

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
WEDNESDAY, JULY 14, 1999
12:30 P.M.**

Commissioners Present: Kathy Campbell, Chair
Bob Workman
Linda Steinman
Larry Hudkins
Bernie Heier

Others Present: Kerry Eagan, Chief Administrative Officer
Dave Kroeker, Budget & Fiscal Officer
Bruce Medcalf, County Clerk
Ann Taylor, County Clerk's Office

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, JULY 8, 1999

This item was deferred until the Tuesday, July 20th County Board of Commissioners Meeting.

2 ADDITIONS TO THE AGENDA

- a. Substitute Contractor for Lincoln Action Program Rural Rehabilitation Program
- b. Squirrel Bite at Conestoga Lake
- c. Vacation Request from Larry Van Hunnik, Lancaster Manor Administrator, for August 20 through September 3, 1999
- d. Election Commissioner Vacancy

MOTION: Hudkins moved and Steinman seconded the additions to the agenda. On call Hudkins, Steinman, Workman, Heier and Campbell voted aye. Motion carried.

3 LANCASTER COUNTY RETIREMENT PLAN, (1) IMMEDIATE PARTICIPATION AND (2) INVESTMENT OF EMPLOYER FUNDS; AND MONEY VIEW PROGRAM - Doug Cyr, Deputy County Attorney; Pete Daiker, Nationwide Retirement Solutions

Investment of Employer Funds

Pete Daiker, Nationwide Retirement Solutions (formerly known as Public Employees Benefit Service Corporation or PEBSCO), presented materials related to the County's retirement plan (Exhibit A), noting that Lancaster County is the only pension program Nationwide Retirement Solutions administers in which investment of employer contributions is controlled by the employer. These funds are currently deposited into a fixed account which has current 5.70 percent rate of return. He asked whether the County Board would like to change the way it invests these funds, either through partial investment in an index fund or by allowing employees to direct investment.

In response to a question from Hudkins, Daiker stated that Nationwide Retirement Solutions recovers administrative costs for the fixed account through the return spread. Administration costs for the index fund vary from 0.20 to 0.40 percent and administration of mutual funds is assessed through a three tier fee structure of 0.20/0.40/0.60 percent. This is in addition to an internal fee charged by mutual fund companies.

Doug Cyr, Deputy County Attorney, noted that the County Attorney's Office had issued an opinion in August of 1998 that it would be acceptable for the County to allow employees to direct investment of vested employer contributions to the pension plan. He indicated that withdrawal of funds from the fixed account is limited to 20 percent, per year, which would slow the loss risk.

The Board requested the Pension Review Committee to review the opinion and make recommendation to the Board.

Immediate Participation

Board consensus to proceed with amendment of the plan to allow immediate participation for unrepresented, unclassified employees.

Money View Program

Daiker presented copies of the *MoneyView Questionnaire* (Exhibit B), noting that John Cripe, Classification and Pay Manager, had requested that this financial planning information be made available to employees. He reported that Nationwide Retirement Solutions has agreed to provide this financial analysis to employees, which typically costs \$250 - \$600 per person, at no cost.

Daiker requested authorization to distribute information to employees apprising them of this service and requesting return of questionnaires by mid August. He noted that he plans to meet individually with employees submitting questionnaires to review their financial analysis.

Heier asked whether other financial planning providers would be permitted to offer a similar service to County employees.

Cyr stated they could, but noted that Nationwide Retirement Solutions is the largest provider of deferred compensation to County employees, in addition to administrator of the pension plan, and education is crucial component of that service.

MOTION: Hudkins moved and Workman seconded approval of the MoneyView retirement planning analysis offered by Nationwide Retirement Solutions, with the provision that a letter to employees be included indicating that the County Board does not endorse financial planning through Nationwide Retirement Solutions. On call Hudkins, Workman, Heier, Steinman and Campbell voted aye. Motion carried.

The Board requested Cyr to draft the aforementioned letter.

4 RAILROAD TRANSPORTATION SAFETY DISTRICT BUDGET - Roger Figard, City Engineer; Don Thomas, Lancaster County Engineer

Roger Figard, City Engineer, reviewed the following materials (Exhibit C):

- * *Railroad Transportation Safety District Annual Operating Budget Request for FY1999-2000*
- * *Railroad Transportation Safety District, 1999-2009 Capital Improvement Program*
- * *Railroad Transportation Safety District, Flow of Funds Statement, As of June 30, 1999*

Figard stated \$7,000,000 in unexpended funds for the "X" Street railroad track relocation project has been re-budgeted for FY1999/2000 to finish the project. Most of those funds are anticipated to be spent by the end of the upcoming fiscal year.

