

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
ZOOM MEETING
THURSDAY, APRIL 30, 2020
VIEWING AVAILABLE VIA YOUTUBE
8:30 A.M.**

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

Others Present: Kerry Eagan, Chief Administrative Officer; Ann Ames, Deputy Chief Administrative Officer; and Leslie Brestel, County Clerk

Advance public notice of the Board of Commissioners Staff Meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska web site and provided to the media on April 29, 2020.

The Chair called the meeting to order at 8:32 a.m. and announced the Open Meetings Act is available at Neb. Rev. Stat. § 84-1401-1414.

AGENDA ITEM

1. APPROVAL OF STAFF MEETING MINUTES FOR APRIL 23, 2020

MOTION: Amundson moved and Vest seconded approval of the April 23, 2020 Staff Meeting minutes. Schorr, Amundson, Yoakum, Vest and Flowerday voted yes. Motion carried 5-0.

2. LEGISLATIVE UPDATE – Joe Kohout and Brennen Miller, Kissel, Kohout, ES Associates LLC

Kohout and Miller reviewed the weekly legislative update (Exhibit 1).

Regarding the impact of the COVID 19 pandemic and its effect on the economy, Kohout stated data should be available in late-July, including sales tax certification numbers and income tax delays. He added the Appropriations Committee will want to know as much as possible to make good budget decisions.

Additionally, the CARES Act dollars and guidance have been provided and there were briefings for senators about the Act.

Kohout clarified the Board of Equalization in-person hearings for property valuation protests are required for counties with a population over 150,000, which currently includes Douglas and Lancaster counties. Both counties are concerned about the health and safety of all involved in the protest process.

Beattie confirmed the IBEW building (1409 Old Farm Road, Lincoln, Nebraska) will be used for in person property protest hearings.

3. COUNTY CLERK CENTRALIZED PAYROLL STAFFING NEEDS – Cori Beattie, Chief Deputy County Clerk; Kevin Nelson, Accounting Operations Manager; and Dennis Meyer, Budget and Fiscal Officer

Dan Nolte, County Clerk, requested the Board's approval to hire three new payroll positions within the Clerk's Office to coincide with the new centralized payroll system. These positions would be phased in, with one position beginning in July with the other two in August or September.

MOTION: Amundson moved and Schorr seconded to authorize the County Clerk's Office to move forward with the hiring process.

Schorr asked if there was physical space for the employees. Nolte answered there is space for one employee, with the intent of using temporary space for the others while the Clerk's office is remodeled.

Meyer stated with the centralization of payroll, there needs to be more help in the Clerk's office prior to the October release date of the new payroll system. The monetary savings of three employees will not be seen up front; however, with the centralization of payroll, there will be savings of employee time and duties within the other departments.

Schorr stated she felt with the move to a centralized payroll system, the question of savings on full-time equivalents (FTEs) should be asked to each of the departments during budget discussions.

Amundson stated this could eliminate some inconsistencies with how various procedures are performed. Meyer added the new system will place more responsibilities on the employees and supervisors.

Vest said the point of efficiencies is to make processes easier to be accomplished, less time consuming and less costly. At this point, the modernization of the payroll system is leading to an increase in employee costs. Nolte stated, while that is true, these new employees will be experienced and trained specifically in payroll duties as opposed to payroll being a small portion of their existing duties.

Schorr asked if all three employees were necessary. Nolte and Kevin Nelson, Accounting Operations Manager, answered all three positions are necessary to ensure payroll deadlines are met.

Amundson inquired about the initial investment of the new payroll system. Meyer said the implementation has been going across multiple years and has cost approximately \$1,000,000. He noted the City is also moving to the same system.

Amundson called the question.

ROLL CALL: Yoakum, Vest, Schorr, Amundson and Flowerday voted yes. Motion carried 5-0.

CHIEF ADMINISTRATIVE OFFICER REPORT

A. Salary Request for New Bailiff for Judge Elise White (\$66,904 for Sarah Aksamit)

Eagan reviewed the salary request (see agenda packet).

It was the consensus of the Board to move this item to a Tuesday agenda.

DEPUTY CHIEF ADMINISTRATIVE OFFICER REPORT

A. Lancaster County 2020 Priorities

Schorr said under the Mutual Aid Committee priority, responders are required to have a certain number of training hours per month and will be using the City-County Zoom license to help meet the requirement.

Regarding the annual report, the OpenGov software has that capability built in. The Board was supportive of using that technology this year.

Flowerday stated solar regulations will be presented to the Planning Commission on June 10th and will come to the Board in mid-June.

DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

A. Visitors Promotion Advisory Committee – Amundson

Amundson said the extension of two committee member terms and hotel attendance were discussed. Additionally, Visitor Improvement Fund grants will be suspended through 2020.

The National High School Rodeo Finals and National Quarter Horse show will be continuing as planned. The Family Motor coach event has been cancelled. The Lancaster Event Center is a payroll protection loan recipient.

4. (A) ADDITIONAL APPROPRIATIONS LETTER; AND (B) MOTOCROSS FINANCIALS – Dennis Meyer, Budget and Fiscal Officer

(A) ADDITIONAL APPROPRIATIONS LETTER

Meyer reviewed the additional appropriations memo (see agenda packet). He highlighted Resolution R-20-0015, the approximately \$2,000,000 set aside for the Election Commissioner, General Assistance and General Fund County Court budgets, whereby he anticipates more of the \$2,000,000 being used this year than in previous years.

Additionally, Meyer noted he is compiling budget numbers for the Nebraska Association of County Officials (NACO).

It was the consensus of the Board for Meyer to distribute the memo by email.

(B) MOTOCROSS FINANCIALS

Meyer reviewed the Motocross financials (see agenda packet).

When asked how many operating days there should be, Meyer stated the grant requires the facility to be open to the public, though he felt an economical number of operating days would be around 100.

BREAK

The meeting was recessed at 9:28 a.m. and reconvened at 9:46 a.m.

5. INFORMATION SERVICES COST ALLOCATION AND BUDGET – David Young, Chief Information Officer; and Dennis Meyer, Budget and Fiscal Officer

Young shared his presentation (Exhibit 2). The new firewall will be installed tonight or tomorrow night. He noted his team has met with almost every County department to discuss the changes in budget modeling and has received supportive comments. The driver for the budget is the number of employees.

When asked about the timeframe for the Microsoft 365 licensing, Young said the goal is for every employee to have a Microsoft 365 license within 6 months of the signed agreement with Microsoft. He added Microsoft is offering 6 months of free virtual training on Microsoft Teams for all employees who have more than just an email account.

6. BREAK

Moved forward in the meeting.

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

Meyer stated the County is using OpenGov for the budget discussions. The transparency portal is open to the public. He noted the salary and benefit numbers are based on the input from the OpenGov workforce module. This next fiscal year there are four union contracts in effect through 2021. There will be a report available which will include cost of living numbers. Some departments will have various increases and decreases to their Information Services budgets. It should help departments review their equipment and see what changes they may want to consider to be better financial stewards.

The implementation of the payroll system does make a difference to department budgets. The Human Resources time tracking module goes into effect mid-June. Electronic-based trainings will take place prior to the module going live. Additionally, as other modules go live, there will be training available. A completed tracking system for employees is being investigated.

Vest suggested including a frequently asked questions (FAQ) link to training videos.

Meyer demonstrated how to use the Financial Transparency Portal on the County's website.

A. Budget and Fiscal

Meyer stated the expenses are increasing 8.34% and revenues are increasing 12.44% (see agenda packet and Exhibit 3). He added the majority of the expense increase is due to health insurance increases.

Meyer said he will ask each department if COVID-19 is driving their budget, and if so, is it driving the budget requests?

Regarding future upgrades, JDE will need to be updated in the future. Meyer noted he is in conversations with Oracle to determine the next move.

B. County Board

Meyer stated the expenses are strictly for salaries and benefits, and they are increasing 4.26% (see agenda packet and Exhibit 4).

C. Veterans Services – Rick Ringlein, Veterans Service Officer

Meyer stated the budgets are the same because he is waiting to see the fiscal year-end fund balance (see agenda packet and Exhibit 5). Current expenditures from this fund are approximately \$3,500 because there are various other primary fund sources for veterans. He added he is planning on transferring \$5,000 instead of \$10,000 from the General Fund to the Veterans' Aid fund.

Ringlein said COVID-19 is not affecting the funds at all as there are other funding sources available for people, and, unless something drastically changes at the State or federal level, he anticipates no changes. He added different support groups have supplied gift cards for veterans. He did note he is requesting approximately \$4,800 in additional appropriations for both salaries and veterans' grave emblems.

Regarding the Vet Service (8030) budget, the expenses are increasing 7.16% (see agenda packet and Exhibit 6). He is anticipating an employee resignation at the end of the fiscal year and also a retirement at the end of the calendar year. Additionally, the Information Services charges have increased from the previous fiscal year.

Ringlein noted many paper files have been digitalized and he will have surplus cabinets.

