

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING, ROOM 113
THURSDAY, MAY 8, 2008
8:30 A.M.**

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

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Dan Nolte, County Clerk
Cori Beattie, Deputy County Clerk
Ann Taylor, County Clerk's Office

The Chair opened the meeting at 8:35 a.m.

AGENDA ITEM

- 1 APPROVAL OF THE STAFF MEETING MINUTES OF THURSDAY, MAY 1, 2008 AND RECEIVE AND PLACE ON FILE JAIL WORKSHOP NO. 3 MINUTES OF MONDAY, APRIL 21, 2008 (11:00 A.M. SESSION); TUESDAY, APRIL 22, 2008 (8:00 A.M. SESSION); AND WEDNESDAY, APRIL 23, 2008**

MOTION: Stevens moved and Heier seconded to approve the Thursday, May 1, 2008 Staff Meeting minutes and receive and place on file the Jail Workshop No. 3 minutes of Monday, April 21, 2008 (11:00 a.m. session); Tuesday, April 22, 2008 (8:00 a.m. session); and Wednesday, April 23, 2008. Heier, Stevens, Workman and Schorr voted aye. Motion carried.

- 2 ADDITIONS TO AGENDA**

None were stated.

Hudkins arrived at 8:37 a.m.

3 BUDGET OVERVIEW - Dennis Meyer, Budget and Fiscal Officer

Dennis Meyer, Budget and Fiscal Officer, gave an overview of the following documents (see agenda packet):

- * Lancaster County, Comparison of Budgeted Expenditures, Fiscal Year 2009 Requested Compared to Fiscal Year 2008 Adopted

Meyer said the General Fund Operating request is \$2,845,092 above last year's adopted budget.

- * Lancaster County, Comparison of Budgeted Expenditures - Personal Services, Fiscal Year 2009 Requested Compared to Fiscal Year 2008 Adopted

Meyer noted \$2,097,858 of the previous number is due to salaries.

- * Lancaster County, Comparison of Budgeted Revenues, Fiscal Year 2009 Requested Compared to Fiscal Year 2008 Adopted

Meyer said there is a \$789,209 reduction in General Fund Operating anticipated revenues. Two major factors are interest rates and a reduction in revenue at the Youth Services Center (YSC).

- * Lancaster County, Property Tax Funded Budgets, Fiscal Year 2009 Requested Compared to Fiscal Year 2008 Adopted

Meyer reported a \$3,868,264 budget deficit. The jail levy and jail savings fund were not included in the calculations.

- * Lancaster County, Request for Increase in Personnel (Fiscal Year 2009)

Meyer said the requests for additional personnel were not built into the budget and will increase the shortfall. The requests total \$339,628.

MOTION: Heier moved and Hudkins seconded to institute a hiring freeze, effective immediately.

It was noted some departments have critical vacancies. Questions were also raised regarding hires in process.

AMENDMENT: The maker of the motion and the seconder amended their motion to state the County Board will retain authority to approve new hires during the hiring freeze.

ROLL CALL ON THE MOTION AS AMENDED: Hudkins, Heier and Schorr voted aye.
Stevens and Workman voted no. Motion carried.

MOTION: Heier moved and Schorr seconded to send a letter to department heads asking them to present a five percent reduction from their submitted budget at their departmental budget hearing. Schorr, Workman, Stevens, Heier and Hudkins voted aye. Motion carried.

- * Lancaster County, General Government Miscellaneous Budget, Budget Comparison Fiscal Year 2008 to Fiscal Year 2009
- * Lancaster County, Justice System Miscellaneous, Budget Comparison Fiscal Year 2008 to Fiscal Year 2009
- * Legal Services
- * Lancaster County, Human Services Budget, Budget Comparison Fiscal Year 2008 to Fiscal Year 2009
- * Lancaster County, Inheritance Tax Collections
- * Lancaster County, Keno Collections
- * Lancaster County, Fiscal Year 2007-08 Keno Fund Budget

Meyer noted several of the road improvement projects have been completed.

