

**DIRECTORS' MEETING
MONDAY, APRIL 6, 2009
COUNTY-CITY BUILDING, ROOM 113
11:00 A.M.**

I. CITY CLERK

II. CORRESPONDENCE FROM THE MAYOR & DIRECTORS TO COUNCIL

PRESENTATIONS

1. Lincoln Area Agency on Aging
2. Lincoln-Lancaster County Planning Department

MAYOR

- *1. NEWS RELEASE. Mayor presents 2008 Award of Excellence to police officer Cynthia Koenig-Warnke.
- *2. NEWS RELEASE. Census workers set to canvass community.
- *3. NEWS RELEASE. Fair Housing Conference planned for April in Lincoln.
- *4. NEWS ADVISORY. Mayor will attend the Lincoln Police Department's media briefing on Thursday, March 26, 2009, 8:45 a.m. at LPD, 575 South 10th Street, to announce how LPD will use federal Byrne Memorial Justice Assistance Grant.
- *5. NEWS RELEASE. West Stanton to be renamed "Mike Scholl Street" to honor fallen marine.
- *6. Response to question from Outcomes Pre-Council on March 23, 2009 submitted by Diane Gonzolas.
- *7. NEWS RELEASE. Community to receive increased grant funding for public safety.
- *8. Washington Report, March 20, 2009.
9. NEWS ADVISORY. Mayor Beutler will announce City's workforce initiatives funded by the American Recovery and Reinvestment Act at a news conference, Wednesday, April 1, 2009, 1:30 pm, at 555 South 10th Street.
10. NEWS RELEASE. Partnership between City and Attorney General to create sustainability initiative.
11. NEWS RELEASE. Stimulus funds to create jobs for low-income youth.
12. NEWS ADVISORY. Mayor Beutler will hold a news conference on Thursday, April 2, 2009 at 10:00 am at the Center Park Garage to announce efforts to promote biking, physical activity and clean air.
13. NEWS RELEASE. Mayor cuts ribbon for new downtown bike corral.
14. NEWS ADVISORY. Lincoln Emergency Communications Center and local emergency responders will conduct an active shooter exercise Friday, April 3, 2009, 9 am to 1 pm at 3820 N. W. 46th Street.
15. Washington Report, March 27, 2009.

DIRECTORS:

BUILDING AND SAFETY

- *1. Response to Mike Terrell on the removal of campaign signs for Mr. John Haltom.

CITY LIBRARIES

- 1. Bennett Martin Public Library to host bilingual "Prime Time Family Reading Time" starting on April 4, 2009.
 - a) NEWS RELEASE. Prime Time Reading Program Returns to Lincoln.

FINANCE/BUDGET

- *1. March sales tax reports reflecting January activity:
 - a) Actual compared to projected sales tax collections;
 - b) Gross sales tax collections (with refunds added back in), 2003-2004 through 2008-2009;
 - c) Sales tax refunds, 2003-2004 through 2008-2009; and
 - d) Net sales tax collections, 2003-2004 through 2008-2009.

FINANCE/TREASURER

- *1. Monthly City cash report and pledged collateral statement as of February 28, 2009.

PLANNING

- 1. The March 2009 Planning Department newsletter has been posted to the planning web page.

PLANNING COMMISSION FINAL ACTION

- *1. Special Permit No. 09003. On-sale alcohol, 5800 Cornhusker Highway. Resolution No. PC-01159.
- *2. Use Permit No. 105A. Expansion of commercial floor area, No. 84th and Holdrege Streets. Resolution No. PC-01160.

PUBIC WORKS & UTILITIES

- 1. Assurity Redevelopment Agreement Memo from Greg MacLean, Public Works & Utilities Director.

III. COUNCIL RFP'S & CITIZENS CORRESPONDENCE TO INDIVIDUAL COUNCIL MEMBERS

JONATHAN COOK

- *1. Letter from Carolyn and Dave Nelson stating reasons to keep the South Branch Library open.

ROBIN ESCHLIMAN

- *1. Letter from Darrel and Isabel Diedrichs, retired, requesting the Bethany Library be kept open. Possibly shorten the hours or open on fewer days.
- *2. Letter from Linda Rizbe giving reasons to keep the Bethany Library open, with background of Bethany Library use.

DAN MARVIN

1. The Arbor Day Foundation Recognizes 147 Utilities with Tree Line USA Honors. Lincoln Electric System honored.

KEN SVOBODA

- *1. Letter from Barb requesting fund be provided for the Lincoln Municipal Band and the Arts Programs. Attending the Municipal Band concerts since 1993, which are enjoyable for young and old alike.