ACTION ITEM

- A. Contract with Kubert Appraisal Group, in the amount of \$6,400 for appraisal services at N. 14th & Arbor Rd. And N. 14th & McKelvie Rd. (County Culvert Project 19-09 F-78 & F-82).**

MOTION: Schorr moved and Amundson seconded to move forward with the appraisal agreement.

Pam Dingman, County Engineer, stated these appraisals will be the beginning of the eminent domain process for various pieces of land that the County has had difficulty acquiring.

ROLL CALL: Yoakum, Vest, Schorr, Amundson and Flowerday voted yes. Motion carried 5-0.

- 8. LANCASTER COUNTY VISITORS IMPROVEMENT COMMITTEE (VPC) RECOMMENDATIONS –** Becky Perret, VPC Chair; and Jeff Maul, Convention & Visitors Bureau Executive Director

- A. Extend Terms of Becky Perret and Roland Morgan through December 31, 2020 (Requires waiver of VPC Guidelines)**

Maul stated the intent in recommending a continuation of terms for Becky Perret and Roland Morgan is to create some consistency during this challenging time. He noted the request to the Board is to waive the VPC bylaws and keep Perrett and Morgan on the committee.

It was the consensus of the Board to roll the item to a Tuesday agenda.

- B. Additional Four-Year Term for Jeff Cunningham**

Perret said the VPC voted to renew Jeff Cunningham for a second term on the committee through May 2024 (see agenda packet). Eagan added this would also roll to a Tuesday.

C. Suspend Improvement Fund Grant Program until December 31, 2020

Perret said the VPC proposed to suspend any new improvement fund grants through December 31, 2020. Eagan specified there are outstanding loans previously approved that would need to be paid and suggested drafting a resolution for the suspension decision.

Maul stated one grant application was considered during this cycle, and that applicant will seek other funding sources. He supported freezing the funds for the time being as it is in the best interest of all parties to be able to keep tourism moving forward. He noted he anticipated significant cuts to the VPC budget request to be presented to the Board in June.

Schorr asked Maul if he has had conversations with any of the temporarily closed hotels regarding plans for reopening. Maul said the Cornhusker, the Graduate and the Kindler have all temporarily closed. Some hotels have applied for CARES Act funding. He added he has been informed of occupancy rates between 10-55%. The construction industry, air travel staff and rail staff have contributed to the overnight occupancy rates.

9. TRAFFIC DEVICES ASSOCIATED WITH SOUTH BELTWAY – Pam Dingman, County Engineer

Larry Legg, Assistant County Engineer, was available for the discussion.

Legg reviewed the traffic engineering study, closure plans and detour for South 68th Street (Exhibits 3-5). The closure is estimated to be from May to December, 2020. He added there are some businesses and farmland that would be affected by the detour.

Terry Wagner, County Sheriff, expressed concern about construction signage for westbound traffic on Saltillo Road. Legg stated the speed limit was lowered to 50 mph. Amundson suggested adding a Stop Ahead sign at the crest of the hill. Dingman stated the Engineering Department would consider additional safety measures.

10. COVID-19 UPDATE AND RESPONSE

A. Temperature Checks

Ames stated the City and various County divisions have implemented temperature checks as a safety measure for employees and the public.

Wagner said an infrared temperature camera is being considered for the Hall of Justice when people enter the building. He felt it would be a good way to avoid personal contact while taking measures to maintain a safe business environment. Jerry Witte, Deputy Sheriff Captain, explained how infrared technology works, and how the machine would connect with the City-County network. The machines being considered would cost \$16,000 for the Hall of Justice and \$10,000 for the City-County building.

When asked how accurate the temperature readings are, Witte answered it is plus or minus one degree, though, it is usually less than .5 of a degree.

Amundson requested a warranty check on the machines.

Flowerday inquired about the legal implications of this technology use. Witte said it can be used in screening processes. There is some concern about the possibility of violating HIPAA. Additionally, the Nebraska Supreme Court has issued orders on how to reschedule court appearances due to COVID-19 symptoms.

Schorr thought this technology should be focused on all County-owned buildings. Witte stated he was focusing on locations that he is mandated to provide security or if there is an interlocal agreement. Wagner added, while other buildings are taking additional measures with employees taking temperatures, the volume of people entering those buildings is far less than the amount of people in the Hall of Justice.

Ames noted any temperature check technology would need to go through the Public Building Commission.

COVID-19 UPDATE AND RESPONSE

Pat Lopez, Interim Lancaster County Health Director, said guidelines for best practices on reopening the community are available on the Health Department's website and they are asking for public input.

There are currently 230 COVID-19 cases in the County and they are expected to increase. The community is receiving 150 tests per day, which allows for a higher volume of testing than previous weeks. Currently, the medical capacity for those ill is sufficient. Additionally, face coverings and gowns are being received from various community organizations and decontamination sites are being used.

RETURNING TO TEMPERATURE CHECKS

It was the consensus of the Board for the Sheriff's Office to research the temperature technology costs and make a recommendation to the Board.

B. Purchase of Counter Screens / Plexiglass Dividers

Ames reviewed information on plexiglass dividers to be used in County offices to promote public and employee safety. Kerin Petersen, Facilities and Properties Director, stated her department is willing to help with the installation of any materials. Cori Beattie, Deputy County Clerk, clarified the price for the plexiglass dividers is \$57.40 each per dozen ordered.

The Board directed Ames to connect with the departments to see how many dividers would need to be ordered.

C. FMLA Discussion

Ames said the initial understanding of the County's Emergency Medical Leave is that it was separate from FMLA leave; however, the federal guidelines indicate that this leave will be counted as part of FMLA hours.

Ames said the discussion needs to be reframed with directors.

It was the consensus of the Board to have further conversations at a Tuesday meeting.

11. ACTION ITEM

- A. Contract with Kubert Appraisal Group, in the amount of \$6,400 for appraisal services at N. 14th & Arbor Rd. And N. 14th & McKelvie Rd. (County Culvert Project 19-09 F-78 & F-82).**

12. CHIEF ADMINISTRATIVE OFFICER REPORT

- A. Salary Request for New Bailiff for Judge Elise White (\$66,904 for Sarah Aksamit)**

13. DEPUTY CHIEF ADMINISTRATIVE OFFICER REPORT

- A. Lancaster County 2020 Priorities**

14. DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED

- A. Visitors Promotion Advisory Committee – Amundson**

Items 11-14 moved forward on agenda.

15. EMERGENCY ITEMS

There were no emergency items.

16. NOON TO 1:00 P.M. - RECESS

The meeting was recessed at 12:09 p.m. and reconvened at 1:12 p.m.

17. CHIEF ADMINISTRATIVE OFFICER INTERVIEWS

Chad Thies, Zelle Human Resources Solutions President, was available for the interviews.

Thies distributed questions each of the candidates would be asked (Exhibit 6).

The questions were distributed as follows:

- Amundson – “In considering your management style, do you find it most effective to have one style and approach that you apply to each person? Or do you adjust your approach based on the individual?” and “Provide details to us on a time where you led a strategic planning session or a SWOT analysis” and “Tell me how you would delegate authority and what changes you would immediately make within the County. Do you find it easy or difficult to delegate?”
- Schorr - “What is the most challenging personnel issue you’ve had to deal with and how did you handle it?” and “What steps would you take to be sure the employees of Lancaster County and its residents know who you are?” and “What experience have you had creating buy-in? How would you go about creating buy-in amongst the board and the people you will serve?” and “What’s the last thing you do when you leave work?”
- Flowerday – “When managing people, do you focus more on trying to help maximize their strengths or coach to their weaknesses?” and “What value do you put on relationships” How do you develop trust?” and How do you analyze and work-through complex problems?” and “As you read the CAO job description, tell us one thing you specifically liked about this opportunity. Tell us one thing you were apprehensive about.”
- Vest - “How do you deal with conflict?” and “Explain to us how you accomplish a goal” and “As the CAO you will represent the board in relationships with a number of department heads, some elected and some appointed. If you were asked to deal with a department head who was not complying with the expectations of the board, how would you handle the difference in perspective? Is there a situation in your past that is similar? What happened?”
- Yoakum – “What does it mean for you to have a commitment to diversity? How have you demonstrated that commitment and how would you see yourself demonstrating that in the Chief Administrative Officer role?” and “Would you bend the truth to make a decision go in your favor?” and “Is it easy for you to manage a lot of things at one time?”

Interviews for the Chief Administrative Officers began at 1:14 p.m.

Silas Clarke’s interview commenced at 1:14 p.m. The panel fielded questions from the candidate.

Amundson exited the meeting at 2:00 p.m. and returned at 2:02 p.m.

Ann Ames’ interview commenced at 2:02 p.m. The panel fielded questions from the candidate.

Flowerday and Vest exited the meeting at 2:39 p.m.

Yoakum and Amundson exited at 2:41 p.m.

Amundson and Vest returned at 2:49 p.m.

Vest and Flowerday returned at 2:51 p.m. and 2:53 p.m., respectively.

Carl Eskridge's interview commenced at 2:55 p.m. The panel fielded questions from the candidate.

Vest and Amundson exited the meeting at 3:56 p.m. and returned at 4:00 p.m.

