

**CITY-COUNTY COMMON  
MINUTES  
TUESDAY, JULY 13, 2010**

**Present:** Bob Workman, Deb Schorr, Eugene Carroll, Jon Camp, Bernie Heier, Larry Hudkins, Jayne Snyder, Jonathon Cook, Doug Emery, Ray Stevens and Mayor Chris Beutler

**Absent:** John Spatz and Adam Hornung

**Others Present:** Kathy Cook, Judy Halstead, Ken Kuszak, Terry Lowe, Eric McMaster, June Pederson, Dee Fullerton, Dennis Meyer, Gwen Thorpe, Steve Hubka, Sherry Wolf, Jean Preister, Marvin Krout, Russ Shulz, Julie Righter, Don Killeen, Karen Eurich, Pat Kant, Kit Boesch, Rick Hoppe, Craig Gifford, Jan Bolin, Tom Massey, Hanna Smitterberg,

Chair, Councilman Eugene Carroll opened the meeting a 1:00 p.m.

Please note each City Council Member and County Commissioner received a binder containing departmental budget information prior to the combined budget hearings. This binder was used as a reference during the hearings. There is a binder on file at the Lancaster County Commissioner's Office along with the exhibits and are available on request.

Rich Hoppe, Chief of Staff for Mayor Chris Beutler, briefed the committee on the terminology and how the City of Lincoln put together the budget. He distributed "Taking Charge - a community discussion on city priorities & the budget", **Attachment A**, which talks about how the "Taking Charge" process works and City of Lincoln performance Indicators, **Attachment B**, which showed the 8 Outcomes and goals, **Attachment C**, is the performance indicators that measure each of the progresses according to the goals. All of the programs are divided into three tiers. with tier one being the most important followed by tier tow and finally tier three.

### **Health Department**

Present was July Halstead, Resource & Program Development Coordinator and Kathy Cook, Division Manager. Halstead distributed **Attachment D**. She stated the Health Department, like the other health departments nation wide, have the same mission, "Protect and Promote the Public's Health through these three core functions, of assessment, policy development and assurance to positively impact the quality of life for Lincoln and Lancaster County Residents.

Page two of Exhibit D, reflected all revenue sources. The left side, matches the information in the budget binder. Approximately one third of the budget is made up of grants and contracts, which are reflected on the right side, and are not necessarily reflected in the Mayor's budget. Page three reflects the core services or Tier 1 programs on the left side and changes or proposed changes to these programs on the right side. Page four showed a graph of the number of visits and number of shots given to ensure all children have access to recommended childhood immunizations. Page five showed the total number of children enrolled in LPS Elementary Schools (10.2% increase over four years), and children needing

screening because they have not seen a dentist in the past 12 months (16.4% increase over four years).

The Health Department is tracking all food safety complaints and food borne illnesses. Their goal is to maintain the number of food safety complaints at less than 325 per year and food borne illness reports at less than 50 per year. The graph on page six showed data starting in 2003 through 2009. In addition, the Health Department needs to assure that at least 80% of industries pose minimal risk of illicit discharge to the storm water system. Page seven showed the baseline target at 80% and the FY 2009 at 70%.

Page eight lists the Tier 2 programs on the left and the changes or proposed changes on the right. Tier 2 goals include:

- Reduce to 20% the incidence of obesity (BMI 30 or greater) among Lancaster County adults (see page nine)
- Reduce adult smoking rate to less than 20% (see page ten)
- Decrease youth smoking rate to less than 20% ( see page ten)

Halstead stated a .25 of the mosquito control program was eliminated, which is a Tier 2 program.

Tier 3 goals are listed on the left side of page eleven with the changes or proposed changes on the right.

Halstead stated the Body Art program has not been eliminated due to fact it is approximately 90% fee funded.

Councilman Cook stated he had received a number of calls regarding issues with mosquitos and asked how the cut in the mosquito control program would affect the ability to handle the calls for mosquito control. Halstead stated, the response maybe slow. Currently the City/County share of that program is \$18,381, they anticipate an additional \$17,000 of grant funds for that program from the state.

