

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING, ROOM 113
THURSDAY, JULY 15, 2004
8:15 A.M.**

Commissioners Present: Ray Stevens, Chair
Larry Hudkins, Vice Chair
Bernie Heier
Bob Workman
Deb Schorr

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Bruce Medcalf, County Clerk
Trish Owen, Chief Deputy County Clerk
Ann Taylor, County Clerk's Office

The Chair opened the meeting at 8:18 a.m.

AGENDA ITEM

1 APPROVAL OF THE STAFF MEETING MINUTES OF TUESDAY, JULY 13, 2004

The minutes were not available for approval.

2 ADDITIONS TO THE AGENDA

A. Management Team Meeting

MOTION: Heier moved and Workman seconded approval of the addition to the agenda. Heier, Workman and Stevens voted aye. Schorr and Hudkins were absent from voting. Motion carried

3 COMMISSIONER MEETING REPORTS

A. Information Services Policy Committee (ISPC) - Stevens

Stevens said the committee discussed the cost of extending fiber optics to Lancaster Manor and wireless options. He also reported that Information Services is interested in submitting a bid for software for the enhancement to OASIS (computer assisted mass appraisal database) for the County Assessor/Register of Deeds' Office.

B. Joint Budget Committee (JBC) - Workman, Stevens

Workman said Kit Boesch, Human Services Administrator, presented information on The HUB (Transitional Services Network for Young Adults).

Schorr arrived at 8:22 a.m.

C. Meeting of the Public Building Commission (PBC) Chair, Vice Chair and Mayor - Hudkins

No report.

D. Public Building Commission (PBC) - Hudkins, Workman

Workman reported a presentation on the Lincoln-Lancaster County Health Department expansion and an update on the parking situation.

E. Board of Health - Hudkins

No report.

4 COMPREHENSIVE PLAN AMENDMENT NO. 04002, LINCOLN AIRPORT FEDERAL AVIATION REGULATION (F.A.R.) PART 150 NOISE COMPATIBILITY STUDY & SUBAREA PLAN - Duncan Ross, Planning Department

Duncan Ross, Planning Department, gave an overview of Comprehensive Plan Amendment No. 04002, requested by the Planning Director on the behalf of the Lincoln Airport Authority, to adopt the Lincoln Airport F.A.R. Part 150 Noise Compatibility Study as an approved subarea plan of the Lincoln/Lancaster County Comprehensive Plan, and to amend the Land Use Plan accordingly, for the area generally between Southwest 40th Street and South Coddington Avenue, from West South Street to .5 mile north of West "A" Street (see Exhibit A for Executive Summary).

Hudkins arrived at 8:34 a.m.

Ross said there is a property in the Southwest 27th & West "A" Street area that is designated commercial in the Land Use Plan that is changing to Urban Residential (see map of South Subarea in the agenda packet). He said the land use change is being made now and said there will be follow-up zoning changes. Ross also noted an area east of Southwest 40th and north of West "A" Street that is included in the Comp Plan Amendment and is not related to the Airport Noise Study. He said this was seen as an

opportunity to enlarge the future service limit and make land use changes that will facilitate urban residential development.

In response to questions from Hudkins, Ross said the land has not developed as commercial and is not large enough to serve as a large industrial site.

Mike DeKalb, Planning Department, appeared and said the process to revise the noise contour footprint and standards for uses within certain noise decibel ranges allowed for adjustment of some uses and said the neighboring landowners were asked if they wanted to "tag" onto the process to reflect changes in the land uses.

Hudkins noted there is interest in extending Highway 79 to Interstate 80 and rerouting Northwest 40th Street through the Lincoln Airport Authority's property.

Ross said the Airport West Subarea Plan will be brought forward in the future and said the roadway issue will be a major element.

5 COUNTY FINAL PLAT NO. 04060, HILLTOP ESTATES 2ND ADDITION, 82ND STREET AND PELLA ROAD - Derek Miller and Mike DeKalb, Planning Department

Derek Miller, Planning Department, gave an overview of County Final Plat No. 04060, Hilltop Estates 2nd Addition, consisting of three lots. He said the final plat is to adjust the lot lines between Lots 1, 2 and 3 of Hilltop Estates 1st Addition.

6 COMMISSIONERS' AWARD OF EXCELLENCE PROGRAM - Pat Kant, Personnel Coordinator

Pat Kant, Personnel Coordinator, appeared and suggested the following changes to the Commissioners' Award of Excellence Program: 1) Eliminate the requirement for the department head to sign, or validate, the nomination; 2) Add investigation by the Personnel Department; and 3) Allow nomination of teams.

The Board asked the Commissioners' Award of Excellence Committee to develop guidelines for team eligibility.

