

**BUDGET MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
TUESDAY, JUNE 23, 2020  
COUNTY-CITY BUILDING  
ROOM 112 – CITY/COUNTY CHAMBERS  
10:00 A.M.**

Commissioners Present: Sean Flowerday, Chair; Rick Vest, Vice Chair; Roma Amundson, Deb Schorr and Christa Yoakum

Others Present: Kerry Eagan and Dave Derbin, Chief Administrative Officers; and Leslie Brestel, County Clerk's Office

*Advance public notice of the Board of Commissioners Budget Meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska web site and provided to the media on June 22, 2020.*

The Chair noted the location of the Open Meetings Act and opened the meeting at 10:15 a.m.

**AGENDA ITEM**

**1. DEPARTMENT BUDGET HEARINGS** – Dennis Meyer, Budget and Fiscal Officer

**A. Planning** – David Cary, Planning Director

Cary reviewed his presentation (Exhibit 1).

When asked about cutting the Historic Preservation Planner II position, Cary answered, while the individual with the institutional knowledge is no longer in the position, the current staff has the skill set to be able to continue his work.

**B. Purchasing** – Robert Walla, Purchasing Agent

Walla reviewed his PowerPoint presentation (Exhibit 2).

The Board thanked Walla for his efforts in securing supplies during the COVID-19 pandemic.

**C. Human Resources** – Doug McDaniel, Human Resources Director

McDaniel reviewed his PowerPoint presentation (see agenda packet).

Amundson asked if there was a particular Human Resources (HR) employee who focuses mainly on County HR issues. McDaniel stated all HR employees serve both the City and the County.

When asked about diversity training, McDaniel answered in the past diversity training has been offered through third-party providers.

**D. Library** – Pat Leach, Library Director

Meyer stated the libraries are paid out of the \$.15 levy.

Leach said the libraries provide services to the County through an interlocal agreement with the City of Lincoln. Services provided by the library include physical and electronic literature, programming for children and adults, meeting room use, computer and internet use, and the book mobile. She noted 7.5% of the circulation use is by County residents. A replacement book mobile needs to be purchased.

Leach reported Hickman and Hallam will be the County sites for summer programming. She added the following year she hopes the programming can be expanded to more County sites.

The County's budget amount is proportional to the residential population outside of the City limits, which for the upcoming year is \$846,000. This is a decrease from the current \$863,000 as there are discussions about the libraries closing one day per week.

When asked what services will be available for continuing COVID-19 concerns, Leach answered a home service through the mail is available.

**E. Building & Safety** – Chad Blahak, Director of Building & Safety

Blahak reviewed his presentation (Exhibit 3).

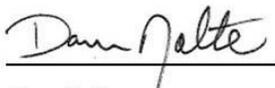
**F. Health Department** – Pat Lopez, Interim Health Director

Lopez gave her presentation (Exhibit 4).

The Board thanked Lopez for her leadership amid the pandemic.

**2. ADJOURNMENT**

**MOTION:** Schorr moved and Vest seconded to adjourn the meeting at 11:51 a.m. Schorr, Amundson, Yoakum, Vest and Flowerday voted yes. Motion carried 5-0.



Dan Nolte  
Lancaster County Clerk





# Planning Department

Business activity remains strong:

- **Application numbers continue to be higher than last year**
  - 353 applications through May compared to 307 during the same time last year
  - The 10-year average for applications through May is 329
  - 44 County-specific applications through May on pace to match the last two years of applications
- **Building permits are also strong**
  - County:**
    - 24 Single Family building permits through May
    - Ahead of last year's numbers and on pace to match the last 8 year average (60)
  - City:**
    - 532 City construction permits for new residential units through May



There have been several significant work items over the past few years



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**Significant work items:**

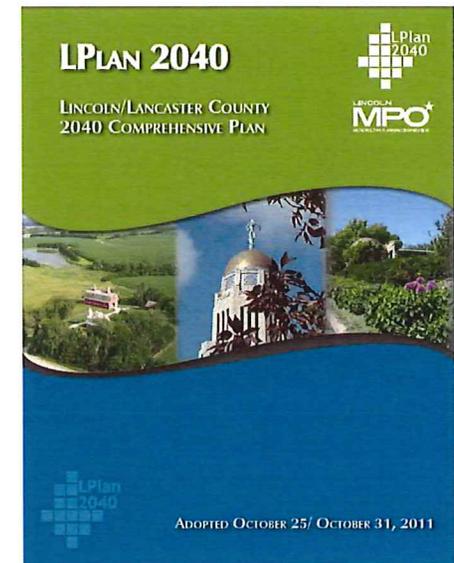
- **Wind Energy**
- **Event Centers**
- **Confined Animal Feeding Operations**
- **Campgrounds**
- **Current Work on Solar Energy**

