

**DIRECTORS' MEETING
MONDAY, MARCH 9, 2009
COUNTY-CITY BUILDING
ROOM 113, 11:00 A.M.**

I. CITY CLERK

II. CORRESPONDENCE FROM THE MAYOR & DIRECTORS TO COUNCIL

PRESENTATIONS:

1. Parks and Recreation Department; and
2. Lincoln City Libraries.

MAYOR

1. NEWS RELEASE. Mayor announces changes to ambulance service. (Council Members received on 03/02/09)
2. NEWS RELEASE. Mayor presents January Award of Excellence to Sergeant Gregory Sorensen, A Detective in the Criminal Investigations Division of the Lincoln Police Department.
3. NEWS RELEASE. Trees to be removed along next segment of Antelope Valley roadway.
4. Washington Report, February 27, 2009.

DIRECTORS

FINANCE

1. Comprehensive Annual Financial Report (CAFR) complete and posted to the web site.

FINANCE/TREASURER

1. Monthly City Cash Report for the month of January, 2009.

PARKS AND RECREATION

1. Response to Ms. Kissler (Miscellaneous #9) regarding using Lincoln Cares funding to keep the South Branch Library open.

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

DOUG EMERY

1. Letter from Shirley Engle giving reasons to keep the South Branch Library open. Listed groups and schools who utilize the library.
2. Letter from Sharon Harms in support of keeping the Bethany Library open. Listed various reasons why the library is important for Lincoln and the area.

IV. CORRESPONDENCE FROM CITIZENS TO COUNCIL

1. Email from Wendy Hines, Professor, UNL Department of Mathematics, in support of keeping the South Branch Library open.
2. Email from Elly Radcliffe-Hines, age 13, do not close the South Branch Library.

3. Email from Ron and Susan Samson. Excellent library system, urge you to continue the important services of the South Branch Library.
4. Email from Wendy Hine, Professor, UNL, Department of Mathematics, with web address for an article regarding decisions on city budgets and especially libraries.
5. Email from Chris Porter. As a community we can come together and keep the South Branch Library open.
6. Email from Janie Dobler, retired teacher. Do not take the neighborhood library, South Branch Library, away from an area and school that needs it so much.
7. Email from Bess Bachenberg stressing why the libraries should be kept open and how she and various groups use the libraries.
8. Letter from Glenn Kreuzscher. Please do not close the South Branch Library as it is so favorable to the handicapped with close parking and limited amount of required mobility.
9. Email from Jean Kissler. Keep the South Branch Library open as it is within walking distance to a large number of low income children in the area.
10. Letter from LIBA in support of an amendment to the Ambulance Service Ordinance which would redefine standby ambulance service as non-emergency service.
11. Email from Laura Tegtmeier, teacher at Prescott School requesting the South Branch Library remain open listing programs available to school children and adults.
12. Correspondence from Barbara Hyde through InterLinc. Do not close the two libraries as people who may not be able to afford to buy a book or travel to a larger library use them.
13. Email from Shirley Hill encouraging the City to keep the Bethany and South Branch Libraries open.
14. Correspondence from Kristy Crouch asking what is the plan for children getting to School Middle School next year as they will need to cross Highway 34.
15. Letter from Rosina Parlin urging that Bethany and the South Branch Libraries remain open. (Each Council Member received an individual letter on 03/03/09)
16. Email from Joyce Morgan. Strenuously object to supporting the zoning change to put a childcare center of South 29th and Porter Ridge Road.
17. Correspondence from Larry and Denise Maack in opposition to the annexation of area 12.
18. Lincoln Chamber of Commerce is Re-Accredited with Five-Star Accreditation Rating.

V. ADJOURNMENT

**DIRECTORS' MEETING
MINUTES
MONDAY, MARCH 9, 2009**

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

Others Present: Rick Hoppe, Denise Pearce, Mayor's Office; City Clerk Joan Ross; John Hendry, City Attorney; Lynn Johnson, Parks & Recreation Director; Pat Leach, Lincoln City Libraries Director.

Chair Eschliman opened the meeting at 11:26 a.m. and announced the location of the Nebraska Open Meetings Act.

