

**CITY-COUNTY COMMON  
MINUTES  
TUESDAY, JULY 14, 2009**

**Present:** Ray Stevens, Chair; Doug Emery, Vice-Chair; Bob Workman; Larry Hudkins, Deb Schorr; Jon Camp; Jane Snyder; Jonathan Cook; Eugene Carroll; John Spatz and Adam Hornung

**Absent:** Bernie Heier

**Others Present:** Bruce Dart; Judy Halstead; June Pederson; Dee Fullerton; Marvin Krout; Mike Thurber; Angie Koziol; Eric McMasters; Doug Ahlberg; Don Killeen; Julie Ward; Russ Shultz; Karen Eurich; Ken Kuszak; Terry Lowe; Craig Gifford and Kit Boesch.

Chair Commissioner Stevens opened the meeting a 2:00 p.m.

**1. Approval of Common Meeting Minutes of June 1, 2009:**

Commissioner Schorr moved approval of the Common Meeting minutes of Monday, June 1, 2009 seconded by Councilman Spatz. Motion passed 9 - 0.(Councilman Hornung and Commissioner Hudkins were not in attendance when the approval took place.)

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.

**Health Department**

Present was Bruce Dart, Health Department Director and July Halstead, Resource & Program Development Coordinator. Dart expressed the content of today's budget will give the Health Department the ability to enhance and ensure the health and safety of our community. The Health Department, like the other departments, have Tier One, Tier Two and Tier Three programs, see **Attachment A**. Halstead referred to the estimated salary savings from reallocation of vacant positions to a lower level. (See **Attachment B**) This reclassification will amount to a savings of \$99,922.00. Additional policy decisions regarding clinical positions were reviewed and reassessed, and if possible as they became vacant, a lower level of personnel was chosen. The automatic promotion of Public Health Nurse One to Public Health Nurse Two that took place for employees who completed two years of service for the department has been stopped.

**Lincoln Area Agency on Aging**

Present were June Pederson, LAAA Director, and Dee Fullerton, LAAA Accountant. Pederson explained what transpired in order to meet the new budget.

- Some staff were moved to a grant funded area
- Activity Center Managers hours were reduced
- Van driver hours were reduced

- Supplies were cut
- Advertising, data process and postage budgets were cut
- Some parking was transferred to a different location and routes were reduced

The Senior Foundation was approached and a request for \$40,000 was made and granted. LAAA also received a moderate rate increase from the state in Community Aging Services Act (CASA) funds. Due to the Mayor's budget not appropriating rent for the Lincoln Building located at 10<sup>th</sup> & "O" Street, the 28 LAAA employees housed in that building will be relocated to the Downtown Center and the lease with the Lincoln Building will be terminated as of August 31, 2009. Some of the current staff located in the Downtown Center will be moved to the 233 Building to make room for the additional staff. The staff currently housed in Trabert Hall will also be moved to the 233 Building.

### **Lincoln-Lancaster County Planning**

Present was Marvin Krout, Planning Director. Krout distributed **Exhibit C**, containing the briefing on the Mayor's recommended 2009-10 budget.

Krout explained that half of the work of the Planning Department involves development review and the other half long range planning. The Planning Department also administers the Metropolitan Planning Organization (M.O.P). The majority of the time development review is spent on applications. However, there is a portion that is spent on updating codes and costumer service.

The mayor's proposed 2009-10 budget is 1.678 million dollars, which is 25 million dollars less then the approved budget for 2008-09. In order to meet the budget reductions, the Planning Department will downgrade the assistant director to a principal planner and delay hiring a planner 1 position.

In order to reduce time commitment for application review, the department is planning to go paperless.

Over the past year caseloads have been reduced which has enabled special projects, including annexations, code reforms, subdivision improvements not completed and preparations for "complete count committee" with the US Census.

