

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113 - BILL LUXFORD STUDIO
THURSDAY, JUNE 30, 2016
8:30 A.M.**

Commissioners Present: Roma Amundson, Chair
Todd Wiltgen, Vice Chair
Deb Schorr
Bill Avery

Commissioners Absent: Larry Hudkins

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

Advance public notice of the Board of Commissioners Staff Meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska, web site and provided to the media on June 29, 2016.

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:33 a.m.

AGENDA ITEM

1 APPROVAL OF MINUTES OF THE JUNE 23, 2016 STAFF MEETING MINUTES

MOTION: Wiltgen moved and Schorr seconded approval of the June 23, 2016 Staff Meeting minutes. Avery, Wiltgen, Schorr and Amundson voted yes. Hudkins was absent. Motion carried 4-0.

2 ADDITIONS TO THE AGENDA

A. Press Release Asking Citizens to Submit Photographs for Possible Inclusion on the County's Web Pages (Exhibit A)

MOTION: Wiltgen moved and Schorr seconded approval of the addition to the agenda. Wiltgen, Schorr, Avery and Amundson voted yes. Hudkins was absent. Motion carried 4-0.

3 ANNUAL EVALUATION OF KIM ETHERTON, COMMUNITY CORRECTIONS DIRECTOR

Copies of the Human Services Director job description were disseminated (Exhibit B).

Kim Etherton, Community Corrections Director, responded to questions on an evaluation questionnaire (Exhibit C) relating to goals, accomplishments, operations, budget issues and succession planning.

There was consensus to schedule approval of the class description on the July 5, 2016 County Board of Commissioners Meeting.

4 A) NEW OVERTIME REGULATIONS; AND B) CORRECTIONS DIRECTOR SEARCH UPDATE - Doug McDaniel, Lincoln-Lancaster County Human Resources Director

A) New Overtime Regulations

Doug McDaniel, Lincoln-Lancaster County Human Resources Director, said the U.S. Department of Labor has issued its final rule updating overtime regulations. The rule focuses on updating the salary and compensation levels needed for executive, administrative and professional workers to be exempt and sets the standard salary level at \$47,476 (there will also be an automatic threshold increase every three years). McDaniel said County departments have been notified of the change and will either need to increase employees salaries or move employees to non-exempt status. He said the County currently has 11 employees that will be impacted by the change but said he has not determined the financial impact yet.

B) Corrections Director Search Update

McDaniel disseminated copies of a recruitment brochure for the Director of Corrections position (Exhibit D), noting the brochure is also available on Human Resources' webpage: <http://lincoln.ne.gov/city/person/county/Corrections.pdf>. He said he asked members of a focus group for their thoughts on the position. **NOTE:** The focus group was comprised of Sheli Schindler, Youth Services Center (YSC) Director; Kim Etherton, Community Corrections Director; Terry Wagner, Lancaster County Sheriff; Todd Duncan, Chief Deputy Sheriff; Judy Halstead, Lincoln-Lancaster County Health Department (LLCHD) Director; Sandra Miller, Veterans Justice Outreach; Phil Tegler, The Bridge Executive Director; Jeff Bliemeister, Chief of Police; Brian Jackson, Lincoln Police Department (LPD); Brenda Fisher, Angie Koziol and Dennis Wagner, Corrections Department; Corrections Lieutenants, with one exception; and Brett Wheeler and Dan Goodman, Fraternal Order of Police (FOP), Lodge 32. The position has been posted on the County's website, along with a supplemental questionnaire, and has been advertised with the following: Corrections.com, DiscoverCorrections.com,

CorrectionsOne.com, American Jail Association, and the American Correctional Association.

Schorr inquired about the closing date. McDaniel said it has been left open and will be closed when Human Resources feels there are adequate candidates to select from. He said he will work with the Board to set up an interview composite team, adding he has had requests from groups that want to be involved in the interviewing process.

- 5 **COUNTY SPECIAL PERMIT NO. 16021 FOR HILLSIDE EVENTS, 12400 WEST DENTON ROAD** - David Cary, Director, Lincoln/Lancaster County Planning Department; Steve Henrichsen, Development Review Manager, Lincoln/Lancaster County Planning Department; Tom Cajka, Planner II, Lincoln/Lancaster County Planning Department; David Derbin, Deputy County Attorney; Mel Goddard, Chief Building Inspector, City of Lincoln Building and Safety Department; Scott Holmes, Environmental Public Health Division Manager, Lincoln-Lancaster County Health Department (LLCHD)

Copies of a proposed amendment from Mark Hunzeker, attorney for Tyler and Melissa Smith, owners of Hillside Events LLC, to the special permit conditions and a memorandum from Steve Henrichsen, Development Review Manager, Lincoln/Lancaster County Planning Department, regarding regulation compliance were disseminated (Exhibits E & F).

Henrichsen discussed County Special Permit No. 16021, a request from Hillside Events, 12400 West Denton Road, for a Special Permit, per Article 13, Section 13.001(aa) of the Lancaster County Zoning Regulations, for an expanded home occupation (see <http://lincoln.ne.gov/city/plan/dev/zoning/stratreg/zon13.pdf>). He said the applicants received a plan from the Nebraska State Fire Marshal of changes they would have to make to their facility to make it compliant with fire codes. Henrichsen said since the applicants have not made those changes and are not in compliance with the zoning requirements, the Planning Department notified them in writing in April, 2015 they should not hold any more events. He said Tom Cajka, Planner II, Lincoln/Lancaster County Planning Department, also emailed the applicants, following a discussion with the County Attorney's Office and the City Building and Safety Department, stating they should cease operations. Henrichsen noted there was discussion at the County Board's public hearing on June 28th about being in compliance and said he wants to make it clear the applicants are not in compliance with the zoning or the building and fire code items. **NOTE:** The applicants have changed their wastewater treatment system. He pointed out the applicants have continued to hold events.

At the request of the Chair, Mel Goddard, Chief Building Inspector, City of Lincoln Building and Safety Department, reviewed some of the Building and Safety Code violations. He noted the building (barn) where events are held was not built to

standards for human occupancy and the applicants have contacted a structural engineer and hired an architect to see what it would take to bring the building to code.

Wiltgen said it was his understanding that approval of the special permit would be contingent upon compliance with the codes. Amundson said she believes there are significant issues that the Board needs to understand in order to make an informed decision, including the trusses and footings. David Derbin, Deputy County Attorney, said one of the standard conditions would be that any building be subject to final inspection by the Building and Safety Department.

Schorr asked whether the building would be required to have heating and/or air conditioning. Goddard said it would not.

Amundson felt the sound component and restroom provisions should also be addressed. Goddard said the occupant load could be over 400, based on the square footage, and said there are not sufficient restrooms to handle that number of people. He said the plumbing work was done without permits or inspections and a plumber who has a camera will need to inspect the pipes to see if the work is up to code.

Schorr said the Board needs to define the parameters for the land use and said it will be up to the applicants to look at their business model and determine whether it will be feasible to "make a go of the business" within those restrictions.

Amundson said she believes it would be reckless to approve a special permit for a building that does not meet safety and building standards. Wiltgen disagreed, stating its not reckless if the Board focuses on the zoning issues and makes any permit subject to being compliant with Building and Safety and Fire Codes.

Wiltgen felt the intent had been to discuss restrictions for the land use, such as number of attendees, limiting alcohol to service by a catering service, closing time, security, and frequency of events. Schorr said she is concerned about the doors, noting having them shut helps contains the noise but is not feasible without heating and air conditioning. Amundson said she believes the applicants need to be in compliance before the Board needs to consider those items.