- * Lancaster County, Fiscal Year 2008-09 Keno Fund Budget

Meyer was asked to check with Don Thomas, County Engineer, to see whether the additional \$300,000 shown for the East Beltway project is needed.

- * Lancaster County, Building Fund Budget
- * Lancaster County, Microcomputer Requests Fiscal Year 2009

MOTION: Stevens moved and Hudkins seconded to also state in the letter to department heads they will need to present the rationale for their microcomputer requests at their departmental budget hearing. Hudkins, Heier, Stevens, Workman and Schorr voted aye. Motion carried.

- * Lancaster County, Change in Taxable Assessed Valuation, Last Ten Years

Meyer said the projection for Fiscal Year 2008-09 is based on an assumption of zero growth in valuation.

DISCUSSION OF BOARD MEMBER MEETINGS

B. Nebraska Innovation Zone Commission (NIZC) Commission - Heier

Heier said he was unable to attend the meeting.

D. Lincoln-Lancaster County Ecological Advisory Committee (EAC) - Heier

Heier said the Planning Department gave a presentation on growth indicators. Information on the District 5 Birding Day at Shoemaker Marsh and Arbor Lake Wildlife Management Area was also presented (Exhibit A).

- 4 A) WORKERS' COMPENSATION PRESCRIPTION DRUG PROGRAM WITH SCRIPNET; B) GENEX MEDICAL DIAGNOSTIC NETWORK; C) PROPOSAL FROM SNAP FITNESS OFFERING MEMBERSHIP DISCOUNTS TO COUNTY EMPLOYEES; AND D) PENDING LITIGATION** - Sue Eckley, County Risk Manager; Kari Wiegert, Risk Management Specialist; Kristy Bauer, Deputy County Attorney; Wanda Petricek, GENEX Services, Inc.

A) Workers' Compensation Prescription Drug Program with ScripNet

Sue Eckley, County Risk Manager, said the County utilizes Progressive Medical, a pharmacy benefit management company, for the workers' compensation prescription drug program. She proposed the County move the service to GENEX Services, Inc., the company that provides bill review for the workers' compensation program. GENEX contracts with ScripNet, another pharmacy benefit management company. Eckley said the program will operate in the same manner but will allow the County to "bundle" services.

B) GENEX Medical Diagnostic Network

Kari Wiegert, Risk Management Specialist, said GENEX has also been asked to include Lancaster County in its medical diagnostic network. She said it is a free service to the County that will provide significant savings on testing such as MRI's and CT scans.

C) Proposal from Snap Fitness Offering Membership Discounts to County Employees

Eckley said Snap Fitness has offered membership discounts to County employees. She requested authorization to include a flyer with the pricing structure with employee paychecks and in the new hire packets.

Stevens expressed concern that other businesses would want the same opportunity.

Eckley said the Personnel Department has included information from other fitness facilities in the new hire packets.

Questions were raised regarding what information is being included in the new hire packets.

Gwen Thorpe, Deputy Chief Administrative Officer, said she will request a packet for the Board to view.

D) Pending Litigation

MOTION: Schorr moved and Hudkins seconded to enter Executive Session at 9:26 a.m. for discussion of pending litigation. Hudkins, Heier, Stevens, Workman and Schorr voted aye. Motion carried.

MOTION: Stevens moved and Schorr seconded to exit Executive Session at 9:38 a.m. Schorr, Workman, Stevens, Heier and Hudkins voted aye. Motion carried.

5 NORTHERN PONCA HOUSING AUTHORITY (NPHA) UPDATE - Kristy Bauer, Deputy County Attorney

Kristy Bauer, Deputy County Attorney, said the Northern Ponca Housing Authority (NPHA) asked to amend its cooperative agreement with Lancaster County to increase the number of housing units it may develop from five (5) to thirty (30). The amendment included a provision that NPHA pay the County \$10,500 as settlement for all past due payments in lieu of taxes. The County submitted the amendment to NPHA for signature but it was never returned. Bauer suggested the Chair send a letter to NPHA asking them to honor their commitment by signing and returning the amendment and tendering all past payments called for in the agreement.

