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LANCASTER COUNTY DIRECTOR'S MANUAL

I.

Purpose

The purpose of this manual is to assist Lancaster County directors in the discharge of their administrative duties by providing an overview of County policies and procedures, and State statutes applicable to counties.

II.

County Board

County Board Authority

A county is a political subdivision of the State, and has only those powers authorized by State statute. The executive and legislative powers of a county are exercised by the county board, and only the county board has the legal authority to contractually bind the county. Primary responsibilities of the board include the management of county funds and property, adoption of the budget, setting tax levies, establishing salaries for elected and appointed officials, and administration of programs required or authorized by State law.

Lancaster County directors are appointed by the Lancaster County Board of Commissioners and serve at the pleasure of the Board. Although directors work independently and exercise a high degree of discretion in the discharge of their duties, their authority is derived directly from the County Board. Directors are required to work within the legal framework established under state and federal law, as well as any policies established by the County Board pursuant that authority

References

County statutory authority is primarily found in Article 23 of the Nebraska Revised Statutes

Nebraska Association of County Officials County Board Handbook

County Board Meetings

The County Board meets twice per week to conduct County business: the formal meeting on Tuesday and the Thursday staff meeting.

Tuesday Formal Meeting

The County Board exercises its executive, legislative and quasi-judicial powers at the meeting held on Tuesday mornings at 9am. The Tuesday meeting is formal in nature, and the Board takes action on matters such as consideration of claims against the County, official adoption of resolutions and policies, and the execution of contracts.

The Lancaster County Board of Equalization meets twice monthly on the second and third Tuesday immediately following the regularly scheduled Board meeting.

Agenda

The agenda for the Tuesday meeting is prepared and maintained by the Lancaster County Clerk's Office. Agenda items to be considered by the Board at the Tuesday meeting must be submitted to the Clerk no later than 4:30 p.m. on the Thursday preceding the Tuesday meeting. The purpose of this policy is to help guarantee the County complies with the Nebraska Open Meeting Act, Neb. Rev. Stat. §§84-1407 through 1414, and to allow the County Board to review documentation regarding agenda items prior to the meeting.

Agenda items that require legal review or approval as to form should be submitted to the County Attorney to allow enough time to meet the Thursday, 4:30 p.m. filing deadline.

Thursday Staff Meeting

The County Board also conducts a staff meeting on Thursday mornings starting at 8:30am. The purpose of the staff meeting is to brief the Board on important issues facing the County and to provide an opportunity for in depth policy discussions.

The staff meeting serves as a forum for receiving reports and information from County elected officials and directors, officials from other governmental entities, and any individual who can provide information to assist the Board in the formulation of public policy and the efficient administration of County government. When the Nebraska Legislature is in session the County Board receives a legislative update from the County's lobbyist at every staff meeting. Reports from County Board members regarding committee meetings and other Board-related activities are also presented at the staff meeting.

Although the main purpose of the staff meeting is to gather and disseminate information, action may be taken by the Board at a staff meeting. Generally, such actions will be ministerial in nature and will involve the administration of policies and contracts, rather than their formal adoption.

Agenda

The agenda for Thursday staff meetings is prepared by the County Board's Chief Administrative Officer. Directors who wish to have items scheduled for the Thursday meeting should contact the Chief Administrative Officer no later than the Tuesday preceding the Thursday meeting. All handouts, exhibits or other materials related to director presentations at the staff meeting must be submitted to the County Board office in

electronic form no later than 3:30pm on the Tuesday immediately preceding the meeting at which the materials will be presented.

References

The Nebraska Open Meetings Act, Neb. Rev. Stat. §§84-1407 through 1414 (Reissue 2014)
<http://nebraskalegislature.gov/laws/statutes.php?statute=84-1407>

Resolution No. 5465, In the Matter of Establishing an Open Meetings Policy for the Lancaster County Board of Commissioners

Guidelines for Public Participation at Meetings of the Lancaster County Board of Commissioners, as Amended June 21, 2016
<http://lancaster.ne.gov/commiss/policies/partguide.pdf>

Policy for Placing Matters on the County Board Meeting Agenda, dated September 14, 1995

County Organizational Chart

County Board Officers and Committees

Each January the County Board elects officers and makes committee assignments. County Board officers include a chair and vice chair for the County Board, the Board of Equalization, and the Board of Corrections. Committee assignments cover a wide range of responsibilities, including: advisory committees, joint public agency governing boards, governing boards and committees created pursuant to interlocal agreements, governmental advocacy organizations, and attendance of meetings of private sector groups such as the Lincoln Chamber of Commerce and the Lincoln Independent Business Association. A current list of Committee Assignments is prepared each year.