Here are examples of the type of work the Planning Department does to support strategies for a thriving community

- **Ensure public safety, health, and quality of life**
  - Implement the guidance provided by the Comprehensive Plan
- **Build a more equitable inclusive and resilient city**
  - Develop the 2050 Plan Forward Comprehensive Plan



Lincoln-Lancaster County  
2050 Comprehensive Plan





Here are examples of the type of work the Planning Department does to support strategies for a thriving community

- Deliver investment, infrastructure, and services to speed economic recovery
  - Advance the County and City construction programs, process annexation agreements, and approve final plats



EXHIBIT A  
**ONE AND SIX-YEAR  
ROAD AND BRIDGE  
CONSTRUCTION PROGRAM**

2020 - 2025



**LANCASTER**  
NEBRASKA  
COUNTY  
ENGINEERING

444 CHERRY CREEK ROAD, BUILDING C • LINCOLN, NE 68528

(402) 411-7651

<http://lancaster.ne.gov/engineer> • [coeng@lancaster.ne.gov](mailto:coeng@lancaster.ne.gov)

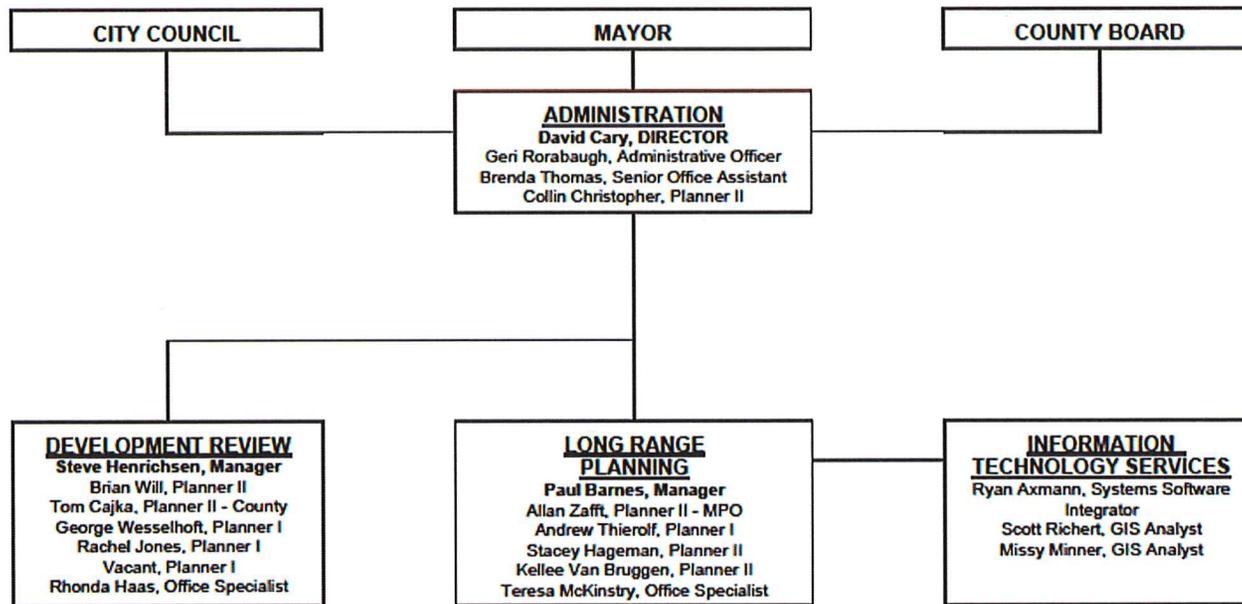
Facebook: <https://www.facebook.com/LancCoEng>

Twitter: <https://twitter.com/LancCoEng>

**LANCASTER**  
NEBRASKA  
COUNTY

Planning is providing significant budget savings while continuing to serve the community in key budget strategies

