

**AGENDA FOR
CITY COUNCIL MEMBERS' "NOON" MEETING
MONDAY, OCTOBER 18, 2004
CONFERENCE ROOM 113**

I. MINUTES

1. Minutes from Council Members' "Noon" Meeting of October 11, 2004.
2. Minutes from Directors' Meeting of October 4, 2004.
3. Pre-Council Meeting Minutes - RE: Proposed City Parking Garage Management Contract - October 4, 2004.

II. COUNCIL REPORTS ON BOARDS, COMMITTEES, COMMISSIONS AND CONFERENCES

1. Public Building Commission Meeting (Camp/Cook)
2. ISPC Meeting (Camp)
3. Multicultural Advisory Committee Meeting(McRoy)
4. Board of Health Meeting (Svoboda)

OTHER MEETINGS REPORTS:

III. APPOINTMENTS/REAPPOINTMENTS - To Be Announced

IV. REQUESTS OF COUNCIL FROM MAYOR - To Be Announced

V. MISCELLANEOUS -

1. Discussion regarding office procedures on Council members Requests For Information (RFI's) and copy distribution under the new electronic process.

VI. CITY COUNCIL MEMBERS

VII. MEETINGS/INVITATIONS -

1. The Community Mental Health Center of Lancaster County - Opening & ribbon-cutting ceremony for the Midtown Center, prevocational clubhouse program (formerly the Adams Street Center) - at its new location, 2966 "O" Street on Friday, October 29, 2004 at 9:30 a.m. - (See Invitation)

2. Group Homes Task Force Community Workshop - Open House with the Mayor's Group Homes Task Force on Monday, October 18, 2004 at 6:30 p.m. with a brief presentation followed by small group discussions at Lincoln High School, Room 302, 2229 "J" Street - (See Invitation)
3. The Lincoln Chamber of Commerce invites you to attend the following Ribbon Cuttings: - Please RSVP to Jaime Henning at 436-2354 or E-Mail:
 - A.) Peoples City Mission Foundation, 140 "R" Street on Wednesday, October 20, 2004 at 4:00 p.m. (Ribbon-Cutting)
 - B.) Madonna Pro-Active Health & Fitness, 55th & Pine Lake Road on Thursday, October 21, 2004 at 10:00 a.m. (Ground Breaking)
 - C.) Benefit Management, 7130 S. 29th Street, Suite G on Wednesday, October 27, 2004 at 4:00 p.m. (Ribbon-Cutting)
4. Cordially invited to participate in the Lincoln Area Agency on Aging's Annual Retreat on Thursday, October 28, 2004 from 8:00 a.m. to 4:30 p.m. - The program begins at 9:00 a.m. with registration at 8:00 a.m. and an opening activity beginning at 8:30 a.m. - At the University of Nebraska Champions Club, 707 Stadium Drive - Please RSVP to Rebecca Meyer at 441-6153 - (See Invitation)
5. Air Force ROTC Detachment 465 University of Nebraska-Lincoln - Annual Dining Out on Friday, November 12, 2004 at Embassy Suites Hotel, 1040 "P" Street - 6:00 p.m., Social Hour - 7:00 p.m., Dinner - Cost is \$32.03 per person - (Dress: Military-Mess Dress/Semiformal; Civilian-Formal/Coat and Tie) - RSVP by Oct. 29th with menu choice & payment - (Karen Shriner - 472-2473, e-mail) (See Invitation)

VIII. ADJOURNMENT

MINUTES
CITY COUNCIL MEMBERS' "NOON" MEETING
MONDAY, OCTOBER 18, 2004
CONFERENCE ROOM 113

Council Members Present: Terry Werner, Chair; Ken Svoboda, Vice-Chair; Jon Camp, Jonathan Cook, Glenn Friendt, Annette McRoy, Patte Newman; ABSENT: None

Others Present: Mark Bowen, Ann Harrell, Corrie Kielty, Mayor's Office; Dana Roper, City Attorney; Joan Ray, Council Secretary; Darrell Podany, Aide to Council Members Camp, Friendt and Svoboda; Nate Jenkins, Lincoln *Journal Star* representative

I MINUTES

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2. Minutes from Directors' Meeting of October 4, 2004.
3. Pre-Council Meeting Minutes - RE: Proposed City Parking Garage Management Contract - October 4, 2004.

