

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113 - BILL LUXFORD STUDIO  
TUESDAY, JULY 10, 2018  
9:30 A.M. OR IMMEDIATELY FOLLOWING THE LANCASTER COUNTY BOARD OF  
EQUALIZATION MEETING**

Commissioners Present: Todd Wiltgen, Chair; Jennifer Brinkman, Vice Chair; Deb Schorr; Roma Amundson; and Bill Avery

Others Present: Kerry Eagan, Chief Administrative Officer; Ann Ames, Deputy Chief Administrative Officer; and Kelly Lundgren, 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 July 9, 2018.*

The Chair noted the location of the Open Meetings Act and opened the meeting at 10:14 a.m.

**1. APPROVAL OF STAFF MEETING MINUTES FOR JULY 5, 2018**

**MOTION:** Amundson moved and Schorr seconded approval of the minutes. Amundson, Brinkman, Schorr, Avery and Wiltgen voted yes. Motion carried 5-0.

**2. 9:30 A.M. – FISCAL YEAR 2018 – 2019 BUDGET UPDATE –** Dennis Meyer, Budget and Fiscal Officer

**A. HUMAN SERVICES AND THE BRIDGE FUNDING –** Sara Hoyle, Human Services Executive Director

**The Bridge Funding**

Sara Hoyle, Human Services Director, stated that The Bridge fund deficit for this fiscal year is \$150,000 and it is unlikely that accreditation will happen. She requested that \$100,000 be transferred to the Joint Budget Committee Fund and a contract signed with The Bridge to help get them through this fiscal year. Hoyle said she has reached out to the City for the remaining \$50,000.

Tammy Stevenson, The Bridge Behavioral Health Executive Director, said in March 2018, The Bridge was notified in order to continue to receive funding from the Division of Behavioral Health and Medicaid after July 1, the Civil Protective Custody (CPC) program would need to apply for accreditation as a social detox program. She said it would require considerable physical changes to the building, additional staff and would serve approximately 75% fewer people than the current program. On June 25, 2018 Stevenson stated that she notified the Division of Behavioral Health that The Bridge would forego accreditation.

Stevenson said the program is contingent on license renewal at the end of the September and noted that adjustments have been made to the policies and procedures to address the concerns of the State.

Stevenson said this is not a one-year issue and the program already operates at a loss. She stated they rely on fundraising and contracts with other agencies to help offset the difference. Schorr inquired if the City's reallocation of \$50,000 would be a recurring expense. Jeff Bliemeister, Lincoln Chief of Police, stated he cannot provide assurance of a yearly contribution of \$50,000 from the City. He noted the importance of the CPC program to the City both for public safety and cost savings. Bliemeister said a conversation needs to take place with the Nebraska State Patrol becoming a contributor as their use of the program is equivalent to the Sheriff's.

Schorr questioned if \$100,000 from the Keno Fund could be utilized. Dennis Meyer, Budget and Fiscal Officer, said the purpose of the Keno Fund is for community betterment and property tax relief and this would most likely fit the definition. He noted the County receives approximately \$1.2 million in Keno Funds.

## **Human Services**

Hoyle stated the additional staff request is due to the increased time spent on the budget and fiscal management compliance along with data collection. She said the data collection could be completed by an intern from the University of Nebraska-Lincoln Law-Psychology Program. Hoyle said she has contacted Richard Wiener, Ph.D. regarding this position which could be contracted with the University. She stated the intern position would cost \$30,000 for 20 hours per week.

Regarding the budget and fiscal management duties, Hoyle said she will work with Meyer on ways to utilize current staff in Human Services and the Budget and Fiscal Office.

## **B. COUNTY SHERIFF – Terry Wagner, Lancaster County Sheriff**

Terry Wagner, County Sheriff, stated last year the Sheriff's Office developed a plan to increase the patrol force six deputies over six years. This is year two of that plan.

In response to Wiltgen's question regarding the start date, Wagner said the next class would be in September and would only need 75% of the salary for this budget year.

Wagner discussed the Account Clerk position noting the labor-intensive record keeping involved with expenditures with forfeited assets. He stated a "non-sworn" position cannot be paid with forfeited assets.

Regarding the Temporary Records Systems Supervisor, Wagner said the sergeant currently serving in this role will fully retire the first of the year. This temporary position will allow a deputy to train during this time. Todd Duncan, Chief Deputy Sheriff, stated this is a sworn deputy that goes out into the field and assists with evictions and tax collection.