Councilman Cook inquired if the Health Department had a way to deal with an emergency outbreak of West Nile. Halstead stated they would do two things. First staff would be reallocate to deal with the outbreak. Second, they would have to request an emergency allocation.

### **Information Services**

Present was Ken Kuszak, Manager, Terry Lowe, Systems Development Coordinator and Craig Gilford, Technical Support. Kuszak shared the following accomplishments:

- The switch over of e-mail from Lotus Notes to Microsoft Exchange has been completed for both the City and the County. The Sheriffs office will be moved next.
- A storage area network (SAN) was purchased for on site, with an additional SAN located off-site for disaster recovery.
- Contacted software and hardware vendors and asked them to reduce the price of maintenance

Kuszak stated IS is still researching Thin Clients, and are currently talking with two vendors.

Historically, each department has been billed by the hour. However, this year IS has changed to a flat-rate. The flat rate was based on the three previous years hours of support the department used, divided by 12.

Commissioner Workmen asked if the department would still receive a report of hours used. Kuszak responded yes, IS will continue to track hours. At a future date, to have a web site where departments can log onto and pull this information for their respected areas.

Councilman Emery asked Kuszak to explain the jump in contractual, maintenance and repair charges of \$350,000. Kuszak responded that \$313,500 in the IS budget for services is for the GIS budget which has not been included in the IS budget in the past. He suggested if anyone had questions they should speak with Jeff McReynolds. Kuszak stated the remaining budget expense for maintenance and repair are for exchange licenses, the new SAN, software data duplication, training, PC support and a number of smaller items.

Commissioner Schorr inquired as to how many of the companies the city and county have maintenance contracts with have been contacted. Terry Lowe, Systems Development Coordinator, responded that Teeseract, the City and County payroll system has forgave all the maintenance increases last year which was \$9,000. He stated they continue to contact some of the large companies the City and County have contracts with. There have been mixed responses.

Commissioner Stevens asked Mr. Kuszak to give a brief overview of Voice-over internet protocol. Kuszak responded that voice-over internet would replace the current analog phones with Windstream. The phones would be connected into the network. A number of different vendors have been looked at. He stated the cost would be considerably what is being paid to Windstream for the current phone system. Plus there are additional features with Voice-over.

Commissioner Stevens thanked Mr. Kuszak for filling in as interim Information Services Director.

Councilman Cook stated that the County has re-designed their web site and it is up and running. He inquired if there were plans for re-designing the City web site. Kuszak responded the city had hired a web master and suggested he speak with Diane Gonzolas, manager of Public Information Services for the City.

## **Lincoln-Lancaster County Planning**

Present was Marvin Krout, Planning Director and Jean Preister, Administrative Officer. Krout distributed **Exhibit E**. Krout stated the budget was \$1.761 million which includes approximately \$350,000 of revenues from Public Transportation Funds and other departments who help support the GIS Coordinator. Planning is requesting \$82,000 over the 2009-2010 approved budget. See page 2 of exhibit E. The County share (20% of General Funds) is \$375 thousand which is \$25,000 increase from the current year.

The Planning department is divided into long-range planning and development and review function. The major focus in 2010-2011 will be the updating of the Comprehensive Plan which falls into long-range planning. It also includes the Capital Improvement Program and transportation planning. Lplan 2040 is a very large undertaking and the department is subject to more oversight and expectations from the Federal Government and the state government to meet their requirements as opposed to previous updates to the plan. The plan is required to be completed by the end of next year.

Long-range planning fits into economic opportunity, with a goal of available infrastructure for growth. See Exhibit E page 3.

One of the questions on the Mayors community surveys was level of satisfaction with zoning and growth planning. In the responses a 26.0% were neutral, 321.7% were dissatisfied and 45.1% were satisfied. See Exhibit E page 3.