Mr. Werner requested a motion to approve the above-listed minutes. Ken Svoboda moved approval of the minutes as presented. Patte Newman seconded the motion which carried by unanimous consent of the Council Members.

II. COUNCIL REPORTS ON BOARDS, COMMITTEES, COMMISSIONS AND CONFERENCES -

1. PUBLIC BUILDING COMMISSION (Camp/Cook) Mr. Camp began the report stating that there had been an update on the Health Department Expansion. Representatives of the Parks & Recreation Department were there. They're breaking out the landscaping and [inaudible] separately. Parks & Rec had requested that in order to give them a measure of control there. They showed several conceptual drawings of the building, reviewed the building materials. [Here Mr. Camp's cell phone rang, and Mr. Cook continued the report].

Mr. Cook reported that they also looked at window shades which have pictures in them. Mr. Cook explained that the metal slats were perforated to reveal a picture when closed, while still letting in light through the perforations. Mr. Cook answered a query from Mr. Werner regarding the cost of these shades, stating that this is included in the bid, according to the architects...they will give us a more detailed response shortly with an actual amount quoted. Mr. Camp commented that they had also discussed the brick relief and would also give cost estimates on that as well. Mr. Cook noted that they are trying to provide the building with some artistic and interesting elements, which efforts, Mr. Cook appreciated.

The parking lot for the Health Department expansion was also discussed at the meeting. Mr. Cook reported that the way it now stands, the parking lot on the Park side, where the park land was taken, doesn't quite fill out the space. There is a little area near "O" Street in the far northeast corner of the lot that doesn't have spots....just green space. Mr. Cook explained that all the space that was sold to the Building Commission has been used and so that remaining space is park land. Mr. Cook stated that Larry [Hudkins] felt that we

should really take advantage of that and square out the parking lot and put in six spaces which would make for easier snow removal and maintenance. Mr. Cook reported that the proposal will go to the Parks Board, where, Mr. Cook stated, he would not speak for the Building Commission on this. His feeling was that if the Parks Board thinks that sounds reasonable because it's parking that can be used for the park, great. If they think it's a terrible idea to take any more green space up near "O" Street - then no. That will ultimately be an administrative decision that will be brought forward through an agreement between the Parks Department and the Public Building Commission. He noted that it would not be another land transfer - they would not be going through that again.

Mr. Cook reported on the AED placement, noting that in this building, it would be placed in the outer office of the County Commissioners/City Council area. It will be visible, but not immediately accessible to the public, so it would be clear that it would be only for trained personnel. We want it to be a known place that can be seen through the glass. The AED Committee donated two - one will be in the Hall of Justice and the one here in our office. Mr. Cook noted that the one located in the Hall of Justice is not a problem, because all of those personnel are trained. Over here, there is a little more concern. Mr. Cook commented that he believed Mr. Hudkins had stated that Cori would be going through the training. Mr. Camp added that Kerry [Eagan] would also be trained, and had invited the City Council to attend as well. Mr. Cook asked if any of the City Council Staff wanted to go through training to use the AED device...and thought that it would be appropriate. Ms. Ray indicated that she would be interested in taking the training. Mr. Roper cautioned that the AED is only the beginning of the process.

The report was continued with the parking update. It was noted that the date for the gate to come down was now November 1st. Of course, that could always be delayed again. A brief discussion ensued on the ABI cards, which would be placed in the Council Member's car and would open the gate automatically without having to stop to have the card scanned, and the ID cards which would require stopping and scanning. Mr. Cook reported that the ABI card requires a \$30.00 refundable deposit. Discussion continued briefly on the preference of Council Members in this regard as well as issues of safety under both options.