I. CITY CLERK

City Clerk Ross stated on the Agenda under Public Hearing Liquor Resolutions, Items 7 & 8, for Jade Rivers, will be called together. [#7, *Application of Jade Rivers Restaurant Inc. dba Jade Rivers for a Class C liquor license at 3940 Village Drive; and #8, Manager application of Nguyen Thi Hoang Nguyen for Jade Rivers Restaurant Inc. dba Jade Rivers at 3940 Village Drive*]

Item #12, Motion to Amend 1 but also have a substitute motion to amend # 1. [#12, 09-26, *Amending Chapter 23.10 of the Lincoln Municipal Code, the Lincoln Electrical Code, by amending Section 23.10.010 to adopt the 2008 Edition of the National Electrical Code; amending Section 23.10.140 relating to electrical permits to allow for routine maintenance without a permit; amending Section 23.10.160 relating to installation by homeowner for branch circuit and feeder wiring; amending Section 23.10.190 relating to requests for inspections by homeowners; amending Section 23.10.290 relating to wiring methods requiring separate conductors for grounding, PVC coating for metallic raceways, and installation of alternate energy sources; amending Section 23.10.300 relating to service disconnections and metering requirements; and repealing in their entirety, Sections 23.10.310, 23.10.312, 23.10.320, 23.10.323, 23.10.324, 23.10.327, 23.10.329, 23.10.330, 23.10.331, 23.10.332, 23.10.333, 23.10.335, 23.10.337, 23.10.340, 23.10.345, 23.10.347, 23.10.350, 23.10.351, 23.10.353, 23.10.355, 23.10.380, 23.10.385, 23.10.390, 23.10.393, 23.10.395, 23.10.400, 23.10.402, 23.10.410, 23.10.417, 23.10.420, 23.10.425, 23.10.430, 23.10.440, 23.10.457, 23.10.458, 23.10.459, 23.10.460, 23.10.470, 23.10.475, 23.10.480, 23.10.490, 23.10.495, 23.10.500 to delete specific sections of the 2002 National Electrical Code previously amended or deleted in the Lincoln Electrical Code; amending Section 23.10.510 relating to code coordination with the international Codes; and repealing Section 23.10.010, 23.10.140, 23.10.160, 23.10.190, 23.10.290, 23.10.300, and 23.10.510 of the Lincoln Municipal Code as hitherto existing.*]

Item #17, Motion to Amend #1 is a substitute resolution. [#17, 09R-28, *Application of South Ridge Village, LLC, to develop an early childhood care facility for 130 children with a request to waive the requirement to be located on an arterial street, generally located at South 29th Street and Porter Ridge Road*]

Eschliman stated she and Camp were going to propose amendments. Camp stated one amendment would be to reduce the size of the playground, secondly, adding more trees, and to limit the hours of operation from 7:00 a.m. to 6:00 p.m. Eschliman stated her proposed amendment would be the request of a traffic monitoring plan. Judge Hendry stated to his knowledge the Law Department has

not received specific requests from Council with the exception of Council Chair Eschliman, which arrived on Saturday. Eschliman stated the applicants attorney would probably do. Cook added he would request our law department review any requests and/or amendments.

Svoboda asked if the amendments were on the Special Permit, or the Use Permit? Krout replied it would be the Special Permit.

Item #18, Motion to Amend #1, substitute resolution. [*#18, 09R-29, Use Permit 100B - Application of South Ridge Village, LLC, to expand the South Ridge Village Use Permit on property generally located at South 29th Street and Porter Ridge Road*]

Item #21, Motion to Amend #1. [*#21, 09-32, Authorizing the issuance of Series A and Series B tax allocation bonds with a total not to exceed \$764,000.00 for the City of Lincoln, Lincoln Flats/Bank of the West Redevelopment Project*]

Eschliman asked if Council should check Item #24, 05-188? Krout replied this is a request from the neighborhood association. The property owner was negotiating with the neighborhood on possible property reuse. Kept R-4 zoning with approval of a special permit for a nursing home/elderly retirement complex. The City Council denied a request for a townhouse/condo project of 50 some units. The neighbors then filed a request to down zone to R-2. The planning commission opposed and the City Council voted to place it on pending, indefinitely. Krout stated he tried contacting the neighborhood association president, with the next step being to contact the applicant and ask if he wanted to have this placed on the agenda for action.

