September 2020
Ford F550 pump truck	164,350	-	164,350	February 2020
Substation improvements	585,851	-	585,851	February 2020
AMI system evaluation	39,935	4,056	35,879	September 2020

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE D – OTHER NOTES, continued**

**3. Commitments and Contingencies, continued**

**Power Contract**

In December 2015, the City entered into a contract with the Nebraska Public Power District (NPPD) for the purchase of electric power on a wholesale basis for a term of 20 years. The contract stipulates that if the City determines at any time that it wished to obtain power from another source, it must give written notice to NPPD five years prior to the time it proposes to change wholesale providers. Beginning on the date of the change, the City would be obligated to pay each month for an amount of power equal to an average of the maximum amounts of power purchased during the same month in each of the five years prior to the date of change. As of the date of this report, the City plans to continue its contract with NPPD and thus, no liability associated with this commitment has been accruing in the financial statements.

**Lease Commitments**

On February 1, 2016, the City entered into a seven year lease through December 31, 2022 for the golf course. The lease calls for annual rent of \$1,950. In addition, the City must pay the real estate tax on the property. The City paid rent of \$1,950 and real estate tax of \$4,806 under this lease agreement during the year ended September 30, 2019.

Lease commitments as of September 30, 2019, are as follows:

<u>Year ending September 30,</u>	<u>Commitment</u>
2020	\$ 1,950
2021	1,950
2022	<u>1,950</u>
	<u>\$ 5,850</u>

**4. Land Options**

The City has entered into two option agreements giving the City the right to purchase land for a period of time. Both options, are dated February 2, 2017, cost \$5,000 each, and have a term of three years, expiring February 2, 2020. Two other options were exercised during the year ended September 30, 2019.

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE D – OTHER NOTES, continued**

**5. Interlocal Agreements**

The City has the following interlocal agreements in effect as of September 30, 2019:

<b>Parties to Agreement</b>	<b>Agreement Period</b>	<b>Descriptions</b>
Civil Defense	1981 - ongoing	Joint City/County Organization
Police Department	1990 – ongoing	Interlocal cooperative “RAP”/Rural Apprehension Program
Upper Big Blue Natural Resources District	2/20/18 thru 6/30/20	Pay up to 50 percent of levee accreditation
Nebraska Community Energy Alliance	6/17/14 thru 6/17/74	Advancement of Natural Gas & Electric Vehicle Infrastructure and Use
Seward County	06/01/2019 thru 05/31/2020	Prosecution Services/Per Year
Seward County	2004 – ongoing	Emergency Management Organization (Joint County-City)
Seward County	1997 – ongoing	EL overhead line-Section 27 & 28, Township N Range 3E
Seward County	1995 – ongoing	Combined Communications Center (Enhanced 911)-est. \$200k/yr
Seward County	1999 – ongoing	Police firearms range
Seward County	2011 – ongoing	Wellhead protection/City pays admin & Legal fees
Seward County Public Power	1980 – ongoing	Joint use of poles/SPPD to pay \$1.50/pole
South Crest Subdivision	1982 – ongoing	Sanity Imp Dist #3-WA & SE/City to provide routine maintenance
Staplehurst, Village of	2000 – ongoing	Use of burnsite for brush & untreated wood/Staplehurst pays \$1,000/yr
Statewide Communications Alliance	2002 – 2032	Jointly own, operate, regulate, manage and maintain statewide system
Upper Big Blue Natural Resources District	05/02/2017 thru 06/30/2020	Construction costs for hiking/bicycle trail \$150,000 paid by Upper Big Blue Natural Resource
Seward County Rural Fire Protection District	07/01/2018 thru 06/30/2019	Fire Protection/Equipment
H-GAC	10/01/2018 thru 09/30/2019	Cooperative purchasing program #17-5994
Seward County Chamber & Development Partnership	10/01/2018 thru 09/30/2019	Economic Development

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE D – OTHER NOTES, continued**

**6. Tax Abatements/Conduit Debt**

The Community Development Agency (CDA), who is authorized by Nebraska statutes to enter into property tax abatement agreements for the purpose of developing properties in blighted areas, has entered into tax increment financing (TIF) agreements with various redevelopers. The TIF program has the stated purpose of increasing valuation, business activity and employment in the community.

Under the TIF program, redevelopers can apply for TIF financing whereby the property tax they pay on the increased valuation of property under a TIF agreement is returned to the redeveloper (in the form of payments on conduit debt) by the CDA to finance the project for a period of up to 15 years.

Information relevant to the abatements granted by the CDA for the year ended September 30, 2019 is as follows:

<u>TIF Project:</u>	<u>Years Remaining on TIF Agreements</u>	<u>Conduit Debt Balance</u>	<u>2019 TIF Valuation</u>	<u>TIF Proceeds Received during the year 9-30-2019</u>
Progressive Sheet Metal	9	\$ 30,074	\$ 166,338	\$ 1,842
Sports Express	9	19,906	164,003	1,526
Cobblestone Inn	9	286,026	1,723,014	29,018
B & M Seed	9	38,955	411,111	3,311
Jones Bank	11	496,670	853,136	14,728
Jones Insurance	10	45,969	547,702	7,078
Grimes Construction	11	29,902	324,179	3,980
CNG, Inc.	12	786,183	4,727,076	70,816
Lindner	11	62,865	329,391	4,890
Two Creeks Holding	12	50,153	342,256	5,595
Bottle Rocket Brewing	12	119,388	263,074	4,006
Bradford	13	48,982	218,485	1,636
Peek Properties	11	22,950	78,090	344
Two Creeks Storage	15	26,000	122,405	-
Fast Mart	14	150,154	671,609	9,295
		<u>\$ 2,214,177</u>		<u>\$ 158,065</u>

**CITY OF SEWARD, NEBRASKA**

**NOTES TO FINANCIAL STATEMENTS, Continued**

**September 30, 2019**

**NOTE D – OTHER NOTES, continued**

**7. Subsequent Events**

Management has evaluated subsequent events through January 9, 2020, the date on which the financial statements were available for issue.

On November 5, 2019, Council awarded a bid for the East Seward Street improvement project to Gehring Construction for \$969,093. Construction is expected to begin in June 2020.

On November 5, 2019, Council approved a redevelopment plan for TIF financing on the Dairy Queen project.

Also on November 5, 2019, Council approved a lease-purchase agreement with Jones Bank for the financing of a 2019 Kubota tractor, a 2019 Kubota loader, and a Snake S2 mower.

On December 17, 2019, Council awarded a \$3,643,135 bid to Gehring Construction & Ready Mix Co. for the Waverly Road improvements project.

On December 17, 2019, Council also awarded a \$99,243 bid to Gana Trucking & Excavating for the middle pond improvements project at the Seward Community Golf Course.

Also on December 17, 2019, Council authorized the issuance of \$5,200,000 of Series 2020 General Obligation Street Bonds and \$2,000,000 of Series 2020 Water System Revenue Refunding Bonds.

**REQUIRED SUPPLEMENTARY INFORMATION**

**CITY OF SEWARD, NEBRASKA**  
**BUDGETARY COMPARISON SCHEDULE -**  
**GENERAL FUND**

**Year ended September 30, 2019**

	Budget (Original and <u>Final</u> )	<u>Actual</u>	Variances - Actual Over (Under) Final <u>Budget</u>
<b>RESOURCES (INFLOWS)</b>			
Taxes:			
Property	\$ 1,556,808	\$ 1,558,589	\$ 1,781
Motor vehicle	142,000	162,849	20,849
Sales tax	739,188	938,187	198,999
Franchise	1,130,150	1,151,367	21,217
Occupation	338,863	357,249	18,386
Intergovernmental	154,100	57,196	(96,904)
Charges for services	851,221	744,352	(106,869)
Interest income	4,355	36,416	32,061
Grants	241,000	85,072	(155,928)
Contributions	305,369	176,218	(129,151)
Bond/loan proceeds	-	89,089	89,089
Sale of property	-	494,986	494,986
Other	11,500	5,750	(5,750)
	5,474,554	5,857,320	382,766
<b>CHARGES TO APPROPRIATIONS (OUTFLOWS)</b>			
General government	431,374	263,587	(167,787)
Public safety	1,807,616	1,330,708	(476,908)
Public works	391,908	390,389	(1,519)
Environment and leisure	2,262,504	2,077,062	(185,442)
Capital outlay	510,876	343,304	(167,572)
Principal payments on debt	32,573	73,879	41,306
Interest expense	-	5,816	5,816
	5,436,851	4,484,745	(952,106)
 <b>RESOURCES OVER CHARGES TO APPROPRIATIONS</b>			
	\$ 37,703	\$ 1,372,575	\$ 1,334,872

**CITY OF SEWARD, NEBRASKA**

**BUDGETARY COMPARISON SCHEDULE -  
STREET FUND**

**Year ended September 30, 2019**

	Budget (Original and <u>Final</u> )	<u>Actual</u>	Variances - Actual Over (Under) Final <u>Budget</u>
<b>RESOURCES (INFLOWS)</b>			
Taxes:			
Sales tax	\$ 217,000	\$ 228,160	\$ 11,160
Intergovernmental	835,745	801,662	(34,083)
Charges for services	1,500	38,115	36,615
Interest income	250	120	(130)
Grants	135,865	136,865	1,000
Other income	4,000	-	(4,000)
	<hr/>	<hr/>	<hr/>
Total resources	1,194,360	1,204,922	10,562
<b>CHARGES TO APPROPRIATIONS (OUTFLOWS)</b>			
Public works	756,592	1,089,847	333,255
Capital projects	954,569	566,827	(387,742)
Principal payments on debt	60,141	58,703	(1,438)
Interest on long-term debt	-	11,751	11,751
	<hr/>	<hr/>	<hr/>
Total charges to appropriations	1,771,302	1,727,128	(44,174)
Resources under charges to appropriations	(576,942)	(522,206)	54,736
<b>OTHER FINANCING USES</b>			
Transfers out	<hr/> (135,865)	<hr/> (135,865)	<hr/> -
<b>RESOURCES AND OTHER FINANCING USES UNDER CHARGES TO APPROPRIATIONS</b>	<hr/> <u>\$ (712,807)</u>	<hr/> <u>\$ (658,071)</u>	<hr/> <u>\$ 54,736</u>