Additional suggestions included: 1) Allow for comment by the department head; 2) Change the award from a savings bond to a gift certificate; 3) Transfer the cost of the bonds to the Board of Commissioners budget; and 4) Develop a similar program to recognize directors and elected officials.

7 PENDING LITIGATION - Kristy Mundt, Deputy County Attorney

MOTION: Hudkins moved and Heier seconded to enter Executive Session at 9:34 a.m. for discussion of pending litigation. Schorr, Workman, Stevens, Heier and Hudkins voted aye. Motion carried.

Schorr exited the meeting.

MOTION: Workman moved and Heier seconded to exit Executive Session at 9:44 a.m. Workman, Stevens, Heier and Hudkins voted aye. Motion carried.

8 BUDGET WORKING SESSION - Dave Kroeker, Budget & Fiscal Officer

Dean Settle, Community Mental Health Center (CMHC) Director, appeared and presented base bids for labor and materials to remodel the Midtown Center for future use by CMHC (Exhibit B). He recommended acceptance of a bid of \$332,900 from Cheever Construction (includes a \$4,600 deduction for paint). A preliminary schedule for the project was also presented (Exhibit C). Settle said the architects and engineers are confident of additional deductions in the range of \$20,000 to \$30,000 through reuse of kitchen equipment from the Adams Street Center. He also reported that the Community Health Endowment has agreed to assist with operating and construction costs.

Workman expressed concern regarding the escalated cost of the project and questioned whether removal of equipment from the Adams Street Center will diminish its sale value.

Dave Kroeker, Budget & Fiscal Officer, presented the following (Exhibit D):

- FY05 Valuations & Tax Rates
- Budget Adjustments 7-14-04
- Correspondence from County/City Property Management regarding Families First & Foremost's (F³'s) rent at Trabert Hall
- Projected Rents for 2004/2005, Families First & Foremost (F³)

Kroeker said F³'s contends that the Board agreed at the budget hearing to retain the rate of \$7.50 per square foot and forego an increase. He said, if that is the Board's intent, he will transfer \$10,000 to Property Management (Fund 066) to make-up the difference.

- A copy of the minutes of F³'s budget hearing on June 1, 2004
- A verbatim transcript of the budget hearing

MOTION: Hudkins moved and Workman seconded to notify Families First & Foremost (F³), that in light of the current budget situation, the Board must ask for a rent increase of \$1.00 per square foot.

Heier suggested that the Board delay action until Commissioner Schorr, the liaison to F³, is present.

The maker of the motion and the seconder withdrew their motion.

- Lancaster County - General Assistance; Proposed Budget for FY05, Revised 6/1/04
- Lincoln-Lancaster County Health Department, Budget for General Assistance: Primary Care Program, July 1, 2004 through June 30, 2005

Kroeker recommended leaving \$3 million in the General Assistance (GA) budget and to seek recommendation from the GA Monitoring Committee.

The Board concurred.

- Preliminary - Conservative - Federal Emergency Management Agency (FEMA) Cost Reimbursement for May 22, 2004 Storms

Gwen Thorpe, Deputy Chief Administrative Officer, said only the Sheriff's costs (\$114,500) have been submitted to FEMA.

Kroeker said that can be shown as a receivable and said he will transfer \$114,500 from the Grants Fund to the General Fund.

Brief discussion took place regarding whether the County is eligible for reimbursement of compensation time for Doug Ahlberg, Emergency Management Director, and Kerry Eagan, Chief Administrative Officer (total of \$9,300). Board consensus was to seek advise from the County Attorney, Personnel Department and the FEMA representative.

Dennis Banks, Lancaster County Juvenile Detention Center Director, appeared and proposed budget reductions (Exhibit E): 1) Delay hiring a part-time Mental Health Assessment Specialist until December, 2004; 2) Reduce supplies; and 3) Increase revenue from the State by increasing the daily per diem from \$180 to \$200 (projected increase of \$108,341 in revenue).

Heier asked whether Families First & Foremost (F³) could fund the part-time Mental Health Assessment Specialist position.

NOTE: Sheryl Schrepf, F³ Director, submitted a written response (Exhibit F).

MOTION: Hudkins moved and Workman seconded to ask Dennis Banks, Lancaster County Juvenile Detention Center Director, to start negotiation of a new contract with the State, with a per diem rate of \$200.

Kroeker suggested that Banks recalculate the per diem rates for all of the contracts and bring back a proposal, taking into account the education component and the County's costs.

The maker of the motion and the seconder agreed to amend their motion to state that the County will begin negotiations with the State to increase the per diem rate.

ROLL CALL: Hudkins, Heier, Stevens and Workman voted aye. Schorr was absent from voting. Motion carried.

Board consensus was to reduce the Juvenile Detention budget by \$60,000.