II. CORRESPONDENCE FROM THE MAYOR & DIRECTORS TO COUNCIL

PRESENTATIONS:

Parks & Recreation Challenges and Objectives for 2009-2010 (Attachment A)

Lynn Johnson, Parks & Recreation Director gave presentation on the Parks & Recreation Department challenges and objectives for 2009-2010, outlined in Attachment A.

Lincoln City Libraries Challenges and Objectives for 2009-2010

Pat Leach, Lincoln City Libraries Director.

Hoppe recommended due to the time we have Libraries Objectives next week. Pat Leach has agreed to come back.

MAYOR

1. NEWS RELEASE - RE: Mayor Announces Changes To Ambulance Service. (Council copies placed in file folders on 03/02/09) - NO COMMENTS
2. NEWS RELEASE - RE: Mayor Presents January Award of Excellence to Sergeant Gregory Sorensen, A Detective in the Criminal Investigations Division of the Lincoln Police Department. - NO COMMENTS
3. NEWS RELEASE - RE: Trees To Be Removed Along Next Segment of Antelope Valley Roadway. - NO COMMENTS
4. Washington Report - February 27, 2009. - NO COMMENTS

DIRECTORS

FINANCE

1. Report from Don Herz. Comprehensive Annual Financial Report (CAFR) for the year ended August 31, 2008.- NO COMMENTS

FINANCE/TREASURER

1. Monthly City Cash Report for the month of January, 2009.- NO COMMENTS

PARKS & RECREATION

1. Response email from Lynn Johnson to Ms. Kissler (Miscellaneous #9). Using Lincoln Cares funding to keep the South Branch Library open - NO COMMENTS

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

JON CAMP - No comments.

JONATHAN COOK - No comments.

DOUG EMERY

1. Letter from Shirley Engle, giving reasons to keep the South Branch Library open. - NO COMMENTS
2. Letter from Sharon Harms. In support of keeping the Bethany Library open.- NO COMMENTS

ROBIN ESCHLIMAN - No comments.

DAN MARVIN - No comments.

JOHN SPATZ - No comments.

KEN SVOBODA - No comments.

IV. CORRESPONDENCE FROM CITIZENS TO COUNCIL -

1. Email from Wendy Hines, Professor, UNL Department of Mathematics. In support of keeping the South Branch Library open.- NO COMMENTS
2. Email from Elly Radcliffe-Hines, age 13, do not close the South Branch Library.- NO COMMENTS
3. Email from Ron & Susan Samson. Excellent library system, urge you to continue the important services of the South Branch Library.- NO COMMENTS
4. Email from Wendy Hine, Professor, UNL, Department of Mathematics. Web address for an article regarding decisions on city budgets and especially libraries.- NO COMMENTS
5. Email from Chris Porter. As a community we can come together and keep the South Branch Library open.- NO COMMENTS
6. Email from Janie Dobler, retired teacher. Do not take the neighborhood library, South Branch Library, away from an area and school that needs it so much.- NO COMMENTS
7. Email from Bess Bachenberg. Stressing why the libraries should be kept open and how she and various groups use the libraries.- NO COMMENTS
8. Letter from Glenn Kreuzer. Please do not close the South Branch Library as it is so favorable

to the handicapped with close parking and limited amount of required mobility.- NO COMMENTS