**CITY OF SEWARD, NEBRASKA**

**BUDGETARY COMPARISON SCHEDULE -  
DEBT SERVICE FUND**

**Year ended September 30, 2019**

	Budget (Original and <u>Final</u> )	<u>Actual</u>	Variances - Actual Over (Under) Final <u>Budget</u>
<b>RESOURCES (INFLOWS)</b>			
Sales tax	\$ 433,812	\$ 433,812	\$ -
Interest income	<u>1,300</u>	<u>6,188</u>	<u>4,888</u>
Total resources	435,112	440,000	4,888
<b>CHARGES TO APPROPRIATIONS (OUTFLOWS)</b>			
Principal payments	485,346	485,346	-
Interest and fees	<u>84,331</u>	<u>83,651</u>	<u>(680)</u>
Total charges to appropriations	<u>569,677</u>	<u>568,997</u>	<u>(680)</u>
Resources under charges to appropriations	(134,565)	(128,997)	5,568
<b>OTHER FINANCING SOURCES</b>			
Transfer in	<u>135,865</u>	<u>135,865</u>	-
<b>RESOURCES AND OTHER FINANCING SOURCES OVER CHARGES TO APPROPRIATIONS</b>	<u>\$ 1,300</u>	<u>\$ 6,868</u>	<u>\$ 5,568</u>

**CITY OF SEWARD, NEBRASKA**

**BUDGETARY COMPARISON SCHEDULES -  
NOTE TO REQUIRED SUPPLEMENTARY INFORMATION**

**Year ended September 30, 2019**

**Note A - Explanation of Differences between Budgetary Inflows and Outflows and  
GAAP Revenue and Expenditures**

	<u>General Fund</u>	<u>Street Fund</u>	<u>Debt Service Fund</u>
<b>Sources/inflows of resources:</b>			
Actual amounts of resources (budgetary basis) from the budgetary comparison schedules	\$ 5,857,320	\$ 1,204,922	\$ 440,000
Differences - budget to GAAP:			
Cash to accrual adjustments	<u>66,770</u>	<u>14,627</u>	<u>-</u>
Total revenues as reported on the statement of revenues, expenditures, and changes in fund balances - governmental funds	<u><u>\$ 5,924,090</u></u>	<u><u>\$ 1,219,549</u></u>	<u><u>\$ 440,000</u></u>
<b>Uses/outflows of resources:</b>			
Actual amounts (budgetary basis) total charges to appropriations from the budgetary comparison schedules	\$ 4,484,745	\$ 1,727,128	\$ 568,997
Differences - budget to GAAP:			
Cash to accrual adjustments	<u>5,245</u>	<u>92,481</u>	<u>-</u>
Total expenditures as reported on the statement of revenues, expenditures, and changes in fund balances - governmental funds	<u><u>\$ 4,489,990</u></u>	<u><u>\$ 1,819,609</u></u>	<u><u>\$ 568,997</u></u>

**SUPPLEMENTARY INFORMATION**

**CITY OF SEWARD, NEBRASKA**  
**COMBINING BALANCE SHEET -**  
**NONMAJOR GOVERNMENTAL FUNDS**

**September 30, 2019**

	Special Revenue Funds			Permanent Fund	Total Nonmajor Governmental Funds
	<u>CDBG</u>	<u>LB840</u>	<u>TIF</u>	Perpetual Care	
<b>ASSETS</b>					
Interest receivable	\$ -	\$ -	\$ -	\$ 29	\$ 29
Restricted assets:					
Cash and cash equivalents	19,620	193,323	58,890	204,153	475,986
Certificates of deposit	-	-	-	15,000	15,000
<b>Total assets</b>	<b>\$ 19,620</b>	<b>\$ 193,323</b>	<b>\$ 58,890</b>	<b>\$ 219,182</b>	<b>\$ 491,015</b>
<b>LIABILITIES AND FUND BALANCES</b>					
Liabilities:					
Accounts payable	\$ -	\$ -	\$ 48,396	\$ -	\$ 48,396
Fund balances:					
Nonspendable:					
Cemetery perpetual care	-	-	-	219,182	219,182
Restricted for:					
Federal programs	19,620	-	-	-	19,620
Economic development	-	193,323	10,494	-	203,817
Total fund balances	19,620	193,323	10,494	219,182	442,619
<b>Total liabilities and fund     balances</b>	<b>\$ 19,620</b>	<b>\$ 193,323</b>	<b>\$ 58,890</b>	<b>\$ 219,182</b>	<b>\$ 491,015</b>

**CITY OF SEWARD, NEBRASKA**

**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCES - NONMAJOR GOVERNMENTAL FUNDS**

**For the year ended September 30, 2019**

	Special Revenue Funds			Permanent Fund	Total Nonmajor Governmental Funds
	<u>CDBG</u>	<u>LB840</u>	<u>TIF</u>	<u>Perpetual Care</u>	
<b>REVENUES</b>					
Sales tax	\$ -	\$ 150,000	\$ -	\$ -	\$ 150,000
TIF proceeds	-	-	229,227	-	229,227
Grant revenue	31,363	-	-	-	31,363
Charges for services	-	-	-	124	124
Contributions	-	-	-	7,125	7,125
Loan proceeds for redevelopers	-	-	4,504	-	4,504
Loan collections	-	113,642	-	-	113,642
Interest income	1,133	1,099	504	1,658	4,394
<b>Total revenues</b>	<b>32,496</b>	<b>264,741</b>	<b>234,235</b>	<b>8,907</b>	<b>540,379</b>
<b>EXPENDITURES</b>					
General government	38,870	-	-	-	38,870
Economic development	-	335,925	268,521	-	604,446
Public works	-	-	-	145	145
<b>Total expenditures</b>	<b>38,870</b>	<b>335,925</b>	<b>268,521</b>	<b>145</b>	<b>643,461</b>
<b>Net change in fund balances</b>	<b>(6,374)</b>	<b>(71,184)</b>	<b>(34,286)</b>	<b>8,762</b>	<b>(103,082)</b>
Fund balances - September 30, 2018	25,994	264,507	44,780	210,420	545,701
Fund balances - September 30, 2019	<u>\$ 19,620</u>	<u>\$ 193,323</u>	<u>\$ 10,494</u>	<u>\$ 219,182</u>	<u>\$ 442,619</u>

**CITY OF SEWARD, NEBRASKA**

**COMBINING STATEMENT OF NET POSITION -  
COMPONENT UNITS**

**September 30, 2019**

	<u>Seward Airport Authority</u>	<u>Seward Library Foundation</u>	<u>Total Component Units</u>
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 106,598	\$ 12,350	\$ 118,948
Certificates of deposit	30,000	126,530	156,530
County treasurer cash	12,269	-	12,269
Investments	-	39,281	39,281
Receivables:			
Property tax	3,800	-	3,800
Accounts receivable	892	-	892
Grants receivable	1,040,035	-	1,040,035
Interest	2	-	2
Prepaid insurance	10,908	-	10,908
<b>Total current assets</b>	<u>1,204,504</u>	<u>178,161</u>	<u>1,382,665</u>
Noncurrent assets:			
Permanently restricted investments	-	85,616	85,616
Capital assets:			
Land	105,156	-	105,156
Construction in progress	89,107	-	89,107
Other capital assets, net of depreciation	2,971,079	-	2,971,079
Net capital assets	<u>3,165,342</u>	<u>-</u>	<u>3,165,342</u>
<b>Total noncurrent assets</b>	<u>3,165,342</u>	<u>85,616</u>	<u>3,250,958</u>
<b>Total assets</b>	4,369,846	263,777	4,633,623
<b>LIABILITIES</b>			
Current liabilities:			
Accounts payable	4,661	-	4,661
Accrued interest payable	1,656	-	1,656
Unearned revenue	16,876	-	16,876
Current portion of long-term debt	79,017	-	79,017
<b>Total current liabilities</b>	<u>102,210</u>	<u>-</u>	<u>102,210</u>
Noncurrent liabilities:			
Noncurrent portion of long-term debt	274,621	-	274,621
<b>Total liabilities</b>	<u>376,831</u>	<u>-</u>	<u>376,831</u>
<b>NET POSITION</b>			
Net investment in capital assets	2,811,704	-	2,811,704
Permanently restricted-Guthal	-	85,616	85,616
Unrestricted	1,181,311	178,161	1,359,472
<b>Total net position</b>	<u>\$ 3,993,015</u>	<u>\$ 263,777</u>	<u>\$ 4,256,792</u>

**CITY OF SEWARD, NEBRASKA**

**COMBINING STATEMENT OF ACTIVITIES -  
COMPONENT UNITS**

**For the year ended September 30, 2019**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Charges for Services</u>	<u>Program Revenues Operating Grants and Contributions</u>
<b>Seward Airport Authority:</b>			
Airport	\$ 331,113	\$ 104,177	\$ -
<b>Seward Library Foundation:</b>			
Library support	5,029	-	13,306
<b>Total component units</b>	<b>\$ 336,142</b>	<b>\$ 104,177</b>	<b>\$ 13,306</b>

<u>Capital Grants and Contributions</u>	<u>Net (Expenses) Revenues and Changes in Net Position</u>		
	<u>Airport Authority</u>	<u>Community Development Agency</u>	<u>Total Component Units</u>
\$ 1,121,000	\$ 894,064	\$ -	\$ 894,064
-	-	8,277	8,277
<u>\$ 1,121,000</u>	894,064	8,277	902,341
General revenues:			
Taxes:			
Property	171,344	-	171,344
Interest income	450	2,327	2,777
Dividends	-	215	215
Loss on investments	-	(2,265)	(2,265)
Total general revenues	<u>171,794</u>	<u>277</u>	<u>172,071</u>
Change in net position	1,065,858	8,554	1,074,412
Net position - beginning of year	<u>2,927,157</u>	<u>255,223</u>	<u>3,182,380</u>
Net position - end of year	<u>\$ 3,993,015</u>	<u>\$ 263,777</u>	<u>\$ 4,256,792</u>



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

**SHAREHOLDERS:**  
Robert D. Almquist  
Phillip D. Maltzahn  
Marcy J. Luth  
Heidi A. Ashby  
Christine R. Shenk  
Michael E. Hoback  
Joseph P. Stump  
Kyle R. Overturf  
Tracy A. Cannon

To the Honorable Mayor and Members of the City Council  
City of Seward, Nebraska

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Seward, Nebraska, as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the City's financial statements, and have issued our report thereon dated January 9, 2020.

**Internal Control Over Financial Reporting**

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

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

1203 W 2nd Street  
P.O. Box 1407  
Grand Island, NE 68802  
P 308-381-1810  
F 308-381-4824  
EMAIL [cpa@gicpas.com](mailto:cpa@gicpas.com)

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

#### Segregation of Duties

Due to limited number of personnel, there is not adequate segregation of duties to ensure internal control over cash receipts, disbursements, and recording of transactions.

#### **Compliance and Other Matters**

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

#### **City of Seward's Response to Findings**

The City of Seward's response to the findings identified in our audit is that due to the small size of the City, it is impractical to further segregate duties. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

#### **Purpose of this Report**

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

AMGL, J.C.

Grand Island, Nebraska  
January 9, 2020

Return to:  
Bonnie Otte  
City of Seward  
Seward, NE 68434

ORDINANCE NO. 2020-

AN ORDINANCE TO VACATE UTILITY EASEMENTS ON LOTS 1, 2, 3, 4, 5, 6, 7, 8, AND 9, BLOCK 2 IN THE PLAT ENTITLED "FAIRWAY WOODS ADDITION" AS HEREINAFTER SET FORTH; TO PROVIDE FOR PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM; TO PROVIDE FOR A TIME WHEN THIS ORDINANCE SHALL TAKE EFFECT.