David Derbin's interview commenced at 4:01 p.m. The panel fielded questions from the candidate.

The panel reviewed strengths and concerns of each candidate.

MOTION: Amundson moved and Yoakum seconded to authorize Zelle to extend the CAO position to David Derbin.

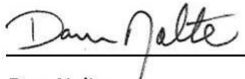
It was the consensus of the Board for a salary of \$125,000 be the starting point for negotiations.

ROLL CALL: Yoakum, Vest, Schorr, Amundson and Flowerday voted yes. Motion carried 5-0.

Schorr expressed her appreciation to the Board for their support in continuing the CAO search process longer than expected.

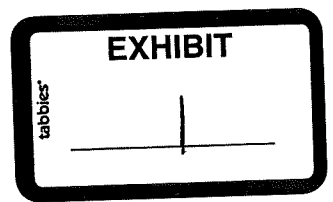
18. ADJOURNMENT

MOTION: Schorr moved and Amundson seconded to adjourn the meeting at 5:23 p.m. Yoakum, Vest, Schorr, Amundson and Flowerday voted yes. Motion carried 5-0.



Dan Nolte
Lancaster County Clerk





**Kissel, Kohout,
ES Associates LLC**

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LEGISLATIVE MEMORANDUM

TO: Lancaster County Board of Commissioners

FROM: Joseph D. Kohout
Brennen L. Miller

DATE: April 30, 2020

RE: Weekly Report

Good Morning. Please accept this as your weekly report for the 2020 session of the Legislature for the date noted above. Since the last report on April 23, 2020, the Legislature has remained in recess due to COVID-19 concerns. There has been no definitive timetable offered as to when the Legislature will reconvene.

During the meeting two weeks ago, we became aware of a request made by Douglas County to the Governor to suspend Neb. Rev. Stat. 77-1502. Since that meeting, we have worked with Douglas County's lobbyists, Chairman Flowerday and Clerk Nolte to make a similar request to the Governor's office. That request was submitted last Wednesday and we received a near immediate response from the Governor's office indicating that they were reviewing that request.

On Tuesday of this week, Dustin Antenello in Governor Ricketts' policy research office. You may recall that formerly worked for LIBA.

He called in response to our request for waiver of in-person meetings for protests for the Board of Equalization. He advised that they are working with the Property Tax Administrators' office and the Department of Revenue to provide for more guidance to counties on the issue of what qualifies as in-person for purposes of these hearings. They are more likely to provide some flexibility for video conferencing with the idea that a person may still come in for the protest. When I asked some questions about the possibility of limiting the protests to telephonic conferences, there seemed to be some reluctance to that idea. We agreed to continue to keep the dialogue open. We subsequently advised Douglas County's lobbyist Mr. Sean Kelley who as of yesterday morning had not received any follow up information from the Governor's office.

Too, on this note, we worked with Clerk Nolte, Chief Deputy Cori Beattie, and Mr. Kelley to align answers to specific questions that may be helpful to the Governor's office. That draft document is attached.

We have mentioned in previous reports that we should pull together ideas for interim studies. Here is what has been received:

1. 24/7 Sobriety;
2. Review of fees and fines;
3. LR183 follow up;
4. Move the cost of housing HHS Offices back to the state; and
5. Minimizing barriers for individuals being released from the County Jail to obtain a state ID

One thing we will need to be cognizant of is how much time we have post-adjudgment to do interim studies.

This concludes our report for this week.

Could we provide Lauren with the "operational plan" of the meetings if we were not required to hold the meetings in person?

Our plan would call for in a referee to ~~calling~~ contact a person who has filed a protest at a pre-scheduled time to ~~go over~~ discuss their protest. All supporting documentation would still be allowed as well as ~~adding~~ would be added to the protestor's file and ~~forwarding~~ it to the referee for their review.

In Lancaster County, about 15% of filers choose to waive their hearings. The current process of reviewing information by the referee just as if the person had been present would continue. The County Clerk's office anticipates that ~~with having offering~~ phone hearings, rather than in-person hearings, we could actually ~~see a decrease in~~ the number of protestors who waive their hearings and no-shows (protestors who chose to not come in and appear at their scheduled time) ~~and as these people may now opt for the phone hearings instead.~~ It is ~~in the intent of Lancaster County to provide the best service possible and with the conducting~~ phone hearings, that could actually increase the number of hearings held.

It should be noted that the "in person" provision of this statute only applies to counties with 150,000 and so, if this were to be granted, both Lancaster and Douglas Counties would be conducting operations in the same way as the other counties across Nebraska. It could be said that this is the "better safe than sorry" scenario – so that we do not have a bunch of at risk individuals showing up at a large facility where social distancing would be difficult.

Further, Lancaster County would expect in person hearings to take more days as we anticipate the social distancing requirements to some degree to still be in place throughout the summer. It is the County's preference is that protest hearings be held by phone only in 2020. Protest filing begins in just over four weeks and having a dual system (phone and in person hearings) will be extremely challenging to coordinate in that short amount of time. Phone hearings will still afford citizens the ability to have an in depth conversation about their property valuation with a real estate professional while maintaining a safe and efficient process for all involved.

If we could provide the typical operation (how many referees in a room, how many appointments a day, how long the appointments last, how many protesters representatives in a room, etc.) to provide context to the volume and large undertaking of the protest process that would be helpful.

Lancaster County contracts with individuals (referees) to assist the Board of Equalization with hearings related to the filing of property valuation protests. In a typical year, there are 6-10 referees simultaneously conducting hearings in one large, open room. The primary reason for having all referee stations visible at the same time is for enhanced security. Stations are strategically placed around the circumference and center of the room to maximize visibility and minimize noise from adjacent hearings. Referees sit at a table across from property owners and/or appellants. Typically, a total of 2-4 people (including the referee) participate in a single hearing. For over the last decade, hearings have been held at the Lancaster Event Center.

In addition to multiple referees, there is a Referee Coordinator present as well as staff from the Referee Coordinator's and County Clerk's Offices. One security person is also onsite. The Clerk's staff assists citizens with the registration process and monitors the waiting room which, at times, may contain 40-50 people. This number is contingent on such things as the volume of filings, number of people attending individual hearings, early/late arrivals, etc.

The hearing length depends on property type. Residential hearings usually take 15 minutes or less. Hearings on agricultural property can last up to 30 minutes on average and hearings on commercial property can require one or more hours depending on the complexity of the protest. Depending on the volume of protests filed, Lancaster County usually conducts referee hearings from mid- to late-June to mid-July. In busier years, hearings can be scheduled daily and the number of hearings per day can exceed 400. In smaller volume years, fewer hearings dates are needed. Lancaster County also offers some evening and Saturday appointments. For many years, Lancaster County has afforded people the opportunity to waive an in person hearing whereby referees review protest documents in absentia. Over the last five years, the annual waived rate averaged 29%

If this plan could demonstrate why in-person meetings cannot be done while following current social distancing guidelines that will be persuasive.

If in person hearings are required this year, to accommodate current directed health measures related to COVID 19, Lancaster County would need to reduce the number of referees performing hearings at the same time in order to comply with social distancing guidelines. This change would require more days of hearings. Additional costs would be incurred for such things as room rental and security due to the increased number of hearing days.

Paper documents are oftentimes transferred between the referees and property owners/appellants during an in person hearing. An increasing number of people are also now displaying digital images to referees on mobile devices (phones, tablets, etc.). In order to maintain a complete and accurate public record, referees and/or staff at the hearings take additional copies of documents and images provided, which may involve handling protesters' personal devices. This year, in order to provide a safe environment for all involved in the process, additional costs would be needed for, but not limited to, gloves, masks, hand sanitizer, disinfectant wipes/spray, plexiglass dividers, etc. Many of these items are currently available in limited supply or they are out of stock.

An additional concern related to the COVID pandemic is facility rental. Due to a previously scheduled event, Lancaster County will have to change hearing venues this year. To date, our first choice is still available but that could change depending on the circumstances surrounding the pandemic. Should this facility choose to close and not allow public access, finding another hearing location which meets our needs with little notice would be very difficult.