9. Email from Jean Kissler. Keep South Branch Library open. Is it possible to use some of the "Lincoln Cares" funding to keep it open?- NO COMMENTS
10. Letter from Coby Mach, LIBA. In support of an amendment to the Ambulance Service Ordinance which would redefine standby ambulance service as non-emergency service.- NO COMMENTS
11. Email from Laura Tegtmeier, teacher at Prescott School. Requesting the South Branch Library remain open, listing programs available to school children and adults.- NO COMMENTS
12. Email from Barbara Hyde. Do not close the two libraries as people who may not be able to afford to buy a book or travel to a larger library use them.- NO COMMENTS
13. Email from Shirley Hill. Encouraging the City to keep the Bethany and South Branch Libraries open.- NO COMMENTS
14. E-Mail from Kristy Crouch - RE: Asking what is the plan for children getting to Schoo Middle School next year as they will need to cross Highway 34. - NO COMMENTS
15. Letter from Rosina Parlin. Urging that Bethany and the South Branch Libraries remain open. (Council received individual letters placed in their file folders on 03/03/09)- NO COMMENTS
16. Email from Joyce Morgan. Strenuously object to supporting the zoning change to put a childcare center of South 29th & Porter Ridge Road - NO COMMENTS
17. Email from Larry & Denise Maack. Opposed to the annexation of area 12.- NO COMMENTS
18. Email from Wendy Birdsall, Lincoln Chamber of Commerce. Lincoln Chamber of Commerce is Re-Accredited with Five-Star Accreditation Rating.- NO COMMENTS

V. MEETING ADJOURNED

Chair Eschliman adjourned the meeting at 12:10 p.m.

Parks and Recreation Department Objectives 2009-10

1. Are there interpretations of law that impact the provision of your Department's services and need further clarification and/or review?

The Parks and Recreation Department occasionally utilizes recorded music and videos of movies in programs. Examples include recorded music played at pools, and videos of movies played during school's out programs. The City annually secures a license through ASCAP for use of music during City programs. Parks and Recreation Department staff have asked the Law Department to review license standards associated with videos in the past. Prior interpretations have been that a license is not needed; however it seems that this should be revisited on a regular basis.

The Lincoln Parks Foundation exists for the sole purpose of securing and managing resources to support Parks and Recreation Department facilities and programs. A goal for 2009 is to establish a memorandum of understanding between the Foundation and Department clarifying and formalizing the relationship between the organizations.

A recent Federal law requires that all public pools come into compliance with standards for pool drain systems and drain covers. A review of pool drains associated with Lincoln's municipal pools is in progress with the intent of completing modifications required for compliance with Federal regulations before the beginning of the 2009 pool season.

Monitor pool regulations related to allowing recirculating water filtration and sanitation systems for municipal spraygrounds.

Monitor development of State plan for administration of Title XX funds, and State school-age child care regulations.

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

Develop and implement an electronic marketing and communications strategy regarding programs and facilities. The program brochure will no longer be printed and distributed by mail. A new webpage for the department will be developed. An e-newsletter and e-notices will be distributed electronically regarding programs and facilities. The electronic communications strategy will be supported by targeted newspaper ads, and radio public service announcement.

Expand volunteer program with an emphasis on park and trail maintenance, tree planting and maintenance. Volunteer activities will be posted on the new department webpage. Regular presentations will be made to community organizations and service clubs to recruit volunteers. A volunteer recognition program is being developed.

Add additional summer day camp locations near recreation centers as needed. Day camp registration began in January. Some locations are full and have waiting lists. Program staff are monitoring registration and seeking options to add additional camp locations if needed. For instance, a third day camp program will be offered at Calvert Elementary School in conjunction with those housed in Calvert Recreation Center.

Broaden alcohol ordinance to include Auld Pavilion and Pinewood Bowl. Allowing alcoholic beverages to be served in conjunction with rental of Auld Pavilion, and during performances at Pinewood Bowl will likely increase community use of these facilities and increase revenue

Adopt cost recovery goals for fee-based programs. Cost recovery goals are being established for fee-based programs and facilities in conjunction with the Outcome-based budgeting process. Cost recovery goals assist in establishing and justifying the fee structure for programs and facilities.

Combine street tree permit with street tree voucher. Combining street tree permits with street tree vouchers will reduce duplicative paper work. This change may require modification to LMC Section 12.20.050.

Amend the Comprehensive Plan neighborhood park Level of Service (LOS). Amending the neighborhood park LOS from two acres per 1,000 residents to 1.5 acre per 1,000 residents in newly developing areas of the community will reflect the actual costs associated with purchasing land for neighborhood parks, and will reduce future ongoing maintenance costs. The proposed change will result in the average size of a typical neighborhood park in a newly developing area being about four acres. This is consistent with the average size of existing neighborhood parks in Lincoln.