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

Section 1. **Utility Easements Vacated.** The dedication of the utility easements located on Lots 1, 2, 3, 4, 5, 6, 7, 8, AND 9, Block 2 in the Plat entitled "Fairway Woods Addition" City of Seward, Seward County, Nebraska, are hereby vacated.

Section 2. **Petition of Owner.** The vacation of said easements are granted upon the petition of the City and said vacation is deemed to be advantageous and in the best interest of the municipality.

Section 4. **Filing and Recording of Ordinance.** A certified copy of this ordinance shall be recorded in the office of the Register of Deeds.

Section 5. **Pamphlet form; publication; when operative.** This Ordinance shall be published in pamphlet form and shall be in full force and effect from and after its passage, approval and publication as provided by law and City Ordinance.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

THE CITY OF SEWARD, NEBRASKA

\_\_\_\_\_  
Joshua Eickmeier, Mayor

Attest:

\_\_\_\_\_  
Bonnie Otte  
Assistant Administrator/  
Clerk-Treasurer/  
Budget & HR Director

(SEAL)

RESOLUTION 2020-

**WHEREAS**, the Federal Disaster Mitigation Act of 2000 was signed in to law on October 30, 2000, placing new emphasis on state and local mitigation planning for natural hazards and requiring communities to adopt a hazard mitigation action plan to be eligible for pre-disaster and post-disaster federal funding for mitigation purposes; and

**WHEREAS**, a Multi-Jurisdictional Hazard Mitigation Plan was prepared by the Upper Big Blue Natural Resources District, with assistance from JEO Consulting Group, Inc. of Lincoln, NE.

**WHEREAS**, the purpose of the mitigation plan was to lessen the effects of disasters by increasing the disaster resistance of the Natural Resources District and participating jurisdictions located within the planning boundary by identifying the hazards that affect the City of Seward and prioritize mitigation strategies to reduce potential loss of life and property damage from those hazards, and

**WHEREAS**, FEMA regulations require documentation that the plan has been formally adopted by the governing body of the City of Seward in the form of a resolution and further requesting approval of the plan at the Federal Level; and

**NOW, THEREFORE**, the governing body of the City of Seward does herewith adopt the Upper Big Blue Natural Resources District Multi-Jurisdictional Hazard Mitigation Plan Update in its entirety; and

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor, Joshua Eickmeier

ATTEST:

\_\_\_\_\_  
Assistant Administrator  
City Clerk-Treasurer  
Budget & HR Director

**R E S O L U T I O N**

WHEREAS, there has been signed by the CITY OF SEWARD on the 6th day of December, 2011, and the State on the 5th day of January, 2012, an agreement providing for the construction of a Federal Aid City Project at the following location: KAROL KAY BLVD, BADER - HILLCREST, SEWARD, and

WHEREAS, in the above agreement, the City has pledged sufficient funds to finance its share of the cost of the construction of this project identified as URB-6763(1), and

WHEREAS, the above mentioned agreement provided that the City will pay costs as set forth in the agreement, and

WHEREAS, the State, on behalf of the City received bids for the construction of this project based on the final plans and specifications on January 16, 2020, at which time 3 bid(s) were received for the construction of the proposed work, and

WHEREAS, the following Contractor(s) for the items of work listed has/have been selected as the low bidder(s) to whom the contract(s) should be awarded:

M. E. COLLINS CONTRACTING COMPANY, INC., WAHOO, NE 68066-0083  
GRADING, CONCRETE PAVEMENT, CULVERTS, SEEDING, LANDSCAPING, ELECTRICAL, GENERAL ITEMS: \$804,428.36

NOW THEREFORE, in consideration of the above facts, the City Council of the CITY OF SEWARD, by this resolution, takes the following official action:

1. If for any reason the Federal Highway Administration rescinds, limits its obligations, or defers payment of the Federal share of the cost of this project, the City hereby agrees to provide the necessary funds to pay for all costs incurred until and in the event such Federal funds are allowed and paid.

2. The Council hereby concurs in the selection of the above mentioned Contractor(s) for the items of work listed, to whom the contract(s) should be awarded.

3. The Council hereby approves of the final plans and specifications that were used in the bidding process for this project.

4. The Council hereby authorizes the Mayor to sign the contract(s) with the above mentioned Contractor(s) for the above mentioned work on behalf of the City.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. \_\_\_\_\_

CITY OF SEWARD

\_\_\_\_\_  
(Mayor)

ATTEST:

Council Member \_\_\_\_\_  
moved the adoption of said resolution.

\_\_\_\_\_  
(City Clerk)

Roll Call: \_\_\_\_\_ yea, \_\_\_\_\_ nay.  
Resolution adopted, signed and billed as adopted.

# COMMUNITY PROFILE

## CITY OF SEWARD



### Upper Big Blue Natural Resources District Multi-Jurisdictional Hazard Mitigation Plan Update

2019

## Local Planning Team

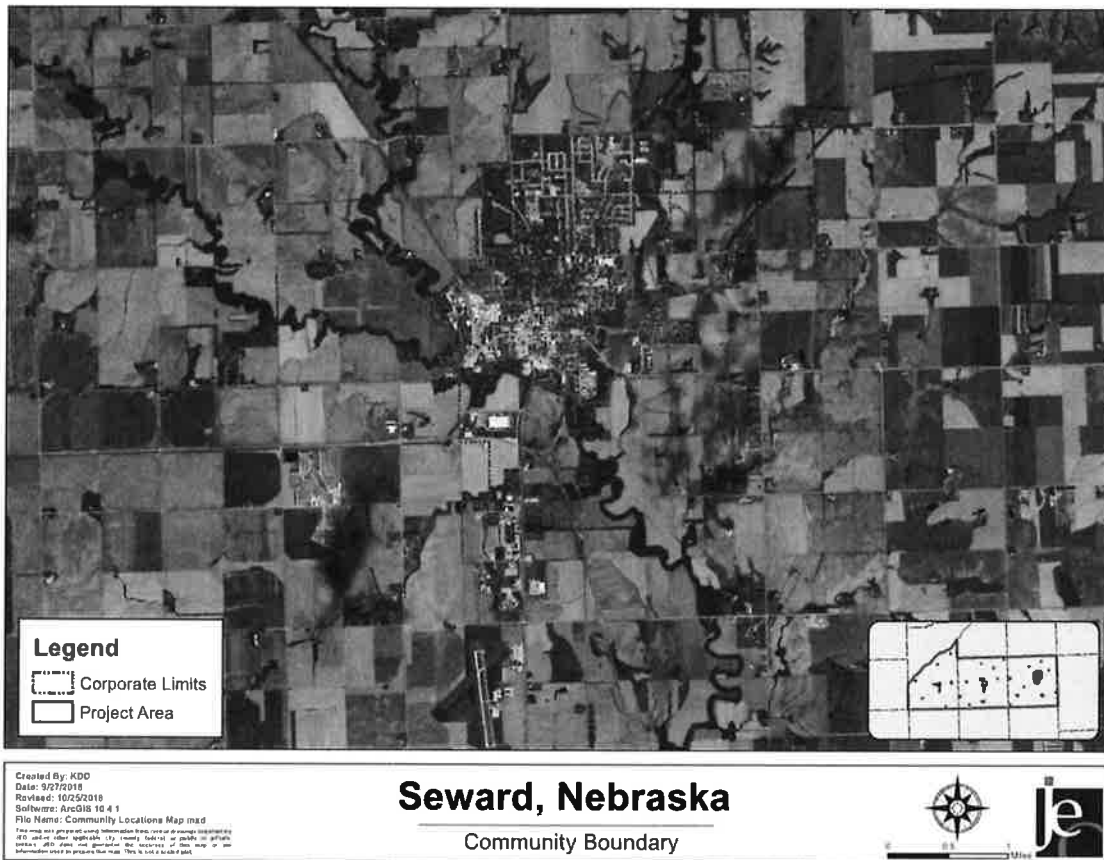
Table SWD.1: Seward Local Planning Team

Name	Title	Jurisdiction
Jake Vasa	City Engineer	City of Seward
Ed Gonzalez	Building and Zoning, Code Enforcement Director	City of Seward
Matt Stryson	Plant Engineer	Hughes Brothers Inc.
Cheryl Runyan	Administrator	Crestview Care Center

## Location and Geography

The City of Seward is located in the central portion of Seward County and covers an area of 4.31 square miles. The Big Blue River is located to the west and south of Seward. Bur Oak State Wildlife Management Area is located six miles to the east of the City of Seward.

Figure SWD.1: Community Boundary



## Transportation

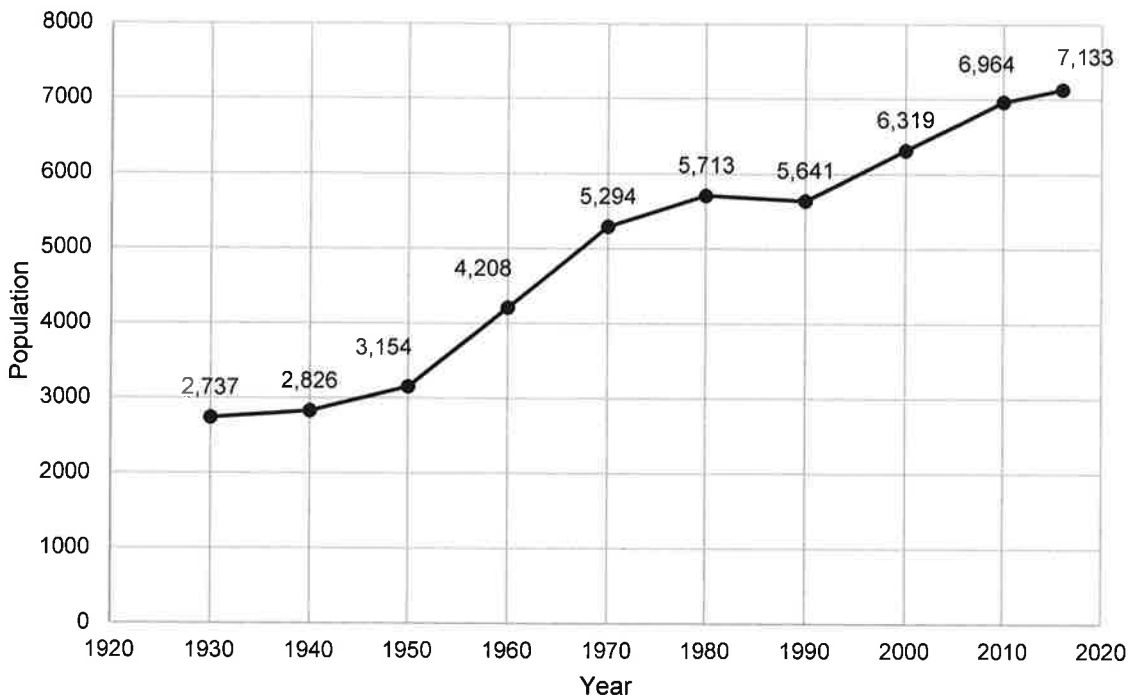
The City of Seward's major transportation corridor includes Nebraska Highway 34 with 3,370 vehicles a day and Nebraska Highway 15 with 4,120 vehicles a day.<sup>xvii</sup> Seward has two Burlington Northern rail lines running through the west and south sides of the community. The City of Seward contains three airports: Krutz Airport, Seward Memorial Hospital Heliport, and the Seward

Municipal Airport. The airports are located to the south and on the east end of the city. Transportation information is important to hazard mitigation plans because it suggests possible evacuation corridors in the community, as well as areas more at risk to transportation incidents. The local planning team indicated that Highway 34 and Highway 15 are the routes of most concern for the community as they regularly transport Anhydrous Ammonia. In March 2019, Highway 34 as closed due to flooding in the area.