IV. CORRESPONDENCE FROM CITIZENS TO COUNCIL

- *1. Email from Melissa M. Mosier. Concerned with the possible closing of two Lincoln City Library branches. Consider all alternatives such as community members willing to staff the branches as volunteers.
- *2. Email from Mark Terrell on Dr. John's campaign signs. (Refer to reply under Building and Safety)
- *3. Email from Ardiss Cederholm. Do not cut funding to the Lincoln Arts Council, including the Lincoln Municipal Band which is largely attended and supported by the community.
- *4. Letter to Council on dangerous driving situations at some drive-in restaurants in Lincoln. (Each Council member received individual letter)
5. Email from Wanda F. Maier. City Police set speed trap which has nothing to do with safety.
6. Correspondence from Pat Tetreault. Do not close the Bethany and South Street Libraries and pools. Impacts people with the least the most and also impacts quality of life and neighborhoods.
7. Email from Janeen Ward. Do keep the South Branch Library open. Libraries are important to vibrant communities.
8. Email from Michael Loll listing reasons to keep the Bethany Library open. Interesting we can spend millions on a new jail and on researching a downtown convention center but think of closing community libraries.
9. Memo from Jeff Klintberg. Support the Lincoln Municipal Band funding, or if possible increase funding.
10. Email from James L. Ferguson. All citizens should return to and share the principles of our nation's foundation.
11. Email from Josh Hayes. Do not tear down Bethany Library. Used frequently and if destroyed would affect everyone in the City.
12. Email from Ben Ferguson. Return to many of our nation's principles which have been forgotten, ignored, or dismissed.
13. Letter from Jack Mulligan, SWT Energy, Inc. Regarding solar and wind applications for energy production.
14. Letter from Carol Zanetti. Please find a way not to close the South Branch and Bethany Libraries. With families feeling the economic crunch the South Branch serves a diverse segment of our community. (Each Council member received individual letter on April 2, 2009)

V. ADJOURNMENT

*** Held Over from 03/30/09**

W:\FILES\CITYCOUN\WP\DA040609.wpdmm

**DIRECTORS' MEETING
MINUTES
MONDAY, APRIL 6, 2009
11:00 a.m.
COUNTY/CITY BUILDING
CONFERENCE ROOM 113**

Council Members Present: Robin Eschliman, Chair; Doug Emery, Vice-Chair; Ken Svoboda, Dan Marvin, John Spatz, Jon Camp, Jonathan Cook

Others Present: Rick Hoppe, Denise Pearce, Mayor's Office; City Clerk Joan Ross; John Hendry, City Attorney; June Pederson, Aging Director; Marvin Krout, Planning Director; and Tammy Grammer, City Council Secretary

Ms. Eschliman opened the meeting at 11:05 a.m.

Location Announcement of the Nebraska Open Meetings Act: A Copy of the Nebraska Open Meetings Act is Located on the Wall at the Rear of this Room.

I. CITY CLERK -

City Clerk Joan Ross stated first on their Agenda today they have a presentation by Police Chief Tom Casady on the 2009 Justice Assistance Grant which they do every year.

Items 8 through 13 are all interrelated, so she will read them all together into the record. For Item 13 they have a Motion-To-Amend #1 which deals with exhibits. [**#8**, 09R-47, *Approving the Phase I Antelope Valley Parkway Plaza Triangle Redevelopment Agreement between the City and Assurity Life Insurance Company relating to the redevelopment of property generally located between the future Antelope Valley Parkway and Future Union Plaza, and Q and R Streets in East Downtown Lincoln.*; **#9**, 09-37, *Vacation 09001 - Application of the Joint Antelope Valley Authority and Assurity Life Insurance Co. to vacate 20th Street between S and Q Street; 21st Street between R and Q Streets; R Street between proposed Antelope Valley Parkway and 21st Street; S Street between proposed Antelope Valley Parkway and 20th Street; a portion of the east-west alley, Block 4, Lincoln Driving Park Company's 2nd Subdivision; and the east-west alley in Block 7 and 8, Kinney's O Street Addition, and retaining title in the City of Lincoln.*; **#10**, 09-38, *Authorizing the issuance of a tax allocation bond with a total not to exceed \$7.2 million for the City of Lincoln, Phase I Antelope Valley Parkway Plaza Triangle Redevelopment Project.*; **#11**, 09-41, *Approving a Lease Agreement between the City and Neighborhoods, Inc. dba NeighborWorks Lincoln for the property located in Block 1 and 3, Deerfield Subdivision, including the old Carnegie Library and associated parking at 2121 N. 27th Street for a 13 month term.*; **#12**, 09R-48, *Approving the Antelope Village Project Redevelopment Agreement between the City and Neighborhoods, Inc. dba NeighborWorks Lincoln, relating to the redevelopment of property generally located between P and Q, 23rd and 24th Streets.*; and **#13**, 09R-49, *Approving the Matt Talbot Kitchen and Outreach Project Redevelopment Agreement between the City and Matt Talbot Kitchen and Outreach, Inc. relating to the redevelopment of property generally located at 2121 N. 27th Street.*]