Gwen Thorpe, Deputy Chief Administrative Officer, inquired about enforcement. Terry Wagner, Lancaster County Sheriff, appeared and said the Lancaster Sheriff's Office (LSO) does not have authority to enforce codes violations. He said they can document the violations and forward that information to Building and Safety for enforcement action. Wagner added response to noise complaints is very subjective particularly if the facility has a special event permit or special designated license (SDL). Avery asked what it takes to "shut down" an event. Wagner said violence and weapons would provide cause. Amundson said there is a model that could be used by the owners that involves an additional \$1,500 deposit, explaining the deposit would not be refundable if there was intoxication or improper behavior.

Schorr asked whether it would be better to add social halls, with certain restrictions, to the permitted uses under the County Zoning Regulations or to proceed with an expanded home occupation and require each venue to come before the Board for a unique set of restrictions. Henrichsen noted there are 14 conditions under expanded home occupations and said the applicants have asked that several be waived. He said expanded home occupation covers a variety of uses and additional conditions may be necessary.

Scott Holmes, Environmental Public Health Division Manager, Lincoln-Lancaster County Health Department (LLCHD), said the County doesn't have a noise code nor is it likely the County would adopt one. Cajka said he had inquired about the City's noise code and whether the noise level changed after a certain hour. He said he was informed it did after 10:00 p.m. Holmes said special events typically request a variance from the noise code. He added the Lincoln Police Department (LPD) has similar enforcement issues to those Sheriff Wagner described. Holmes said the Board could set a noise limit and said it likely won't be exceeded at the property boundary. He said the issue is that neighbors aren't accepting of noise disturbances. Cajka said, since there isn't a noise ordinance, the Planning Department approached it by saying outdoor events must conclude by 11:00 p.m. He said the word "outdoor" could be struck so it would apply to all events. There is currently no condition that an indoor event must conclude by a certain time.

There was consensus to: 1) Delay a decision on County Special Permit No. 16021 and notify the applicant that the item will not be scheduled on the July 5, 2016 County Board of Commissioners Meeting agenda; and 2) Schedule discussion of conditions on the July County Board Staff Meeting agenda.

Henrichsen suggested Derek Zimmerman of the Baylor Evnen Law Firm, which represents the applicants, who was present for the discussion notify the applicants. He said the Planning Department will notify the individuals who sent emails on this issue that the matter will be continued.

- 6 A) WINERIES; AND B) REVIEW AND UPDATE OF THE 1979 LANCASTER COUNTY ZONING RESOLUTION** - David Cary, Director, Lincoln/Lancaster County Planning Department; Steve Henrichsen, Development Review Manager, Lincoln/Lancaster County Planning Department; Tom Cajka, Planner II, Lincoln/Lancaster County Planning Department; David Derbin, Deputy County Attorney

A) Wineries

David Cary, Director, Lincoln/Lancaster County Planning Department, asked the Board's thoughts regarding farm wineries and any other items it would like to address in the zoning code.

Wiltgen noted the Board held a public hearing on a Class C liquor application from Bluestem Tree Farm, 5895 West Sprague Road in Crete, Nebraska, at the June 14, 2016 County Board of Commissioners Meeting. **NOTE:** The public hearing was continued to the June 21, 2016 County Board of Commissioners Meeting. He said the Planning Department indicated at the public hearing that the applicant was not in compliance with the zoning code and the County Attorney's Office said there is ambiguity in the code. Wiltgen said the Board took action against that application based on that advice and asked what clarification is needed in the zoning code. Cary pointed out there are other items in the zoning code that have similar ambiguity.

Tom Cajka, Planner II, Lincoln/Lancaster County Planning Department, disseminated copies of the subsection related to farm wineries in Article 4, "AG" Agricultural District, Section 4.005 Permitted Conditional Uses (Exhibit G). He noted there is also a definition of farm winery in Article 2, Definitions, Section 2.048: "*Farm Winery shall mean any enterprise which produces and sells wines produced from grapes, other fruit or suitable agricultural products of which seventy-five (75) percent is grown in the State of Nebraska.*" He said the definition is not clear on whether the wine must be produced on-site, nor does the code address whether a minimum amount of wine must be produced.

David Derbin, Deputy County Attorney, said the applicant was arguably an enterprise which was producing wine but they were sending the grapes they were producing off-site. He said the question arose whether they were required to produce wine on-site or if their enterprise could include off-site production. Schorr suggested using a rolling average, noting there may be circumstances in which on-site wine production would not be possible.

Derbin said the other issue that arose was related to the applicant stating during testimony that they were not currently producing or selling wine, and hadn't been for some time, but would be willing to resume production and sales. He said the definition is written in the present tense so the applicant has a harder case to make that they are currently a winery. Derbin said the real ambiguity is with on-site production.

Wiltgen said it is common practice for wine growers to out-source production of their wine to produce a better product. He felt limiting production to on-site is unreasonable. Wiltgen also pointed out that zoning enforcement is by complaint and said he is not aware of any complaints related to any of the wineries operating in Lancaster County.

Steve Henrichsen, Development Review Manager, Lincoln/Lancaster County Planning Department, said there have been inquiries about BlueStem and one other winery, questioning whether they meet the definition of a winery, i.e., they don't grow many grapes and are not actively selling wine and the majority of the business involves other activities such as wedding receptions. Cary added wineries receive certain rights under the zoning, based on expected activity, and said it becomes an issue if something different is occurring.

Cajka said the discussion on wineries has evolved from issues involving event centers, noting a winery can hold wedding receptions and other events as accessory to their business, and felt the definition of a winery needs further clarification. He felt someone who is growing grapes to have wine produced offsite for sale in a store would meet the definition of agriculture, not a winery.

Derbin explained the definition of winery was "cloned" from the statutory definition of farm winery, which is in the Liquor Control Act. He said the Liquor Control Act also states that once you become licensed as a farm winery, you are allowed to sell wine you have produced on site. He said that language was not included in the zoning code so it is difficult to enforce.

Schorr said suggested it may be appropriate to include a provision in the zoning code for "social halls" for venues that want to hold events but not produce wine.

Wiltgen asked whether existing wineries would be "grandfathered" if it they don't meet the definition of winery after further clarification. Cary said it would be depend on whether they were operating under the expectation of the existing rules.

Cary felt a survey of the wineries in the County would be useful to get the background information necessary to make a decision on what the threshold should be. Avery said the Board has been hesitant to do so because it could be misconstrued by the winery as the beginning of an audit. Cary said it would have to be made clear that the intent is to find out what activities are happening. Wiltgen felt it would lead to additional restrictions.

B) Review and Update of the 1979 Lancaster County Zoning Resolution

The Chair said the Board has discussed initiating a review of the Lancaster County Zoning Resolution.

Cary said the Planning Department has identified items it believes need better definition or clarification and feels the overall organization of the code could be changed to make it easier to read. He said a complete rewrite of the code would be a different matter.

Wiltgen suggested starting with wineries and social halls.

Amundson said she believes the Board needs to begin to look at the entire code which would be a lengthy process.

MOTION: Schorr moved and Avery seconded to ask the Planning Department to have a conversation with each of the Lancaster County wineries about their operations.

Wiltgen stressed the wineries have the right to not provide any information.

ROLL CALL: Schorr, Avery, Wiltgen and Amundson voted yes. Hudkins was absent. Motion carried 4-0.

The Planning Department was asked to provide an update in two weeks.

- 7 LABOR NEGOTIATIONS** - Doug McDaniel, Lincoln-Lancaster County Human Resources Director, Nicole Gross and Amy Sadler, Compensation Technicians, Lincoln-Lancaster County Human Resources; Kristy Bauer, Deputy County Attorney

MOTION: Schorr moved and Avery seconded to enter Executive Session at 10:25 a.m. for the purpose of protecting the public interest with regards to labor negotiations. Avery, Wiltgen, Schorr and Amundson voted yes. Hudkins was absent.