## Demographics

The City of Seward’s population grew from about 6,319 people in 2000 to 7,133 people in 2016, an average annual increase of 0.81%. This is important because the population growth means an increasing tax revenue for the city. The City of Seward’s population accounted for 41.68% of Seward County’s population in 2016.<sup>xviii</sup>

Figure SWD.2: Population 1930 - 2016



Source: U.S. Census Bureau  
 \*2016 Population from American Community Survey

The young, elderly, minorities, and poor may be more vulnerable to certain hazards than other groups. In comparison to the county, the City of Seward’s population was:

- **Younger.** The median age of the City of Seward was 33.1 years old in 2016, compared with the county average of 38.1 years. The city’s population grew older since 2010, when the median age was 32.4 years old. The City of Seward had a slightly smaller proportion of people under 20 years old (27.8%) than the county (28.2%).<sup>xcix</sup>
- **More ethnically diverse.** In 2010, 1.9% of the city’s population was Hispanic or Latino. The Hispanic population in the county was 1.6%. By 2016, the City of Seward became more ethnically diverse, with 2.5% of the population Hispanic or Latino. During that time, the Hispanic population in the county grew to 2.3%.<sup>c</sup>

- **Less likely to be below the federal poverty line.** The poverty rate in the City of Seward (4.3% of families living below the federal poverty line) was lower than the county's poverty rate (4.7%) in 2016.<sup>ci</sup>

## Employment and Economics

The City of Seward economic base is a mixture of educational and manufacturing uses. In comparison to Seward County, the City of Seward's economy had:

- **Similar mix of industries.** The City of Seward's major employment sectors, accounting for 10% or more of employment each, were: Retail trade; Educational Services and Health Care/Social Assistance; and Manufacturing.<sup>cii</sup>
- **Similar household income.** The City of Seward's median household income in 2016 (\$61,338) was similar to the county (\$61,563).<sup>ciii</sup>
- **Fewer long-distance commuters.** About 54.3% of workers in the city commuted for fewer than 15 minutes, compared with about 49.8% of workers in Seward County. About 22.1% of workers in the City of Seward commute 30 minutes or more to work, compared to about 24.6% of the county workers.<sup>civ</sup>

## Major Employers

Major employers within the City of Seward include Hughes Brothers Inc, Tenneco, Concordia University, and Memorial Hospital. Many residents work within the city, but there is a significant percentage that commutes to the City of Lincoln for employment. There is also a new factory that has broken ground. Scoular will manufacture pet food ingredients and will create 100 new jobs for the area.

## Housing

In comparison to Seward County, the City of Seward's housing stock was:

- **More renter-occupied.** About 35.1% of occupied housing units in the city are renter occupied compared with 27.9% of occupied housing in Seward County.<sup>cv</sup>
- **Younger.** The City of Seward has a smaller share of housing built prior to 1970 than the county (41.8% compared to 48.5%).<sup>cvi</sup>
- **More multifamily.** Although the predominant housing type in the city is single family detached, the City of Seward contains much more multifamily housing with five or more units per structure compared to the county (13.5% compared to 6.9%). About 69.4% of housing in city was single-family detached, compared with 80.8% of the county's housing. The City of Seward has a smaller share of mobile and manufactured housing (2.4%) compared to the county (3.2%).<sup>cvii</sup> Mobile homes are located along the southern edge of the city.

This housing information is relevant to hazard mitigation insofar as the age of housing may indicate which housing units were built prior to state building codes being developed. Further, unoccupied housing may suggest that future development may be less likely to occur. Finally, communities with a substantial number of mobile homes may be more vulnerable to the impacts of high winds, tornadoes, and severe winter storms. The city does have a mobile home park located on the south end of the community.

### Future Development Trends

In the last five years, there have been over 140 residential lots added and a new factory. In addition, the city has implemented a new property maintenance enforcement code. According to the 2016 American Community Survey estimates, the City of Seward's population has been increasing since 1990. An increasing population may result in a growing tax base, which may make implanting mitigation actions more feasible. The local planning team indicated this growth was due to a high quality of life, a good education system, and available jobs. Over the next five years additional housing developments and businesses are planned.

### Structural Inventory and Valuation

The planning team requested GIS parcel data from the County Assessor. This data allowed the planning team to analyze the location, number, and value of property improvements at the parcel level. The data did not contain the number of structures on each parcel. A summary of the results of this analysis is provided in the following table.

**Table SWD.2: Structural Inventory/Parcel Improvements**

Number of Improvements	Total Improvement Value	Mean Value of Improvements per Parcel	Number of Improvements in Floodplain	Value of Improvements in Floodplain
2,550	\$392,595,466	\$153,959	29	\$13,477,171

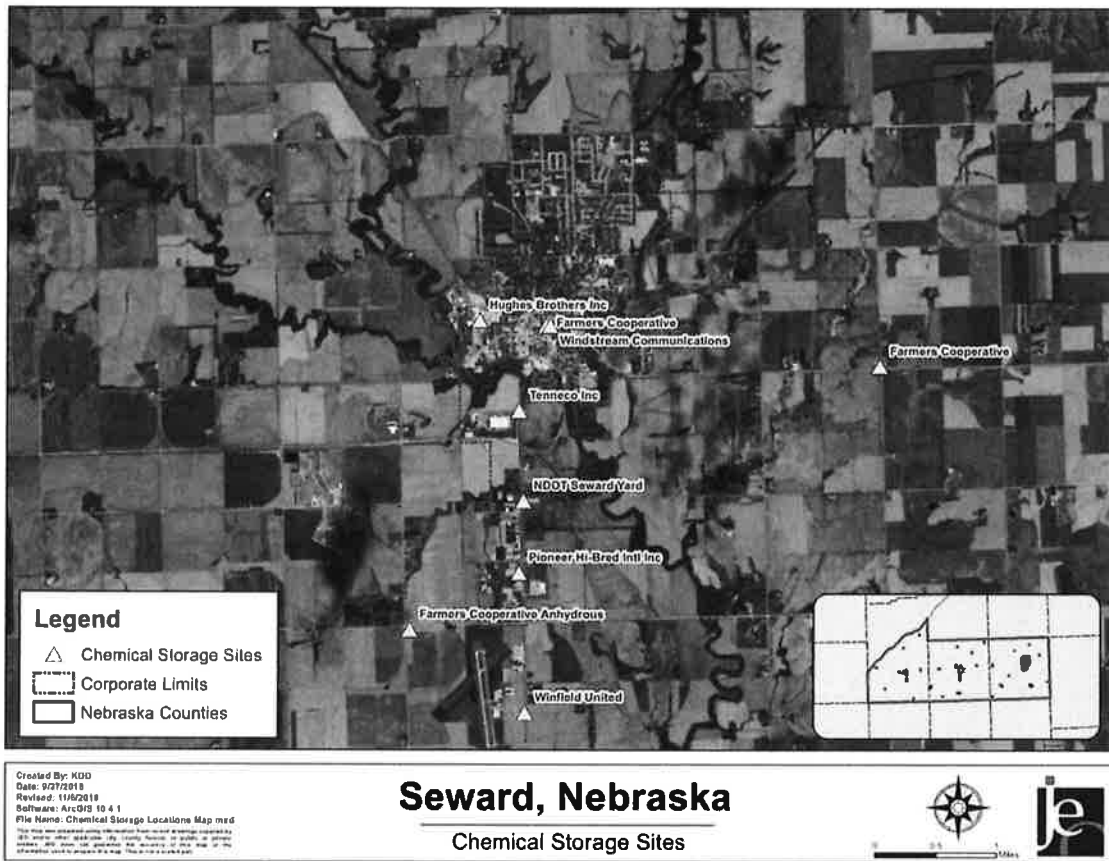
*Source: Nebraska Department of Revenue, Property Assessment Division<sup>CVII</sup>*

### Critical Infrastructure/Key Resources

#### Chemical Storage Fixed Sites

According to the Tier II System reports submitted to the Nebraska Department of Environment and Energy, there are a total of nine storage sites in the City of Seward. The map below shows the name and location of the sites.