One of the department's goals under economic opportunity is "To make the development process predictable and efficient". See Exhibit E page 4. Councilman Cook asked if Krout could explain why the percentage of final plats that were approved within 90 days seemed to be low. Krout speculated the Planning Department is not totally responsible for all the activity that occurs at the final flats. Once the initial review is completed and given back to the applicant, they have no way of knowing when and how that applicant is going to respond. One of the things they have instituted is sending out a notice in advance, that the plat will be closed if it's not completed in a year. The statistics consist of both public and private time. Councilman Cook suggested the criteria that is used for this particular measurement be changed to better portray the time the planning department has control of. Stating it would be a better indicator. See Exhibit E page 4

Krout next spoke about outcome 5, effective transportation. Even though we are expanding as a city, we are still what they call a 20 minute city which is a real advantage for employers. See Exhibit E page 5. There have been increases in public transportation over the past 8 - 10 years.

Councilman Cook inquired if the travel time to work number only applied to cars or for everyone, bus riders, bicycle riders etc. Krout responded this question was asked of all people who work. Krout referred to page 5 of Exhibit E, effective transportation which shows alternative modes of transportation numbers.

The last goal, Enhance, protect, celebrate Lincoln's culture, architecture, history and environment, and is under Identity Lincoln. Basically these are the special programs in the planning department that relate to historic preservation and urban design.

### **Pre-Trial Diversion**

Present was Eric McMasters, President and CEO of Diversion Services. McMasters distributed a report on Bad Check Restitution Program, see **Exhibit F**. Effective August 31, 2010, the Tulsa Oklahoma operations will be shut down. This will have a

great impact on the program as it covered McMaster's salary along with other miscellaneous items. A review of the whole program will take place.

Tulsa County reduced the budget for the program from 1.1 million dollars to \$384,000. Due to a change in the Oklahoma statutes, the cases are being referred to the District Attorneys office rather than Diversion Services and they were down 500 cases this past year.

The bad check program in Nebraska is dipping into the red. McMaster's referred to page three of the 2009 Annual Report in the budget booklet. They received approximately 4,200 cases from all of the programs in Lincoln, Omaha and Tulsa. There were 802 referred from the Lancaster County Attorney and 1,131 referred from the Lincoln City Attorney. There were 2,348 cases under supervision as of June 2009.

Next, McMasters referred to page 4 and the FY 2010 Bad Check Fee Revenue Estimates. He stated they continue to see the amount of checks turned into them drop. Out of the \$10 bad check charge, his program receives \$7.00. He is considering asking for the full \$10.00.

The STOP program was down but it is off set from the increase of fees last July.

He next referred to page 5, Lancaster County Adult Diversion Program. Court cost were increased to \$48.00 as of July 1, 2009. Page 7 gave treatment completion numbers for 2009. The STOP program was down approximately 10%, see page 8.

Councilman Cook inquired as to why the participation in the STOP program was down. McMaster's responded there are a certain number of officers assigned to traffic, however, when the weather is bad this number is reduced and less tickets are issued. They are looking at on-line registration for the STOP program. However, they will not be able to charge a fee so a review will be done to make sure it would increase participation. The STOP Program Steering Committee approved an increase in the STOP fee to \$85.00 effective July 1, 2009. The final page of the annual report showed the disbursements of funds for 2009. McMaster's next referred to the STOP cost benefit located on page 9 of the annual report and then the bad check restitution program figures on the top of page 10. He then referred to Exhibit F, where the check fees data was updated through June 30, 2010. He next referred to the Court restitution money both due and collected also there have been 107 new accounts in the first six months of this year. Bad check expense for 2010 includes only direct personnel costs. At this time the bad check restitution program net is minus \$1,402.

## **Emergency Management**

Present Doug Ahlberg, Emergency Management Director. Mr. Ahlberg alerted the committee to a reduction in his budget. He stated the purchase of outside warning sirens would be put off for a year. A federal grant has been applied for to purchase five sirens. That equates to a \$70,000 reduction in the budget. Over the past 10 years, Emergency Management has been replacing all the outdoor warning sirens in

the City of Lincoln and Lancaster County. The majority of the increases in the budget are contractual.