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

Added on-line registration for programs, shelter reservations, sports field reservations, and wedding site reservations. This objective is related to the aforementioned objective of increasing electronic marketing and communications. On-line registration and reservation services increase access of community residents to these services, and will likely increase utilization. This could be accomplished by expanding upon existing programs that have been developed by Information Services staff, or by purchasing a commercially available program.

Set up a reservation system for practice fields. On-line reservation of practice fields would allow teams to reserve practice fields so that they can be assured of a time and location for practices. Added revenue would assist in recovering costs associated with field maintenance. Implementation will require an on-line reservation system, and investment in permanent markers to delineate practice field locations in some park areas.

Establish entry fee for Pioneers Park Nature Center. The annual cost of operating the Pioneers Park Nature Center presently exceeds revenue by approximately \$500,000 annually. Expanding the funding base for the Nature Center with the goal of increasing fee support for the facility over time will assist in assuring sustainability. Implementation will require an initial investment in closing the existing roadway loop and reconfiguring access to the main parking lot.

Secure funding for conversion to alternative energy systems. Transitioning facilities to alternative energy sources for area lighting, water heating, and space condition will reduce ongoing utility costs. Staff are monitoring emerging and advancing technologies to determine cost/benefit ratios and life-cycle costs.

Future "wish list" items include: a new sports field complex to support local and tournament play, new clubhouse or banquet space to support added tournaments at golf courses, renovation of Centennial Mall, and replacement of the Air Park Recreation Center and pool at the new Arnold Elementary "community school" site.

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

The current City standard is to plant street trees in new subdivisions between the curb and sidewalk. The developer or future homeowners are responsible for paying the cost of planting the streets. However, maintenance of the street trees becomes an ongoing obligation of the City. Presently the ratio of community forestry staff to street trees is about one staff person per 7,000 street trees. It is common for about 2,000 new street trees to be planted in newly developing areas of the community each year. To maintain the ratio of community forestry staff to street trees, an additional staff person would need to be added about every three years. This does not seem to be economically feasible. Therefore, we are recommending that the community continue the practice of planting street trees, but that they be located behind the sidewalk on private property. This would require an amendment to the City design standards, and possibly the Lincoln Municipal Code.

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

Impact fees provide funding for new neighborhood parks and trails. On average one new neighborhood park and one-mile of new commuter recreation trail should be constructed annually associated with community growth. Funding for ongoing maintenance is needed.

The fundraising campaign for Union Plaza included an endowment for utility costs and for future repair and replacement for park features. Funding for basic park maintenance activities is needed.

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

Staff regularly participate in the following activities to stay informed of best management practices and innovative ideas being utilized in other communities: webinars and teleconferences, trade publications, limited and targeted training and workshops, internet research, and participation in national surveys. Funding is needed to attend national conferences to garner new ideas and approaches.

7. With respect to responses provided in 1 through 3 and 5 above, what do you want to accomplish in budget year 2009-10. Please consider the Citywide outcomes and goals in your response.

- a. Implement electronic marketing and communications (*Outcome 7: Effective Government*)
- b. Added on-line registration for programs, shelter reservations, sports field reservations, wedding site reservations (*Outcome 7: Effective Government*)
- c. Expand volunteer program – park and trail maintenance, tree planting and maintenance (*Outcome 4: Livable Neighborhoods*)
- d. Set up reservation system for practice fields (*Outcome 3: Healthy & Productive People*)
- e. Adopt cost recovery goals for fee-based programs (*Outcome 7: Effective Government*)
- f. Add additional day camp locations near recreation centers, as needed. (*Outcome 1: Safety & Security*)
- g. Broaden alcohol ordinance to include Auld Pavilion and Pinewood Bowl (*Outcome 8: Identity Lincoln*)

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

Assistance will be needed from the Planning, Law, and the Mayor's Office to implement policy changes.

Assistance will be needed from Information Services to implement added on-line registration and reservation systems.