Figure SWD.3: Chemical Storage Sites



Source: Nebraska Department of Environment and Energy<sup>2016</sup>

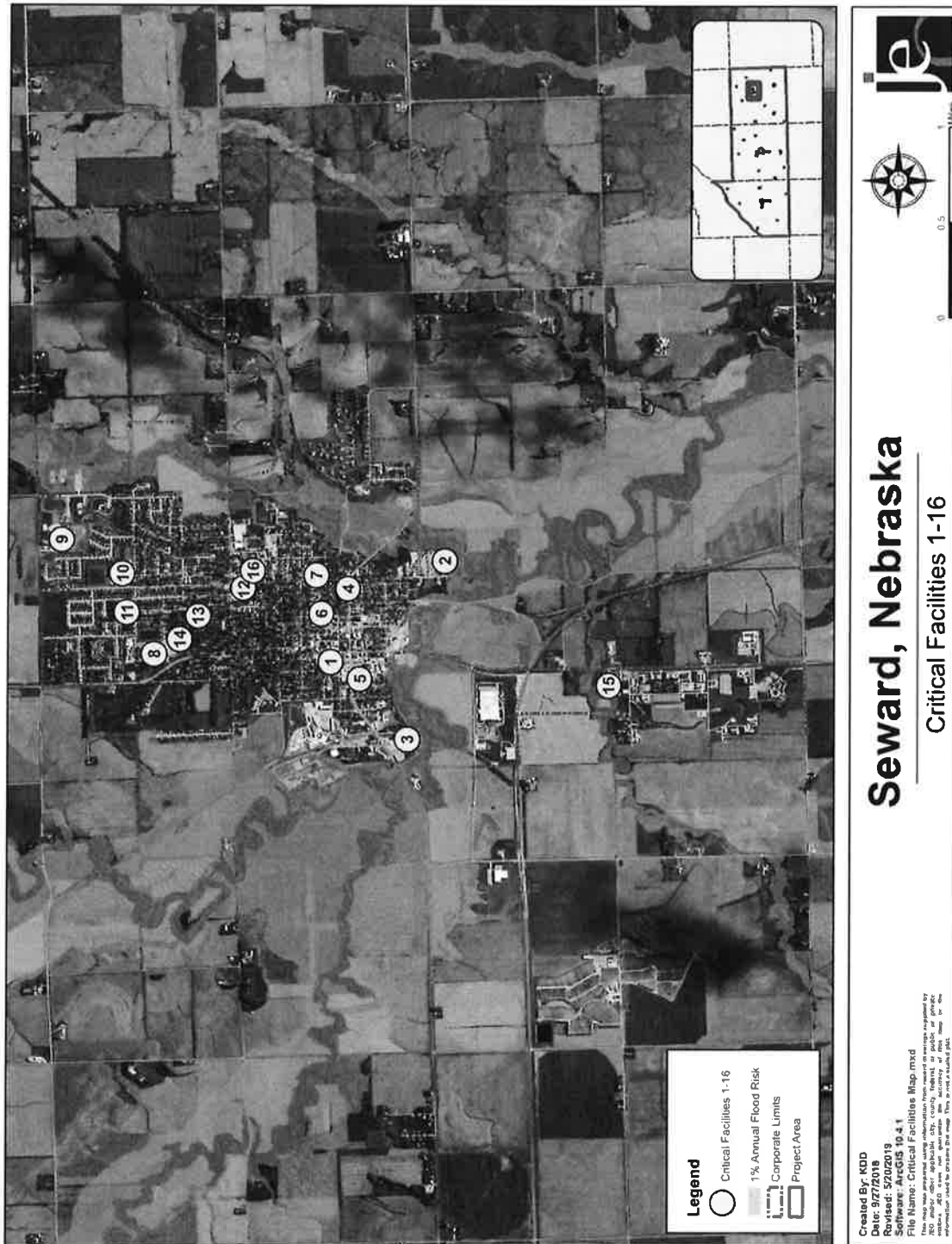
### Critical Facilities

Each participating jurisdiction identified critical facilities vital for disaster response, providing shelter to the public, and essential for returning the jurisdiction’s functions to normal during and after a disaster. Critical facilities were identified during the original planning process and updated by the local planning team as a part of this plan update. The following table and figure provide a summary of the critical facilities for the jurisdiction.

Table SWD.3: Critical Facilities

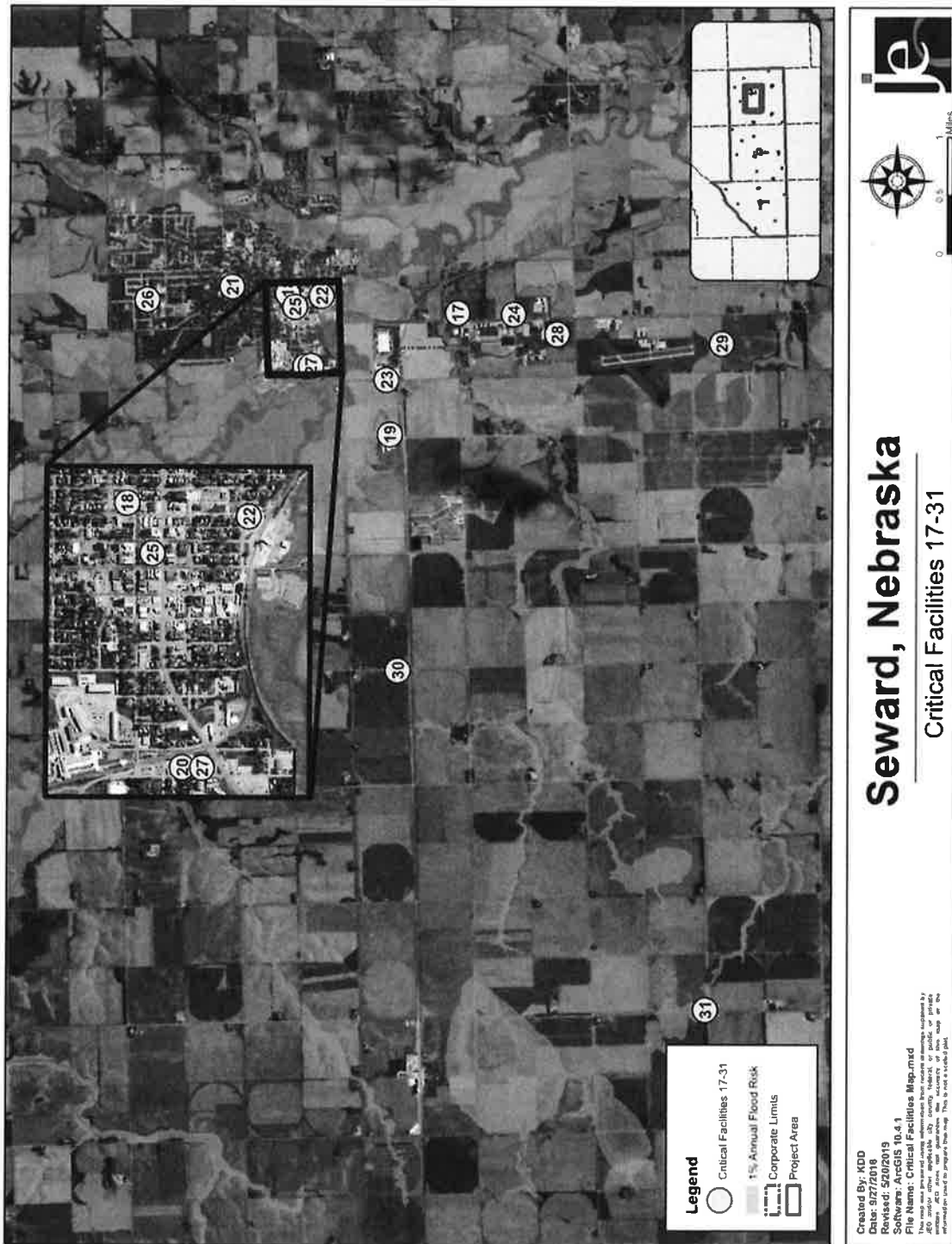
CF Number	Name	Red Cross Shelter (Y/N)	Generator (Y/N)	Located in Floodplain (Y/N)
1	Municipal Building	N	N	N
2	Water/Waste Water Treatment Plant	N	N	Y
3	Electric Department Shop	N	N	N
4	Seward Police Department	N	N	N
5	Justice Center	N	N	N
6	Fire & Rescue	N	N	N
7	Memorial Hospital	N	N	N
8	Seward High School	Y	N	N
9	Seward Middle School	Y	N	N
10	Seward Elementary School	Y	N	N
11	St. Vincent DePaul Church	Y	N	N
12	St. John Lutheran Church	N	N	N
13	Faith Lutheran Church	N	N	N
14	United Methodist Church	N	N	N
15	Evangelical Free Church	Y	N	N
16	Campus Center – Concordia	N	N	N
17	Nebraska Roads Department – Seward Yard	N	N	N
18	Windstream Communications	N	N	N
19	City of Seward Lift Station	N	N	N
20	South 14 <sup>th</sup> Electrical Substation	N	N	N
21	2 <sup>nd</sup> Street Substation	N	N	N
22	Ash Street Substation	N	N	N
23	Walker Substation	N	N	N
24	Nebraska Public Power District Seward City Substation	N	N	N
25	Seward County Courthouse	N	N	N
26	Water Tower Substation	N	N	N
27	Seward County Road Equipment Shop	N	N	N
28	St. Gregory The Great Seminary	N	N	N
29	Water Wells #1 (3 Wells)	N	N	N
30	Water Wells #2 (4 Wells)	N	N	N
31	Water Wells #3 (2 Wells)	N	N	Y

Figure SWD.4: Critical Facilities 1-16



\*Note: Floodplain is based off preliminary FIRM maps. Final effective FIRM maps are currently being produced.

Figure SWD.5: Critical Facilities 17-31



\*Note: Floodplain is based off preliminary FIRM maps. Final effective FIRM maps are currently being produced.

## Historical Occurrences

See the Seward County community profile for historical hazard events.

## Hazard Prioritization

For an in-depth discussion regarding area wide hazards, please see *Section Four: Risk Assessment*. The hazards discussed in detail below were prioritized by the local planning team based on the identification of hazards of greatest concern, hazard history, and the jurisdiction's capabilities.

### Chemical Spills – Fixed Site

The local stakeholder group identified fixed site chemical spills as a top hazard for the community. The city contains nine Tier II chemical storage facilities, which most being located in the central and southern parts of the city. According to the US Coast Guard National Response Center, the city has experienced three fixed site chemical spills since 1990. The largest spill released 1000 gallons of Pentachlorophenol with fuel oil. There are several critical facilities located near fixed site chemical storage facilities.

### Chemical Spills – Transportation

The local stakeholder group identified transportation spills as a top hazard for the city. Highway 15 and Highway 34 both run through the middle of the city. These routes typically carry a large variety of agricultural chemicals, fertilizers, ethanol, and diesel on a consistent basis. In addition, there are natural gas pipelines (one of which is located in the floodplain northeast of the city) and two rail lines which run through the community. There are several critical facilities located along these chemical transportation routes including the Seward High School, city hall, and the waste water treatment plant. If a large spill were to occur, an evacuation of these critical facilities and other nearby buildings may be necessary.