The Board concurred with the suggestion.

6 A) ALVO ROAD UPDATE; AND B) ARBOR ROAD IMPROVEMENTS (ACCESS TO ABBOTT MOTOCROSS TRACK) - Don Thomas, County Engineer; Doug Pillard, County Engineering Design Division Head

A) Alvo Road Update

Don Thomas, County Engineer, said the alignment of Alvo Road will be shifted north between 1st and 7th Streets to avoid a channel (Exhibit B).

B) Arbor Road Improvements

Thomas asked whether the Board wants to proceed with planned improvements to Arbor Road for the Abbott Motocross facility (see Exhibit C for site plan). He said it may be necessary to cross 70th Street for several hundred feet in order to shift and get around a house that's too close to the road.

Hudkins suggested the Engineer pursue a lower speed (45 mph) for the first 300 feet.

Thomas said it would require a relaxation of standards.

Thomas said the Abbott Sports Complex would also like the County to pave the Arbor Road extension (an additional 1/4 mile) which would require moving a power line and additional right-of-way acquisition. **NOTE:** The 1/4 mile is in the floodplain.

Board consensus was to proceed with the engineering work, including the Arbor Road extension.

RETURNING TO ITEM 3

In response to a question from Schorr, Thomas said he asked Dennis Meyer, Budget and Fiscal Officer, to earmark an additional \$300,000 in the Keno Fund for the East Beltway project.

Schorr exited the meeting at 10:02 a.m.

10 ACTION ITEMS

- A. Request from Dillon Tire to Utilize Farmstead at Southwest 40th for Overflow Parking on Saturday, May 10, 2008

MOTION: Stevens moved and Hudkins seconded approval, provided Dillon Tire signs a hold harmless agreement. Hudkins, Heier, Stevens and Workman voted aye. Schorr was absent from voting. Motion carried.

Heier exited the meeting at 10:05 a.m.

ADMINISTRATIVE OFFICER REPORT

- A. Claim for Review, PV 168727, \$55.73 Reimbursement to Revolving Fund at Lancaster Manor for Nurses Week Candy

Hudkins said he will talk to Ron Fetters, Lancaster Manor Administrator, and suggest that he pull the claim and seek reimbursement from the Lancaster Manor Foundation.

Board consensus was to schedule the item as a claim for review on the Tuesday, May 19, 2008 Board of Commissioners Meeting agenda if Fetters elects to not pull the claim.

- B. Estimate from Information Services (IS) to Convert R:Base to Excel for Records Center

Thorpe recommended the item be held to see if a better solution can be worked out.

The Board concurred with the suggestion.

A) TEMPORARY EMPLOYEE FOR PROPERTY VALUATION PROTESTS; AND B) PURCHASE OF LAPTOP COMPUTER AND SOFTWARE - Dan Nolte, County Clerk; Cori Beattie, Chief Deputy County Clerk

A) Temporary Employee for Property Valuation Protests

Cori Beattie, Chief Deputy County Clerk, requested authorization to hire a temporary, part-time employee (20 to 30 hours per week) to assist with the property valuation protests, at an hourly rate of approximately \$10 per hour. Beattie said the alternative would be to have Great Plains Appraisal provide the services at a rate of approximately \$30 per hour. **NOTE:** Great Plains Appraisal provides the services of a Referee Coordinator to coordinate referees who will hear the property tax protests before the Lancaster County Board of Equalization.

It was noted it has been the practice to hire temporary help during protest season.

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

B) Purchase of Laptop Computer and Software

Beattie requested authorization to purchase a laptop computer and software that could be used off-site for meetings and the referee hearings. The cost is \$1,531.60.

The Board of Equalization budget was suggested as a funding source.

It was noted that the Clerk's office has a laptop computer but it is over ten years old and will not support modern software.

MOTION: Hudkins moved and Workman seconded to approve the request, stipulating Dennis Meyer, Budget and Fiscal Officer, will determine the appropriate funding source. Hudkins and Workman voted aye. Stevens voted no. Schorr and Heier were absent from voting. Motion carried.