Mr. Cook continued his report noting that the PBC is now getting estimates on the 3rd Floor completion project. There is currently some information available which indicates that the cost for a complete build-out of the area would be approximately 3.3 million dollars in 2006. The thought was that perhaps the Departments that move up there would pay the costs of the additional bonds; except, if they're forced there through displacement, that would not be the case. We'll have to do some figuring yet. Mr. Cook noted that the Big Deal here is whether or not we should finish the 3rd floor and, if so, how big is our need and is this the time to do it?

Mr. Bowen requested that Mr. Cook explain the options that were offered, besides just the full completion. Mr. Cook stated that there were some other options...but he felt they were less than report-worthy. He noted that it is possible that they could look at something less than the full third floor completion - and pay less, reporting that if just the south portion and the center hallway were built out, it would be 1.5 million dollars; with just the north portion and center hallway, it would be about 2.5 million dollars. Mr. Cook commented that, given our future needs, does it really make sense to put off full completion to do just a portion of it - or not. He noted that they would be taking a look at all of the options.

Mr. Friendt asked how many persons the 3rd Floor renovation would accommodate? Ms. Newman asked how much the City was paying for rent to other businesses for the office space that might move to the 3rd Floor? Mr. Cook replied that the only figures they have right now are space needs identified at 36,000 usable square feet that could be occupied by tenants. He noted that they did not have, at this time, the number of employees that would be accommodated. We simply have a list of the departments that need space. Those are Personnel, Urban Development, Adult Probation, plus a large conference room which is needed in this building. Mr. Friendt inquired then if the idea is to bring people who are renting space elsewhere to this building. Mr. Cook answered that that was correct.

Mr. Cook noted that earlier plans called for putting Public Works on the 3rd Floor and possibly bringing the City Attorney back over here. PBC decided that probably wouldn't make sense since the City Attorney has nice offices in the other building....and as nice as it would be to have Dana closer to us, he didn't think Mr. Roper would want to have modular furniture after having... Mr. Bowen commented that it depends on whether or not the County determines that they need the space over there; if so, then the City Attorney's Office would be forced to move. Mr. Cook noted that there were lots of options on the 3rd Floor renovation and nothing has yet been decided.

The Hall of Justice elevator refurbishment: When the Hall of Justice was re-done, the elevators were not. They wanted to wait and see if they would continue to have graffiti problems as they had had in the past. They put in some [inaudible] cameras - and that worked...no one has done any graffiti, thinking that they're being watched. So, after four years, we've decided to go ahead and refurbish the elevators. They'll put in carpet squares on the floor that can be easily replaced when necessary. Mr. Cook added that the elevator in this building will also be refurbished at the same time. He reported that the floors in those elevators were such a disaster with poor quality materials and poor workmanship that they will be replaced even though they had just been installed. Mr. Cook informed Council that they had also discussed the possibility of getting a faster elevator with the addition of the 3rd floor....so people can get to the 3rd floor before the end of the day.

There had been some cabinet doors approved for the 911 Center....since the ones they have were falling apart.

Mr. Camp reported that the PBC had decided not to go with the fixed price energy option. Mr. Camp also explained briefly the reason for the slower elevators - that being a huge expense difference between the hydraulic system currently in use and the more time-efficient systems. In reality, for five, four or fewer floors, the hydraulic systems, though slower, are the most economical and the better approach. It was noted that there may be variations from manufacturer to manufacturer and there may be a better hydraulic system available.

It was reported that the panic buttons may be operational sometime soon, after the change-over from the former system is finalized.

Upon Mr. Werner's comment that that seemed like a very thorough report, Ms. Newman commented that she believed Mr. Cook had found his niche in the Public Building Commission. It seemed quite the place for Jonathan to serve on a committee.