Councilman Hornung inquired what are the things the Planning Department would need to do to meet the 91% budget. Krout responded they would delay the hiring of the Planner 1 position for 6 months and if needed delay an additional 6 months. However, if there is a need to go further, they would need to delete a position called the GIS Analysis position.

Commissioner Hudkins inquired what percent of the planning budget is made up of county revenues? Krout responded 20% of the general funds.

### **Corrections**

Present was Mike Thurber, Corrections Director and Angie Koziol, Business Manager. Thurber distributed **Exhibit D** - Lancaster County Corrections Summary Analysis of Requested Budget. Page 1 portrays the increases and decreases to the budget.

Page 2 shows the Budget Year of 2009 of City Revenue Projected if Collected. Page 3 is the breakdown from fiscal year 2000 of days by City, Federal County and Other. Page 4 contains line graphs of the Downtown facility, the Airpark facility and off-site in the counties of Platte, Butler and York. Page 5 is a monthly status report for the fiscal year of 2009. Highlights of the budget include the ability to increase staff by 4 positions to a total of 84 Correctional Officers at the two facilities. Corrections is currently contracting with a new company for food service and is also staffing it. Satellite meals are sent to Juvenile Detention, the Crisis Center and Detox Center. Nothing in this new budget includes any personnel for the new jail.

Discussion took place on the possible impact of the city changing charging codes or reducing to community service to limit jail time and how this would impact the bottom line on days served by city detainees.

Councilman Hornung inquired about the work for hire program. Thurber responded that yes there are inmate programs, however, they are very small projects and of a short duration as they do require direct supervision from Corrections staff which can cost from \$200.00 per day, per crew, which does not count equipment or vehicles. Due to community services and home arrest, Corrections is dealing with a tougher clientele, of which, a community work for hire program would not be appropriate. He asked Thurber to send an e-mail to the City Department Heads alerting them the service is still available and copy Councilman Hornung.

### **Pre-Trial Diversion**

Present was Eric McMasters, President and CEO of Diversion Services. McMasters referred to page three in the budget binder under Pre-Trial Diversion, the total number of individuals referred last year should read 4200 rather than 3620. Through the Bad Check Restitution program, Lancaster County receives \$10.00 for every check turned in, then is billed by McMasters for \$7.00 per check. The Check Program has been a major source of revenue for years, however, now this program is operating in the red due mainly to usage of debit cards and ATM's.

Over 2,000 cases were diverted last year. There was a large, one time spike in City cases with 334 more cases than the previous year. Currently there are 1,500 active cases. Due to the increase in cases from the City Attorney, client fees were up 7% in 2008.

Community service hours totaled almost 38,000. Pre-trial diversion policy indicates community service hours for diversion clients should be taking place at City or County agencies. 900 individuals attended their agencies drug and alcohol classes. 300 individuals completed some form of treatment in 2008. Currently there are 143 clients in some form of treatment. Councilman Camp inquired about payment for the treatment programs and the average length of time. McMasters responded the clients themselves pay for the treatment. The average time depends on the treatment, with domestic violence being one year, and other programs average 3 - 6 months. Diversion Services, Inc. Earns about \$15,000 a year (net) in royalties for its alcohol and other drug assessment software.

The Safety Training Option Program (STOP) registrations increased 7% in 2008 over 2007. Diversion Services received a large increase in equipment funds. In 2008 STOP generated \$224,245 in revenues for the city of Lincoln Lancaster county and

the State of Nebraska. City and County funding for Diversion Services totaled \$70,000 in 2008, for a net return of \$154,245. In 2008 Diversion Services established 210 new restitution accounts totaling \$374,657 to be collected and paid to victims. This is an average of one per work day. Diversion Services assess a one time fee of \$25.00 to offset the cost of processing these cases.