NOTE: Upon further clarification of the motion, Stevens changed his vote to aye.

7 LABOR NEGOTIATIONS - Don Taute, Personnel Director; John Cripe, Classification and Pay Manager; Nicole Gross, Personnel Compensation Technician; Kristy Bauer, Deputy County Attorney; Don Thomas, County Engineer

MOTION: Stevens moved and Hudkins seconded to enter Executive Session at 10:19 a.m. for discussion of labor negotiations. Hudkins, Stevens and Workman voted aye. Heier and Schorr were absent from voting. Motion carried.

MOTION: Stevens moved and Hudkins seconded to exit Executive Session at 10:43 a.m. Stevens, Hudkins and Workman voted aye. Heier and Schorr were absent from voting. Motion carried.

8 A) TEMPORARY EMPLOYEE FOR PROPERTY VALUATION PROTESTS; AND B) PURCHASE OF LAPTOP COMPUTER AND SOFTWARE - Dan Nolte, County Clerk; Cori Beattie, Chief Deputy County Clerk

Item was moved forward on the agenda.

9 CLAIM FOR REVIEW (PV 167960, VOLUNTEER PARTNERS FOR \$2,421.53) - Doug Ahlberg, Emergency Management Director

Doug Ahlberg, Emergency Management Director, said Lancaster County received a Homeland Security grant in 2005 to pay for a Citizens Corp Council. The County contracted with Volunteer Partners for administration. The grant was later extended to June, 2009. He said the services were performed during the period a contract was not in place (Contract No. C-06-0501 covers the period of January 1, 2006 through October 31, 2006 and Contract No. C-07-0481 covers the period of July 1, 2007 through June 20, 2008).

Kerry Eagan, Chief Administrative Officer, suggested amendment of the contract to cover the period services were performed, provided it does not violate the terms of the grant.

Board consensus was to seek advice from Tom Fox, Deputy County Attorney.

10 ACTION ITEMS

- A. Request from Dillon Tire to Utilize Farmstead at Southwest 40th for Overflow Parking on Saturday, May 10, 2008

Item was moved forward on the agenda.

11 ADMINISTRATIVE OFFICER REPORT

- A. Claim for Review, PV 168727, \$55.73 Reimbursement to Revolving Fund at Lancaster Manor for Nurses Week Candy
- B. Estimate from Information Services (IS) to Convert R:Base to Excel for Records Center

Items A and B were moved forward on the agenda.

12 DISCUSSION OF BOARD MEMBER MEETINGS

- A. Metropolitan Planning Organization (MPO) Technical Committee - Workman, Heier

Workman said they discussed access to the jail and paving of Southwest 40th Street.

- B. Nebraska Innovation Zone Commission (NIZC) Commission - Heier

Item was moved forward on the agenda.

- C. Visitors Promotion Committee (VPC) - Stevens

Stevens said the committee voted unanimously to recommend the Board approve a request from Mayor Beutler to use \$750,000 of county lodging taxes to help fund studies for a proposed arena and other improvements in the West Haymarket area.

- D. Lincoln-Lancaster County Ecological Advisory Committee (EAC) - Heier

Item was moved forward on the agenda.

E. Lincoln Partnership for Economic Development (LPED) - Workman

Workman said there were presentations on the University of Nebraska-Lincoln (UNL) Internship Program and Nebraska Workforce Development.

F. Chamber Coffee - Stevens

Stevens said he discussed the VPC's recommendation (see Item 12C). Dan Marvin, City Council, reported on the City's ethics ordinance. Susan Gourley, Lincoln Public Schools (LPS) Superintendent of Schools, discussed the school aid formula.

13 ADJOURNMENT

MOTION: Stevens moved and Hudkins seconded to adjourn the meeting at 11:03 a.m. Stevens, Hudkins and Workman voted aye. Heier and Schorr were absent from voting. Motion carried.

Dan Nolte
Lancaster County Clerk