Mr. Bowen stated that there might be an interest in mentioning the status of the chairs. Council Members all agreed that they did not want to hear about the chairs. Upon Mr. Bowen's prompting, and Mr. Werner's encouragement, Mr. Cook did report that they had been sent back because they looked bad; they aren't the right materials; some of them had been damaged in shipment. Chairs will not be ordered at this time. Something will be figured out, but not now.

2. ISPC (Camp) - Did not attend - No Report

3. MULTICULTURAL ADVISORY COMMITTEE (McRoy) - Cancelled due to lack of quorum.

4. BOARD OF HEALTH (Svoboda) Mr. Svoboda reported that the meeting had been held last week. There were just a couple of things that the Board passed on to the Council. These issues were the proposed revisions to the air pollution regulations; the proposed revisions to solid wastes; and (the only thing of any alarm) the contract with the Capital Humane Society.

Mr. Svoboda noted that the Board was working on that. The Living Wage issue apparently hit the Capital Humane Society with a great cost impact. Their cost for their contract for the upcoming year, which we should be in right now, is considerably higher than the previous years....so we (Cori Kielty, Deanne Finnigan, and a couple of the other Humane Society Board Members) are meeting to see if we can come to some agreement on how we're going to move forward with this. Right now we're outside of our contract and going month to month.

Mr. Werner asked why Deanne Finnigan would be included? Ms. Kielty noted that she is currently on the Humane Society Board.

OTHER MEETINGS - None

III. APPOINTMENTS/REAPPOINTMENTS - None

IV. REQUESTS OF COUNCIL FROM MAYOR - Mr. Bowen simply passed out the testimony that was given last week at the State Legislative Hearing on LR-352, which is the Study on the Gas Tax Plan. He reported that Allan testified on behalf of the City...the handout covers his testimony at that hearing.

Mr. Bowen explained that, in essence, what we proposed to the Legislature was a change to their formula to provide for a minimum guaranteed return of what we contribute. The remarks include some data analysis that the Administration had done over the summer. The analysis showed that of the 93 counties, 49 counties receive less than 50% of their contributions back. Lancaster is one of the 49 - we receive back about 29 cents on the dollar. This is a similar concept to what the States operate under with the Federal government. Currently, the Federal government provides for a 90% return on contributions from the State. It varies in Nebraska within the counties anywhere from about 16% return to almost 100% return in some counties.

It's an equity issue and also an issue in dealing with the governor's task force for transportation study from last year...where they identified projects locally all across the state and were looking for ways to finance them. This is one option they can look at and help some of those local communities use some of the existing money that they generate toward those projects. We'll keep you updated as the Session moves forward.

V. MEETINGS/INVITATIONS - Noted Without Significant Comment, other than Ms. McRoy's inquiry as to whether or not there would be Council representation at the Mayor's Group Homes Task Force to be held this evening at 6:30 p.m. at Lincoln High School - Room 302 - 2229 "J" Street. Mr. Cook stated that he would be attending the meeting.

VI. MISCELLANEOUS -

1. Discussion regarding office procedures on Council Members Requests For Information (RFI's) and copy distribution under the new electronic process. Ms. Ray explained that Staff was trying to work out procedures on the new paperless system on RFI's that will be acceptable to all of the Council Members. She reported that the Departments would prefer that Council Members send their RFI's through the Council Office so that we can label them and send them to the those on the Departmental Contact List. This allows the Departments to track the requests through their internal processing systems. When the RFIs are sent directly to the person from whom the Council Member wants the response, you may get a very quick response back for the constituent, but nobody knows where the process is on the request...there is no record of the request. We need to have that done. So, if Council Members will send their RFIs through the Council Office so we can put our tracking number on it and forward it to the Departmental contact people so they can route it through their systems, it would be helpful. We can also forward it to the person you're requesting the information from if that would make it go faster, but we also need to have it run through channels so we can have a record. That is one issue.