**PLANNING DEPARTMENT ORGANIZATIONAL CHART**  
June 2020

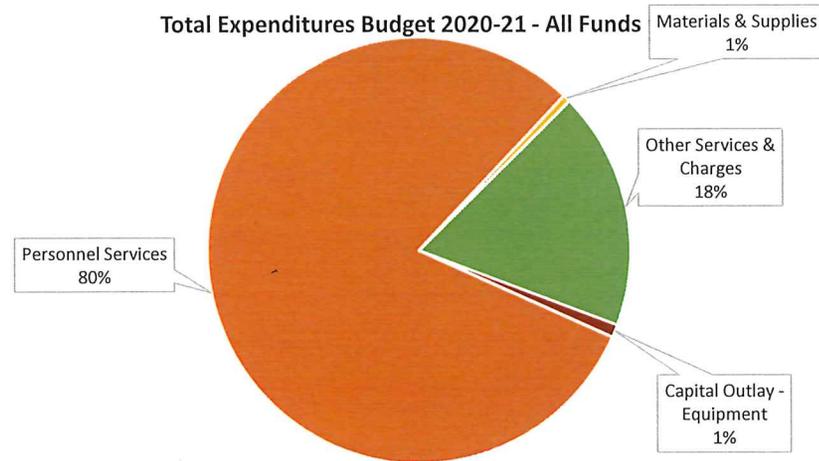


F:\Admin\Private\Budget\2020-22 Budget\Org Chart with names Rev 060820



# Planning is providing significant budget savings while continuing to serve the community in key budget strategies

General Fund	Actual 2018-19	Budget 2019-20	Budget 2020-21
Miscellaneous	\$ -	\$ 100	\$ 100
Fees and Fines	\$ 188,033	\$ 220,950	\$ 223,922
Intergovernmental	\$ 730,833	\$ 717,368	\$ 756,429
Charges for Services	\$ 60	\$ 10	\$ 10
<b>Total Revenue</b>	<b>\$ 918,926</b>	<b>\$ 938,428</b>	<b>\$ 980,461</b>
Personnel Services	\$ 1,650,210	\$ 1,681,439	\$ 1,597,422
Materials & Supplies	\$ 8,585	\$ 12,997	\$ 11,700
Other Services & Charges	\$ 328,083	\$ 282,388	\$ 358,244
Capital Outlay - Equipment	\$ 1,208	\$ 4,800	\$ 19,392
<b>Total Expenditures</b>	<b>\$ 1,988,086</b>	<b>\$ 1,981,624</b>	<b>\$ 1,986,758</b>



# Planning is providing significant budget savings while continuing to serve the community in key budget strategies

## Calculation of City and County Shares of Planning 2020-21 budget

1,986,758	Planning General Fund Operating Budget
648,841	Planning General Fund Fringe Benefits
2,635,599	Total Expenditures
Less:	Planning Fees and Fines - are not deducted from Expenditures because they are deposited directly to City or County General Fund
279,900	State/Federal Aid
279,900	Total Non-City/County Revenue
2,355,699	Total City/County Expense
1,884,559	City Share
<b>471,140</b>	<b>County Share</b>

Planning is providing significant budget savings while continuing to serve the community in key budget strategies

Planning	1% Vacancy Credit		\$(16,140)
Planning	Cut 1.0 FTE Historic Preservation Planner II		\$(89,845)
Planning	Hold 2 Vacant Positions Open in 19/20		\$(81,307)
Planning	Proposed Increase in Application Fees	\$ 2,972	

Planning Personnel Summary				
		FTE's 2018-19	FTE's 2019-20	FTE's 2020-21
<b>General Fund</b>				
Administration		4	4	4
Development Review		7	7	7
Long Range Planning		7	7	6
Info. Technical Services		3	3	3
<b>Total General Fund</b>		<b>21</b>	<b>21</b>	<b>20</b>

This is how Planning will be able to continue to provide these services with these budget savings

- **1% Vacancy Credit - \$(16,140)**
  - The currently vacant Development Review Planner I position will remain vacant for approximately 3 months at the beginning of the 20/21 budget year
- **Cut 1.0 FTE Historic Preservation Planner II - \$(89,845)**
  - Current staff are positioned to take on the responsibilities of the Historic Preservation Planner allowing continued work with the Historic Preservation Commission and plan reviews
- **Hold 2 Vacant Positions Open in 19/20 - \$(81,307)**
  - While workloads are very heavy, staffing is poised to continue to complete work with these positions vacant