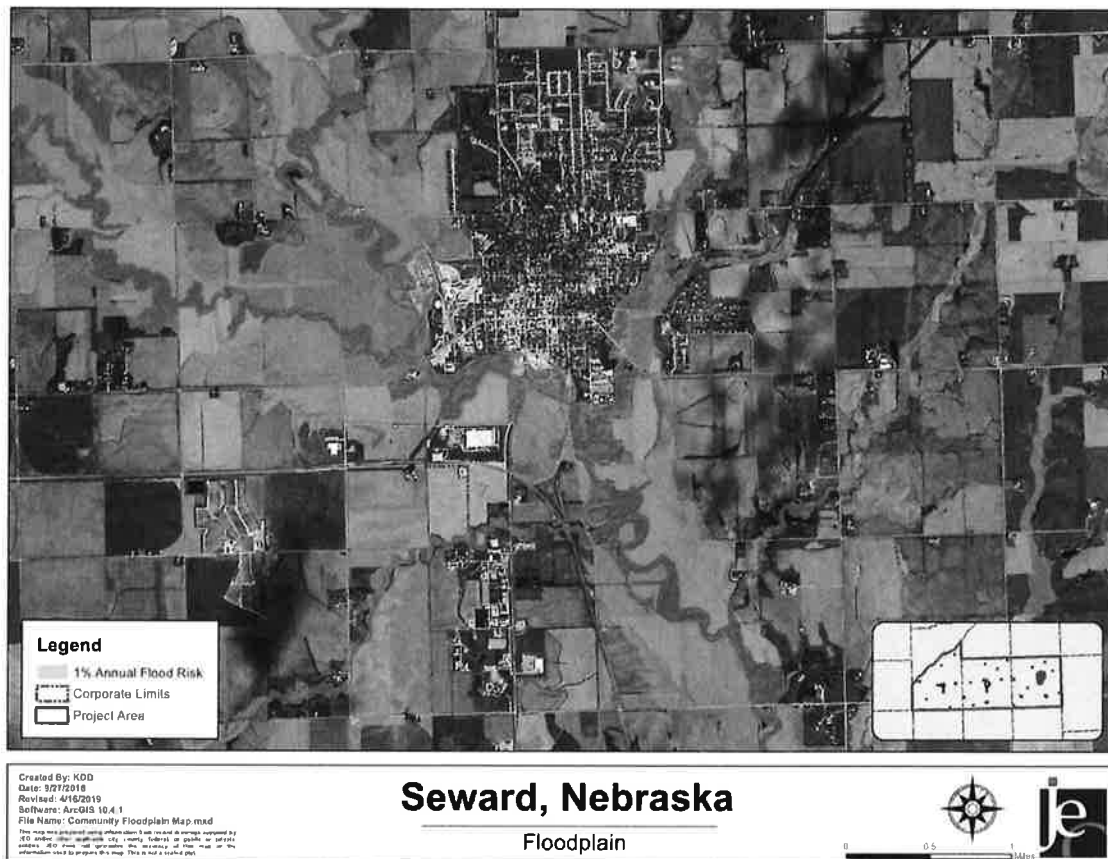
### Drought

The local stakeholder group identified drought as a top hazard for the city. Drought is generally a regional event, with impacts from a single drought event impacting multiple communities, counties, and even states. The City of Seward, Seward County, Nebraska, and most of the Midwest experienced a severe drought for most of 2012. During the past drought events, the city has imposed water restrictions to compensate for low well levels.

### Flooding

The local planning team and local stakeholder group identified flooding as a top hazard for the city. Much of the city is located within the 100-year floodplain (Figure SWD.6). In addition, there is localized flooding in the Augusta and Hillcrest Areas due to poor drainage. The local planning team identified both of those areas as needing upstream detention. NCEI data shows that Seward has experienced five flood events since 1996. Those events have caused approximately \$7,000 in property damages. The local planning team indicated that most of the damages came from flooded basements.

Figure SWD.6: Floodplain



\*Note: Floodplain is based off preliminary FIRM maps. Final effective FIRM maps are currently being produced.

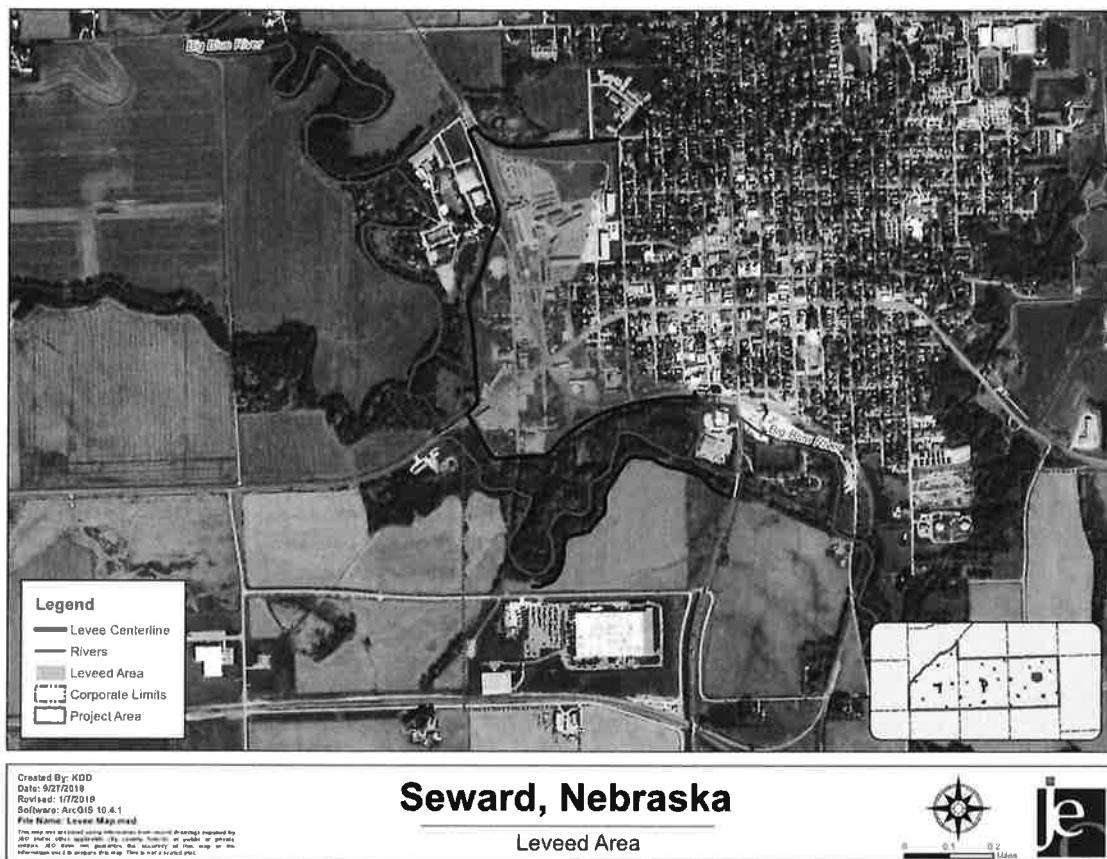
### Hail

The local stakeholder group identified hail as a top hazard for the city. NCEI data shows that the city of Seward has experienced 15 hail events since 1996. The largest hail events occurred on June 22<sup>nd</sup>, 2009 when 2.25-inch hail fell on the city and the surrounding area. Newer housing is more likely to be built with hail resistant materials. The city has a high percentage of housing built after 1970 than Seward County. Hail may cause power outage from downed trees and limbs. Seward is a participant of Tree-City USA, which means they have a local tree board and have a tree care ordinance to remove hazardous trees.

### Levee Failure

The local planning team and stakeholder group identified levee failure as a top hazard for the city. The city contains one federal levee with two branches. The north branch levee has an approximate 100-year level of protection. The south branch has an unknown level of protection, but it is estimated that it would be less than 100-year flood level. Currently, the north branch is undergoing a reevaluation. According to the USACE's national Levee Database there are approximately 334 people, 69 structures, and \$21,830,000 of property value at risk should a levee failure occur. Figure SWD.7 shows the leveed area within the City of Seward. The local planning team indicated that there has been no known record of levee failure in the past.

Figure SWD.7: Leveed Area



### Severe Winter Storms

NCEI records severe winter storms as “zonal” events meaning there is not a specific record of what communities were impacted, rather they are recorded on a county level. Seward County has experienced 67 severe winter storm events since 1996. The local planning team indicated that in 2014 the city experienced a large heavy snow event which caused 12’ drifts in some areas. Typically, the snow removal resources within the city is adequate for what is needed. Low income families and elderly individuals may be more vulnerable during severe winter storm events. The city has a lower percentage of families living below the poverty line than the rest of the county and median age is lower.

### Tornadoes

Both the local planning team and local stakeholder group identified tornadoes as a top hazard for the city. NCEI data shows that the City of Seward has experienced one tornado event since 1996. That event was a magnitude F0 and did not cause any property damage. This lack of high magnitude tornadoes and damage does not mean there is no risk. Seward County has experienced 14 tornadoes since 1996. If a large-scale tornado (F3 or great) were to impact the community, a significant loss of structures could occur. The local planning team indicated that there was no known certified tornado shelter within the city, however, the civic center is the city’s designated tornado shelter. In addition, the retirement homes and most houses within the

community do not have basements. The city does contain warning sirens which can be activated in the city.

### Governance

A community's governance indicates the number of boards or offices that may be available to help implement hazard mitigation actions. The City of Seward has a number of offices or departments that may be involved in implementing hazard mitigation initiatives. The city has seven city council members and the following offices that may help implement mitigation actions.

- Mayor
- City Administrator
- Clerk
- Treasurer
- Attorney
- Chief of Police
- Street/Transportation Superintendent
- Fire Chief
- Water/Wastewater Director
- Electric and Power Resource Director
- Parks and Recreation Department
- GIS Director
- Building and Inspection Department
- Public Works Department
- Community Redevelopment Authority
- Planning Commission
- Tree Board
- Zoning Board of Adjustment

### Capability Assessment

The capability assessment consisted of a survey completed by the jurisdiction and a review of local existing policies, regulations, plans, and the programs. This survey is used to gather information regarding the jurisdiction's planning and regulatory capability; administrative and technical capability; fiscal capability; and educational and outreach capability.

**Table SWD.4: Capability Assessment**

Survey Components/Subcomponents		Yes/No
<i>Planning &amp; Regulatory Capability</i>	Comprehensive Plan	Yes
	Capital Improvements Plan	No
	Economic Development Plan	No
	Emergency Operational Plan	Yes
	Floodplain Management Plan	Yes
	Storm Water Management Plan	No
	Zoning Ordinance	Yes
	Subdivision Regulation/Ordinance	Yes
	Floodplain Ordinance	Yes
	Building Codes	Yes
	National Flood Insurance Program	Yes

Section Seven | City of Seward Community Profile

Survey Components/Subcomponents		Yes/No
	Community Rating System	No
	Other (if any)	-
<i>Administrative &amp; Technical Capability</i>	Planning Commission	Yes
	Floodplain Administration	Yes
	GIS Capabilities	Yes
	Chief Building Official	Yes
	Civil Engineering	Yes
	Local Staff Who Can Assess Community's Vulnerability to Hazards	Yes
	Grant Manager	No
	Mutual Aid Agreement	Yes
	Other (if any)	-
<i>Fiscal Capability</i>	Capital Improvement Plan/ 1 & 6 Year plan	Yes
	Applied for grants in the past	Yes
	Awarded a grant in the past	Yes
	Authority to Levy Taxes for Specific Purposes such as Mitigation Projects	Yes
	Electric Service Fees	Yes
	Storm Water Service Fees	No
	Water/Sewer Service Fees	Yes
	Development Impact Fees	Yes
	General Obligation Revenue or Special Tax Bonds	Yes
	Other (if any)	-
<i>Education &amp; Outreach Capability</i>	Local citizen groups or non-profit organizations focused on environmental protection, emergency preparedness, access and functional needs populations, etc. Ex. CERT Teams, Red Cross, etc.	Yes
	Ongoing public education or information program (e.g., responsible water use, fire safety, household preparedness, environmental education)	Yes
	Natural Disaster or Safety related school programs	Yes
	StormReady Certification	No
	Firewise Communities Certification	No
	Tree City USA	Yes
	Other (if any)	-

Overall Capability	Limited/Moderate/High
Does your community have the financial resources needed to implement mitigation projects?	Moderate
Does your community have the staff/expertise to implement projects?	High
Does your community have the community support to implement projects?	Moderate
Does your community staff have the time to devote to hazard mitigation?	Limited

## Plan Integration

The comprehensive plan for the city was last updated in 2018. There are very few hazard topics discussed other than flooding. The plan contains goals aimed at safe growth, directs development away from the floodplain, directs development away from major transportation routes, encourages infill and clustering development, and encourages strengthening historic structures.