M365

Agenda

Budget
Cost
Allocation

Information Services Technology Update
Lancaster County Staff Meeting April 30, 2020

* M365

* Work From Home

* IS Cost Allocation Model



M365 Estimated Costs

| Product | Quantity | \$/Mo/User | \$/Yr/User | Total |
|---------|----------|------------|------------|---------|
| M365 E3 | 1900 | 24.08 | 288.96 | 549,024 |
| M365 F1 | 1400 | 11.56 | 138.72 | 194,208 |
| Total | 3300 | | | 743,232 |

Software/Hardware savings w/M365 175,000.00

Total 5 Year Cost \$ 2,841,160

* \$24.08 per user per month is a one time offer for M365 E3

M365 Estimates for County Users

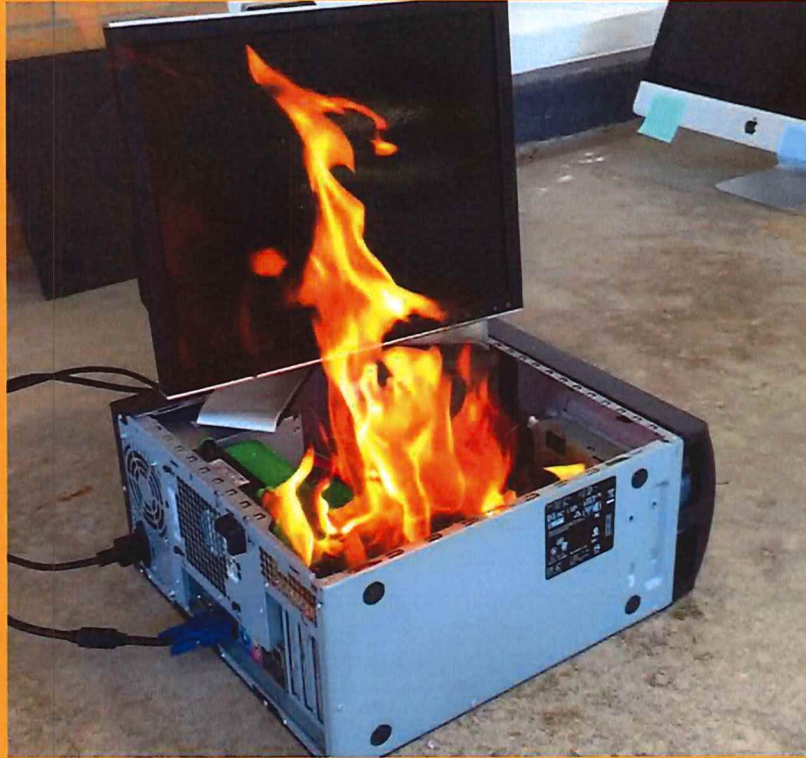
M365 E3 : 712 Estimated Users
: \$206,252 Annually

M365 F1 : 317 Estimated Users
: \$55,386 Annually

Exchange Only Email Accounts : \$6 per user per month **

** There will be some users that do not need Windows 10 Enterprise licensing, nor ability to logon and access files and records stored in Microsoft Online Cloud Storage. Email only accounts will make sense for those exceptions.

Excitement



Work From Home

Secure EndPoints to protect the City/County Enterprise Network

Cloud Storage allows data to be accessed without VPN access inside the Enterprise Network

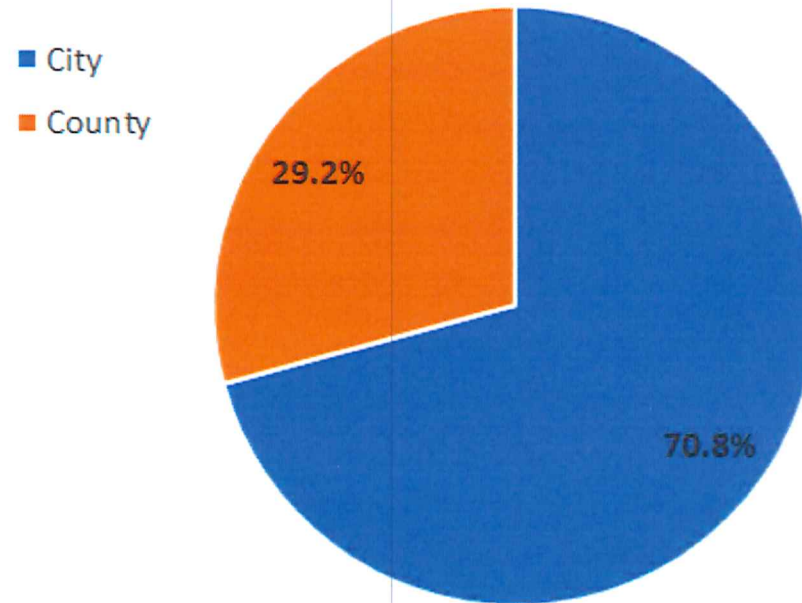
Office Productivity Licenses (Office 365 User Based) can be used from home or office