This is how Planning will be able to continue to provide these services with these budget savings

- **Proposed Increase in Application Fees - \$2,972**
  - This amounts to a 1.35% increase in fees
  - Based on the December 2019 Consumer Price Index Midwest Region change over December 2018
  - This is proposed to go into effect in March 2021 if economic conditions allow
  - Proposing to implement 1-year increases at smaller fee increases rather than previously used 4-year larger fee increases
- **What does this mean?**
  - Text Change Application – from \$412 to \$418
  - Special Permit – from \$988 to \$1,001
  - Final Plat – from \$206 to \$209 (plus per lot fee)

# Planning Department

QUESTIONS?

# CITY/COUNTY PURCHASING BUDGET PRESENTATION 2020

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## CITY/COUNTY PURCHASING JOB TITLES

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- Purchasing Agent – Responsible for all City, County, PBC and JPA procurement activities
- Assistant Purchasing Agents (2) – RFP and Bid process initiation through execution
- Assistant Purchasing Agent – Contract Administrator/Cooperative Contract Admin.
- Buyer – Quote and Bid process initiation through execution
- Buyer – Pcard Administrator(Accounting, Finance Reports, Rebates, Compliance, Training)
- System Specialist – JDE Administrator, lonwave Admin (Bids/Contracts) General Admin
- Office Specialist – Admin duties with emphasis on insurance
- Senior Office Admin – Admin duties and front desk management

## 2020 COUNTY PCARD STATISTICS

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### FY 2020 Projected Totals

- Total Spend ----- \$5,710,258.00
- Total Transactions -- 12,565
- Rebates ----- \$85,653.87
  
- Initial rebate estimates were \$60,000.00
- A GREAT JOB BY COUNTY AND PBC STAFF FOR EMBRACING THIS PROGRAM!

## 2020 AUDIT/PERFORMANCE INFORMATION – CONTRACT ADMINISTRATOR

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- Audits were performed on a monthly basis with companies that appeared on the Pcard Expenditure Report. Follow-up conversations were held with departments and Vendors to ensure compliance with Pcard Policy and current contracts.
- Vermeer company was audited after a complaint was issued by a department.
- Byrne Software audit found no concerns or issues.
- Rise n' Shine Cleaning audit conducted based on department complaint – Clarified expectations
- Elevator Service audit found billing and performance issues which were resolved with Vendors.
- Cooperative purchasing audit for janitorial supplies of National Everything Wholesale, Staples, Home Depot, Grainger, and Ecolab for pricing and service comparison on new contract.

## 2019/2020 HIGH PROFILE PROCUREMENT ACTIVITIES

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- Assisted in executing contract for HR Payroll Implementation
- CJIS Report and RFP Issuance (Currently in evaluation stage)
- Deck 4 Parking Garage – Design and Construction
- Police Garage – Design and Construction
- 2020 Fuel Hedge – 80% hedge of diesel and gas at all time lows for remainder of year
- 2021 Fuel Contract with option for hedge pricing of diesel and gas.

## 2019/2020 PROCUREMENT HIGHLIGHTS

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- Nearly \$1 Million in PPE supplies procured since March 10 for City/County.
- Assistance in purchase of PPE to neighboring Counties, State of Nebraska, schools, and local/rural hospitals.
- 780 Contracts currently listed in Contract Management system with more added each month.
- Over 9,000 registered Vendors.
- Initiation of new RFP and Bid Evaluation software purchased from Ionwave. Process allows quick and easy access to all documents in bid process for quicker evaluation and award.

## PURCHASING BUDGET – LANCASTER COUNTY

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- Current County share of Purchasing Budget – 23.96%
- Current Total Budget Expense - \$938,557.00
- Total Expenditure Reimbursement from County - \$224,878.00
- Totals Include – Salary, Benefits, Ionwave, Supplies, Contractual, Utilities, Rent, Etc.

QUESTIONS?