The Chair restated the reason for the Board entering Executive Session.

Schorr exited the meeting.

MOTION: Wiltgen moved and Avery seconded to exit Executive Session at 10:57 a.m. Avery, Wiltgen and Amundson voted yes. Schorr and Hudkins were absent. Motion carried 3-0.

- 8 BUDGET UPDATE** - Dennis Meyer, Budget and Fiscal Officer
A) Juvenile Drug Court

Lori Griggs, Chief Probation Officer, Juvenile Probation, appeared and noted \$44,000 was budgeted for contracts with State Probation Administration for electronic monitoring (\$11,000), Independence Center for administrative costs (\$8,000), and Cedars Youth Services for a part-time tracker (\$25,000). She said those costs have remained the same for the past seven years.

Schorr returned to the meeting at 10:59 a.m.

Griggs said Juvenile Court Judge Toni Thorson, who presides over the Juvenile Drug Court, wants the County to continue to fund those services. She said there is not consensus by the team that makes decisions on incentives and sanctions, which includes the County Attorney, Public Defender, Juvenile Probation and Judge Thorson, on how to move forward if the funding were to change so the Board is asked to continue the contracts for six months. Griggs said that will provide time to arrange technical assistance and enhanced training and for additional discussion of funding and how the team model would continue if the Juvenile Drug Court moved to Juvenile Probation.

Schorr felt three months would be more reasonable for the transition. Griggs said some providers do not like to enter into short-term contracts.

Avery exited the meeting at 11:03 a.m.

Amundson inquired about termination provisions. David Derbin, Deputy County Attorney, appeared and said he would have to review the interlocal agreement to see if there is a termination for convenience clause.

MOTION: Schorr moved and Wiltgen seconded to proceed with a three month transition of the Juvenile Drug Court. Schorr and Wiltgen voted yes. Amundson voted no. Avery and Hudkins were absent. Motion carried 2-1.

NOTE: Also present for the discussion was Wendy Barrera-Andazola, Juvenile Drug Court Coordinator.

E) Juvenile Diversion Consolidation

It was noted consolidation of the Juvenile Court functions under the County Attorney's Office was discussed at the June 27, 2016 City-County Common Meeting.

Juvenile Court Judge Reggie Ryder appeared and discussed the proposed merger of the City Attorney's and County Attorney's juvenile divisions. He said both offices do an excellent but the Juvenile Court Judges believe it would be more efficient to have one office. Judge Ryder said there are certain petitions and cases the City Attorney's Office cannot file in Juvenile Court so it would be better to merge the divisions under the County Attorney's Office. He noted there are also statutory changes dealing with court appointed counsel and said there are potential advantages to having one office in terms of filings.

Avery returned to the meeting at 11:09 a.m.

Wiltgen noted there have been questions about whether a merger is in the best interest of the juvenile and their family. Judge Ryder said it can be confusing for families if there are filings by both offices.

Avery asked Judge Ryder whether he has discussed this issue with the City. Judge Ryder said he has not.

MOTION: Schorr moved and Avery seconded to send a letter to the Mayor and City Council outlining the points that were made by the County Attorney at the June 27, 2016 City-County Common Meeting, showing the support of the County Board and the Juvenile Court Judges, and requesting that the City fund a portion of the merger costs.

Discussion took place regarding the funding amount. Schorr suggested \$45,000, noting that is the amount the City paid Cedars Youth Services, up until this year, for juvenile diversion services that are now being provided at the County level. **NOTE:** The County has received \$145,000 in unallocated Community Aid funds from the Nebraska Crime Commission that it has used to perform those services. She pointed out that won't cover the costs of a new attorney and paralegal, which the County Attorney has estimated at \$150,000. Wiltgen thought funding should be proportionate (the City's portion would be \$36,000 and the County's \$114,000).

FRIENDLY AMENDMENT: Wiltgen offered a friendly amendment to request the City pay \$36,000 annually towards an attorney, with a cost-of-living adjustment, with a response by July 15, 2016.

The maker of the motion and the seconded accepted the friendly amendment.

ROLL CALL ON THE MOTION AS AMENDED: Avery, Wiltgen, Schorr and Amundson voted yes. Hudkins was absent. Motion carried 4-0.

NOTE: Also present for the discussion were Theresa Emmert, Juvenile Court Administrator, and Sara Hoyle, Human Services Director.

Wiltgen exited the meeting at 11:22 a.m.

B) Pre-Sentence Investigation (PSI) Contract

NOTE: The County entered into an interlocal agreement with the State of Nebraska Probation Administration in 2008 for two probation officers to provide additional pre-sentence investigation (PSI) report services for District Court in an effort to decrease the time needed to complete PSI's for inmates housed by Corrections.

Jeff Curry, Chief Probation Officer, Adult Probation, appeared and disseminated the following documents: District Court-Pre-Sentence Reports, In Custody/Not in Custody Statistics 2015/2016, Fiscal Year Savings and Lancaster County Probation, Custodial Sanctions (Exhibits H & I). He also discussed custodial sanctions and how they affect jail population numbers (before a felony offense can be revoked the individual must serve 90 days in the county jail). **NOTE:** The only exception is a new law violation. In that situation probation can be revoked instantly. Curry said they try to use sanctions that don't involve jail time whenever possible.

Meyer noted \$63,000 was built into the budget for the PSI contract and said it has historically come in a little less.

Brad Johnson, Interim Corrections Director, appeared and said Probation has been averaging 45 days to complete a PSI once an individual is convicted. Curry said Probation calculates the days from the time the individual is convicted and said they have been averaging 40 days from the time of the original sentencing date. Sometimes continuances occur that are out of Probation's control, such as a mental health evaluation, and those are not reflected in Probation's data. He added the goal has been 30 days. Johnson said Douglas County is running between 60 to 90 days and said he believes the number of days will increase to at least 60 in Lancaster County if the Board doesn't continue the program. He said the County can't afford that with the current jail population numbers.

There was consensus to continue the contract and evaluate it on an annual basis.

NOTE: Also present for the discussion was Lieutenant Rick Gray, Corrections.

D) Drug Screening Technician for Community Corrections

Kim Etherton, Community Corrections Director, appeared and said there has been an increase in the diversion numbers over the past year and said Community Corrections does not have the staff to provide evening drug testing for females. She requested authorization to hire a part-time drug screening technician at a cost of less than \$18,000 a year. Etherton said fees collected from diversion participants cover the cost of the program and felt the cost could be absorbed by the budget.

MOTION: Schorr moved and Avery seconded to authorize Kim Etherton, Community Corrections Director, to hire a part-time drug technician, as outlined. Schorr, Avery and Amundson voted yes. Wiltgen and Hudkins were absent. Motion carried 3-0.

C) Out-of-State Travel

Meyer noted requests from Brent Meyer, Weed Control Superintendent, and Brian Pillard, Records & Information Manager, for out-of-state travel to conferences.

Amundson said she believes out-of-state travel should be allowed. She said it improves the professionalism of staff and felt the training and education was a benefit to the County.

Schorr noted B. Meyer attended a conference in British Columbia last year and said she doesn't believe one department should be allowed to attend an out-of-state conference every single year. She felt it would be unfair to allow out-of-state travel at this point, suggesting other departments might have included it in their budgets if they knew it would be allowed.

MOTION: Schorr moved to pull the request from Brent Meyer, Weed Control Superintendent, for out-of-state travel from the budget.

The motion died for the lack of a second.

There was general consensus to hold the out-of-state travel requests.

- D) Drug Screening Technician for Community Corrections**
- E) Juvenile Diversion Consolidation**

Items D and E were moved forward on the agenda.