Sharing Documents and Collaboration is more robust

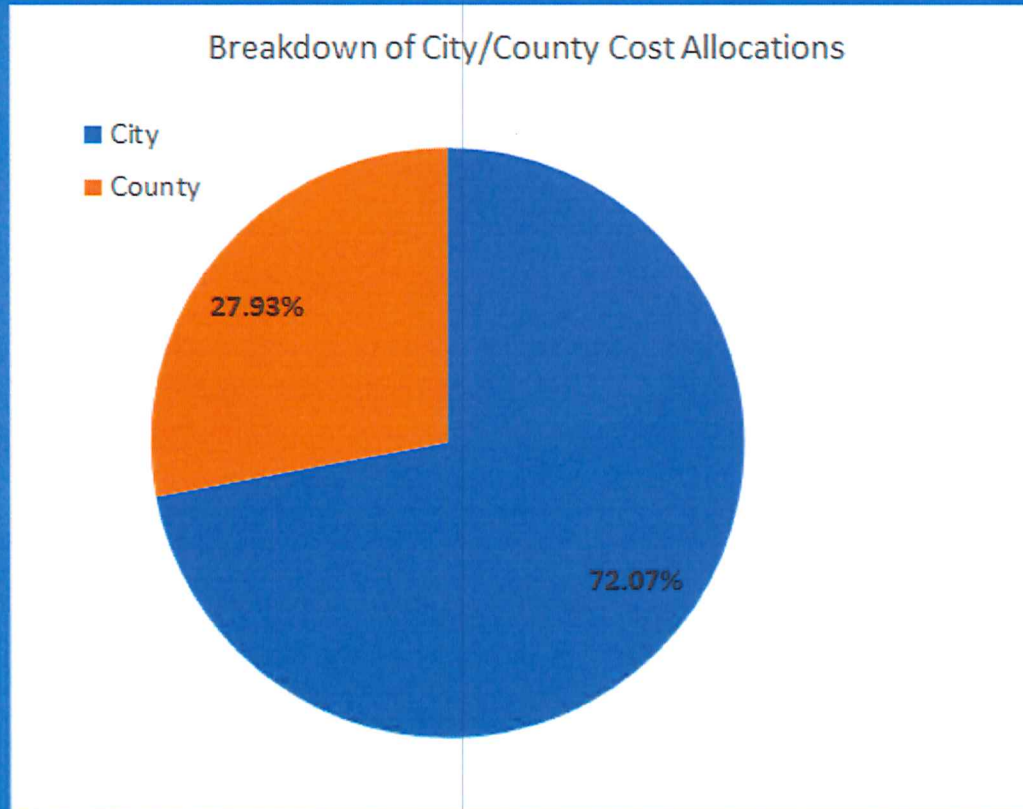


IS Cost Allocation FY 2019-2020

FY2019-2020 Breakdown of City/County Cost Allocations

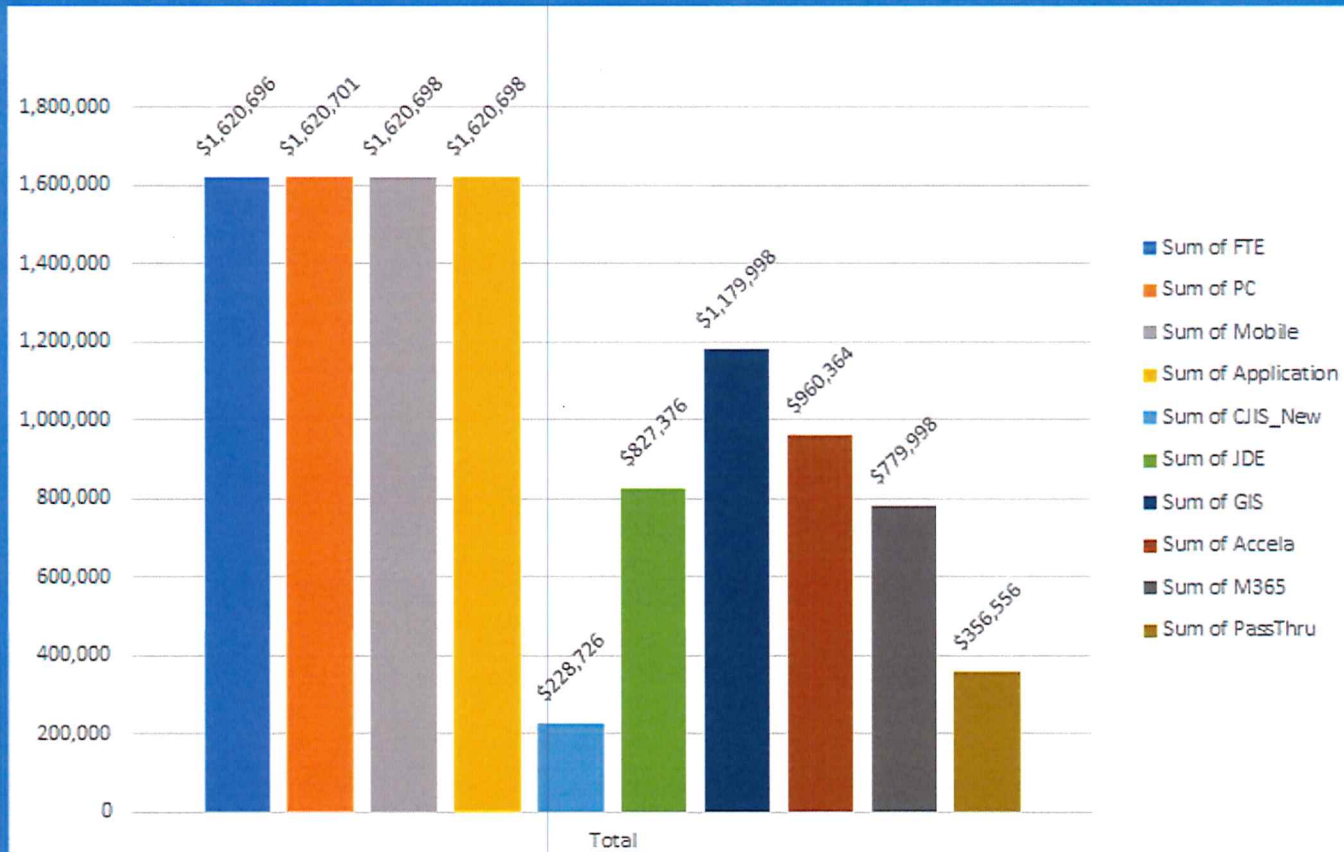


IS Cost Allocation FY 2020-2021



1.27%
Allocation Shift
to City from
FY 2019

Cost Allocation Pools from Model



Questions?



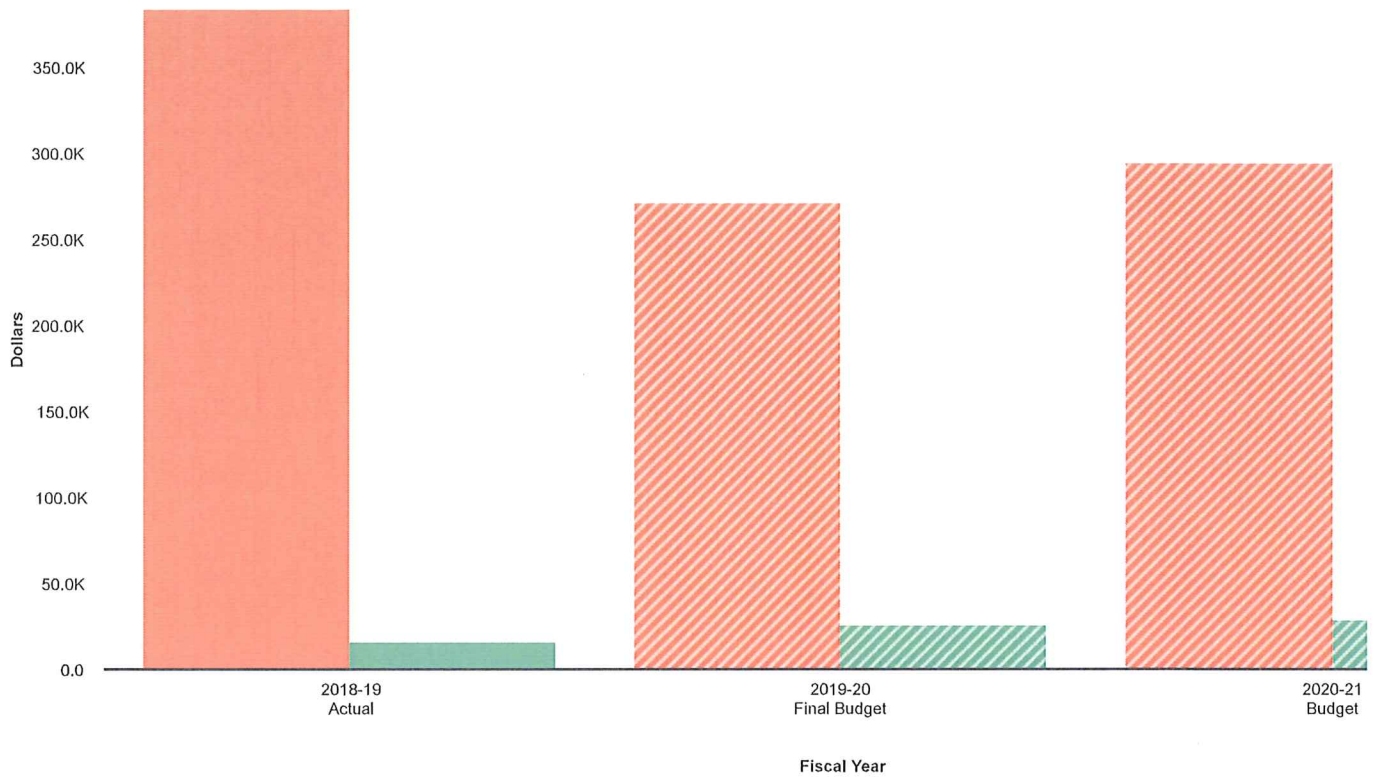


Information Services Technology Update
Lancaster County Staff Meeting April 30, 2020

April 30, 2020 Department Budget Hearings

Budget & Fiscal

Visualization



| Collapse All | 2018-19 Actual | 2019-20 Final Budget | 2020-21 Budget |
|--|----------------|----------------------|----------------|
| ▼ REVENUES | \$ 16,088 | \$ 26,245 | \$ 29,510 |
| ▼ CHARGES FOR SERVICES & FEES | 16,088 | 26,245 | 29,510 |
| ▼ FEES | 16,088 | 26,245 | 29,510 |
| (55495) Other Miscellaneous Fees | 16,088 | 26,245 | 29,510 |
| ▼ EXPENSES | 384,010 | 272,146 | 294,853 |
| ▼ PERSONAL SERVICES | 374,359 | 262,466 | 285,603 |
| ▼ SALARIES & WAGES | 253,240 | 199,439 | 218,850 |
| (61110) Official's Salary | 109,415 | 111,646 | 116,851 |
| (61210) Regular Salary | 141,413 | 72,793 | 76,999 |
| (61250) Temporary Salary | 2,412 | 15,000 | 25,000 |
| ▼ EMPLOYEE BENEFITS | 121,120 | 63,027 | 66,753 |
| (61530) Group Health Insurance | 43,159 | 30,153 | 31,208 |
| (61510) FICA Contributions | 18,600 | 15,257 | 16,743 |
| (61520) Retirement Contributions | 17,293 | 14,532 | 15,508 |
| (61660) Post-Employment Health Program | 39,659 | 1,250 | 1,300 |
| (61540) Group Dental Insurance | 1,718 | 1,245 | 1,374 |
| (61650) Long-Term Disability | 690 | 590 | 620 |
| ▼ OTHER CHARGES & SERVICES | 9,285 | 9,080 | 8,750 |
| ▼ RENTALS | 8,163 | 6,750 | 6,750 |
| (66520) Building Rent | 8,163 | 6,750 | 6,750 |
| ▼ MISC FEES & SERVICES | 0 | 1,000 | 1,500 |
| (65670) Enrollment Fees & Tuition | 0 | 500 | 1,200 |