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# Building and Safety

Safe and Healthy City

Equitable and Inclusive City

Vibrant City Economy and Quality of Life

Strong and Resilient City

Innovative and Operationally Excellent City

Here are the kinds of work the Building and Safety Department does to support the 2020-21 budget strategies

○ **Ensure public safety, health, and quality of life**

- We continue to ensure Lincoln's building infrastructure is constructed and maintained in a condition to provide its citizens safe and healthy places to live, work, play, and recuperate.
  - Plan review and permit issuance
  - Inspection services
  - Complaint investigations
  - Arson investigation
  - Bomb squad response



## Here are the kinds of work the Building and Safety Department does to support those strategies (cont.)

### ○ **Provide services to community during pandemic**

- Altered procedures to accommodate closed public counter by offering online permit application submittal for all permits issued through Building and Safety.
  - Retrofit existing permitting system
  - Reassigned employees
  - Allowed some employees to work from home
- Plans in place to safely re-open public counter
  - Plexi-glass dividers
  - Require employees required to wear face coverings
  - Frequent sanitizing of surfaces
- All inspectors required to wear face coverings
- Provide for remote video/photo inspections

Here are the changes in staffing from the current budget period for the Building and Safety Department

- **Added Positions**

- Systems Specialist I (**unfilled**)
  - Reduced from Systems Specialist III
- Data Analyst (**unfilled**)
- Administrative Aide I
  - Elevated from Permit Assistant
- Plans Examiner I
- Plumbing Inspector

Here are the changes in staffing from the current budget period for the Building and Safety Department (cont.)

- **Eliminated Positions**
  - Systems Specialist III
    - Reduced to Systems Specialist I
  - Permit Assistant
    - Elevated to Administrative Aide I
  - Permit Assistant
  - Professional Technical Worker (part-time)

Here are the financial changes from the current budget period for the Building and Safety Department (cont.)

- **Significant Increases**
  - Other Services and Charges
    - Nearly \$200,000 for administrative services not charged previously
    - Nearly \$250,000 IS increase for security enhancements and new cost allocation
  - Capital Outlay - Equipment
    - Approximately \$500,000 for software upgrades for annually renewed permit customers – automated online permit renewal and inspection scheduling

## Here are some items specific to services provided to the County by Building and Safety

### ○ **Permits**

- No plan to increase at this time
- County permit fee revenue covering costs
  - No charge to the County Board
- Will be adopting new 2018 construction codes
  - Residential & Commercial Building
  - Mechanical
  - Plumbing
  - Electrical

# QUESTIONS?

EXHIBIT  
4



# HEALTH DEPARTMENT

2020-2021 Budget

# Mission: To promote and protect the public's health



01

- Monitors the community's health status

02

- Has clean air, safe food, water & homes

03

- Offers access to health care services

04

- Supports vulnerable populations

05

- Invests in the built environment

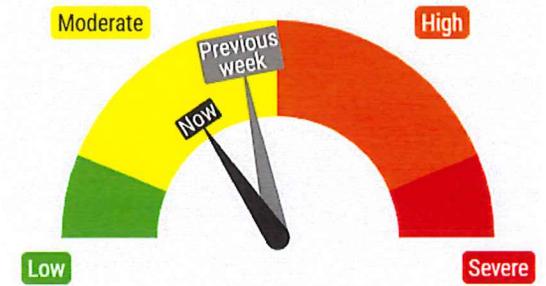


**These are core public health strategies elevated within 20-21 budget year due to extraordinary community circumstances**

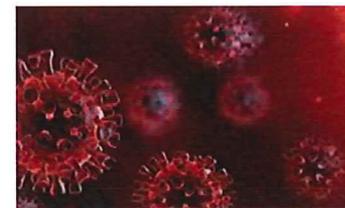
- **Ensure public safety, health, and quality of life**
- **Provide services to community during pandemic**
- **Deliver investment, infrastructure, and services to speed economic recovery**