Item 27, they have been asked to remove this item from the pending list for public hearing to be held on April 20th. They will need a motion to remove it from pending for public hearing on April 20th and action on April 27th. [*#27, 09-20A, Annexation No. 08016 - Amending the Lincoln Corporate Limits Map by annexing approximately 137 acres south of West O Street in the vicinity of SW 48th Street.*]

Mr. Cook mentioned on Item 14 there may be some interest in putting this item on pending. There was discussion about 09-39 - to increase permit fees. Ms. Eschliman mentioned Item 25. Mr. Marvin stated to Rick Hoppe the question for Bruce Dart (Health Director) do they want to leave Item 25 on pending or not. Mr. Emery commented he thinks they should have this discussion at the meeting today. [*#14, 09-39, Amending Section 5.38.050 of the Lincoln Municipal Code to increase permit fees for motels, hotels, rooming, lodging, and apartment houses, and repealing Section 5.38.050 as hitherto existing.*]

II. CORRESPONDENCE FROM THE MAYOR & DIRECTORS TO COUNCIL -

PRESENTATIONS: -

June Pederson, Aging Director gave a presentation on Lincoln Area Agency on Aging Department objectives for 2009-2010. [*See Attachment 'A'*]

Marvin Krout, Planning Director gave a presentation on the Lincoln-Lancaster County Planning Department objectives for 2009-2010. [*See Attachment 'B'*]

MAYOR -

- *1. NEWS RELEASE - RE: Mayor Presents 2008 Award of Excellence to Police Officer Cynthia Koenig-Warnke. - NO COMMENTS
- *2. NEWS RELEASE - RE: Census Workers Set To Canvass Community. - NO COMMENTS
- *3. NEWS RELEASE - RE: Fair Housing Conference Planned For April in Lincoln. - NO COMMENTS
- *4. NEWS ADVISORY - RE: Mayor Will Attend The Lincoln Police Department's Media Briefing on 03/26/09 at 8:45 a.m. at LPD, 575 South 10th Street, To Announce How LPD Will Use Federal Byrne Memorial Justice Assistance Grant. - NO COMMENTS
- *5. NEWS RELEASE - RE: West Stanton To Be Renamed "Mike Scholl Street" To Honor Fallen Marine. - NO COMMENTS
- *6. Response to question from Outcomes Pre-Council on March 23, 2009 submitted by Diane Gonzolas. - NO COMMENTS

- *7. NEWS RELEASE - RE: Community To Receive Increased Grant Funding For Public Safety. - NO COMMENTS
- *8. Washington Report - March 20, 2009. - NO COMMENTS
- 9. NEWS ADVISORY - RE: Mayor Beutler Will Announce City's Workforce Initiatives Funded By The American Recovery and Reinvestment Act at a News Conference on 04/01/09 at 1:30 p.m., at 555 South 10th Street. - NO COMMENTS
- 10. NEWS RELEASE - RE: Partnership Between City and Attorney General To Create Sustainability Initiative. - NO COMMENTS
- 11. NEWS RELEASE -RE: Stimulus Funds To Create Jobs For Low-Income Youth. - NO COMMENTS
- 12. NEWS ADVISORY - RE: Mayor Beutler will hold a News Conference on 04/02/09 at 10:00 a.m. at the Center Park Garage to announce efforts to promote biking, physical activity and clean air. - NO COMMENTS
- 13. NEWS RELEASE - RE: Mayor Cuts Ribbon For New Downtown Bike Corral. - NO COMMENTS
- 14. NEWS ADVISORY - RE: Lincoln Emergency Communications Center and Local Emergency Responders Will Conduct An Active Shooter Exercise on 04/03/09 from 9:00 a.m. to 1:00 p.m. at 3820 N.W. 46th Street. - NO COMMENTS
- 15. Washington Report - March 27, 2009. - NO COMMENTS

DIRECTORS: -

BUILDING & SAFETY -

- *1. Response to Mike Terrell - RE: The removal of campaign signs for Mr. John Haltom. - NO COMMENTS

CITY LIBRARIES -

- 1. Bennett Martin Public Library to host bilingual "Prime Time Family Reading Time" starting on 04/04/09 - NEWS RELEASE - RE: Prime Time Reading Program Returns to Lincoln. - NO COMMENTS

FINANCE/BUDGET -

- *1. March Sales Tax Reports Reflecting January Activity: - - - - NO COMMENTS
 - a.) Actual compared to projected sales tax collections;
 - b.) Gross sales tax collections (with refunds added back in), 2003-2004 through 2008-2009;
 - c.) Sales tax refunds, 2003-2004 through 2008-2009; and
 - d.) Net sales tax collections, 2003-2004 through 2008-2009.