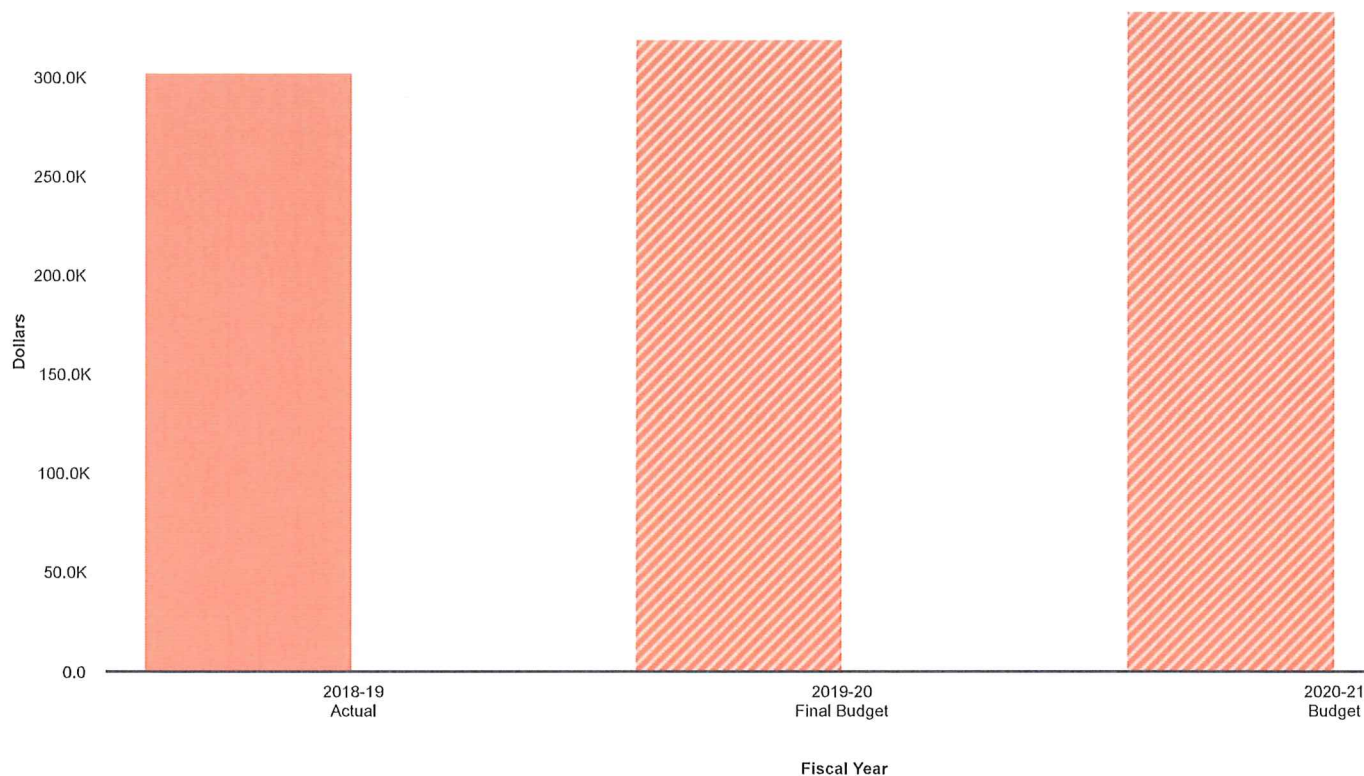
| Collapse All | 2018-19 Actual | 2019-20 Final Budget | 2020-21 Budget |
|-----------------------------------|--------------------|----------------------|--------------------|
| (65665) Books & Subscriptions | 0 | 500 | 300 |
| ▼ PRINTING & ADVERTISING | 520 | 700 | 500 |
| (64910) Printing | 287 | 300 | 300 |
| (64915) Photocopying | 234 | 400 | 200 |
| ▼ OTHER CONTRACTED SERVICES | 600 | 600 | 0 |
| (64286) VOIP Information Services | 600 | 600 | 0 |
| ▼ POSTAGE, COURIER & FREIGHT | 1 | 30 | 0 |
| (64855) Postage | 1 | 30 | 0 |
| ▼ CAPITAL OUTLAY | 366 | 600 | 500 |
| ▼ EQUIPMENT | 366 | 600 | 500 |
| (67465) Furniture & Fixtures | 366 | 600 | 500 |
| Revenues Less Expenses | \$ -367,922 | \$ -245,901 | \$ -265,343 |

Data filtered by Types, Budget & Fiscal Division and exported on April 28, 2020. Created with OpenGov

April 30, 2020 Department Budget Hearings

County Commissioners

Visualization



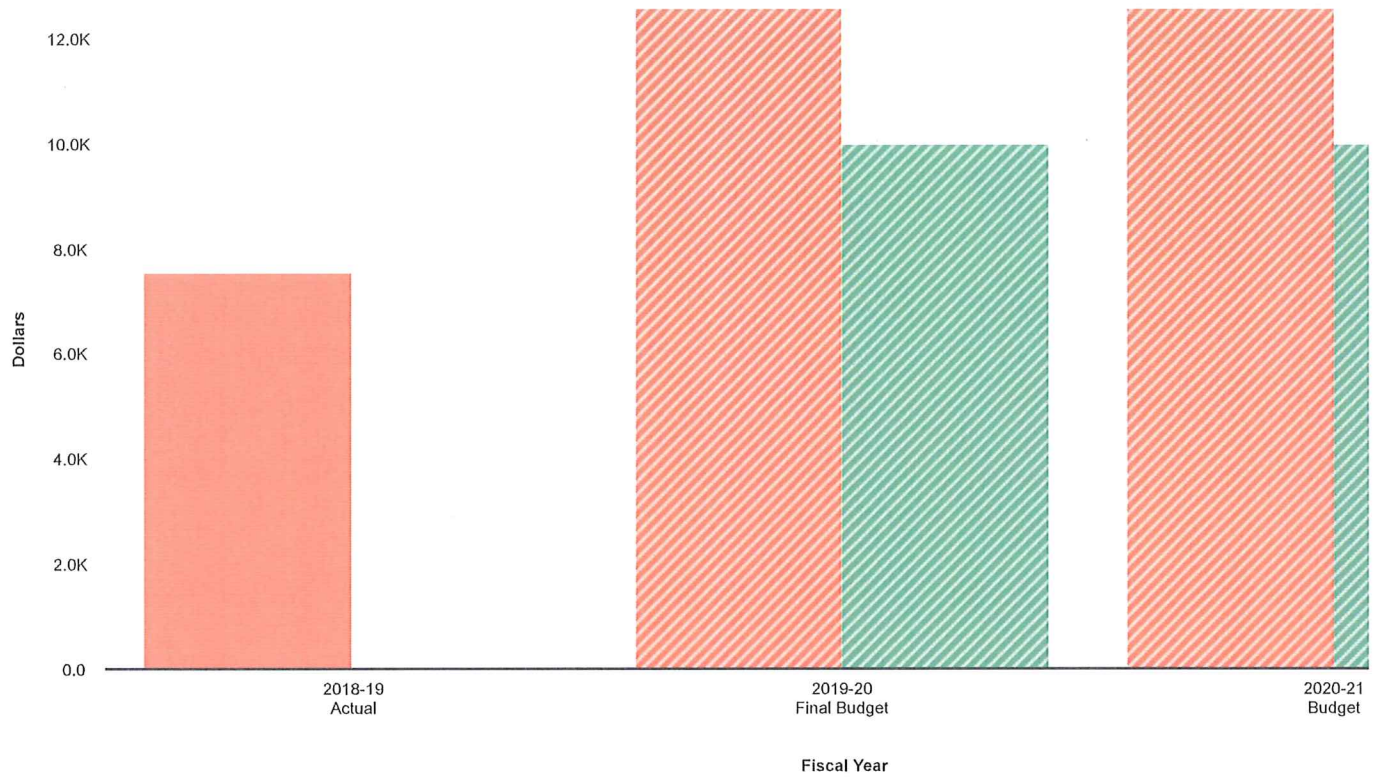
| Collapse All | 2018-19 Actual | 2019-20 Final Budget | 2020-21 Budget |
|--|--------------------|----------------------|--------------------|
| REVENUES | \$ 0 | \$ 0 | \$ 0 |
| ▼ EXPENSES | 302,627 | 319,653 | 333,276 |
| ▼ PERSONAL SERVICES | 302,627 | 319,653 | 333,276 |
| ▼ SALARIES & WAGES | 224,677 | 235,335 | 238,210 |
| (61110) Official's Salary | 224,677 | 235,335 | 238,210 |
| ▼ EMPLOYEE BENEFITS | 77,949 | 84,318 | 95,066 |
| (61530) Group Health Insurance | 40,062 | 41,436 | 51,295 |
| (61520) Retirement Contributions | 15,996 | 18,733 | 18,866 |
| (61510) FICA Contributions | 16,623 | 18,003 | 18,223 |
| (61660) Post-Employment Health Program | 2,473 | 3,250 | 3,250 |
| (61540) Group Dental Insurance | 2,072 | 2,143 | 2,670 |
| (61650) Long-Term Disability | 723 | 753 | 762 |
| Revenues Less Expenses | \$ -302,627 | \$ -319,653 | \$ -333,276 |

Data filtered by Types, Board of Commissioners and exported on April 28, 2020. Created with OpenGov