**What's Happening Now**

**Moderate Risk of COVID-19 Spre**



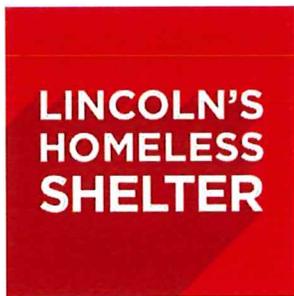
Updated Friday, June 12



# Ensure public safety, health, and quality of life

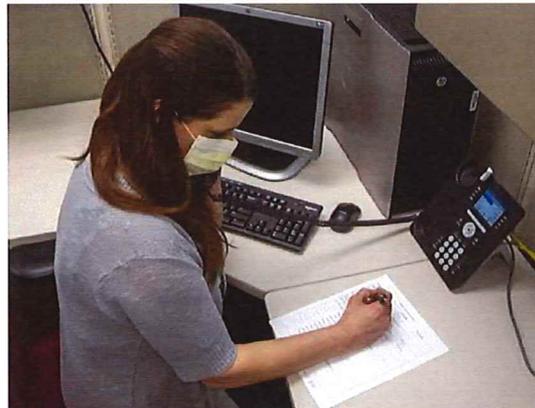
(Health Department)

We are assuring that the most vulnerable in the community have access to resources



We developed a distribution system for Personal Protective Equipment

We employ public health nurses who....



Amy Marshall demonstrates what a contact tracing call would look like on Friday at the Lincoln-Lancaster County Health Department.

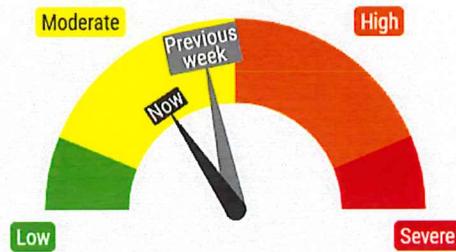
EMILY HANEY, Journal Star

# Ensure public safety, health, and quality of life

(Health Department)

## What's Happening Now

### Moderate Risk of COVID-19 Spread



Updated Friday, June 12

Our epidemiologists provide regular updates of relevant, accurate information

- Daily Situation Update
- COVID-19 Public Dashboard
- COVID Risk Dial
- Analysis to identify patterns and clusters



- Health Director provides data-informed direction and policy for the public to reduce exposure and slow the spread of disease



# Deliver investment, infrastructure, and services to speed economic recovery *(Health Department)*

- We provided the Lincoln Chamber of Commerce, LIBA, businesses and industry
- We developed an electronic event plan development tool
- We provided onsite consultation for safe reopening
- We are working with schools to develop reopening plans
- We worked with child care centers

## – Business Guidance and Recommendations

Overview

General Guidance

Workplace-Specific

At Risk & Vulnerable

### COVID-19 Mitigation Strategies for Employers and Workplace Settings

This resource provides local business a starting point to develop strategies and implement measures to ensure a place of business is instituting practices commensurate with where our community is at in this pandemic.

The following four strategies are based on a modified hierarchy of controls developed by the Johns Hopkins Bloomberg School of Public Health.



Kawasaki-Lincoln



CITY OF  
**LINCOLN**  
NEBRASKA

# Provide services to community during pandemic

*(Health Department)*

- We provide Dental, immunizations and Sexually Transmitted Infection clinics



- Emergency Response for Hazardous Material Releases
- Well and On-site waste disposal inspections and permits
- Consultation for Restaurants, Grocery Stores and other Food Establishments
- Food Handler, Pool Operator and Pool Testing training provided remotely
- Air monitoring

- Our home visitors continue to work with pregnant women and children with regular contact by phone
- Maintaining response for other infectious diseases such as Tuberculosis and Influenza



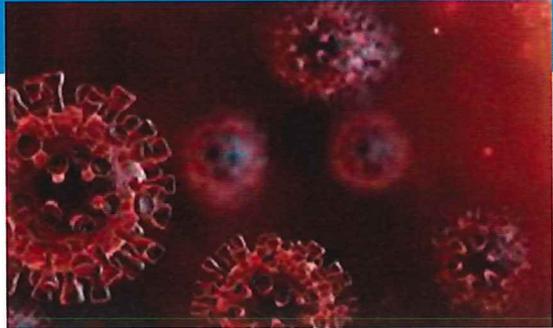
# Health Department Staff hit the ground running....