Schorr asked Wagner to prioritize the staff request. Wagner stated it is difficult to choose between the deputy and account clerk but feels that the account clerk position is greatest need at this time. Duncan said patrol staffing has not been increased since 1974 while the population of Lancaster has increased significantly as well as the number of death investigations that pulls deputies from patrol.

Wiltgen inquired when the account clerk would be hired. Wagner stated it would be a two or three-month process and would be approximately 75% of the salary for this budget year. Wagner added that an academy class will begin in January and the deputy position could be filled at that time.

Meyer discussed the Sheriff's Office vehicle budget. Jon Vik, Deputy Sheriff, stated he was notified by Anderson Ford that the current model of cruiser will be discontinued with a small production window and will be accepting orders for a limited time. The vehicles would be 2019 models offered under the State contract for the 2018 price. He said Bob Walla, Purchasing Agent, has recommended starting the requisition process to purchase the vehicles now. Meyer said this will not impact the budget as those vehicles are already built into the budget.

**C. PUBLIC DEFENDER – Joe Nigro, Lancaster County Public Defender**

Joe Nigro, Public Defender, said due to increased filings additional attorneys would be a cost savings of approximately \$19,000 per attorney to the County by not having to use outside attorneys. He added that the Public Defender's Office has not hired a paralegal in 15 years, yet have added additional attorneys.

Nigro said he would plan to begin the hiring process in October when the budget is officially approved. He noted the paralegal hiring process will take at least three months.

In response to Brinkman's inquiry, Meyer said the indigent defense budget could be adjusted.

**D. COUNTY ENGINEER – Pam Dingman, Lancaster County Engineer**

Pam Dingman, County Engineer, stated that over the last five years she has modernized the Engineer's Office which has help to eliminate thirteen positions due to natural attrition. She said that she is working with Human Resources to develop a job description and classification for the Chief of Staff position and looks to fill the position in January. Dingman added that the Technician II position would be someone with experience with surveying and the geographic information system (GIS).

In discussion regarding the Bridge and Road Fund 21, Dingman requested that \$327,872.35 be encumbered for J-143 on North 148<sup>th</sup> Street this year. She said the community requested that work not be done during the school year and to wait until after July 1<sup>st</sup>.

Meyer noted in Highway Fund 22 there is \$2.6 million with \$1 million in the sinking fund and \$1 million lapsed back into the fund. Dingman said Bridge H-66 on North 112<sup>th</sup> Street has a bat tree in close proximity. She stated construction was delayed because of bat pup season and she would like to encumber \$42,379.63 along \$408,639.67 for Bridge G-111 and Bridge G-144 because of contractor performance.

Meyer noted that the Keno Fund Budget has \$1.2 million that has not been allocated. He added that he can project what the Keno revenue will be but waits to budget it once it is received.

Dingman stated that she has been contacted by the Planning Department that possibly a large plat for commercial development near Waverly could be forthcoming. This is in the area of the proposed East Beltway. She said in order to invoke corridor protection a plat or plan with a building permit needs to be submitted. At that point a decision is needed within sixty days to purchase the land or release the corridor protection. Dingman said it will most likely be very expensive ground. Meyer said currently there is \$1,652,503 set aside for corridor protection.

Discussion took place on unallocated Keno Funds and how to fund additional positions requested by the departments.

Unallocated Keno Funds:

- \$100,000 to The Bridge
- \$30,000 for Human Services Intern
- Reduce the "Roadside Memorial" fund amount
- Building Fund/Sinking Fund for future projects
- East Beltway

Amundson exited the meeting at 12:18 p.m.

Amundson returned to the meeting at 12:19 p.m.

Additional Staff Request:

- Delay hiring until January to reduce the salary expenditures by 50%
- Giving a set amount to use specifically for additional staff request
- Approving partial request

Meyer noted that the \$114,000 requested by the County Engineer for additional staff is included in the proposed budget.

Amundson exited the meeting at 12:42 p.m.

Meyer stated that he will provide the Board with updated numbers at the Thursday, July 19<sup>th</sup> Staff Meeting.

### **3. SCHEDULE OF BOARD MEMBER MEETINGS**

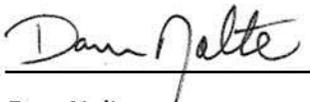
Brinkman noted the Information Services Policy Committee meeting was cancelled.

### **4. EMERGENCY ITEMS**

There were no emergency items.

### **5. ADJOURNMENT**

**MOTION:** Brinkman moved and Schorr seconded to adjourn the meeting at 12:58 p.m. Brinkman, Schorr, Avery and Wiltgen voted yes. Amundson was absent. Motion carried 4-0.



Dan Nolte  
Lancaster County Clerk