[\(Committee Assignments\)](#)

Chief Administrative Officer

The County Board is assisted by the Chief Administrative Officer (CAO) in the coordination and management of Board functions. The CAO acts as a liaison and key point of contact between the County Board and County directors. The CAO assists in the development, implementation and interpretation of County Board policies. One of the most important functions performed by the CAO is the administration and coordination of the County's legislative agenda. The Chief Administrative Officer is assisted by the Deputy Chief Administrative Officer. Primary responsibilities of the deputy position include: coordination of media relations; maintaining current content of the County website; monitoring the County Strategic Plan; and serving as the point of contact for constituents.

References

[CAO Job duties](#)

[CAO Class Description](#)

[Deputy CAO Class Description](#)

Management Team

The Management Team consists of all county directors, joint department heads, the County Board, and other County elected officials. The purpose of the Management Team is to provide a forum for receiving and exchanging information on a variety of topics related to the administration of county government. Management Team meetings are scheduled for the second Thursday of each month at 7:30am, and are facilitated by the Chief Administrative Officer.

County Board Policies

Pursuant to its executive authority, the County Board adopts policies governing a wide variety of county administrative matters. Directors are expected to know and follow these policies. A copy of all policies is maintained by both the County Board and the County Clerk, and can be found on the County's website at:

<http://lancaster.ne.gov/commiss/policies/index.htm>

<http://lancaster.ne.gov/clerk/policy.htm>

List of Policies

1. Advisory Committee Information on County Website

The County Board has established a number of committees which provide advice to the Board, including the Visitors Promotion Committee, the Air Pollution Advisory Committee, and others. The purpose of this policy is to set the standards and conditions under which these advisory committees can place information on the County's website.

<http://lancaster.ne.gov/clerk/policies/advisory.pdf>

2. Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination against persons with disabilities. This policy affirms the intent of the County to comply with the intent of these laws, appoints a coordinator to assure the County does

not discriminate against persons with disabilities in any of its programs, services or activities, and establishes a grievance process for handling complaints.

<http://lancaster.ne.gov/commiss/ada.htm>

3. Amusement Licenses

Pursuant to the authority granted under Neb. Rev. Stat. §23-1813 through 818 (Reissue 2012), the County Board requires that any person seeking to hold a mass gathering for entertainment in an area of County which lies outside the city limits of any city or village must first obtain an amusement license from the County Board. Information on how to obtain an amusement license can be found on the County Clerk's website.

<http://lancaster.ne.gov/clerk/amuse.htm>

County Resolution No. R-05-0058, Amusement License Uses as a Conditional Use in the Agricultural District

4. Animals in County Buildings

This policy applies only to buildings owned and controlled by the County. A similar policy is maintained by the Lincoln-Lancaster County Building Commission for buildings under its control.

<http://lancaster.ne.gov/commiss/policies/animals.pdf>

5. Awards and Recognition

The Local Government Miscellaneous Expenditures Act, Neb. Rev. Stat. §13-2203 authorizes a governing body to expend public funds for reimbursement of certain expenses incurred by employees and volunteers in the scope of official County business. The Act allows a governing body to expend public funds for recognition dinners, plaques and certificates of achievement, so long as a uniform policy covering these expenses has been adopted by the governing body. The Board's policy on the purchase of plaques and awards is found in Resolution No. R-14-0032. The policy covers the Commissioners' Award of Excellence, the annual employee longevity awards and banquet, and various awards in appreciation of service to the County.

<http://lancaster.ne.gov/commiss/policies/reimburse.pdf>

6. County Board Letterhead/ Signature

When a County department drafts a letter for County Board signature, this policy sets forth the procedure for review and signature by the Board.

<http://lancaster.ne.gov/commiss/policies/letter.pdf>

7. Claims for Review

The Lancaster County Clerk is responsible for auditing and issuing warrants for all claims against the County, but only the County Board has authority to approve or deny claims against the County. When the Clerk identifies a claim which may be legally deficient, this policy sets forth the procedure for review and final decision on the claim by the County Board.

<http://lancaster.ne.gov/commiss/policies/letter.pdf>

8. Credit Cards

This policy governs the issuance and use of County credit cards, and is applicable to elected officials and appointed directors.

<http://lancaster.ne.gov/clerk/policies/credit.pdf>

9. Director Leave

Directors who will be out of the office for more than one (1) day are required to notify the County Board in accordance with this procedure.