FINANCE/TREASURER -

- *1. Monthly City Cash Report and Pledged Collateral Statement as of February 28, 2009. - NO COMMENTS

PLANNING -

- 1. The March 2009 Planning Department Newsletter has been posted to the planning web page. - NO COMMENTS

PLANNING COMMISSION FINAL ACTION

- *1. Special Permit #09003 - On-Sale Alcohol - 5800 Cornhusker Highway - Resolution No. PC-01159. - NO COMMENTS
- *2. Use Permit #105A - Expansion of Commercial Floor Area - No. 84th & Holdrege Streets - Resolution No. PC-01160. - NO COMMENTS

PUBLIC WORKS & UTILITIES -

- 1. Memo from Greg MacLean, Public Works & Utilities Director - RE: Assurity Redevelopment Agreement. - NO COMMENTS

III. COUNCIL RFP'S & CITIZENS CORRESPONDENCE TO INDIVIDUAL COUNCIL MEMBERS -

JON CAMP - No Comments

JONATHAN COOK - No Comments

- *1. Letter from Carolyn & Dave Nelson - RE: Reasons to keep the South Branch Library open. - NO COMMENTS

DOUG EMERY - No Comments

ROBIN ESCHLIMAN - No Comments

- *1. Letter from Darrel & Isabel Diedrichs, retired - RE: Requesting the Bethany Library be kept open. Possibly shorten the hours or open on fewer days. - NO COMMENTS
- *2. Letter from Linda Rizbe - RE: Reasons to keep the Bethany Library open, with background of Bethany Library use. - NO COMMENTS

DAN MARVIN - No Comments

- 1. The Arbor Day Foundation Recognizes 147 Utilities with Tree Line USA Honors. Lincoln Electric System honored. - NO COMMENTS

JOHN SPATZ - No Comments

KEN SVOBODA - No Comments

- *1. Letter from Barb - RE: Requesting fund be provided for the Lincoln Municipal Band and the Arts Programs. Attending the Municipal Band concerts since 1993, which are enjoyable for young and old alike. - NO COMMENTS

IV. CORRESPONDENCE FROM CITIZENS TO COUNCIL -

- *1. E-Mail from Melissa M. Mosier - RE: Concerned with the possible closing of two Lincoln City Library branches. Consider all alternatives such as community members willing to staff the branches as volunteers. - NO COMMENTS
- *2. E-Mail from Mark Terrell - RE: Dr. John's campaign signs (Refer to response under Building & Safety). - NO COMMENTS
- *3. E-Mail from Ardiss Cederholm - RE: Do not cut funding to the Lincoln Arts Council, including the Lincoln Municipal Band which is largely attended and supported by the community. - NO COMMENTS
- *4. Letter - RE: Dangerous driving situations at some drive-in restaurants in Lincoln (Council members received individual letter). - NO COMMENTS
- 5. E-Mail from Wanda F. Maier - RE: City Police set speed trap which has nothing to do with safety. - NO COMMENTS
- 6. E-Mail from Pat Tetreault - RE: Do not close the Bethany and South Street Libraries and pools. Impacts people with the least the most and also impacts quality of life and neighborhoods. - NO COMMENTS
- 7. E-Mail from Janeen Ward - RE: Do keep the South Branch Library open. Libraries are important to vibrant communities. - NO COMMENTS
- 8. E-Mail from Michael Loll - RE: Reasons to keep the Bethany Library open. Interesting we can spend millions on a new jail and on researching a downtown convention center but think of closing community libraries. - NO COMMENTS
- 9. Telephone message from Jeff Klintberg - RE: Support the Lincoln Municipal Band funding, or if possible increase funding. - NO COMMENTS
- 10. E-Mail from James L. Ferguson - RE: All citizens should return to and share the principles of our nation's foundation. - NO COMMENTS

11. E-Mail from Josh Hayes - RE: Do not close Bethany Library. Used frequently and if destroyed would affect everyone in the City. - NO COMMENTS
12. E-Mail from Ben Ferguson - RE: Return to many of our nation's principles which have been forgotten, ignored, or dismissed. - NO COMMENTS
13. Letter from Jack Mulligan, SWT Energy, Inc. - RE: Solar and wind applications for energy production. - NO COMMENTS
14. Letter from Carol Zanetti - RE: Please find a way not to close the South Branch and Bethany Libraries. With families feeling the economic crunch the South Branch serves a diverse segment of our community (Council member received individual letter on 04/02/09). - NO COMMENTS

ADDENDUM - (For April 6th)