OTHER BUDGET DISCUSSION

Avery said he would like to revisit the list of departments that submitted requests with increases over 3.3%.

Thorpe said the County Attorney's Office has advised her that Mental Health Crisis Center staff should not be transporting clients because that is not in their job description (see June 23, 2016 Staff Meeting minutes). She said the Crisis Center can utilize Midwest Medical or taxis, when necessary. Schorr suggested that the Crisis Center's two vehicles be reallocated to Community Corrections.

9 ACTION ITEMS

There were no action items.

10 CONSENT ITEMS

There were no consent items.

11 ADMINISTRATIVE OFFICER REPORT

- A. United States Department of Agriculture (USDA) Agreement for Wildlife Management

Eagan said the County's contract with the USDA's Animal and Plant Health Inspection Service Wildlife Services Program (APHIS-WS) for response to calls seeking assistance with wildlife problems in the County stipulated the County would reimburse APHIS-WS for the expenses incurred, not to exceed \$7,500.00. He said APHIS-WS actually incurred \$4,157.17 in expenses in assisting six property owners.

MOTION: Schorr moved and Avery seconded to schedule the agreement with the United States Department of Agriculture (USDA) for wildlife management on the July 5, 2016 County Board of Commissioners Meeting agenda for approval. Schorr, Avery and Amundson voted yes. Wiltgen and Hudkins were absent. Motion carried 3-0.

- B. Identity Theft Presentation by Ryan Sothan, Nebraska Attorney General's Office, to Employees

There was consensus to offer the identity theft presentation to employees in two "bring your own lunch" sessions. Notification will be through an Enterprise email.

- C. Deputy Chief Administrative Officer Position

Copies of the class description were disseminated (Exhibit J).

- D. Pension Plan Investment Review (September 15, 2016)

Informational only.

ADDITIONS TO THE AGENDA

- A. Press Release Asking Citizens to Submit Photographs for Possible Inclusion on the County's Web Pages (Exhibit A)

There was no objection to the press release.

12 PENDING

There were no pending items.

13 DISCUSSION OF BOARD MEMBER MEETINGS

- A. Lincoln Independent Business Association (LIBA) Breakfast- Avery

Avery said discussion focused on Southeast Community College's (SCC's) bond issue, the County budget process, Railroad Transportation Safety District (RTSD) and the South Beltway project.

- B. Meeting with Planning Department - Amundson, Wiltgen

Amundson reported discussion of farm wineries, expanded home occupation, and the proposal to review and update the County Zoning Resolution.

C. Visitors Promotion Committee (VPC) - Schorr

Schorr said the VPC voted to recommend approving a request for lodging tax revenue to support a \$15,000,000 expansion of the Lincoln Children's Zoo (\$300,000 a year for seven years beginning in 2018). The VPC also recommends approving a request for \$3,000,000 over a five year period (\$250,000 for each of the first two years and more than \$830,000 for each of the next two years) to the Lancaster Event Center (LEC) to support its bid to host the National High School Rodeo Finals (NHSRF). The award to LEC would be contingent upon a successful bid.

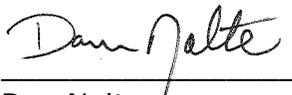
Schorr also suggested the Board recognize Julie Lattimer who has completed her term on the VPC, and served as the Chair, at a County Board of Commissioners Meeting.

14 EMERGENCY ITEMS AND OTHER BUSINESS

There were no emergency items or other business.

15 ADJOURNMENT

MOTION: Schorr moved and Avery seconded to adjourn the meeting at 12:15 p.m. Avery, Schorr and Amundson voted yes. Hudkins and Wiltgen were absent. Motion carried 3-0.



Dan Nolte
Lancaster County Clerk





Lancaster County
Date: June 30, 2016

For more information contact
Gwen Thorpe (402) 441-7447

Lancaster County Board of Commissioners

Asking for Photographs to use on County Website

The Board of Commissioners invites citizens to submit photographs for possible inclusion on the County's web pages. Photos may be used for other publications as appropriate.

Requirements for these photos are:

- Landscape orientation
- The picture must be taken within Lancaster County
- Pictures must be taken with a camera (not a cell phone camera)
- With each picture submitted please include the property owner name(s) and address.

You are welcome to submit up to 20 photos. Please submit your photos by July 31, and include your contact information. The Board of Commissioners will screen pictures and select those to use. Pictures can be emailed to commish@lancaster.ne.gov

There is no remuneration for the use of any picture. The County will require approval of the owner of any property prior to posting on the website.

If you have questions please contact the Board's office at 402-441-7447.



LANCASTER COUNTY
COMMUNITY CORRECTIONS DIRECTOR

NATURE OF WORK

This is highly responsible professional and administrative work planning, coordinating, supervising and evaluating the activities of the Lancaster County Alternatives to Incarceration Department.

Work involves responsibility for supervising subordinate program staff engaged in various program activities; reviewing, evaluating and developing short and long range alternative client programs; preparing and administering the departmental budget and monitoring budgetary expenditures; supervising and analyzing the collection, tabulation and analysis of related statistics to aid in the solution of local needs surrounding alternatives to incarceration; and acting as the primary-Department liaison for Lancaster County Client Resource CenterCommunity Corrections for the purpose of providing information about the CenterDepartment's operation, services, and financial operations. Supervision is exercised over subordinate departmental staff. Supervision is received from the County Board of Commissioners with work reviewed in the form of reports, conferences and demonstrated effectiveness of client success within the community.

EXAMPLES OF WORK PERFORMED

Supervise-Provide supervision and guidance to subordinate staff engaged in various program activities in support of the mission of the alternatives program; coordinate associated client programs held both at the Client Resource Center and other program sites-agency administration and coordination.

Provide supervision and guidance to subordinate staff engaged in agency account duties which include collections, depositis, month end distributions, issuance of payment vouchers and payroll.

Review, evaluate and develop goals, policies and procedures for alternative client Community Corrections programs and collaborative community projects involving community agencies and City/County departments; ensure work and treatment environments are safe and supportive; assist in reviewing, evaluating.

Oversee the collection, tabulation and analysis of alternative program statistics and related data utilized in evaluating alternative program issues and concerns.

Oversee the development of access to community mental health programs to promote the treatment of correctional related needs within the community; develop strategies to reduce recidivism and relapse for program clients.

Oversee the preparation of the Alternative to Incarceration administrativeCommunity Corrections budget and monitor each program budgets; approve and monitor all budgetary expenditures.

Develop and coordinate program activities with the Alternatives to Incarceration Advisory Committee; evaluate programs and activities to ensure continued progress and goal attainment.

Act as program-Department liaison to the courts, Justice Council, Justice Behavioral Health Committee, corrections community, program advisory committee, County Board of Commissioners, community organizations and the general public; maintain close coordination with the State Probation Office.

Provide information about the Lancaster County Alternatives to Incarceration ~~Client Resource center~~, programs, services and budgetary operations, upon request.

Oversee and monitor all contractual and interlocal agreements to ensure they are fully executed and compliance is maintained.

Oversee and Monitor all grant applications and grant funding awarded to the County of Lancaster Department of Community Corrections.

Perform literature reviews to ensure knowledge of most recent research in the area of alternatives to incarceration.

Attend evidence based conferences and workshops sponsored by national or international organizations to ensure informed decisions about programmatic changes, enhancements and additions.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the sociological, behavioral, and cultural factors influencing the behavior and attitudes of correctional clients.

Extensive knowledge of the functions and services of community organizations and related human services.

Thorough knowledge of correctional program accreditation associated professional standards and administration techniques necessary to maintain appropriate operations.