<http://lancaster.ne.gov/commiss/policies/dirleave.pdf>

10. Dress Code in County Buildings

This policy applies only to buildings owned and managed by the County.

<http://lancaster.ne.gov/commiss/policies/dress.pdf>

11. Emergency Operations Plan

The Lancaster County Emergency Operations Plan (LEOP) establishes the policies, plans, guidelines and procedures to be followed when responding to emergencies in Lancaster County. The LEOP is prepared and maintained by the Lancaster County Emergency Management Director. For security reasons a copy of the LEOP is not maintained on line. However, a copy of the LEOP can be obtained from the Emergency Management Director. Other useful information regarding preparation for and response to emergencies is available on the Lincoln-Lancaster County Emergency Management website.

<http://lancaster.ne.gov/emergency/index.htm>

12. Employee Communications

Communications intended for all County employees are governed by this policy.

<http://lancaster.ne.gov/clerk/policies/empcomm.pdf>

13. GASB 54 Funds Balances

The County has adopted Government Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions, with regard to the County's governmental funds.

<http://lancaster.ne.gov/clerk/policies/empcomm.pdf>

14. General Assistance Guidelines

Counties are statutorily required to adopt written standards governing eligibility for medical and other services under the County's General Assistance program. Neb. Rev. Stat. §§68 1-4 through 156. General Assistance is administered under the County's Human Services Department. The Guidelines must be reviewed and updated every two years.

<http://lancaster.ne.gov/ga/pdf/guidelines.pdf>

15. Grant Applications

Grants are an important source of revenue and can assist the County in establishing programs which are beneficial to County constituents. However, grants may also require burdensome funding matches, and may require continuation of the program even after grant funding has ceased. For these reasons, grant applications must be reviewed and approved by the County Board. The policy has a Lancaster County Grant Form which should be used to help describe the grant being sought.

<http://lancaster.ne.gov/clerk/policies/grants.pdf>

16. Keno Prevention Fund Guidelines

a. Lottery Participation Restrictions

In 1993 the City of Lincoln and Lancaster County entered into an inter-local agreement to establish a joint City-County keno lottery. Resolution No. 4984 was adopted by the County Board to prohibit Board members from having any connection or interest in a lottery conducted for the County. Resolution No. 4984 also prohibits Board members, lottery owners, and members of the lottery owners' families from participating in the County's lottery.

[Resolution No. 4984](#)

b. Distribution of Keno Proceeds

The Nebraska County and City Lottery Act generally provides that keno funds accruing to the County must be used for community betterment purposes. Neb. Rev. Stat. §9-604. In 1994 the County Board adopted Resolution No. 5134 to establish policies and procedures to assist the Board

in how Keno proceeds should be used for community development purposes. The Keno funds distribution policy requires that all expenditures of Keno funds must involve a County governmental purpose, projects funded with Keno proceeds are limited to one-time expenditures, Keno proceeds will not be committed until they are received and deposited into the County's Keno fund, and a public hearing will be held to receive input regarding projects the County intends to support with Keno funds.

Resolution No. 5134

c. Keno Prevention Fund Guidelines

Lancaster County and the City of Lincoln have established the Keno Human Services Prevention Fund for the purpose of helping prevent crisis situations through early intervention. The Guidelines establish the eligibility criteria, funding preferences and limits, and application deadlines.

<http://lancaster.ne.gov/clerk/policies/keno.pdf>

Overview of the City of Lincoln and Lancaster County Keno Human Services Prevention Fund, dated October 27, 2015.

17. Legal Opinion Requests

Directors seeking legal opinions from the Lancaster County Attorney do so under the direct authority of the County Board. When a director submits a written request for a legal opinion, a copy of the opinion request must be provided to the County Board's Chief Administrative Officer. A copy of legal opinions written by the County Attorney pursuant to director requests must also be provided to the Chief Administrative Officer.

<http://lancaster.ne.gov/clerk/policies/legalops.pdf>

18. Limited English Proficiency Plan

The purpose of the Limited English Proficiency Plan is to clarify the responsibilities of County departments receiving federal assistance and to assist them in meeting those responsibilities under Title VI of the Civil Rights Act of 1964. See also the Title VI Plan, which is included with this list of County policies.