I. CITY CLERK - None

II. CORRESPONDENCE FROM THE MAYOR & DIRECTORS TO COUNCIL -

MAYOR -

1. NEWS ADVISORY - RE: Mayor Beutler's Public Schedule Week of April 4 through April 10, 2009 - Schedule subject to change. - NO COMMENTS
2. NEWS RELEASE - RE: Mayor's Statement On NSAA Decision To Move State Volleyball. - NO COMMENTS
3. NEWS ADVISORY - RE: Mayor Beutler and the University of Nebraska Athletic Department will announce plans for the Fourth of July weekend at a News Conference at 11:00 a.m. TODAY, 04/06/09 at Level 6 of West Memorial Stadium. - NO COMMENTS

DIRECTORS - None

III. COUNCIL RFI'S & CITIZENS CORRESPONDENCE TO INDIVIDUAL COUNCIL MEMBERS - None

IV. CORRESPONDENCE FROM CITIZENS TO COUNCIL - None

[End of Addendum]

V. MEETING ADJOURNED - Approximately at 11:55 a.m.

***HELD OVER FROM MARCH 30, 2009.**

dm040609/tjg

**Objectives 2009-10 Lincoln Area Agency on Aging
City Council Presentation 4-6-09**

- 1. Are there interpretations of law (federal regulations, state statute, City Charter provisions or ordinances, Mayor's executive orders, or the department's published administrative procedures) that impact the provision of your Department's services and that need further clarification and/or review?**

The Seniors Foundation exists for the sole purpose of obtaining and managing resources that support the work of the Lincoln Area Agency on Aging. Like Parks and Libraries, LAAA also believes that the agreement between the Seniors Foundation and LAAA needs improved formalization. The Foundation Board is hard at work on making this clarification.

LAAA job classifications, created before my tenure, identify too many staff as Aging Specialists. This causes significant challenges when a licensed, masters degree social worker in the job classification Aging Specialist III is bumped into a position that also carries that classification, but performs work in a completely different area that does not require social work training. This is even more difficult when this happens in the reverse. It is in the Agency's interest to refine these classifications.

- 2. What should be changed or modified in your Department to better provide current services and which do not require additional financial resources?**

The Central Kitchen, located in the Downtown ActivAge Center at 1005 "O" Street, creates 325-350 meals each weekday for ActivAge Centers in Lincoln and Lancaster County. Marketing efforts could encourage additional participation, especially at the Downtown Center. Currently we serve a number of under age 60 downtown workers who eat regularly at the Center. Many work in nearby agencies and companies. Adding additional diners at \$6 per meal would add to our revenue. The Central Kitchen also has capabilities for limited catering beyond services available to meetings held by divisions of the Agency. Concerns regarding inappropriate competition with local restaurants have prevented increased marketing. The closing of Kuhl's restaurant leaves a gap in the downtown area providing a potential opportunity for the Central Kitchen.

Data governance in all organizations is critical. LAAA's 133 FTE's serve 8 counties and more than 12,000 age sixty and older people on any given day. The need to be able to obtain accurate data regarding the demographics of those we serve along with the specific services provided is critical to continued funding from all sources. A process to develop a coordinated data organization process is underway at the Agency to provide this integrated system.

The LAAA website is the expected to be the most utilized information and referral option for the computer savvy younger elders and their children. If LAAA were more easily

visible on the city website, this most cost effective service could be used even more widely. If LAAA could be listed as a department like others, access could be enhanced. The success of the Chief Casady's blog led to staff suggestions that this might be an opportunity to reach younger, more internet connected adults who are seeking information about services for their parents and, at some point for themselves.

The Lincoln Building, now in year six of a ten-year lease, was designed for expansion to accommodate the increased need for services to a 60+ population that will double between the 2000 census and 2020. City budget cuts have reduced Agency staff by more than 19 FTE's since 2004 and the expensive Lincoln Building is now significantly under utilized. To meet the 91% budget expectations, LAAA must either reduce staff and programs by five to six additional staff members or determine how to reduce the cost of unneeded overhead. This discussion is ongoing.

3. What should be changed or modified in your Department to better provide current services and which do require additional financial resources?

Increased growth in the numbers of persons who are eligible for services have not been met by corresponding capacity within LAAA. Increased direct service staff in all areas is needed to reduce the waiting lists of clients requesting services. Staffing for case management has not kept pace with the demand. Previous strategic plans set the Agency on a course of adding a case manager every other year. This has not been done and a waiting list for services exists and will grow. Case aides have been utilized as a less costly assist to provide services that can be done by persons without social work degrees and licenses. Even those have been added on a limited basis and are generally on the list as the first to go.

Expansion of the Financial Counseling component of the LIFE office is critical. Older adults are struggling with financial challenges that will be made more difficult due to the economic recession. Calls are increasing asking for advice related to debt problems, specifically health care costs and credit card debt, generally incurred due to health care expenses. Older adults are finding their retirement savings have deteriorated in the financial recession and it is necessary to return to work in full or part-time positions. This program could benefit the older adult community as a whole by expanding their ability to serve this growing community of elders who believed they were secure and have found their retirement years changed beyond their wildest imaginations.