### **Emergency Management**

Present Doug Ahlberg, Emergency Management Director. Ahlberg reported he had recently received a bill for the installation of a new communications console in the emergency operations center. This console will be utilized in the 911 center, however in order for emergency management to communicate and to use the outside lines they need to go thru the new console. No additional outside lines will be added or replaced. Emergency Management has entered into an agreement to have a highly trained individual from the City/County Health Department to replace Director Ahlberg in his absence. This individual has participated in the state and has attended numerous FDMA classes. Emergency Management has looked at telephone costs due to the expense of having 23 phones functioning in the center, even though they only use one or two at a time. However, Windstream could not guarantee they could have all the phones functional within a 24 hour period of time. Councilman Camp inquired about new technology that might be available to help telecommunications. Ahlberg responded there is a RFP currently in place for a reverse 911 phone system. The system would be set up by zip code and would allow them to make 3500 call per minute. They are planning to use a Federal grant to pay for it.

### **Public Building Commission**

Present was Don Killeen, Building Administrator. Killeen referred to Exhibit E, an overall budget summary, a budget breakdown for each building and capital improvements budget. In reference to the capital improvement potential for this next year the PBC would like to utilize those dollars for possible renovation of the third floor space and opportunities that may come up in this campus area that could be beneficial to the city and county to look at.

On the expense side of the budget the PBC are looking at an increase over last year. Salaries had a very minor increase due to retirements and one position they chose not to fill. There is a considerable increase in the budget for supplies, due to an increase in cost for chemicals and cleaning supplies. The bigger part of the increase is in services which reflects approximately a 6.4% increase and utilities which reflect an approximate 13.3% increase

### **911 Communications and Radio Maintenance**

Present was Julie Righter, 911 Communications Manager. 911 is a division of the Finance.

Righter discussed the Outcome Priorities and Goals for the 2009-2010 year.

The #1 Outcome Priority # 1 is Safety and Security and priority goal 1 is maintaining a low crime rate. Priority Goal #2 is timely and effective incident management which is a tier one program with their technology and backup system, implementing and exercising. Tier three program consist of evidence processing, audio and records requests.

Righter next discussed 911 Center revenue. The land line surcharges have been steadily dropping over the last few years. There have been increases in the voice-over IP surcharges. The Center does get reimbursed a surcharge through Time Warner Cable.

Staffing is steady, there were 3 FTE's added last year. Currently there are 41.5 employees in the Emergency Communications Center and 6 employees in the Radio Maintenance Shop.

Councilman Hornung inquired about the overtime budget of \$167,000, asked if it would save money to increase FTE's. Righter responded that the additional FTE's last year has impacted the overtime budget. However, she did not feel comfortable with cutting the overtime budget at this time. Councilman Hornung would like to keep adding staff in order to reduce the overtime expenditure. He asked Righter to track this and to report back in 6 months. Righter responded she would be able to provide a comparison at the end of the this fiscal year.

### **Weed Authority**

Present was Russ Shultz, Weed Control Authority Superintendent. Lancaster County has entered into an Interlocal agreement with the City of Lincoln to administer the combined weed program in the city of Lincoln. The City and County split the cost of the Weed Control Authority 50% each. However, Shulz indicated the City's share of the weed abatement has increased approximately 10%. Shulz indicated in the past two years the City of Lincoln covered approximately 49% and the County 51% of the budget. This past year forced cuttings increased from 115 per year to 210. This caused them to exceed their budget by \$7,500.

Phragmites is a common reed grass which is very difficult to contain and was added as a noxious weed last year. There were 228 infestations of Phragmites, in the County. Legal notices to the owners will be issued. There was a \$5,000 line item for Phragmites in County road sites. Staffing cost will remain level. Seasonal employees are used for inspections and recycled sheriff's cars for transportation.

Councilman Camp inquired about the increase in Contracted Services of \$17,00 to \$50,043. Shulz responded those contracted services were for noxious weed control, which includes fees for the helicopter cost of approximately \$12,000, \$15,000 for the landfill sites, and \$20,000 for the Phragmites control on the County road sites. The County will be reimbursed for the cost of the helicopter, which is reflected in other revenue. Councilman Camp also inquired about the increase in miscellaneous fees and services of \$12,300. Shulz responded this is the forced weed cutting, which they are anticipating an increase of 105 based on last years data. Last year there

was an agreement of increasing the administration fee from 60% to 100% which enables them to recoup additional dollars.