Figard reported that if projects indicated in the 6 Year Plan proceed on schedule, a deficit of 2.4 million dollars is anticipated by FY 2004/2005. This projected deficit will require redistribution of some of the projects in the 6 Year Plan. Figard also indicated that 1.5 million dollars in cash reserve is recommended for contingency purposes.

In response to a question from Workman, Figard stated that a 2.6 percent levy is not needed to fund the current year's budget, but a reduction would cause projects in the 6 Year Plan to be delayed.

Workman noted concern that projects have not kept to the time schedule, resulting in interest accumulation. He requested the Board's consideration of a 0.6 percent reduction in the Railroad Transportation Safety District's levy for one a year period, noting that the projected reduction of \$700,000 is equal to the interest gained this fiscal year through delay of projects.

Steinman voiced concern that a number of projects have resulted in costs significantly higher than projected and the \$700,000 may be essential to complete funding.

Don Thomas, County Engineer, noted that project delays are frequently attributed to the railroads.

Campbell asked whether a local commitment is required when applying for federal funding of projects.

Figard stated at least 20 percent of the project funding is required to be on hand and paid by the local supporting agency.

Campbell asked how far in advance planning and reserve of funds for projects should occur in terms of drawing down federal dollars.

Figard said the State, County and City probably need to look 20 to 50 years ahead as part of the transportation planning process, with refinement to a 10 and 6 Year Cash Flow Plan and budgeting on an annual basis. He noted that a long-range Transportation Improvement Plan (TIP) must be in place in order to qualify for federal funding of projects.

Campbell stated that aggressive growth continues to take place in the community and projects need to be identified, with funds set aside for that purpose.

In response to a question from Workman, Figard stated funding of the Antelope Valley railroad crossing improvement project is projected to cost 63 million dollars over a six year period. Expenditures indicated in the 6 Year Plan reflect what Figard felt was reasonable participation by the Railroad Transportation Safety District (RTSD) in that project. He noted reductions will be necessary, as the current cash flow will not support those expenditures. Figard also stated that if Antelope Valley is not converted into a project by the end of the year, those funds could be reappropriated to other projects or be used to reduce the RTSD's levy at that point in time.

Workman suggested that if RTSD's levy is reduced, that portion of the levy be applied to another worthwhile project, such as the Lancaster County Agricultural Society's Events Center.

Steinman and Campbell voiced concern regarding past assurances to taxpayers that levying for the Events Center would be limited to two years.

Campbell stated if the County Board decides to reduce the RTSD's levy, the separate issue of whether the unused funds will be considered a tax reduction or will be reallocated will need consideration.

Figard reported that tentative plans to construct a new baseball stadium include pedestrian overpasses, with the RTSD suggested as a source of funding in the amount of one million dollars. Funds have not been budgeted for that purpose.

Campbell asked whether the RTSD has applied for federal funding of any of the projects in the 6 Year Plan.

Figard said yes, for the Antelope Valley project. Conversion of excess demolition funds from the "K" and "L" and 3rd Street Corridor to help fund the 3rd and "A" Street overpass was also approved. He indicated further investigation of available revenue sources is needed.

MOTION: Workman moved and Heier seconded to reduce the Railroad Transportation Safety District's levy for a one year period, from 2.6 percent to 2.0 percent.

Steinman requested that action be delayed to allow time for consultation with City representatives on the Railroad Transportation Safety District Board.

AMENDMENT: Workman moved and Heier seconded to amend the previous motion to indicate that it is the County Board's intent to reduce the Railroad Transportation Safety District's levy for a one year period, from 2.6 percent to 2.0 percent, contingent upon information that the County Board will be receiving in the next month.

ON CALL: Workman, Hudkins and Heier voted aye. Steinman and Campbell voted no. Motion carried.

Figard agreed to notify the other members of the Railroad Transportation Safety District Board of the County Board's action and to prepare a revised Cash Flow Statement.

The Board requested Roger Figard, City Engineer; Troy Gagner, Economic Development Coordinator; and representatives of the Lancaster County Agricultural Society to appear at the August 3rd County Board Meeting to discuss the Ag Society's budget, plans for the Events Center and the status of a water line to that site.

5 STOP SIGN FOR RAILROAD CROSSING ON 84TH STREET, SOUTH OF HIGHWAY 2 - Don Thomas, County Engineer

Don Thomas, County Engineer, briefly reported on a letter received from the Department of Roads recommending that a stop sign be installed for southbound traffic at the crossing on 84th Street, south of Highway 2, to improve visibility (Commissioners Information Packet). He questioned the criteria used to reach this conclusion, noting similar situations exist at other crossings in the County.

The Board authorized Thomas to seek additional information from the Department of Roads and report back to the Board.