Related to #2, last paragraph: It is in the interest of the work of the Agency to consider locating all divisions in a central campus. Administrative offices are located in the Lincoln Building, The adjacent Downtown ActivAge Center houses the LIFE office, Lifetime Health staff, the fitness center and twice a week medical clinic. Parking is challenging for the clients we serve on site and many are reluctant to drive downtown to obtain services or participate in programs located there. We have several small ActivAge Centers that are not in optimum accessible locations. The rural transit program,

ActivAge Center transportation program and Handyman are housed at Trabert Hall at 11th and South and. A common campus, on a single floor, with room for the Lincoln based staff and the option for a larger, combined ActivAge Center would serve the needs of our clients more appropriately.

4. If you had to discontinue at least one current program or service, what would it be and for what reason?

For several years, LAAA's Community and Activities Services Division has sponsored a program called Travelogue. It has been a gateway program, bringing in people that generally have not yet used our services. We use one of the local theatres, charge a fee set at the beginning of the program year and utilize the introduction and the exiting area to promote Agency programs. We have seen a decline in attendance and, although we've had travel companies sponsor, it no longer breaks even. We plan to discontinue this for FY09-10.

LAAA programs that fell into Tier 3 of Healthy and Productive People are:

Home Delivered Meals: This is a top tier service in the list of mandated services found in the Older Americans Act. It is prioritized before congregate meals because of the national goal of keeping people in their homes. Tabitha began providing home delivered meals in 1967, several years before LAAA was created. As the Older Americans Act specifically states there should be no duplication of effort, the Agency contracted with Tabitha to supplement the cost of meals for those over age 60. In the process, the increased funding was used to improve the nutritional content of the meal by the addition of milk. This essential meal component heretofore had not been included.

Volunteer Services: This program consists of three programs – Retired Senior Volunteer Program (RSVP), Senior Companion Program (SCP) and Foster Grandparent Program (FGP). All are federal programs of the National Corporation for Community Service and directly benefit the City of Lincoln and Lancaster County.

RSVP works with older adults to match them with volunteer activities that utilize their years of skills and meet their interests. This program offers a modest reimbursement for mileage and importantly, liability coverage while they are in their volunteer capacity. Of the 600+ volunteers in this county, 140 serve in government placements and contribute 129,000 hours annually. The DMV utilizes RSVP Volunteers to direct and assist persons applying and renewing motor vehicle licenses.

Senior Companion provides a stipend of \$2.65 per hour and mileage so that a home bound older person has social contact and modest assistance with household needs. This too, is part of the goal of allowing people to stay in their home as long as possible. They provided 26,295 hours of service in the previous fiscal year.

Foster Grandparents also receive a stipend and mileage and work with individual students in 22 public and parochial schools, head start programs and non-profit child care. They contributed 28,500 hours last FY.

The City of Lincoln General Fund provides 58% of the funding for these three programs with 42% coming from other sources. At this point, the LAAA city budget decrease can be accomplished without losing these three valuable programs. The total volunteer working hours are the equivalent of \$2.8M.

5. What new services do you think your department should provide and for what reason?

The increasing challenge of waiting lists for LIFE office services must be addressed. Additional staff must be a priority.

Restore Saturday hours to the Downtown ActivAge Center. Before 07-08 cuts were implemented, the DTAC served 60 to 70 participants each Saturday. These came from other centers that are only open weekdays, as well as people who live in the downtown area and were served a hot meal. Those who participated feel a significant loss.

6. With respect to any of the above questions, have you explored, or has your staff explored best management practices elsewhere in the country?

Although there are no national certification opportunities for Area Agencies on Aging as an entity, our Information and Referral Program is nationally based and must be recertified annually.

LAAA maintains membership in the important national and state organizations that support the profession. The Director will be one of 20 people attending (at their expense) a two day workshop May 14-16 sponsored by the National Association of Area Agencies on Aging, the Scripps Gerontology Center and the Administration on Aging. Topics are of national and Agency interest.

LAAA continues to be a leader in nutrition program innovations and has been instrumental in developing coupon or voucher programs in our multi-county areas that cannot support independent centers with kitchens.

The LIFE office is recognized throughout the state for innovative practices. In collaboration with Lancaster County Emergency Services and IS, a Special Needs Disaster Registry has been created to assist first responders locate elderly and disabled persons who cannot assist themselves. Although there are others in the country, this is the first in Nebraska.

7. With respect to responses provided in 1 through 3 and 5 above, what do you want to

accomplish in budget year 2009-2010 (list in priority order with number 1 being the highest priority)? Please consider the City wide outcomes and goals in your response.