Commissioner Hudkins inquired if Emergency Management had spare warning sirens if any of the remaining old sirens were to fail. Ahlberg responded that yes there are warning sirens on reserve if any of the old sirens were to fail.

### **Weed Authority**

Present was Russ Shultz, Weed Control Authority Superintendent. Shultz stated the 2010-11 budget is a level budget, however, there is a \$17,000 increase due to his impending retirement December 31, 2010.

Shultz stated it's always difficult to project forced cuttings on the weed abatement program. There were approximately 175 forced controls last year and approximately 50% of these were due to foreclosures. Councilman Emery asked what Weed Authority charges for cutting. Shultz responded purchasing puts out an advertisement and the different contractors bid their equipment and time at a certain amount per hour. The final bill is based upon their bid price per hour and how much time it took them plus an additional \$100 administration fee. Councilman Camp inquired as to why we would not increase the administration fee to at least cover cost. Shultz responded that yes the fee could be increased, however, it's not a precise measurement of what the cost would be. Councilman Cook inquired what the process was to inspect a potential forced cutting. Shultz responded approximately 75% of the violations are follow up on complaints and 25% are follow up on things inspectors have observed. Once an inspector has observed an area is over height, a decision is made to either send out a reminder letter or a legal notice. A legal notice gives them authority to cut after 5 days if necessary. He relies on the landowner to do the cutting as he does not have the capacity to cut much more than 5% of the violations. If past records show there have been forced cuttings on a particular property, a legal notice is automatically sent out. A forced cutting can not take place unless there has been published notice has been published or a legal notice has been sent. Schultz has researched other cities and some send out a notice for the season, requiring the land owner to keep growth to six inches. Councilman Carroll, suggested Shultz submit a list of changes or ideas for improvements regarding the notice and billing process for forced cuttings to him and he would then contact the City and County Attorney's office.

Shultz reported there were 245 violations for Phragmites in only 190 acres so far this year, however they are finding a lot more spots within the City of Lincoln. There was a helicopter application on 90 acres which included the North 48<sup>th</sup> Street Landfill. The cost was approximately \$180 per acre. This year a new noxious plant has been identified, Japanese Knot Weed, in both the Omaha area and Lancaster County. Schultz, would like to implement a new approach to designating noxious weeds. Historically a noxious weed has been named after it becomes a major problem, when it really should be designated early in the process so it can be eradicated.

## **911 Communications and Radio Maintenance**

Present was Julie Righter, 911 Communications Manager. 911 is a division of Finance. Basic continuation budget with the retention of the same number of staff. They will start receiving some money from the state of Nebraska from the wireless 911 surcharge on cell phones. Quite a few rules are attached to the money, primarily to replace equipment. They will also be able to use up to 5% of the surcharge dollars for training. They will have the opportunity to bank a certain amount of the surcharge dollars for future technology purchases relevant to wireless 911. Based on the percentage of all 911 calls, 68% of them are from wireless.

A cycle for replacement of chairs and computers is in place so they are not being replaced all at once. This is reflected in the equipment detail for the 911 communication fund. Included in the equipment detail for the radio maintenance fund is \$17,000 to replace the 1992 cargo van with a vehicle that can tow the mobile tower. Also, there is \$30,000 identified to replace tower site radio equipment as needed.