The most important factor for the COVID-19 Response in Lincoln and Lancaster County is the depth and breadth of experienced, well-trained professional staff. We had:

- Experienced public health nurses
- Experienced public health educators
- Experienced environmental health specialists
- Management Team



# Impact of COVID-19 on Staff Resources



## Critical programs understaffed

- Communicable Disease
- Epidemiology

## Critical function missing

- No full-time Public Information Officer

## New demand for Economic Recovery

- Event Review and Business consultation

Utilizing state and federal funding supplemented with Health Fund dollars, we will be adding 5.0 FTE permanent staff

- 2.0 FTE PH Nurse – Communicable Disease
- 1.0 FTE PH Epidemiologist – Epidemiology
- 1.0 FTE Public Information Officer – Director's Office
- 1.0 FTE EH Specialist – Environmental Health

FY 2021 cost: \$427,731

Other new/temporary COVID only staff and expense will continue to be charged directly to COVID funds

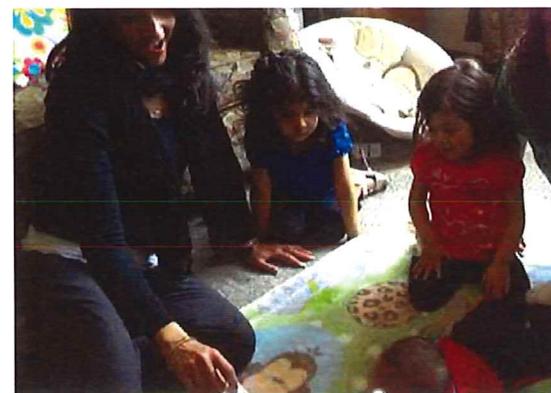
# Health Department Programs that continue to improve health for our most vulnerable residents

## Dental Clinic



Preventing serious illness by acting earlier

Helping at-risk families get a healthy start



Home Visitation for Pregnant Women and Children

**Information and Referral:**  
Helping Residents access services and health care and linking them to resources and answers to their question about their health.

# Health Department Programs that continue to improve and protect health for our residents

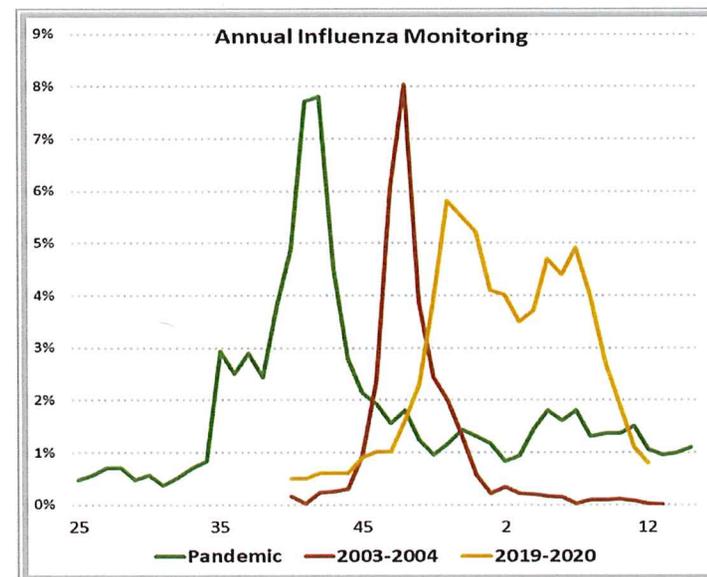
## Protection from communicable disease (other than COVID-19)

### PRIMARY PREVENTION = IMMUNIZATIONS

Clinic provides childhood immunizations to over 3,000 children and 3,000 adults including homeless and refugees.