Considerable knowledge of the principles and practices of correctional client alternatives planning, organization and administration as they apply to the operation of a county-wide Alternatives to Incarceration Program.

Ability to plan, assign and evaluate the work of subordinate professional staff, support staff engaged in various client programs.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with governmental officials, community agency representatives, co-workers and the general public.

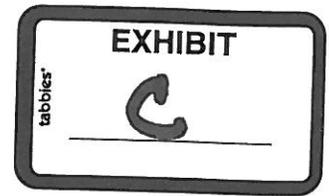
DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in business or public administration, psychology, sociology, criminal justice or related field supplemented by a masters degree in business administration, social work, treatment professions or a related field and considerable experience in the administration and supervision of a community or public oriented program.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business or public administration, psychology, sociology, criminal justice or related field and experience in supervision and administration of a treatment program or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

Evaluation Questionnaire



Director Evaluated: _____

Date: _____

Evaluator: _____

1. What do you feel are your major accomplishments in your appointed job? (Expand on what's going well, what are the strengths of the department.)
2. What weaknesses and problems do you perceive in the operations, training, and personnel? (Describe what you think should change and where further developments should go.)
3. What facility or office issues concern you?
4. What do you see happening in your budget for the remainder of this year and going into next year? (Describe in general terms where you believe major problems or opportunities exist.)
5. Describe your management style and your supervisory responsibilities. Give examples of how your work to develop teamwork within your staff and how you support your staff.
6. What is your wish list?
7. What are your immediate goals for now and next year and then for 5 years in the future?
8. What can the Board of Commissioners do to help you achieve your goals?
9. What are your thoughts on succession planning?

10. Do you want to come to work in the morning? Why?

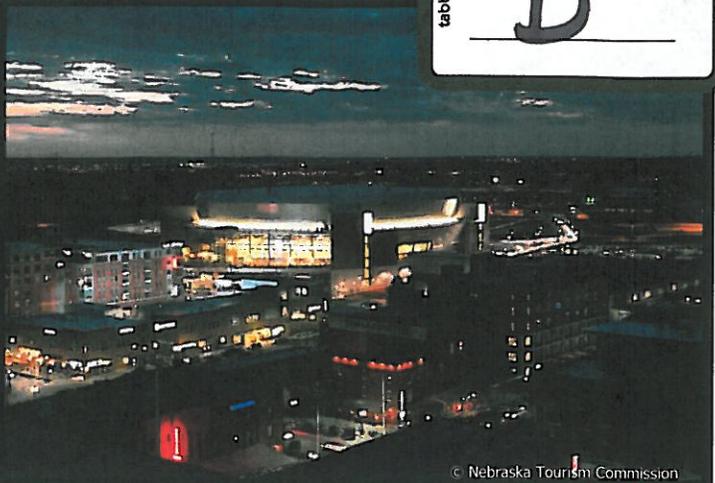
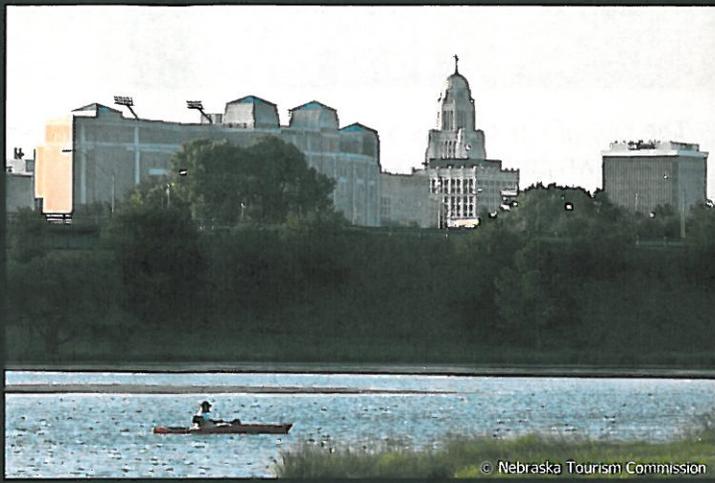
11. What would you like the Board of Commissioners to know about you and your position... or anything else you would like to address?

Bullet comments derived from your impressions during interview regarding such things as **integrity, initiative, trustworthiness, background and training, willingness to take on tasks, passion for the job, breadth of responsibility, courage to take on difficult issues, leadership ability, concern for stewardship of taxpayer-provided resources, honesty, forthrightness, willingness to speak to public officials and citizens, etc.**

- 1.
- 2.
- 3.
- 4.
- 5.

Any recommendations and/or concerns that you as evaluator would like to remember for future reference:

Please give to Kerry after completion.



LANCASTER COUNTY NEBRASKA

DIRECTOR OF CORRECTIONS

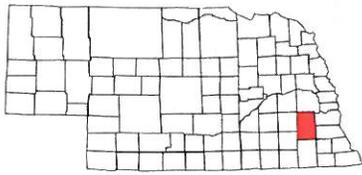
\$88,000 - \$114,000

Plus Excellent Benefits



Lancaster County, Nebraska • Director of Corrections

WHY APPLY?



Lancaster County is the second most populated county in Nebraska. With the capital city, Lincoln, as well as several

smaller towns, Lancaster County offers the perfect mix of urban and rural living. Lincoln is a livable, small city with a diverse economy. The University of Nebraska is a great addition to the landscape and the economy, adding 22,000 students and a healthy set of college-town amenities. Other smaller villages located in Lancaster County include Waverly, Raymond, Malcolm, and Denton among others.

With a new Adult Detention Facility and proven standard of excellence, the Lancaster County Department of Corrections is one of the most progressive criminal justice agencies in the Midwest. The Director of Corrections position is an excellent opportunity for a proven leader who has the experience and ability to continue to build the adult corrections program into a model of excellence in progressive criminal justice operations.

THE COMMUNITY

Lancaster County has a population of over 275,000. The city of Lincoln encompasses only 11% of the land mass but is home to about 90% of the county's population. The region offers a diverse blend of residential, commercial, industrial, and government properties. As a community, Lancaster County supports their local government services.



© Nebraska Tourism Commission

The city of Lincoln has a historic and vibrant downtown core with numerous offices and residential buildings and is the home of the University of Nebraska. The Lied Center for Performing Arts anchors the cultural entertainment for the City and the recently completed Pinnacle Bank Arena is the premier site of many sports and entertainment events. The Railyard on Canopy Street is Lincoln's premier entertainment district. This vibrant venue features 13+ restaurants & bars, live entertainment, a public market, and THE CUBE. Overall, the downtown Lincoln area offers a wide variety of eating establishments and energetic nightlife.



© Nebraska Tourism Commission

Lancaster County offers many opportunities for outdoor adventures. There are 7 state recreation areas with capabilities for fishing, boating, and camping. Within the city of Lincoln, there are 125 city parks, 9 recreation centers, 10 public swimming pools, 5 public golf courses, and over 131 miles of hard surface and crushed rock trails. Enjoying the outdoors is a fundamental part of life in Nebraska! Spectator sports in the area include USHL Tier 1 hockey, minor league baseball, area high school and college sports, and the University of Nebraska Cornhuskers!

Education is of utmost importance in Lancaster County. The Lincoln Public School system is one of the premier school districts in the Midwest. It is the second largest public school system in Nebraska, serving over 39,000 students at 38 elementary schools, 11 middle schools, and 6 high schools. In addition, Lincoln has 5 parochial and private school systems. Outside of the capital city, there are 4 additional school districts serving the students in the rural areas of the county. Although they are smaller in size, they all strive for the same excellence in education.