April 30, 2020 Department Budget Hearings

Veterans Aid Fund 26

Visualization



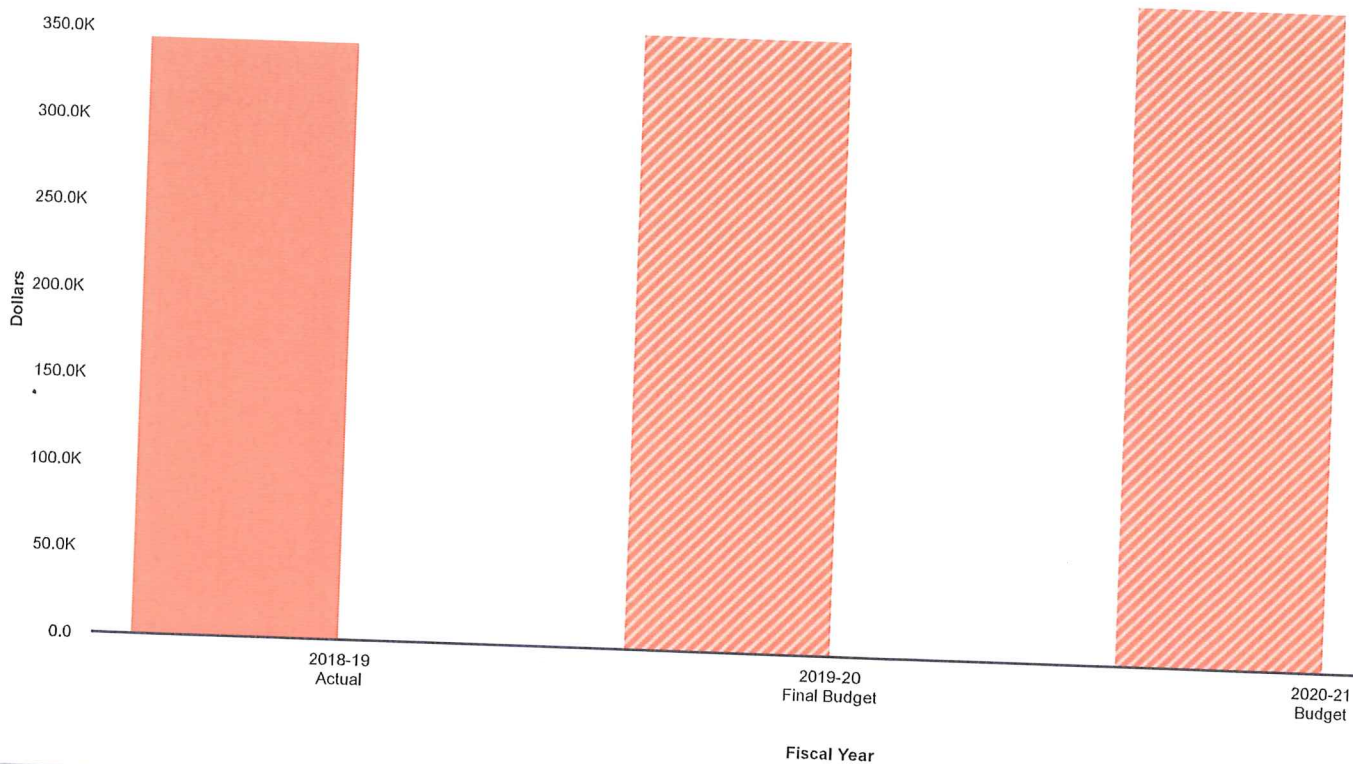
| Collapse All | 2018-19 Actual | 2019-20 Final Budget | 2020-21 Budget |
|--------------------------------|----------------|----------------------|----------------|
| ▼ REVENUES | \$ 0 | \$ 10,000 | \$ 10,000 |
| ▼ TRANSFERS | 0 | 10,000 | 10,000 |
| ▼ FUND TRANSFERS | 0 | 10,000 | 10,000 |
| (59110) General Fund Transfers | 0 | 10,000 | 10,000 |
| ▼ EXPENSES | 7,570 | 12,577 | 12,577 |
| ▼ OTHER CHARGES & SERVICES | 7,570 | 12,577 | 12,577 |
| ▼ OTHER CLIENT SERVICES | 7,570 | 12,577 | 12,577 |
| (65230) Client Rent | 5,387 | 6,177 | 6,177 |
| (65240) Client Burial Expense | 0 | 3,000 | 3,000 |
| (65225) Client Electricity | 1,925 | 1,200 | 1,200 |
| (65210) Client Heat | 60 | 1,200 | 1,200 |
| (65295) Other Client Services | 198 | 1,000 | 1,000 |
| Revenues Less Expenses | \$ -7,570 | \$ -2,577 | \$ -2,577 |

Data filtered by Types, Veterans Aid and exported on April 28, 2020. Created with OpenGov

April 30, 2020 Department Budget Hearings

Veterans Service Administration

Visualization



| Collapse All | | | |
|--|----------------|----------------------|----------------|
| REVENUES | 2018-19 Actual | 2019-20 Final Budget | 2020-21 Budget |
| | \$ 0 | \$ 0 | \$ 0 |
| EXPENSES | | | |
| PERSONAL SERVICES | 345,298 | 355,462 | 380,929 |
| SALARIES & WAGES | 304,706 | 311,187 | 335,036 |
| (61210) Regular Salary | 227,653 | 232,524 | 241,658 |
| (61110) Official's Salary | 153,304 | 156,659 | 164,193 |
| EMPLOYEE BENEFITS | 74,349 | 75,865 | 77,465 |
| (61530) Group Health Insurance | 77,054 | 78,663 | 93,378 |
| (61520) Retirement Contributions | 38,423 | 38,424 | 34,105 |
| (61510) FICA Contributions | 17,519 | 18,236 | 18,862 |
| (61660) Post-Employment Health Program | 16,928 | 17,788 | 18,395 |
| (61540) Group Dental Insurance | 1,950 | 1,950 | 19,950 |
| (61650) Long-Term Disability | 1,507 | 1,521 | 1,296 |
| | 727 | 744 | 769 |
| OTHER CHARGES & SERVICES | 39,376 | 42,025 | 43,093 |
| RENTALS | 30,640 | 30,640 | 30,640 |
| (66520) Building Rent | 30,640 | 30,640 | 30,640 |
| OTHER CONTRACTED SERVICES | 5,711 | 5,900 | 6,838 |
| (64285) City Information Services | 3,116 | 3,000 | 4,838 |
| (64175) Comput Softwr Maint/License | 1,796 | 2,000 | 2,000 |
| (64286) VOIP Information Services | 800 | 900 | 0 |
| TRANS, TRAVEL & SUBSISTANCE | 1,165 | 1,500 | 1,500 |
| (64725) Mileage | 616 | 600 | 600 |

| Collapse All | 2018-19 Actual | 2019-20 Final Budget | 2020-21 Budget |
|------------------------------------|--------------------|----------------------|--------------------|
| (64715) Lodging | 280 | 600 | 600 |
| (64710) Meals | 269 | 300 | 300 |
| ▼ INSURANCE & SURETY BONDS | 540 | 1,500 | 1,400 |
| (65950) Officials' Bonds | 540 | 1,500 | 1,400 |
| ▼ MISC FEES & SERVICES | 430 | 730 | 860 |
| (65660) Memberships & Dues | 300 | 330 | 330 |
| (65845) Other Misc Fees & Services | 21 | 250 | 250 |
| (65665) Books & Subscriptions | 84 | 100 | 100 |
| (65670) Enrollment Fees & Tuition | 25 | 50 | 180 |
| ▼ PRINTING & ADVERTISING | 379 | 630 | 730 |
| (64915) Photocopying | 339 | 480 | 480 |
| (64910) Printing | 40 | 150 | 250 |
| ▼ COMMUNICATIONS | 154 | 650 | 650 |
| (64810) Telephone - Local | 154 | 600 | 600 |
| (64815) Telephone - Long Distance | 0 | 50 | 50 |
| ▼ POSTAGE, COURIER & FREIGHT | 356 | 475 | 475 |
| (64855) Postage | 356 | 400 | 400 |
| (64860) Freight & Express Charges | 0 | 75 | 75 |
| ▼ SUPPLIES | 1,215 | 2,250 | 2,800 |
| ▼ OFFICE SUPPLIES | 637 | 1,400 | 1,400 |
| (63110) Office Supplies | 637 | 1,400 | 1,400 |
| ▼ OPERATING SUPPLIES | 578 | 850 | 1,400 |
| (63295) Veterans Grave Emblems | 578 | 850 | 1,400 |
| Revenues Less Expenses | \$ -345,298 | \$ -355,462 | \$ -380,929 |

Data filtered by Types, Veterans Administration and exported on April 26, 2020. Created with OpenGov



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Traffic Engineering Study 54th Street & Saltillo Road

Introduction

The Lincoln South Beltway project is proposed as an 11-mile segment of freeway located along the southern perimeter of Lincoln, Nebraska. Specifically, the project will be constructed south of Saltillo Road between US Highway-77 and Nebraska Highway-2. With the construction of the Lincoln South Beltway project, existing roadways will experience planned closures and existing traffic patterns will experience planned detour routes.

The purpose of this study is to identify existing traffic characteristics and potential project traffic related impacts to the local street system, as well as to develop mitigation measures required for identified impacts. The following intersection was incorporated into this traffic study:

- 54th Street and Saltillo Road

Existing and Future Study Area

The area surrounding the study site primarily consists of residential and agricultural land uses along with some vacant land. 54th Street is a local county roadway that provides one through lane in each direction, northbound and southbound, and has a posted speed limit of 55 miles per hour (mph). Currently, 54th Street has an existing average daily traffic volume of approximately 2,000 vehicles per day at Saltillo Road.

Saltillo Road provides one through lane in each direction, eastbound and westbound, has a posted speed limit of 55 mph, is classified nationally as a major collector, and is classified at the state level as an arterial roadway. Currently, Saltillo Roadway has an average daily traffic volume of approximately 7,200 vehicles per day at 54th Street. The T-intersection of 54th Street and Saltillo Road is currently unsignalized with stop control on the northbound 54th Street minor approach. All three approaches provide a single lane for shared movements.

As a part of the planned construction phasing for the Lincoln South Beltway project, 68th Street is anticipated to have segments of the roadway closed during project construction. Specifically, 68th Street is anticipated to be closed from Bennet Road to Saltillo Road beginning in May of 2020. When 68th Street is closed, existing traffic is anticipated to reroute along both 54th Street and Roca Road in order to access Saltillo Road and the City of Lincoln. Additionally, as a part of the planned construction phasing for the Lincoln South Beltway project, Saltillo Road is anticipated to have segments of Saltillo Road closed during project construction. Specifically, Saltillo Road is anticipated to be closed from 68th Street to 70th Street beginning in May 2020 and from 98th Street to 120th Street beginning later in January of 2023. Existing traffic is anticipated to reroute to utilize both the intersections of 54th Street/Saltillo Road and 56th Street/Saltillo Road. As a result of this detour route, a significant increase in traffic is anticipated at the intersection of 54th Street and Saltillo Road as well as along 54th Street.