### COMMUNICABLE DISEASE MONITORING AND OUTBREAK MANAGEMENT

- Tuberculosis
- E-coli
- Norovirus
- Influenza



### SEXUALLY TRANSMITTED DISEASES

- Chlamydia and Gonorrhea cases have been steadily rising

# Health Department Programs that continue to protect health for our residents

## FOOD SAFETY



Protect human health by reducing the risk of foodborne illness

## WATER QUALITY



Protecting Health through  
Protecting our Water

# Health Department Programs that continue to protect health for our residents

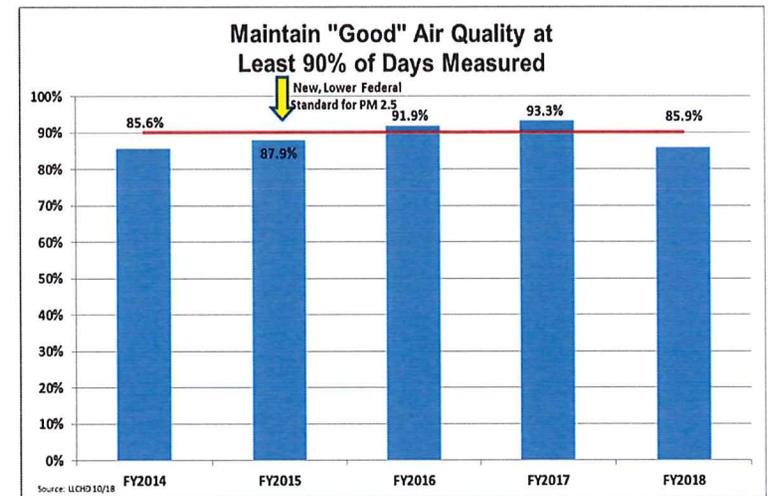
## WASTE MANAGEMENT

Protect human health and the environment by: reducing exposures to hazardous materials; reducing litter; and preventing illness and disease caused by improper waste management.

**HAZTOGO**  
LINCOLN'S HAZARDOUS  
WASTE CENTER



## AIR QUALITY



- Air Monitoring
- Inspection of regulated facilities
- Inspection of asbestos removal
- Plan review and permits for air pollution sources
- Assessments and education to improve indoor air quality

# Health Department Programs that continue to protect health for our residents

## Protecting Children's Health from Illness and Injury



### Child Care

- Provider Training
- Inspections and Permitting
- Health Consultations

### Injury Prevention and Safe Kids – Education

## CHRONIC DISEASE PREVENTION



- Increase Active Living
- Healthier foods
- Preventive health screenings



- Decrease tobacco/nicotine use
- City and County Employee Wellness

**We made a decrease here in order to maintain critical programs**

Fund	Description	City General Fund	County General Fund	Total
Health	Supplies/Operating expenses	(\$53,941)	(\$31,679)	(\$85,620)
Animal Control	Supplies/Operating expenses	(\$7,500)		(\$7,500)
<b>TOTAL REDUCTIONS</b>		<b>(\$61,411)</b>	<b>(\$31,697)</b>	<b>(\$93,120)</b>

**We increased fees to maintain critical programs and reduce City and County General Fund needed**

Fund	Description	Added fee revenue	City General Fund	County General Fund
Health	Environmental Health Fees (3%)	\$29,150	(\$18,365)	(\$10,785)

Budget Book: p. 109

# Expanded Childhood Lead Poisoning Prevention Program

## Prevent Childhood Lead Poisoning

Exposure to lead can seriously harm a child's health.



Damage to the brain and nervous system



Slowed growth and development



Learning and behavior problems



Hearing and speech problems

This can cause:

- Lower IQ
- Decreased ability to pay attention
- Underperformance in school



.25 FTE Laboratory Technologist  
 .50 FTE Senior Environmental Health Specialist

Increase laboratory capacity to test blood for lead and environmental health capacity to conduct inspections and risk assessments in the homes of children with elevated lead levels. This will provide the ability to support the expansion of outreach for testing young children planned in the next biennium.

Description	City General Fund	County General Fund	Total
Childhood Lead Poisoning Prevention	\$34,009	\$19,973	\$53,982

# Health Department – Revenue All Sources FY 2021

**TOTAL ALL FUNDS: \$22,398,135**

## Mayor's Recommended Budget/ p.108

Revenue Source	Amount	% of All funds
City General Fund	\$5,689,161	25.4%
County General Fund	\$2,677,102	12.0%
State/Federal Aid	\$28,000	.1%
User Fees	\$5,662,621	25.3%
Occupation Tax on Solid Waste	\$1,850,880	8.3%
Fund Balance/ Interest/ Misc	\$30,900	.1%
<b>TOTAL</b>	<b>\$15,938,664</b>	<b>71.2%</b>

Budget Book: p. 108

## Grants & Contracts Projected

Revenue Source	Amount	% of All funds
Federal	\$2,415,700	10.8%
State	\$3,755,711	16.8%
Local	\$210,000	.9%
Donations	\$78,000	.3%
<b>TOTAL</b>	<b>\$6,459,411</b>	<b>28.8%</b>

<b>TOTAL FTES</b>	<b>171.2</b>
Mayor's Budget	116.2
Grants	55.0

\*Approximately 55 FTEs not included in the budget book