Position the Agency to be ready to utilize any opportunity regarding program funding resulting from the economic stimulus passed by Congress and, less likely, increased funding from the Unicameral. *(Healthy and Productive People, Goals 2, Support active Living; Goal 3, Support Vulnerable People; Goal 6, Promote self-sufficiency.)*

Review and anticipate expansion of the financial counseling, legal staff and workforce development programs to assist the growing number of low-income older adults struggling with the effects of the economic downturn. This could include utilizing retired lawyers for pro-bono individual counseling, retired business members to provide job counseling and teach needed computer and clerical skill classes. *(Healthy and Productive People, Goal 3, Support vulnerable populations; Goal 6, Promote self-sufficiency)*

Consolidate the staff of two large buildings into one, *(Healthy and Productive People: If we cannot accomplish this cost savings, we will have six fewer staff to insure healthy and productive people.)*

Increase visibility of the LAAA website. Work with CIC and Mayor's office to create drop-down access to the LAAA website like other departments in addition to the keyword access. The more consumers use this inexpensive, easy to use information, the less staff time is needed to respond to questions and provide answers.

8. How can other departments contribute to the goals you have prioritized in number 7 above?

- City Attorney's office (lease issues)
- Urban Development - possible buildings and funding opportunities, best use for Downtown Center and Lincoln Building
- Building and Safety - codes we may need to keep in mind
- Health, Parks and Recreation - Challenges and successes they have had with their buildings
- Public Building Commission - Ideas regarding the campus concept and opinions on Downtown Center.

Objectives 2009-10 for the Planning Department

1. *Are there interpretations of law (federal regulations, state statute, City Charter provisions or ordinances, Mayor's executive orders, or the department's published administrative procedures) that impact the provision of your Department's services and that need further clarification and/or review?*

- Delegate waivers of zoning standards to the Planning Commission. Currently, state statutes suggest that only two bodies can "amend, modify, or waive" the lot and area standards specified in the City's zoning ordinance: the City Council, and for a narrowly prescribed area, the Board of Zoning Appeals. That language is mirrored in the City Charter.

The Board of Zoning Appeals is strictly limited in its authority to grant "variances" to situations where the property in question is "peculiar, exceptional, and unusual" in character from other properties with the same standards. Over the years, this provision has been interpreted more and less strictly, and for the past decade, more strictly. In the meantime, waivers of lot and area standards through use permits and special permits and PUDs have become almost commonplace. A more streamlined review of these items would allow for this role to be delegated to the Planning Commission, with appeals to Council.

2. *What should be changed or modified in your Department to better provide current services and which do not require additional financial resources?*

- Digital Submittals and Reviews. One project currently underway, which did require modest funding for consultant assistance, will provide the Planning Department, other departments and agencies, and applicants the ability to electronically send and review plat maps and site plans and other graphics that are typically submitted with development applications. This will eliminate the need for the applicant to print and deliver 30 copies of large-scale drawings, then deliver them to staff, who in turn must fold and mail them to reviewing agencies, who then fold and mail their redlined copies back. E-mailing this information around will save a great amount of time and cost to applicants and staff, and allow the applicants to view comments online, immediately (via web portal).

- Code amendments. Despite our considerable efforts over the past several years to clarify and rewrite provisions in the City's zoning and subdivision ordinances and design standards, there is still a great deal of work to do. We have a list of over 200 needed text amendments. With the current reduced caseload, we are able to continue working on various amendments, and will continue to do so with available staff. We are currently working on the sign provisions and subdivision amendments. Another project underway will produce a new, simpler classification system for land uses, and give us the opportunity to look at reducing the number of special permits and making the use permit review an administrative process in some cases. Our concern is that if the Council reduces our staffing level in the next budget, and the caseload begins to rise again, we will not be able to continue with these kinds of efforts.

3. *What should be changed or modified in your Department to better provide current services and which do require additional financial resources?*

- Integrated databases. It takes a great deal of time for staff to fully research all of the maps, ordinances, permits, and agreements to understand how all local regulations and public improvements can potentially impact a tract of land for development purposes. This information is located in a variety of databases

residing in many departments. Only some of this information is available online, so it takes even longer for someone outside government to assemble. Staff and public both could benefit from a "virtual one-stop center" with this information integrated and geo-coded. This would take a major effort by staff with technical skills beyond the level in the Planning Department today.

- Citywide Urban Design Plan. Omaha by Design is a private non-profit organization, established and sustained primarily with corporate donations to work toward improving that city's appearance and sense of identity. This group contracted with a consultant several years ago to develop a citywide set of strategies which has been the touchstone for subsequent efforts by city government and the private sector in partnership to encourage public art, revitalize older neighborhoods, and improve streetscapes and building design standards. They understand that the visual/physical environment of their city will have a big impact on their ability to attract and retain quality jobs and job-holders. Here in Lincoln, we are fortunate to have had a head-start on Omaha, with a strong physical identity built on features such as the Capitol and environs, Haymarket, historic neighborhoods, our universities and old university towns, a strong tree canopy over the city, and a clear delineation between city and country. We have more recently developed a number of smaller-scale "big ideas" such as Antelope Valley and the West Haymarket project, and the Vision 2015 bundled these projects together into an action plan that they are spearheading. But no one has taken a community-wide design of how to improve the physical/aesthetic character and image both for residents and visitors, as has been done for Omaha and other communities.