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Currently, at the intersection of 54th Street and Saltillo Road, morning peak hour traffic is primarily northbound in direction and afternoon peak hour traffic is primarily southbound in direction. Left turn conflicts exist along westbound Saltillo Road going southbound on 54th Street as well as along northbound 54th Street going westbound on Saltillo Roadway.

Existing Traffic Volumes

Existing traffic volumes were conducted by the City of Lincoln in 2012 at the key study intersection of 54th Street and Saltillo Road. The existing volumes showed 507 vehicles along the Saltillo Road major approaches (total of both approaches) during the afternoon peak hour and 177 vehicles along the 54th Street approach during the same afternoon peak hour. It should be noted that these traffic volumes are likely conservative since they were conducted more than two years ago. The current traffic volumes are likely higher.

All-Way Stop Control Design Parameters

According to the Manual on Uniform Traffic Control Devices (MUTCD), Section 2B.07, the design of Multi-Way Stop Applications should be based on the following guidelines:

1. The vehicle volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and
2. The vehicle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 vehicles per hour for the same 8 hours, with an average delay to minor-street vehicle traffic of at least 30 seconds per vehicle during the highest hour; but
3. If the 85th percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in items 1 and 2

Other criteria that may be considered in an engineering study include the need to control left-turn conflicts, limited intersection sight distance, or if there has been a significant amount of correctable crashes within the previous 1-2 years.

Recommendations and Conclusions

Since both 54th Street and Saltillo Road have speed limits greater than 40 mph (55 mph) a 70 percent reduction factor was applied to the peak hourly volumes. Based on this, the existing traffic volumes warrant this intersection to be controlled as an All-Way stop controlled intersection (AWSC). Additionally, as mentioned previously, the existing traffic volumes are likely conservative since they more than two years old. As project construction occurs and traffic detour routes are put into place, the traffic volumes at this intersection are anticipated to increase.



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Finally, significant left turn conflicts exist at this intersection at the westbound left and northbound left turning movements. AWSC controlled intersections can reduce the number of severe crashes at an intersection further improving overall safety.

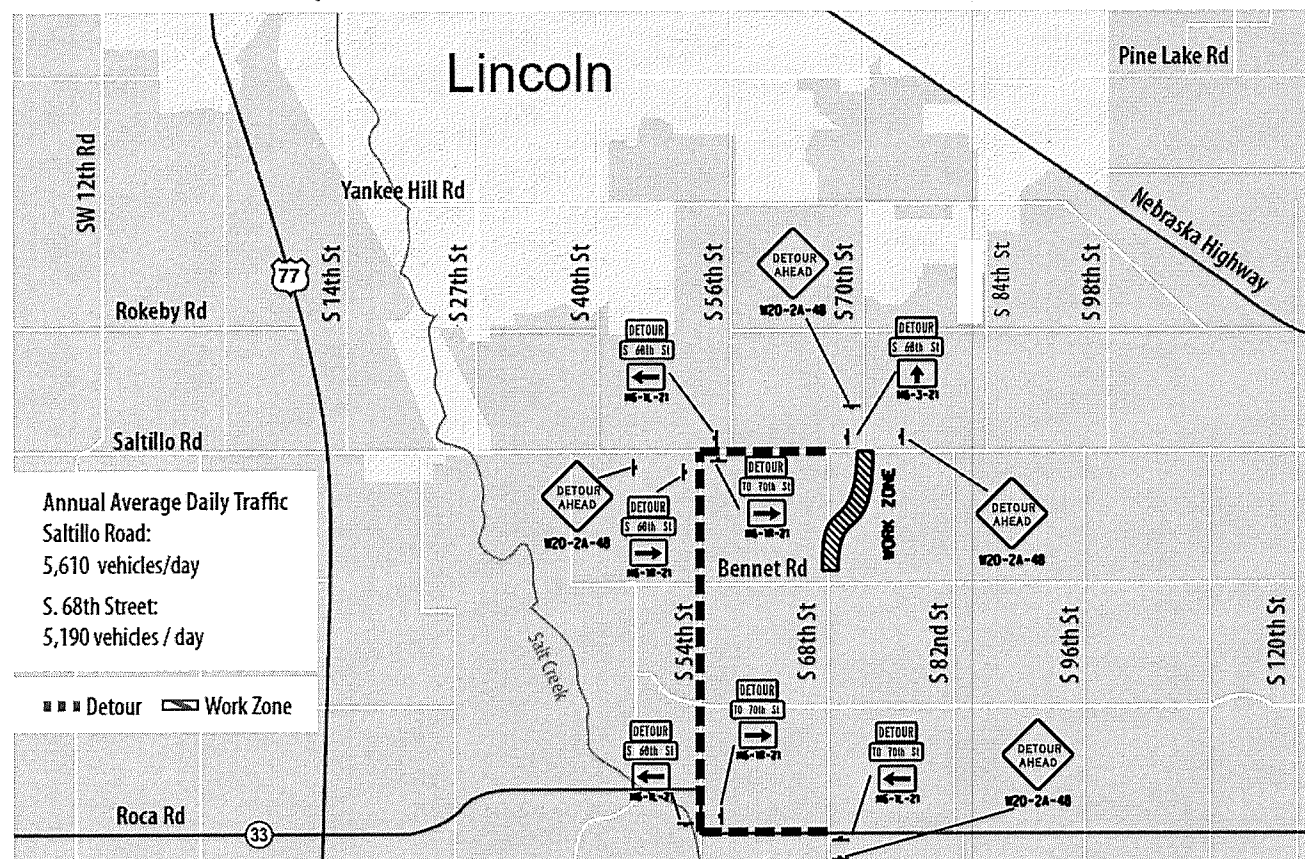
Therefore, based on these factors, it is recommended that the intersection of 54th Street and Saltillo Road be converted to an All-Way stop controlled (AWSC) intersection only during the duration of project construction and during when this route is being served as a detour. As such, a R1-1 "STOP" sign should be installed on the eastbound and westbound Saltillo Road approaches. Additionally, it is recommended that all approaches to this intersection have an R1-3P "ALL WAY" plaque installed under the stop sign. When project construction is completed, it is recommended that this intersection be converted back to a two-way stop-controlled intersection with stop control on the northbound 54th Street approach.

If you have any further questions, please do not hesitate to contact me at 402-441-1852.

Traffic Control Plan DETOUR ROUTE SALTILLO OPEN @ 68th

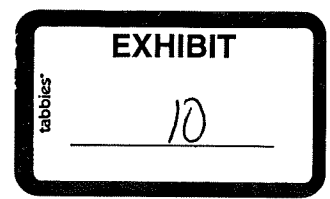
SALTILLO ROAD DETOUR | Out of Direction Travel: 4 Miles
S. 68TH STREET DETOUR | Out of Direction Travel: 2 Miles

Detour Route will be signed 



NOTES

TO BE USED IN
 CONJUNCTION WITH
 TYPICAL PLAN FOR PAVED AND
 NON-PAVED ROAD CLOSURES



CAO Interview Questions:

1. (Roma) In considering your management style, do you find it most effective to have one style and approach that you apply to each person? Or do you adjust your approach based on the individual?
2. (Deb) What is the most challenging personnel issue you've had to deal with and how did you handle it?
3. (Sean) When managing people, do you focus more on trying to help maximize their strengths or coach to their weaknesses?
4. (Rick) How do you deal with conflict?
5. (Christa) What does it mean for you to have a commitment to diversity? How have you demonstrated that commitment and how would you see yourself demonstrating that in the Chief Administrative Officer role?
6. (Deb) What steps would you take to be sure the employees of Lancaster County and its residents know who you are?
7. (Roma) Provide details to us on a time where you led a strategic planning session or a SWOT analysis.
8. (Rick) Explain to us how you accomplish a goal.
9. (Sean) What value do you put on relationships? How do you develop trust?

10. (Deb) What experience have you had creating buy-in? How would you go about creating buy-in amongst the board and the people you will serve?
11. (Sean) How do you analyze and work-through complex problems?
12. (Christa) Would you bend the truth to make a decision go in your favor?
13. (Sean) As you read the CAO job description, tell us one thing you specifically liked about this opportunity. Tell us one thing you were apprehensive about.
14. (Rick) As the CAO you will represent the board in relationships with a number of department heads, some elected and some appointed. If you were asked to deal with a department head who was not complying with the expectations of the board, how would you handle the difference in perspective? Is there a situation in your past that is similar? What happened?
15. (Roma) Tell me how you would delegate authority and what changes you would immediately make within the County. Do you find it easy or difficult to delegate?
16. (Christa) Is it easy for you to manage a lot of things at one time?
17. (Deb) What's the last thing you do when you leave work?