Lancaster County, Nebraska • Director of Corrections

Higher education is also a top priority in Nebraska. In addition to the University of Nebraska, Lincoln is home to several other colleges including Nebraska Wesleyan University, Southeast Community College, Bryan College of Health Sciences, Kaplan University, and Union College. Doane College is located in nearby Crete, Nebraska and also has a satellite campus in Lincoln.

Currently, Lincoln is experiencing an influx of skilled young talent. More secondary education students are staying in Lincoln post-graduation to begin their careers and families due to the array of opportunities in Lincoln and the comfortable quality of life. Named as one of the nation's Best Places to Live, as well as a Best Place to Raise a Family, Lincoln, Nebraska possesses a unique blend of culture, education, housing, and job opportunities that make it the ideal city to live in and plant roots. Lincoln boasts a vibrant community without sacrificing its Midwest values.

THE DEPARTMENT

MISSION

Lancaster County Department of Corrections provides for public safety within the Criminal Justice System by detaining adults in a safe, secure, and humane environment. We maintain high standards of ethical and professional conduct, and emphasize responsible management of human, fiscal, and natural resources. We stress inmate accountability and promote positive change through programs focused on acquiring skills needed to become contributing members of our community.



The Lancaster County Department of Corrections is responsible for the detention of individuals charged

with various local and state offenses. Individuals who are arrested and lodged or detained following a court appearance are processed through the Corrections Department. In completing these services, the department provides humane care and supervision of detainees in a safe and controlled environment.



Opened in 2013, the department is housed in the new Adult Detention Facility. This state of the art center is located at 3801 West O Street in Lincoln. The facility has a current maximum capacity of 786 inmates. There are 29 multipurpose rooms to provide space for programming opportunities, an increase from the previous building. Current programs focus heavily on substance abuse and adult education including GED classes, Alcoholics Anonymous, Work Release, and Library Services. This department has proven that it is one of the most progressive criminal justice agencies in the Midwest.

THE POSITION

The Director of Corrections provides executive level leadership directing all activities of the Lancaster Department of Corrections. The selected candidate will provide strategic and operational leadership of 250+ staff members in the county's state of the art adult correctional facility. In addition to daily operations, the Director of Corrections is responsible for administering the department's \$20 million budget. Work is performed independently within broad department goals and objectives, and in alignment with the mission, vision, core values, and guiding principles of the department. This position reports directly to the County Board of Commissioners and is an "at will" position.

Lancaster County, Nebraska • Director of Corrections

Examples of Work Performed:

- Plan, direct, study and research various correctional and rehabilitation programs; analyze data obtained and recommend correctional programs to meet the needs of Lancaster County and the City of Lincoln.
- Establish department procedures and approve procedures for jail operations; insure department policies and procedures comply with federal, state, and state professional standards.
- Oversee all facets of the local jail system to include intake, book-in and release, inmate classification, inmate programs and services, release functions, for a system with all levels of inmate custody levels.
- Prepare recommendations pertaining to the continuing development, organization, and structure of the Department of Correctional Services.
- Coordinate development of and oversee a comprehensive program of community based services directed to the deterrence of criminal conduct and recidivism, including but not limited to pretrial services, community-based offender rehabilitation programs, and jail-based rehabilitation programs.
- Direct the creation and submission of the departmental budget; monitors expenditures with respect to budgetary accountability.
- Plan and schedule work of subordinate personnel assigned to program; prepare annual budget; formulate policies and procedures pertaining to the Department of Correctional Services.
- Participate in policy development for the departmental administrative operations; insure interdivisional operations are consistent with corrections operations.
- Perform short and long range planning with respect to department's fiscal, physical, staffing, and development needs.
- Perform related work as required

IDEAL CANDIDATE

Lancaster County in Nebraska is seeking a qualified professional to fill an executive leadership role as Director of Corrections for the Lancaster County Corrections Department. The ideal candidate will be an innovative leader with a proven track record of collaboration and teamwork with law enforcement, justice, and other community agencies. A progressive and strategic thinker will enjoy the challenges of working in the adult corrections in an environment that has a supportive government, active community involvement, dedicated staff, and supportive local providers.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in a relevant social or behavioral science, public administration or related field plus related correctional work including responsible experience in administering programs of minimum and maximum security facilities; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

COMPENSATION & BENEFITS

- ✓ \$88,000-\$114,000 Annually, DOQ
- ✓ Medical, Dental, and Optional Vision Coverage
- ✓ Life Insurance - \$50,000
- ✓ Long Term Disability Coverage
- ✓ 120 Hours of Vacation Annually
- ✓ Paid Sick Leave
- ✓ 10 Paid Holidays + 3 Floating Holidays
- ✓ Defined Contribution Retirement Plan (6.5% employee contribution, 6.5% employer match)
- ✓ VEBA Trust Post Employment Health Plan
- ✓ This list is not all-inclusive; there are many more benefits to working for Lancaster County!

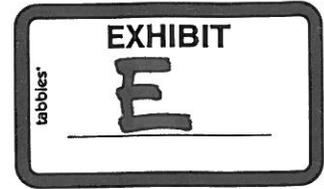


Lancaster County is an Equal Opportunity Employer. All qualified candidates are encouraged to apply; position will remain open until filled. Applications, supplemental questions, resumes, and cover letters will only be accepted electronically. To apply online, visit <http://lincoln.ne.gov/city/person/employ.htm> and click on 'Job Vacancies.' Click on the 'Director of Corrections' position and then follow the instructions provided in the position's bulletin. Resumes, cover letters, and additional documents can be uploaded once you have logged in.

APPLICANT - PROPOSED AMENDMENT
5/25/16 PC MEETING

Mark A. Hunzeker

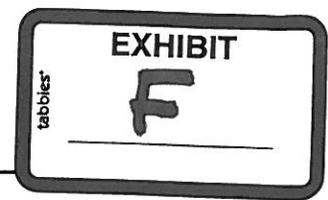
Subject: FW: Hillside Events Center



Conditions

1. No limit on the number of events that have no more than 400 150 people. The waiver for no more than two employed persons is approved with the condition that the total hours of all persons working on site for an event cannot total more than 80 hours in any one week. The applicant must provide a listing of all persons working on site and hours worked upon request of the County.
2. Events between 400 150 and 200 275 persons are allowed two days in any one calendar month from April March 1st thru October November 31st 30th. No events of persons between 400 150 and 200 275 persons are allowed between November 1st 30th and March 31st 1st. The limitation of two events, of less than 275 persons per month, effectively limits the number of people working on site. Thus, it eliminates the needs to track hours since these size events are roughly equivalent to 80 hours of work on site.
3. Any outside music is not allowed to use speakers or other forms of amplification.
4. Any outdoor event must conclude by 11:00 p.m.
5. Fireworks are not allowed except on July 3rd and 4th.
6. ~~The waiver for no more than two employed persons is approved with the condition that the total hours of all persons working on site for an event cannot total more than 80 hours in any one week. The applicant must provide a listing of all persons working on site and hours worked upon request of the County.~~
7. Provide a landscape plan that shows a 60% screen from the ground to 10 feet above the ground along the east property line adjacent to the outdoor area.

Mark A. Hunzeker
Baylor Evnen Law Firm
600 Wells Fargo Center
1248 "O" Street
Lincoln, NE 68508
402.458.2131 (direct)
Mhunzeker@baylorevnen.com



MEMORANDUM

TO: Lancaster County Board

FROM: Stephen Henrichsen, Planning Department

SUBJECT: Regulation Compliance at 12400 West Denton Road: Proposed Special Permit #16021 for Hillside Event Center

DATE: June 29, 2016

CC: Mark Hunzeker
Terry Kathe, Chad Blahak, Mel Goddard, Building & Safety
Dave Derbin, County Attorney
Sean Fintel

At the public hearing on June 28th, there were several references to the state of compliance with zoning and building code regulations at 12400 West Denton Road, which has been operating as the Hillside Event Center. To be clear, the use of this property is not in compliance with either zoning or building/fire code regulations. The Building & Safety Department, Planning Department and County Attorney's Office have told the owners that they should not operate on the site until they are in full compliance with all zoning regulations and all building and fire codes. It is very important for the public's safety that they not operate an indoor facility that does not meet all the building and fire codes.