6 BUDGET UPDATE - Dave Kroeker, Budget & Fiscal Officer

Dave Kroeker, Budget & Fiscal Officer, briefly reviewed the following materials (Exhibit D):

- * *Lancaster County, Comparison FY00 to FY99 Expense Budget*
- * *Grants Fund, Year Ending 6/30/99*
- * *837 Grants Fund Budget (Human Services)*
- * *Grants Fund, Agency 837 & 970 (Human Services & Miscellaneous)*

Kroeker stated the proposed budget of \$117,155,161, excluding the Intergovernmental Transfer for Lancaster Manor and the Grants Fund, reflects a 5.13% increase for Fiscal Year 1999-2000.

ADDITIONS TO THE AGENDA

- a. Substitute Contractor for Lincoln Action Program Rural Rehabilitation Program

Eagan reported on a request from Lincoln Action Program to substitute a contractor on a Rural Rehabilitation Program project, at the contract price.

NOTE: The Board will take action on this item at the Tuesday, July 20th County Board of Commissioners Meeting.

- b. Squirrel Bite at Conestoga Lake

Eagan reported on a request that the County pay for a rabies test on a squirrel that bit a child at Conestoga Lake. He indicated that he had denied the request, as it exceeds the County's authority.

- c. Vacation Request from Larry Van Hunnik, Lancaster Manor Administrator, for August 20 through September 3, 1999

MOTION: Steinman moved and Hudkins seconded approval. On call Steinman, Hudkins, Heier, Workman and Campbell voted aye. Motion carried.

- d. Election Commissioner Vacancy

Campbell will contact Governor Johanns regarding appointment of this position.

Board consensus to recognize Patty Hansen, Election Commissioner, for her service at the Tuesday, July 20th County Board of Commissioners Meeting.

7 ACTION ITEMS

- a. Appoint County Board Representative to Assess Prioritization of Potential Federal Emergency Management Agency (FEMA) Conservation Easements

The Board appointed Heier to serve as the County Board's representative.

8 CONSENT ITEM

- a. Request from Brian Pillard, Records & Information Manager, to Register for Annual Conference of Association of Records Managers and Administrators

MOTION: Steinman moved and Heier seconded approval. On call Steinman, Heier, Hudkins, Workman and Campbell voted aye. Motion carried.

9 ADMINISTRATIVE OFFICER REPORT

- a. Letter from Boys Town Regarding Payment for Placement of Youth

MOTION: Steinman moved and Workman seconded to forward the letter from Boys Town to the County Attorney's Office. On call Steinman, Workman, Heier, Hudkins and Campbell voted aye. Motion carried.

10 DISCUSSION OF BOARD MEMBER MEETINGS

- a. Master Plan Steering Committee - Hudkins

Hudkins reported that discussion focused on the ordering of new recording equipment for the City Council/County Commissioners Hearing Room, which is estimated to cost \$500.

- b. Officials Committee - Campbell, Hudkins

Campbell reported that the committee approved the Transportation Improvement Plan (TIP), and Unified Planning Work Plan and certified that all plans meet federal regulations.

Campbell reported that StarTran's plan to move riders from the HANDI-VAN Service to regular bus service was also discussed.

- c. Parks & Recreation Advisory Board - Workman

Workman reported this meeting was rescheduled for July 21st.

- d. Region V - Campbell, Steinman

This report was given at the County Board Budget Working Session held on July 13th.

- e. Public Building Commission - Campbell, Hudkins

Hudkins reported that discussion focused on art for the County-City Building and Justice and Law Enforcement Center and formal dedication of the two buildings.

Hudkins also reported that a claim related to a worker's injury in the remodel of the Justice and Law Enforcement Center was rejected.

Campbell reported that a Parking Committee was formed to look at issues such as procuring additional parking in the area of the Government Complex and instituting a charge for employee parking.

Board consensus to appoint Campbell to serve as the Board's representative on the Parking Committee.

f. Board of Health - Hudkins

Hudkins reported that the Lancaster Medical Society gave a presentation on emergency response, noting proficiency levels in basic and advanced life support for Rural/Metro Medical Services and the Lincoln Fire Department. He reported that the Board of Health adopted a list of criteria for emergency response.

Hudkins stated that discussion also focused on whether the Lincoln/Lancaster County Health Department Director is required to enforce the policy of the Mayor or the Board of Health.

13 CORRESPONDENCE TO THE COUNTY BOARD

Campbell reported that a letter was received from Judith Leech, County Court Judicial Administrator, indicating that the County Court and District Court Judges are willing to proceed with hiring of an indigent screener. Dennis Keefe, Public Defender, will draft a letter to Nebraska Supreme Court Chief Justice John Hendry requesting a pilot project in Lancaster County.

17 ADJOURNMENT

By direction of the Chair, the meeting was adjourned.

Bruce Medcalf
Lancaster County Clerk