## **Public Building Commission**

Present was Don Killeen, Building Administrator. Killeen distributed **Exhibit G**, which consists of two pages. The first sheet reflected a summary of the operations of 9 buildings and the second sheet is the building by building breakdown of expenses. The other piece of the Public Building Commission (PBC) is the tax levy portion. That services capital improvements and bond payments. The expenses on the projected budget reflect an increase of 3.03% not counting capital improvements and bond payments. He referred to the capital improvements and bond payments, and it reflects an increase of 2.15%. The corresponding income reflects a direct increase of 2.79%. This a result of the additional space that was added to third floor over the past year. The increase is off-set by the income. No major changes in personnel services. Security in the Hall of Justice was decreased by approximately 8%. They are projecting the same rental rate as what they've had, base rate of \$10.25 a square foot which has been in place for several years. Killeen referred to the Capital improvements budget located in the middle of the first page. The old employment space located on first floor of the County-City building is the remaining piece of space that will be completed and re-occupied. Roof replacements are need at the Downtown Senior Center, 233 building, the 9<sup>th</sup> & J Street building as well as membrane repair and replacement on walkway around the Hall of Justice. Money has also been set aside for potential future property acquisition. They anticipate no increase in the tax levy. At this time Killeen stated there are no increases in personnel and no major expenses anticipated.

A brief discussion regarding employee parking took place. Councilman Camp referred to the employee parking located in the lot South of the County-City Building. Killeen responded the City and County Attorney's have stated any change to employee parking in the South lot would be a union negotiation. Parking in the North lot and under the County-City Building are either paid for by the employees or an agency. There are a few outside tenants, with a potential of 50 available slots. Employees or

their agencies pay \$30 per month while an outside tenant pays \$60.00 Killeen offered to get a breakdown of employee, agency and outside agency stall rental.

### **Personnel (Excluding Risk Management)**

Present was Karen Eurich, Personnel Operations Specialist and Pat Kant, Personnel Coordinator. Eurich gave a brief summary of the Personnel departments responsibilities. This year the percentages for the City and County split have an increase for the city and a decrease for the County. The percentage splits for this next fiscal year will be 69% City, 29% County and 2% for the Public Building Commission. Overall budget cost for the year is \$906,918. Commissioner Workman inquired as to what the splits were previously. Eurich responded for the current fiscal year the City's is 61% and County is 37% with the Building Commission at 2%.

Mr. Rick Hoppe, Chief of Staff to Mayor Beutler referred to the Compensation Manager line item on the first page of the Personnel Department budget. There is a one time 1.66 employee opposed to 1. John Cripe, Classification & Compensation Manager, is thinking about retiring. This position is very crucial to both the City of Lincoln and Lancaster County in terms of negotiations and insuring that all rules and regulations of the CIR have been met. There needs to be an adequate pay structure in place to accomplish this. The Mayor's office feels very strongly there needs to be a period of overlap between Mr. Cripe's retirement and his replacement. The budget line item represents an overlap of approximately 8 months. This time will allow the new person to go through negotiations with Mr. Cripe prior to his retirement. The 1.66 position will not be repeated in next years budget. Councilman Camp inquired if they knew for sure when Mr. Cripe will be retiring. Hoppe responded that he will defiantly be retiring within the next year or year and half, however, a firm date has not been set.

### **Human Services and Justice Council**

Present was Kit Boesch, Human Services Administrator. Boesch stated the Human Services Department works with a number of human service agencies in the community. The department also writes and supervises grants that come into the City and County. They currently manage 4 million dollars worth of grants. The indirect costs that come back this year are down due to the grants being two or three year grant budgets. The department also supervises the Juvenile Justice System and tries to make sure that system operates effectively, efficiently and cost effectively.

85% of the department budget is personnel cost, 13% consists of other charges and services with the remaining contracted services. Contracted services increased 20% which is Information Services. There are some communication costs due to the fact that Sara Hoyle works between the Detention Center and all the graduated sanctions in juvenile probation/juvenile court so she carries a blackberry. With the move from 1115 K Street to the vacated offices of the employment department located on the first floor of the County-City Building, there is a significant increase in rent.