As of April 19, 2016, the owners were notified the building was not approved for occupancy. It is our understanding that despite this notification they have continued to hold large events in the building.

We understand that there is a substantial cost involved in meeting fire and building codes. That is why the applicants have chosen not to make all the building changes to bring the facility into compliance with the State of Nebraska Fire Marshall requirements. Since the facility is not yet compliant, the applicants should have ceased all operations until the special permit decision is made. If the special permit is approved, they should complete all the fire and building code improvements before hosting any events.

f:\DevReview\SP\16000\SP16021 Memo to County Board.docx

Lincoln City-Lancaster County Planning Department
555 S. 10th St., Rm. #213 • Lincoln NE 68508
Phone: (402) 441-7491 • Fax: (402) 441-6377



- 5) The mobile home is securely and permanently attached to a permanent foundation complying with the building code.
 - 6) The mobile home's placement is inspected and complies with this resolution before the mobile home is occupied. (Resolution No. 3777, January 18, 1983)
- h) Family Airfield, under the following conditions;
- 1) The approach must provide a 150 feet clear height over any residential zoned area, 100 feet over any agriculture residential zoned area and safe and reasonable clearances over utility lines, poles, towers and appurtenances, which may be located in the path of any runway.
 - 2) A minimum effective length of the runway shall be 300 feet if paved and 500' if turfed.
 - 3) The paved runway shall be 25 feet or more in width, and the turfed runway shall be at least 50 feet wide. There shall be a primary surface (unobstructed area) along the full length of the turfed runway. All structures beyond the primary surface and the approach slope shall clear a 7:1 transitional or lateral slope as measured from the outside edge of the primary surface or approach slope.
 - 4) The approach surface to each end of each paved runway or turfed runway extends outward along the runway centerline and shall be unobstructed along a 10:1 vertical slope for a horizontal distance of 500 feet. The approach slope shall begin at the turfed runway threshold or at a properly marked displaced threshold. The width of the approach slope shall be 50 feet at the beginning and widen out to 150 feet at a distance of 500 from the beginning. The surface area beneath the approach zone shall be controlled by ownership, fee title or easement.
 - 5) The runway centerline extended shall not cross any existing building within 1/4 mile of the end of the runway.
 - 6) The runway shall be set back 50' from all lot lines.
 - 7) Runway lighting shall be limited to 45 watts in power. No more than 36" above grade and producing no more than 1/2 foot candle of illumination at the property line.
 - 8) A "bubble" of clearance of 200' over and around all buildings shall be maintained.
 - 9) Flight operations shall be prohibited from 10 PM to 5 AM.
 - 10) Abutting property/families may use the same runway provided there are no more than four (4) properties, each of which has at least 150' of frontage on the runway. (Resolution No. 5367, August 26, 1996)
- i) Domestic shelter:
- 1) Parking shall be one space for every four residents based on the maximum occupancy allowed by the lot area and two spaces for every three employees on the largest shifts.
 - 2) The maximum number of residents occupying such a facility shall not exceed one person per 3,000 square feet of lot area.
 - 3) The distance between the proposed use of any existing domestic shelter measured from lot line shall not be less than one mile. (Resolution No. 5407, November 19, 1996)
- j) Farm Winery:
- 1) No farm winery shall manufacture wine in excess of fifty thousand gallons per year;
 - 2) A farm winery must produce a minimum of fifteen percent of product from fruit or other agricultural products harvested from the premises following five years business;

- 3) Wines produced at the farm winery may be sold on site at wholesale and retail and/or at off premise sites holding the appropriate license;
- 4) Wine samples and/or consumption on the licensed premises is permitted in reasonable amounts;
- 5) A farm winery may sell retail items as an accessory to wine sales through tasting or wine sales room. Retail space shall not exceed two thousand square feet;
- 6) A farm winery may only serve food prepared off site by a Health Department licensed establishment in association with sampling and/or consumption of wine. A farm winery may not act in the capacity of a retail food establishment. (Resolution No. 5437, February 18, 1997)

k) Any use that the Lancaster County Board of Commissioners has approved by granting an amusement license for such use. Said conditional use is permitted on a premises for no more than one event per calendar year. (Resolution No. R-05-0058, May 25, 2005).

4.007 Permitted Special Uses. A building or premises may be used for the following purposes in the "AG" Agricultural District if a special permit for such use has been obtained in conformance with the requirements of Article 13:

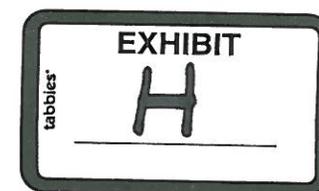
- a) Private schools;
- b) Recreational facilities;
- c) Dwellings for members of religious orders;
- d) Radio and television towers and stations, and television production facilities; (Resolution No. 3958, August 21, 1984)
- e) Campgrounds;
- f) Veterinary facilities;
- g) Mining or extraction of minerals from any portion of the district, and the storage and processing thereof;
- h) Sale barns;
- i) Garden centers;
- j) Facilities for the commercial storage or sale of fertilizer or toxic or flammable agricultural chemicals;
- k) Except as provided in Section 17.031, church steeples, towers and ornamental spires which exceed the maximum district height; (Resolution No. 5408, November 19, 1996)
- l) Expansion of non-conforming use;
- m) Historic Preservation;
- n) Pet cemeteries; minimum area shall be five (5) acres;
- o) Trailer, Mobile Home Courts; (Resolution No. 3777, January 18, 1983)
- p) Outdoor theaters;
- q) Clubs and semi-public buildings; (Resolution No. 3569, March 10, 1981)
- r) Nursing homes; (Resolution No. 3569, March 10, 1981)
- s) Non-commercial distillation and storage of fuel and fuel products produced in whole or in part from agricultural products raised within the County; (Resolution No. 3501, July 29, 1980)
- t) A mobile home on an individual lot subject to the following conditions:
 - 1) The lot meets all the height and area regulations of this district except the Planning Commission may increase the yard areas; (Resolution No. R-11-0023, March 29, 2011)
 - 2) The mobile home is securely and permanently attached to a permanent foundation complying with the building codes;
 - 3) The towing bar and hitch, wheels and tires, and axles are removed. (Resolution No. 3777, January 18, 1985)

DISTRICT COURT – PRESENTENCE REPORTS IN CUSTODY/NOT IN CUSTODY STATS 2015/ 2016 FISCAL YEAR SAVINGS

MONTH/YEAR	AVERAGE DAYS TO COMPLETION FOR DEFENDANTS "NOT IN CUSTODY"	AVERAGE DAYS TO COMPLETION FOR DEFENDANTS "IN CUSTODY"	DIFFERENCE [DAYS]	NUMBER OF PRESENTENCES DONE ON DEFENDANTS IN JAIL	COST SAVINGS
JULY 2015	63.82	40.62	22.66	39	83,071.56
AUGUST 2015	66.26	40.55	25.71	38	91,836.12
SEPT 2015	60.78	37.78	23	40	86,480
OCTOBER 2015	69.96	40.88	29.08	40	109,190.40
NOVEMBER 2015	65.85	36.42	29.43	26	71,926.92
DECEMBER 2015	61.84	41.85	19.99	46	86,436.76
JANUARY 2016	64.49	42.15	22.34	40	83,998.40
FEBRUARY 2016	63.25	38.56	24.69	30	69,625.80
MARCH 2016	63.81	39.03	24.78	27	62,891.64
APRIL 2016	70.60	40.23	30.37	26	74,224.28
MAY 2016	64.29	39.09	25.20	33	78,170.40
JUNE 2016					