4. If you had to discontinue at least one current program or service, what would it be and for what reason?

- Forgo aspects of the Comprehensive Plan annual review. The adoption of the Plan in 2002 incorporated the idea of an annual review to monitor progress in meeting its goals and objectives, and to keep this document refreshed. However, an annual review is not required by federal regulations or state statutes or city charter, as are many of our other activities. As part of the annual review, we solicit amendment proposals from the public, prepare annual reports on lot supply and housing demand -- which is valuable to developers and helps determine how to "size" the Capital Improvement Program, and publish a "Community Indicators" report on what progress is being made to achieve goals in the Plan.

- Reduce scope of zoning and design review. If further staff reductions required Planning to reduce the current level of effort in Development Review, we first would look to eliminating some of the more time-consuming special requirements in the zoning ordinance today. We are already exploring the possibility of reducing lot area and yard requirements to encourage development of new subdivisions without the requirement for waiving standards through CUPs or PUDs. And we are looking at the possibility of converting the use permit approval to an administrative process, and converting some uses that are only allowed by Special Permit to allowed conditionally, without hearings.

This will help us live with current staff if the caseload returns to previous levels. But if further reduced in staffing, we would need to look at further simplifications that would have more of an impact on the public in terms of giving them a voice on land use. These might include such as the review of alcohol sales in commercial areas, child care centers in residential zones by Special Permit, or use permit requirements in the newer zoning districts. We might suggest consolidating zoning districts, so there is less need to rezone property from one district to another. Or we might need to cut back on carrying out the variety of design reviews now directed by City ordinance. The department works through the Urban Design Committee today to review City funded and assisted projects, and is assigned to review building

permits in certain areas of the city as meeting adopted design standards.

5. *What new services do you think your department should provide and for what reason?*
(see responses to 2 and 3 above)

6. *With respect to any of the above questions, have you explored, or has your staff explored best management practices elsewhere in the country?* The Planning Department instigated the audit of the City's development review processes by management consultant Paul Zucker, three years ago. We belong to the American Planning Association, which publishes a variety of books and periodicals on best practices. I occasionally review websites of other Planning Departments to keep in touch with issues being addressed and what information is being provided to the public. We have done occasional surveys of peer agencies to compare our budgets, and to collect information on how they have addressed policy and technical questions, such as re-naming streets, defining congestion, or formatting their zoning ordinance. We are in regular touch with Omaha's planning department and had one recent story-sharing session with them. In the past, we have brought in consultants to speak to the department and Planning Commission on issues like retail market trends or conduct a workshop on project management. In the past, we have been able to send planners occasionally to conferences out of the state, for continuing education and networking opportunities; more recently, these have been limited to mostly in-state opportunities.

7. *With respect to responses provided in 1 through 3 and 5 above, what do you want to accomplish in budget year 2009-2010 (list in priority order with number 1 being the highest priority)? Please consider the Citywide outcomes and goals in your response.*

a) Meet/exceed goals for efficient and predictable service (under Citywide outcome area of economic development) in review of development applications. Particularly in this difficult economic time, meeting this goal is key to the department's mission to "promote and facilitate efficient and high quality development." As part of meeting this goal, the Planning Department will continue to pursue code amendments as staff resources allow, as described in the response to question #2 above -- to clarify language, simplify processes, and reduce processing time.

b) Initiate the major update of the Comprehensive Plan/Long Range Transportation Plan. This document is required to be completed by the end of 2011, 5 years since the last major update, for the City and County to remain eligible for federal transportation funds. It is also an important document that drives priorities on capital improvements and private investment decisions, which promotes "economic opportunity".

c) Complete preparation of a Congestion Management Process early in 2010. This document also is mandated by federal transportation department regulations. It will document current efforts and future strategies to monitor and alleviate traffic congestion that is recurring and incident-based. This is a key element in achieving the outcome of "effective transportation."

d) Virtual one-stop center for parcel information as described in response to question #3 above.

8. *How can other departments contribute to the goals you have prioritized in number 7 above?* The Planning Department relies greatly on the assistance of many different departments and agencies in reviewing development applications and preparing new plans, policies, and regulations as needed. We all

need to continue improving our performance on:

- timely responses
- effective communication within each department/agency, with effective delegation so that initial comments are not modified or rescinded later
- clarifying and codifying various departmental policies and standards, such as for access management
- creative problem-solving

MK/3-11-09