Seward's zoning ordinance, building code, and subdivision regulations were all updated in 2018. The zoning ordinance discusses the floodplain by prohibiting development within the floodway, discouraging development in the floodplain, identifying floodplain areas as open space, and limiting population density in the floodplain. The subdivision regulations provide for conservation/cluster subdivisions in order to conserve environmental resources. The building code encourages the use of fire-resistant building materials.

The city's Local Emergency Operations Plan (LEOP) was last updated in 2019 and is an annexation to Seward County's plan. The LEOP addresses hazards of greatest concern, assigns specific responsibilities, identifies scenarios that would require evacuation, and lists sheltering locations.

In addition to the plans listed above, the City of Seward also has Wellhead Protection Plan which was developed in 2009. No other examples of plan integration were identified. There are currently no plans to further integrate existing or future planning mechanisms.

## Mitigation Strategy

### Ongoing and New Mitigation Actions

Mitigation Action	All-Terrain Vehicles
<b>Description</b>	Supply a limited number of ATVs to be used during disaster situations.
<b>Hazard(s) Addressed</b>	All Hazards
<b>Estimated Cost</b>	\$5,000 to \$15,000
<b>Funding</b>	General Fund
<b>Timeline</b>	2-5 Years
<b>Priority</b>	Medium
<b>Lead Agency</b>	City of Seward Fire and Rescue
<b>Status</b>	Not Started

Mitigation Action	Comprehensive City/Village Disaster and Emergency Response Plan
<b>Description</b>	Update the Comprehensive City Disaster and Emergency Response Plan.
<b>Hazard(s) Addressed</b>	All Hazards
<b>Estimated Cost</b>	\$6,000+
<b>Funding</b>	General Fund
<b>Timeline</b>	5+ Years
<b>Priority</b>	High
<b>Lead Agency</b>	City of Seward Building and Inspection Department
<b>Status</b>	Ongoing

Section Seven | City of Seward Community Profile

Mitigation Action	Emergency Preparedness Plan
<b>Description</b>	Create an Emergency Preparedness Plan for the levee.
<b>Hazard(s) Addressed</b>	Levee Failure
<b>Estimated Cost</b>	\$26,000
<b>Funding</b>	General Fund
<b>Timeline</b>	1 Year
<b>Priority</b>	High
<b>Lead Agency</b>	City of Seward Building and Inspection Department
<b>Status</b>	In Progress

Mitigation Action	Enhanced Codes
<b>Description</b>	Promote the use of higher codes and standards, such as the Fortified for Safer Living Standard, in order to provide greater protection for any new construction or building retrofits.
<b>Hazard(s) Addressed</b>	All Hazards
<b>Estimated Cost</b>	Staff Time
<b>Funding</b>	General Fund
<b>Timeline</b>	5+ Years
<b>Priority</b>	Medium
<b>Lead Agency</b>	City of Seward Building and Inspection
<b>Status</b>	No Started

Mitigation Action	First Aid Training
<b>Description</b>	Promote first aid training for all residents.
<b>Hazard(s) Addressed</b>	All Hazards
<b>Estimated Cost</b>	\$500+
<b>Funding</b>	Local Budget
<b>Timeline</b>	5+ Years
<b>Priority</b>	High
<b>Lead Agency</b>	City of Seward Fire and Rescue
<b>Status</b>	Not Started

Mitigation Action	Flood-Prone Property Acquisition
<b>Description</b>	Voluntary acquisition and demolition of properties prone to flooding will reduce the general threat of flooding for communities. Additionally, this can provide flood insurance benefits to those communities within the NFIP. Repetitive loss structures are typically highest priority. One possible area for acquisition is along Plum Creek.
<b>Hazard(s) Addressed</b>	Flooding
<b>Estimated Cost</b>	Varies on the number of properties.
<b>Funding</b>	General Fund
<b>Timeline</b>	2-5 Years
<b>Priority</b>	Medium
<b>Lead Agency</b>	City of Seward Public Works, City of Seward Building and Inspection Department
<b>Status</b>	Not Started, New Action

Mitigation Action	Floodplain Management
<b>Description</b>	Preserve natural and beneficial functions of floodplain land through measures such as: retaining natural vegetation, restoring streambeds; and preserving open space in the floodplain.
<b>Hazard(s) Addressed</b>	Flooding
<b>Estimated Cost</b>	Staff Time
<b>Funding</b>	General Fund
<b>Timeline</b>	2-5 Years
<b>Priority</b>	Medium
<b>Lead Agency</b>	City of Seward Parks Department
<b>Status</b>	Not Started

Mitigation Action	Formal Evacuation Plan
<b>Description</b>	Establish a plan to effectively evacuate rural residents during storm events/flooding.
<b>Hazard(s) Addressed</b>	Severe Thunderstorms, Tornadoes, High Winds, Severe Winter Storms, Flooding
<b>Estimated Cost</b>	\$2,000+
<b>Funding</b>	General Fund
<b>Timeline</b>	2-5 Years
<b>Priority</b>	Medium
<b>Lead Agency</b>	Seward County Emergency Management, City of Seward
<b>Status</b>	Not Started

Mitigation Action	Groundwater/Irrigation/Water Conservation Management Plan and Practices
<b>Description</b>	Rules and regulations are in place to manage groundwater consumption and quality by groundwater users District wide, providing information regarding means and methods in achieving the goal including cost/ share assistance.
<b>Hazard(s) Addressed</b>	Drought
<b>Estimated Cost</b>	\$80,000
<b>Funding</b>	General Fund, UBB NRD
<b>Timeline</b>	5+ Years
<b>Priority</b>	High
<b>Lead Agency</b>	City of Seward, UBB NRD
<b>Status</b>	In Progress

Mitigation Action	Improve Snow / Ice Removal Program
<b>Description</b>	Improve capabilities to rescue those stranded in blizzards and increase the capacity to which snow can be removed from roadways after an event.
<b>Hazard(s) Addressed</b>	Severe Winter Storms
<b>Estimated Cost</b>	\$20,000+
<b>Funding</b>	General Fund
<b>Timeline</b>	2-5 Years
<b>Priority</b>	Medium
<b>Lead Agency</b>	City of Seward Public Works, City of Seward Fire and Rescue
<b>Status</b>	Not Started

Section Seven | City of Seward Community Profile

Mitigation Action	Install Hail Resistant Roofing
Description	Encourage the use of hail resistant roofing for any new construction.
Hazard(s) Addressed	Hail, Severe Thunderstorms
Estimated Cost	Staff Time
Funding	General Fund
Timeline	2-5 Years
Priority	Medium
Lead Agency	City of Seward Building and Inspection Department
Status	Not Started

Mitigation Action	Levee/Floodwall Construction and/or Improvements
Description	Levees serve to provide flood protection to businesses and residents during large storm events. Improve existing levees to increase flood protection. If possible, the levee may be designed to FEMA standards to provide 100-year flood protection providing additional flood insurance benefits. Upgrade the existing interior pump house.
Hazard(s) Addressed	Flooding
Estimated Cost	\$1,700,000
Funding	General Fund
Timeline	5+ Years
Priority	High
Lead Agency	City of Seward Public Works
Status	In Progress

Mitigation Action	New Municipal Well
Description	Evaluate the need to install a new well to provide a safe backup water supply for the community, replace existing wells affected by drought, and additional water for fire protection.
Hazard(s) Addressed	Drought
Estimated Cost	\$350,000 - \$450,000
Funding	CDBG, General Fund
Timeline	1 Year
Priority	High
Lead Agency	City of Seward Water/Wastewater Department
Status	In Progress

Mitigation Action	No Adverse Impact Adoption
Description	Adopt a No Adverse Impact approach to floodplain management.
Hazard(s) Addressed	Flooding
Estimated Cost	Staff Time
Funding	General Fund
Timeline	2-5 Years
Priority	Medium
Lead Agency	City of Seward City Administrator
Status	Not Started

Mitigation Action	Power, Service, Electrical, and Water Distribution Lines
Description	Work with Seward Public Power District to identify vulnerable transmission and distribution lines and plan to bury lines underground or retrofit existing structures to be less vulnerable to storm events. Electrical utilities shall be required to use underground construction methods where possible for future installation of power lines.
Hazard(s) Addressed	Tornadoes, High Winds, Severe Winter Storms, Severe Thunderstorms
Estimated Cost	\$70,000/mile
Funding	General Fund
Timeline	5+ Years
Priority	High
Lead Agency	City of Seward Electric Department
Status	Ongoing

Mitigation Action	Protection of Vulnerable Populations
Description	Ensure that facilities which will house vulnerable populations are placed in the least vulnerable areas of the community.
Hazard(s) Addressed	All Hazards
Estimated Cost	Staff Time
Funding	General Fund
Timeline	2-5 Years
Priority	Medium
Lead Agency	City of Seward Building and Inspection Department
Status	Not Started

Mitigation Action	Public Awareness/Education
Description	Distribute maps and environmental education through activities such as outreach projects to increase public awareness of natural hazards to both public and private property owners, renters, businesses, and local officials about hazards and ways to protect people and property from these hazards. In addition, educate citizens on water conservation methods. Educate the public and business owners regarding rain gardens, green roofs, and other minor mitigation measures.
Hazard(s) Addressed	All Hazards
Estimated Cost	\$0 - \$500+
Funding	General Fund
Timeline	5+ Years
Priority	High
Lead Agency	City of Seward Fire and Rescue, City of Seward Police, Seward Public Schools
Status	Ongoing

Mitigation Action	Rural Water District and Water System Upgrades
Description	Upgrade rural water district infrastructure to decrease likelihood of damages and improve water system for emergency uses.
Hazard(s) Addressed	Drought
Estimated Cost	\$20,000+
Funding	CDBG, General Fund
Timeline	5+ Years
Priority	Low
Lead Agency	UBB NRD, City of Seward
Status	Not Started