FORMULA - [Number of Days Difference] x [# of Defendants] X [\$94.00/day jail cost] = Cost Savings

July 2015 through May 2016 = \$897,852.28[minus] Officer's Yearly Salary (\$61,885) = \$835,967.28 cost savings as of May 30, 2016



LANCASTER COUNTY PROBATION CUSTODIAL SANCTIONS

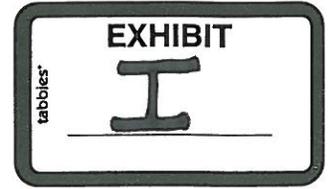
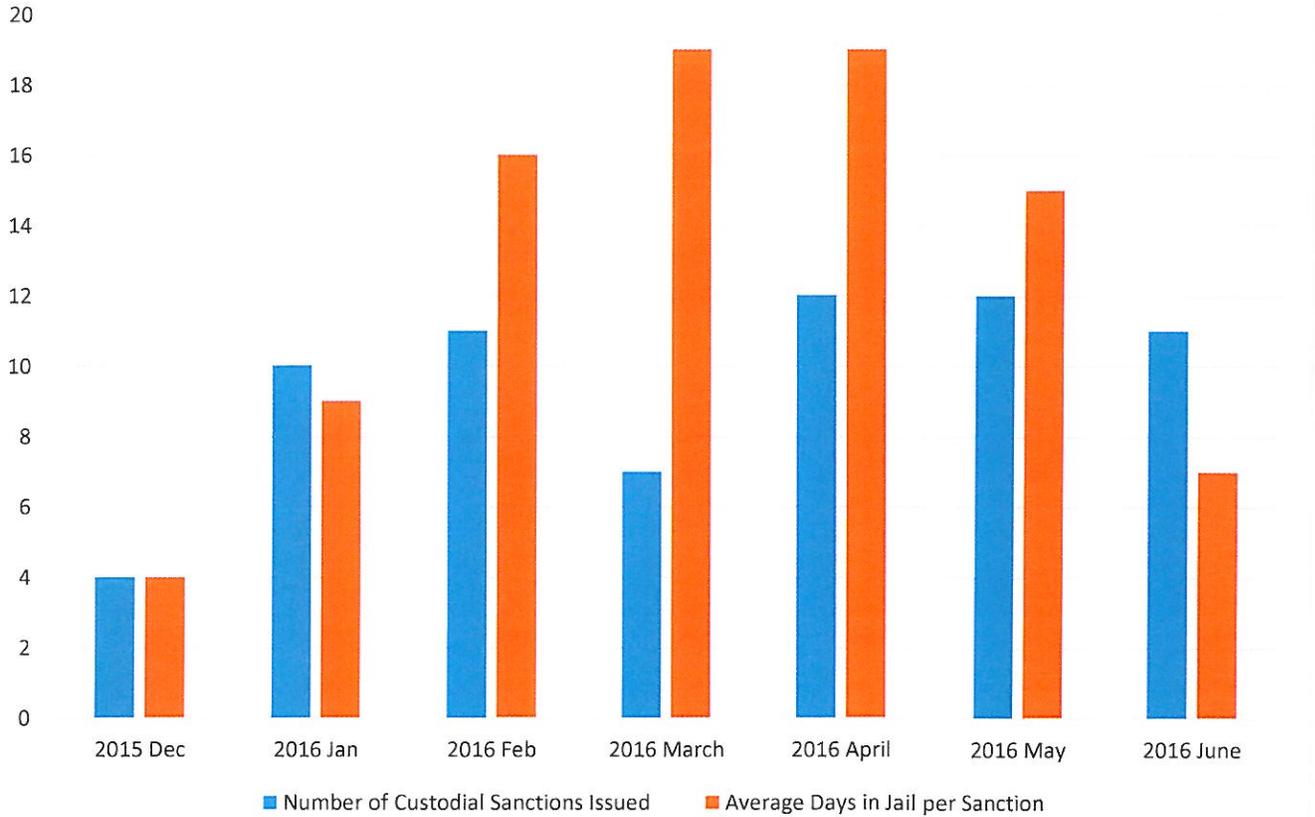
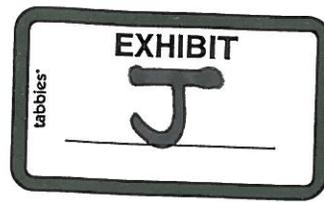


Chart Title





LANCASTER COUNTY
DEPUTY CHIEF ADMINISTRATIVE OFFICER

NATURE OF WORK

This is highly responsible administrative work assisting the County's Chief Administrative Officer in the coordination and management of internal and/or external County Board functions.

Work involves responsibility for exercising professional judgment involving a wide variety of public, intergovernmental and interdepartmental contact. Incumbent will have responsibility for researching and reviewing assigned projects and coordinating such projects with county departments, civic organizations and the general public. Work is performed in close collaboration and under the general policy direction of the Chief Administrative Officer with work reviewed in the form of conferences, reports and results obtained. Responsible for regulatory oversight for the County regarding federal, state and local statutes. Supervision may be exercised over subordinate staff. This is an unclassified position.

EXAMPLES OF WORK PERFORMED

Research and make recommendations on special projects including departmental organizational structures, legislative bills, grants and current county issues. Identifies needs of the County, suggesting reassignment of resources and modification of priorities to enhance operational effectiveness.

Coordinate media relations and activities including writing newsletter and newspaper articles and news releases; update and inform media representatives on relevant County issues; promote and represent Lancaster County in community activities; responsible for maintaining current content on the County website. -

Facilitates County Board's community visibility and engagement.

Serves as the County liaison to Information Services and oversees record information management system.

Acts as the Compliance Officer for federal, state and local rules and regulations; serves as HIPPA Privacy and Security Officer.

Interpret and communicate County Board policy to County departments, public agencies and the general public; investigate and recommend new policies and revisions to existing policies; implement policies at the direction of the County Board and Chief Administrative Officer.

Serves as point of contact for constituents, coordinating with elected officials/department directors as needed; maintains contact database and reports.

Review County vendor claims to determine compliance with County purchasing policies and statutes; Resolve purchasing requirements between purchasing agent and purchaser; report noneompliant purchases to County Board

Routinely monitors the County Strategic Plan and makes annual recommendations.-

Assist with the facilitation and coordination of County Management team meetings and activities; assist with the coordination of weekly County Board staff meetings; attend Board and staff meetings as directed.

Plan and implement specific projects as assigned by the Chief Administrative Officer; act as liaison between County Board, city, county, state, and federal agencies and the general public as required; evaluate County programs and appointed directors as assigned; represent the County Board and/or Chief Administrative Officer on a variety of committees as assigned.

Develop and make recommendations regarding the annual budget.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles, practices and problems of public administration.
Considerable knowledge of the operations, functions, policies and procedures of county government and how these interact to produce effective county administrative and operational structures.

Knowledge of public budgeting processes and practices.

Knowledge of computer systems as they relate to governmental and management applications.

Some knowledge of County Board policy.

Some knowledge of legal provisions affecting the operations of county departments.

Ability to analyze and interpret data and submit oral and written reports.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with community and County officials, the County Board, co-workers and the general public.

Ability to handle difficult situations diplomatically.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in public administration, management or related field plus considerable experience in governmental administration at the division or department head level.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public administration, management or related field plus experience of a responsible nature in governmental

administration or a comparable field; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

| Revised 9/2015++/2000

PS7195