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

Present was Karen Eurich, Personnel Operations Specialist. Eurich distributed Exhibit F, County Share of City Budgets, Mayor's Recommended Budget 2009-10. The Personnel Department is divided into divisions of administration, classification & compensation, risk management and employment. Risk management is strictly funded by the City. Last year there were 1,974 City, 1,185 County and 63 Building Commission, for a total of 3,222 employees who Personnel provides services for. The employee count is used for the split as to how the benefits and salaries in all of the line items are billed out, which is 61% City, 37% County and 2% Building Commission. Personnel has transferred two of their employees out of the general fund into the Health Dental Fund for a total of \$149,000 for salaries and benefits. Councilman Camp inquired as to whether this was an actual savings or is it making more cost accountable to the source. Steve Hubka, City Budget Officer referred to Exhibit F notes section which gives additional information.

### **Information Services**

Present was Ken Kuszak, Manager, Terry Lowe, Systems Development Coordinator and Craig Gilford, Technical Support.

Kuszak reviewed projects undertaken this past year:

- Conversion from Lotus Notes to Outlook for approximately 2,000 employee
- Ediscovery, an e-mail software for the city Attorney's Office
- SAN, a network storage device for disaster recovery purposes

IS is also working with Microsoft on an Enterprise agreement. Currently when software is purchased, there is a license charge for each one. The agreement would encompass all PC's owned by the City and County and would automatically send software upgrades as they became available. The cost for the agreement is approximately \$270.00 per year per PC. This would insure that all PC's are on the same version of Microsoft Software. Currently there are multiple versions of Microsoft Office through out the City and County, which makes it difficult to share documents. Councilman Camp inquired to the number of PCS in the City and County. Kuszak responded there are approximately 2,200. The cost for the agreement would decrease by 25% after the first three years. Kuszak cautioned that we are already spending a large portion of this for individual PC licensing. Councilman Camp indicated at the appropriate time it would be helpful to see what is currently being spent on Microsoft licenses.

Due to a study of e-pay candidates from the City, Kuszak indicated one of his increases is putting additional staff time into interlink, driving more people to citizen interaction for self-services. They have identified three potential e-pay candidates they would like to implement this year and to make a conservative effort to do so yearly. The end result would be more services with less staff, which equates to dollars saved.

Councilman Hornung inquired how IS planned to bring their budget in at 96%. Kuszak responded the Librarian Maintenance software will no longer be used, this will be a savings of \$16,000. Rather than paying maintenance on SAS it will be developed in-house, for a savings of \$26,000. IS does not plan to fill the current vacated positions.

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

Present was Kit Boesch, Human Services Administrator. Boesch distributed Exhibit G, Highlights for 2008-2009, Human Services/Juvenile Justice. The Human Services department has three employees with one dedicated to Juvenile Justice and oversees the coordination of the 8 million dollar Juvenile Justice System. Boesch referred to her position as the liaison between government and the community in regards to Juvenile Justice and Human Services.

The Human Services budget is small, \$254,697 which is an increase of \$7,409 over last year. This is a 3% increase with 84% attributed to personnel.

### **Joint Budget Committee Recommendations**

Present was Kit Boesch, Human Services Administrator. Boesch referred to Exhibit G, 2008-2010 JBC(Joint Budget Committee) Requests. The recommendation was made in 2008 for the JBC and United Way to move to a two year contract. This is the second year of the two year contract, so the City and County breakout of dollars would be the same next year. Boesch requested the JBC budget be forwarded to the respective bodies.

Camp moved and Schorr seconded to adjourn the meeting. Roll called, motion passed 11 - 0.

Meeting adjourned at 5:28

Minette Genuchi  
Administrative Aide- Lancaster County Board of Commissioner