Section Seven | City of Seward Community Profile

Mitigation Action	Shelter In-Place Training/Education
<b>Description</b>	Ensure that all critical facilities, businesses, and residents located near major transportation corridors and near fixed site chemical facilities are aware of how to safely shelter in place in the event of a chemical incident.
<b>Hazard(s) Addressed</b>	Chemical Spills – Fixed Site, Chemical Spills – Transportation
<b>Estimated Cost</b>	Staff Time
<b>Funding</b>	General Fund
<b>Timeline</b>	2-5 Years
<b>Priority</b>	Medium
<b>Lead Agency</b>	City of Seward Fire and Rescue, City of Seward Public Works
<b>Status</b>	Not Started

Mitigation Action	Snow Fences
<b>Description</b>	Construct snow fences to protect main transportation routes and critical facilities from excessive snow drifting and road closure.
<b>Hazard(s) Addressed</b>	Severe Winter Storms
<b>Estimated Cost</b>	\$1,000+
<b>Funding</b>	General Fund
<b>Timeline</b>	5+ Years
<b>Priority</b>	Low
<b>Lead Agency</b>	City of Seward Public Works
<b>Status</b>	Ongoing

Mitigation Action	Storm Shelter / Safe Rooms
<b>Description</b>	Design and construct storm shelters and safe rooms in highly vulnerable areas such as mobile home parks, campgrounds, school, and other areas.
<b>Hazard(s) Addressed</b>	Tornadoes, High Winds, Severe Thunderstorms
<b>Estimated Cost</b>	\$200-\$300/sf stand alone; \$150-200/sf addition/ retrofit
<b>Funding</b>	General Fund
<b>Timeline</b>	5+ Years
<b>Priority</b>	Medium
<b>Lead Agency</b>	Seward Public Schools, City of Seward
<b>Status</b>	Not Started

Mitigation Action	Stormwater System and Drainage Improvements
<b>Description</b>	Larger communities generally utilize underground stormwater systems comprising of pipes and inlets to convey runoff. Undersized systems can contribute to localized flooding. Stormwater system improvements may include pipe upsizing and additional inlets. Retention and detention facilities may also be implemented to decrease runoff rates while also decreasing the need for other stormwater system improvements. Improvements will likely be focused on the Augusta and Hillcrest areas.
<b>Hazard(s) Addressed</b>	Flooding
<b>Estimated Cost</b>	\$150,000+
<b>Funding</b>	General Fund
<b>Timeline</b>	2-5 Years
<b>Priority</b>	Medium
<b>Lead Agency</b>	City of Seward Public Works
<b>Status</b>	Not Started, New Action

Mitigation Action		Vehicular Barriers
<b>Description</b>	Install vehicular barriers to protect critical facilities and key infrastructure where possible.	
<b>Hazard(s) Addressed</b>	All Hazards	
<b>Estimated Cost</b>	\$2,000+	
<b>Funding</b>	General Fund	
<b>Timeline</b>	5+ Years	
<b>Priority</b>	Medium	
<b>Lead Agency</b>	City of Seward City Administrator	
<b>Status</b>	Not Started	

Mitigation Action		Weather Radios
<b>Description</b>	Conduct an inventory of weather radios at schools and other critical facilities and provide new radios as needed.	
<b>Hazard(s) Addressed</b>	All Hazards	
<b>Estimated Cost</b>	\$50/per radio	
<b>Funding</b>	General Fund	
<b>Timeline</b>	5+ Years	
<b>Priority</b>	Medium	
<b>Lead Agency</b>	City of Seward Administrator, Seward Public Schools	
<b>Status</b>	Not Started	

<sup>xvii</sup> Nebraska Department of Roads. "Traffic Flow Map of the State Highways: State of Nebraska." [map]. Scale 1"= 20 miles. State of Nebraska: Department of Roads, 2015. <http://www.roads.nebraska.gov/media/2510/2014-statewide-traffic-flow-map.pdf>

<sup>xviii</sup> United States Census Bureau. "American Fact Finder: S0101: Age and Sex." [database file]. <https://factfinder.census.gov/>.

<sup>xix</sup> United States Census Bureau. "American Fact Finder: DP05: ACS Demographic and Housing Estimates." [database file]. <https://factfinder.census.gov/>.

<sup>xx</sup> United States Census Bureau. "American Fact Finder: DP05: ACS Demographic and Housing Estimates." [database file]. <https://factfinder.census.gov/>.

<sup>xxi</sup> United States Census Bureau. "American Fact Finder: DP03: Selected Economic Characteristics." [database file]. <https://factfinder.census.gov/>.

<sup>xxii</sup> United States Census Bureau. "American Fact Finder: DP03: Selected Economic Characteristics." [database file]. <https://factfinder.census.gov/>.

<sup>xxiii</sup> United States Census Bureau. "American Fact Finder: DP03: Selected Economic Characteristics." [database file]. <https://factfinder.census.gov/>.

<sup>xxiv</sup> United States Census Bureau. "American Fact Finder: S0804: Means of Transportation to Work by Selected Characteristics." [database file]. <https://factfinder.census.gov/>.

<sup>xxv</sup> United States Census Bureau. "American Fact Finder: DP04: Selected Housing Characteristics." [database file]. <https://factfinder.census.gov/>.

<sup>xxvi</sup> United States Census Bureau. "American Fact Finder: DP04: Selected Housing Characteristics." [database file]. <https://factfinder.census.gov/>.

<sup>xxvii</sup> County Assessor. Personal correspondence, February 2019.

<sup>xxviii</sup> Nebraska Department of Environment and Energy. "Search Tier II Data." Accessed September 2018. <https://deq-iis.ne.gov/tier2/tier2Download.html>.

## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Seward, Nebraska (“Client”), and Short Elliott Hendrickson Inc. (“Consultant”), effective February 4, 2020, this Supplemental Letter Agreement dated February 4, 2020 authorizes and describes the scope, schedule, and payment conditions for Consultant’s work on the Project described as: **General City Engineering Services**.

**Client’s Authorized Representative:** Josh Eickmeier, Mayor  
**Address:** 537 Main Street, PO Box 38  
Seward, Nebraska 68434  
**Telephone:** 402.643.2928 **email:** Josh.eickmeier@cityofsewardne.gov

**Project Manager:** Jake Vasa  
**Address:** 4611 South 96<sup>th</sup> Street, Suite 222  
Omaha, NE 68127-1243  
**Telephone:** 402.480.4096 **email:** jvasa@sehinc.com

**Scope:** The Basic Services to be provided by Consultant:

### A. General

1. General city engineering services as requested will be provided on an hourly basis using the current SEH rate table.
2. Site reviews will be provided on an hourly basis using the current SEH rate table.
3. For capital improvement projects, SEH will provide scope and fee proposals to the City for approval. Scope and fee proposals may include lump sums and/or hourly services depending on the type of project.

### B. City Engineer Services

1. Consultant shall provide engineering, survey, and architectural services to the Client in its capacity as City Engineer. The Client shall authorize specific services that Consultant is to perform on an as needed basis under this Agreement through action by the City Council, or through such City staff, boards, or elected officials as the Client may designate.
2. Typical services provided as City Engineer include:
  - (a) Attend staff meetings, workshops, and meetings of the City Council (no charge for regular City Council Meetings), Planning Commission, or other meetings as requested.
  - (b) Prepare opinions of probable construction cost for public improvements.
  - (c) Prepare engineering-related support for design documentation for improvements projects and assist with permitting and construction coordination.
  - (d) Conduct reviews for subdivision and development submittals, developer agreements, and developer-generated construction plans and specifications. Reviews will be completed on an hourly basis using the current SEH rate table.
  - (e) Perform research and review and comment on issues related to City planning, infrastructure, traffic, and drainage, or as otherwise requested by Client.
  - (f) Review and follow up on warranty issues related to completed construction projects.
  - (g) Prepare engineering-related support for planning, zoning, and annexation issues.
  - (h) Prepare minor reports and studies.
  - (i) Assist with updating the Client’s 5-year Capital Improvement Program (CIP).
  - (j) Assist in identifying and reviewing possible funding options for city projects.

- (k) Assist with funding applications.
- (l) Wetland administration, compliance, and monitoring.
- (m) Prepare conceptual drawings and renderings for future projects.


**C. Payment:**

1. The Client shall pay Consultant for City Engineer Services, expenses, and equipment rendered on an hourly plus reimbursable expenses basis in accordance with Exhibit A-1. Services that are difficult to quantify will be paid for on an hourly plus reimbursable expenses and equipment basis in accordance with Exhibit A-1. Services that have a definable scope will be paid for on an hourly plus reimbursable expenses and equipment basis in accordance with Exhibit A-1, or on a lump sum basis in accordance with Exhibit A-3.
2. Engineering services related to individual or complex construction projects and major reports and studies shall be subject to a separate Supplemental Letter Agreement. The Supplemental Letter Agreement will identify a scope of services and set forth a fee for those services. The Client shall pay Consultant for services and expenses rendered in accordance with Exhibit A-1 or A-3. Construction phase services, staking, and observation services which depend on a contractor's progress and weather conditions will usually be paid for on an hourly basis in accordance with Exhibit A-1. Design phase services and major reports and studies that have a definable scope will usually be paid for on a lump sum in accordance with Exhibit A-3.
3. Consultant will attend regularly scheduled meetings of the City Council at no cost to the Client, as requested.

x:\pts\sewac\154187\1-gen\10-setup-cont\03-proposal\suppl letter agreement - 2020.02.04.docx

**Short Elliott Hendrickson Inc.**

**City of Seward, Nebraska**

By:   
\_\_\_\_\_  
Jake Vasa, PE  
Title: Sr. Engineer II  
\_\_\_\_\_

By: \_\_\_\_\_  
Title: Mayor  
\_\_\_\_\_



**2019 Rate Table**  
**Effective January 1, 2019 to December 31, 2019**

<b>Classification</b>	<b>Range</b>
Senior Project Manager	\$147 - \$215
Project Manager, Senior Engineer, Sr Scientist, Sr Planner, Sr GIS Specialist	\$116 - \$154
Project Engineer, Architect, Scientist, Planner	\$95 - \$153
Registered Land Surveyor	\$105 - \$155
Lead Technician, Lead Resident Project Representative	\$97 - \$130
Staff (Graduate) Engineer, Architect	\$88 - \$116
Senior Technician, GIS Specialist, Sr Resident Project Representative	\$90 - \$113
Survey Crew Chief	\$70 - \$112
Survey Instrument Operator	\$65 - \$82
Technician, Resident Project Representative	\$65 - \$95
Senior Administrative Assistant	\$65 - \$96
Administrative Assistant	\$60 - \$75
Intern	\$46 - \$65
Specialist	Variable

**Reimbursable Expenses:**

Printing and Postage Costs	Actual Cost
Subconsultants	Actual Cost Plus 10%
Mileage	IRS Rate
Survey Vehicle and Equipment (Including Hubs, Lath, Irons, Etc.)	\$ 4.50 / Hour
GPS Equipment	\$30.00 / Hour
Total Station	\$30.00 / Hour
RPR Vehicle	\$16.00 / Day

I:\civil\formsdoc\eng\2019 standard rate table.docx