Ms. Ray continued noting that another issue was notification of Council Members. She explained that, on our first electronic RFI, Ms. Newman had requested that all the Council Members be cc'd on her request...along with the Department and the Mayor's Office. We did that and felt that it was a courtesy to let everyone know what was going on, so if other Council Members who may be having the same issue brought to their attention by the public, would know that the concern was being addressed. So, we thought it was a good idea to just continue that under the new process. If Council Members would prefer that their requests not be sent to all Council Members, just let us know and we will change the procedure. We're just at a point where we're getting everything all worked out and establishing the process.

What we're doing for constituent notification is a brief form-memo, as a cover for the copy of the e-mailed RFI request and documents, letting them know that their concern is being addressed and looked into by that constituent's Council Member. If the RFI is just directed to a Department from a Council Member, we don't do that - it's all just sent electronically.

Under the old paper system, we did not put the RFI requests on the Directors' Agenda. It was noted on the Directors' Agenda that one had been sent, but the RFIs with the attachments were not included in the Directors' Agenda packet. We did, when the Departments' response was received, place both the RFI & responses on the Directors' Agenda packet. That used to save a lot of paper.

Under the old system, a copy of the RFI was given to the requesting Council Member and to the Chair...and no one else except the routed names of inquiry and the Mayor's Office. We wondered, if people were requesting copies, what you want us to do? That's it in a nutshell. It is you who will set your procedures.

Mr. Camp noted that one way to solve problems is not to send RFIs.

Mr. Cook commented, that he liked the new cover letter that was sent out rather than the old RFI Form. He noted that Ms. Ray had sent out a form on stationery that indicates to the constituent that "your Council Member has submitted this in your behalf". Mr. Cook then asked Staff, if for an e-mailed request, you'd attach the pdf and return it to the constituent?. Upon this point, Council Members agreed that if the information from the constituent had come in e-mail form that an electronic response to the constituent would be acceptable.

It was agreed, too, that, for record keeping purposes, Council Members would send their RFI's through the Council Office for distribution to the Departments. This would enable both the Council Office and the Departments to utilize their own tracking procedures for correspondence.

Council Members agreed that courtesy copying each request to all the Council Members would be helpful in eliminating duplication of effort, so that policy would continue.

Council Members determined, with no voice of dissension, that the policy of no copies on RFIs and attachments until the responses were received for the Directors' Agenda would be continued.

Mr. Cook suggested that on very large files, rather than scanning it into a pdf, the sending Department simply pdf the location of the file on the website. If the document was not available on the website, Council Staff could initiate a "big file" location on-line and not attach such files to the Directors' Agenda...in order to allow those with less computer capabilities to continue to access the Directors' Agenda without spending hours on the download. Staff will investigate this option.

VII. COUNCIL MEMBERS -

JON CAMP - Mr. Camp commented on the Amendment One legislation [proposing a temporary hold on the assessment for the increased value of qualified renovated or restored historic property - “to encourage preservation and restoration of Nebraska’s historical buildings while aiding in revitalization of local communities”] He had printed material that he shared with Council. Mr. Werner noted that the issue was on the Formal Agenda for today as a Resolution. Ms. Kielty announced that State Senator Don Pederson is going to come and testify since this was his bill in the legislature. He wanted to provide some facts about why it was introduced and what it will do.

JONATHAN COOK - No Further Comments

GLENN FRIENDT - No Further Comments

ANNETTE McROY - Ms. McRoy brought to Council’s attention that Staff had brought treats for “Bosses Day” which was on Saturday, October 16th. Council Members thanked staff.

PATTE NEWMAN - No Further Comments

KEN SVOBODA - No Further Comments

TERRY WERNER - No Further Comments

MARK BOWEN - No Further Comments

ANN HARRELL - No Further Comments

CORRIE KIELTY - No Further Comments

DANA ROPER - No Further Comments

VIII. MEETING ADJOURNED - Approximately 12.04 p.m

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