Schorr arrived at 10:55 a.m.

Kim Etherton, Community Corrections Director, appeared and was asked to reduce her budget by \$50,000 to \$100,000.

Etherton offered to: 1) Delay hiring of a field officer and case manager until October 1, 2004 (\$21,401) ; 2) Eliminate the Indigent Screener Program (\$32,048 cost would be pro-rated); 3) Reduce fees and services (\$8,000); 4) Eliminate enrollment and travel (\$7,700); and 5) Eliminate the case manager for Adult Drug Court (\$43,554).

The Board discussed whether to eliminate the Adult Drug Court Program or reduce the number of participants.

Etherton estimated that the County could save \$50,000 to \$60,000 by eliminating one staff position and reducing the number of participants.

Stevens said District Court Judge Karen Flowers has suggested the potential for savings in the following areas: 1) Test less often; 2) Conduct less expensive testing; 3) Coordinate with other testing facilities; 4) Have a shared coordinator for the Adult and Juvenile Drug Courts; 5) Take Drug Court fees out of posted bonds (requires legislative change); and 6) State Probation could purchase services from Community Corrections.

Board consensus was to reduce the Community Corrections budget by \$75,000.

Brief discussion took place regarding the Election Commission's budget. No changes were made.

The Board returned to discussion of the Families First & Foremost (F³) budget.

MOTION: Hudkins moved and Workman seconded to notify Families First & Foremost (F³) that the Board regrets the misunderstanding regarding the rent and that, in light of budget considerations, must adjust the rate to \$8.50 per square foot, the rate that is charged the other tenants in Trabert Hall. Hudkins, Heier, Stevens and Workman voted aye. Schorr voted no. Motion carried.

Hudkins and Heier exited the meeting at 11:53 a.m.

The Board discussed possible reductions to the Sheriff, County Attorney and Public Defender's budgets.

Board consensus was to recess the meeting at 12:18 p.m.

The Chair reconvened the meeting at 1:04 p.m.

The Board discussed whether to charge employees for parking (revenue estimate of \$30,000). Hudkins asked that the Board include Don Killeen, County Property Manager, in parking discussions.

The Board returned to discussion of the County Attorney's budget, with consensus to tentatively reduce it by \$20,000 and to indicate that the Board does not want the Bad Check Program eliminated.

The Board contacted the Sheriff and asked for a further reduction of \$40,000.

Terry Wagner, Lancaster County Sheriff, appeared and agreed to make a further reduction of \$20,000.

Discussion took place with consensus to: 1) Reduce District Court's budget by \$50,000; 2) Transfer \$700,000 from the Keno Fund to the General Fund for property tax relief; and 3) Reduce County Extension's budget by \$5,000.

Dennis Keefe, Public Defender, appeared and was asked to reduce his budget by \$10,000. Keefe agreed to do so, but said if a large number of cases are filed he will need to request additional appropriations.

Juvenile Court Judge Tom Dawson appeared and agreed to a \$50,000 reduction the Juvenile Court budget.

The Board discussed the Data Processing budget, with consensus to reduce the Microcomputer Fund budget by \$20,000.

Scott Carlson, Lancaster County Juvenile Drug Court Coordinator, appeared and presented Juvenile Drug Court Proposed Budget, Lancaster County 2004-2005 (Exhibit G). The Board requested a reduction of \$25,000. Carlson said eligibility would have to be limited to youth that are Medicaid eligible or have private insurance.

Board consensus was to reduce the budget by \$10,000.

District Court Judge Paul D. Merritt Jr. appeared and discussed the District Court budget.

In response to a question from Workman, Judge Merritt said the system would be less efficient if the Board eliminates the Child Support Referee.

Board consensus was to reduce the budget by \$50,000.

The Board scheduled further review of the budget at a Staff Meeting on Tuesday, July 20, 2004.

9 ACTION ITEMS

- A. August 2, 2004 City-County Common Agenda Items
- B. Letter of Authorization for Randall Funding to Write 2004 Nebraska Department of Health and Human Services (HHS) Substance Abuse and Mental Health Services Administration (SAMHSA) Conference Grant
- C. Microcomputer Requests:
 - 1. C#2004-285, \$475.50 from the Adult Probation Budget for a 17" Flat Panel Monitor
 - 2. C#2004-287, \$1,847.63 from the Community Corrections Budget for a Pentium IV, 17" Monitor, Etc.

Items held.

ADDITIONS TO THE AGENDA

- A. Management Team Meeting

Item held.

10 ADJOURNMENT

MOTION: Workman moved and Heier seconded to adjourn the meeting at 3:32 p.m. Hudkins, Heier, Workman, Schorr and Stevens voted aye. Motion carried.

Bruce Medcalf
Lancaster County Clerk