## Joint Budget Committee Recommendations

Present was Kit Boesch, Human Services Administrator. Boesch stated the reason the Joint Budget Committee(JBC) is included on this agenda is for her to ask for approval to go before the separate bodies for final approval. The city stated they could put \$500,000 in the budget. The County initially had requested a flat budget and than the chair of the county board requested an additional \$2- 4,000 reduction. While reviewing the budget she found \$180,000 at Region V Services. There are no new agencies being funded, she recommended cutting three other agencies. Took to the county board last week asked to have 4-6 months with the JBC to sit down and talk about how develop a different set of operation guidelines then they've been using. She also will recommend to the JCB that she talk with the agencies. She will then come back with recommendations to the Commons. Commissioner Workman inquired as to what three programs were eliminated. Boesch responded, Volunteer Partners, Legal Services of Southeast Nebraska, and Madonna Transport Services. Commissioner Schorr stated she wanted to make it clear the Madonna Transportation Services that was being cut was not the transportation of people to Madonna but the transportation program that transports anyone to any medical appointment, whether it's a private physician or another hospital. Boesch stated this is the only community medical transportation program. Commissioner Heier also suggested the City Council and the Mayor look at the possibility of JBC funding to be a 50 50 split between the City and the County. Boesch requested to be an agenda item on the next City Council meeting. Councilman Carroll stated this would be done.

## Aging Partners

Present were June Pederson, Aging Partners Director, and Dee Fullerton, Accountant. Pederson handed out **Exhibit H**. Pederson stated in order to reduce their budget by \$86,406 they needed to increase revenue or proceed to do additional cost. They did both.

Expense reductions were a modest. A staff person was transferred, they acquired a grant and other, very minor adjustments to staff were made. Some advertising and subscriptions were cut, with miscellaneous reductions in office supplies, groceries, postage and memberships were also done. This amounted to a total reduction of \$32,445 from the budget.

New revenue came from the following:

Seniors Foundation pledged \$60,000 towards the operating funds for 2010-2011. St. Elizabeth Hospital, which runs The SentryCare Program in cooperation with Ageing Partners, agreed to an increase from \$16,000 to \$45,000 to help cover staffing.

The Friends of Life Fund have agreed to contribute \$5,000.

Pederson referred to the handout, Exhibit H. Outcome #3, Healthy & Productive People. In Goal #2, there are two programs that support active living. One is the Senior Centers, which are a tier one program and second is volunteer programs

which is a tier three program. The goal is to make sure 20% of all people who are 60 and older have access to these services and use them.

Under Goal #3, Support Vulnerable Populations, the tier 2 programs are social work and care management services and home delivered meals. Aging Partners provides a support for Tabitha's Meals on Wheels program by providing milk for the meal program, which is a very small USDA stipend. Our goal is to increase by 15% each year the number of this category of citizen covered by the special needs disaster registry (see bottom of page two of the Exhibit H). The Special Needs Disaster Registry was created because of Katrina. During Katrina the documentation shows that the people who died were overwhelmingly elders. Aging Partners worked with the Health Department, Information Services group, and Emergency Management to create a system that is on the NET, which is a free-standing, web based system. Currently there is a total of 261 people who are listed in the registry. When the registry goes public, which they anticipate to be early this fall, it is expected the numbers will increase significantly.

Goal # 6, Promote Self Sufficiency, includes 4 programs. Information and referral services, insurance and financial counseling, in-home services for seniors and legal services for seniors. The goal is to maintain the number of people who live at home, not in a nursing home at 95% of those who are 65 and older in Lancaster County. In home services are much less expensive than nursing facility services. Aging Partners has reached a goal of 96%.

Page five of Exhibit H contained the final indicator for goal 6, Ensure utilization of Aging Partners services by at least 75% (percentage was originally set at 33%) of the people age 65 and older in Lancaster County who are at or below the poverty level. When the indicator was set up, Aging Partners thought 33% would be a reasonable goal, however, they surpassed the 33% very early on. So it is very clear the people who need services are receiving them. They increased the goal to 75% and are currently at 70%.

The final page of Exhibit H contained a summary of the revenue.

Meeting adjourned at 4:28

Minette Genuchi  
Administrative Aide- Lancaster County Board of Commissioner