<http://lancaster.ne.gov/commiss/policies/lepp.pdf>

19. Liquor License Applications

The Nebraska Liquor Control Act, Neb. Rev. Stat. §53-101 et seq. (Reissue 2010) requires the County Board to make recommendations to the Nebraska Liquor Control Commission regarding liquor license applications, corporate manager applications, and liquor license renewals and revocations. The County Board adopted Resolution No. R-05-0052 to establish procedure and

standards for administering liquor license and corporate manager applications for businesses located in Lancaster County and which are outside the corporate limits of any city.

[Resolution No. R-05-0052](#)

20. Lobbyist Communications and Testimony before the Legislature

The County Board employs a lobbyist to assist with advancing the County's legislative agenda. County directors play an essential role by providing information and testimony to the legislature. The legislative communications and testimony policy is designed to keep open channels of communication between the lobbyist and County officials in order to present a clear and consistent message on matters of interest to the County.

<http://lancaster.ne.gov/clerk/policies/lobbyist.pdf>

21. Microcomputer Purchase Policy

The County Board closely monitors the acquisition and use of microcomputers and other information technology equipment. The purpose of this policy is to control costs and to maximize the efficient use of the County's information services resources. All proposed purchases of computers and related information technology equipment must be identified and approved by the County Board as part of the annual budget process. Microcomputer Request Forms are provided for this purpose. All approved purchases are handled by the Information Services Division of the City of Lincoln's Finance Department. Information Services may contact the Chief Administrative Officer to verify County Board approval. Purchases of \$500 or less are not subject to this policy.

22. Motor Vehicle Titles

The County's fleet of motor vehicles is under the control of various County officials and kept at different locations. The motor vehicle title policy provides that Lancaster County, Nebraska shall be listed as the owner on all titles, and all original titles shall be delivered to the County Risk Manager for filing. The Risk Manager is required to maintain a County fleet data base showing which County department has possession of the car and other pertinent information. The policy also sets forth procedures for selling vehicles or transferring them to another County department.

<http://lancaster.ne.gov/clerk/policies/mvtitle.pdf>

23. Open Meetings

The Nebraska Open Meetings Act, Neb. Rev. Stat. §§84-1407 through 1414 (Reissue 2014) requires that meetings of a public body must be open to the public. The Open Meetings Act allows public bodies to establish reasonable rules and regulations governing how public meetings are conducted. The County Board adopted Resolution No. 5465 for this purpose.

[Resolution No. 5465, In the Matter of Establishing an Open Meetings Policy for the Lancaster County Board of Commissioners](#)

24. Payroll Deductions and Paycheck Inserts

The County occasionally receives requests from employees and organizations to directly deduct compensation from paychecks for various purposes. The payroll deduction policy was developed to provide uniform guidelines for establishing and maintaining payroll deductions.

<http://lancaster.ne.gov/clerk/policies/payroll.pdf>

25. Personnel Policies

A complete list and copies of all personnel policies can be found at the website for the Lincoln-Lancaster County Human Resources Department.

<http://lincoln.ne.gov/city/person/county/index.htm>

26. Phone Calls (Abusive)

Although this policy applies only to the Office of the County Commissioners, it can serve as a model for other County departments.

<http://lancaster.ne.gov/commiss/policies/phonecalls.pdf>

27. Press Releases

This policy governs the issuance of press releases by either the County Board or individual County commissioners.

<http://lancaster.ne.gov/clerk/policies/press.pdf>

28. Property Valuation Protest Guidelines and Procedures

These Guidelines set forth the procedures followed by the Lancaster County Board of Equalization to hear protests filed by Lancaster County real property owners regarding the value of their property as established by the Assessor.

<http://lancaster.ne.gov/clerk/policies/BOE.pdf>

29. Public Participation Guidelines for County Board Meetings

The Nebraska Open Meetings Act provides that a public body can make and enforce reasonable rules and regulations regarding the conduct of persons attending and speaking at public meetings. Public comment is allowed at the regular Tuesday meetings of the County Board, but is not generally accepted at the Thursday Staff Meetings.

<http://lancaster.ne.gov/commiss/policies/partguide.pdf>

30. Purchasing

The County Purchasing Act, Neb. Stat. Stat. §§23-3100 through 3115, covers all purchases made from appropriated funds of the County. The Act requires Lancaster County to appoint a purchasing agent. Under the general supervision of the County Board, the purchasing agent is responsible for the purchase of all personal property and services required by all offices, officers, departments, and agencies of County Government. All purchases must comply with the County Purchasing Act. §23-3108 of the Purchasing Act defines how purchases are made based on the estimated value of the purchase:

- \$25,000 or more - competitive sealed bids
- Equal to or exceeds \$5,000, but less than \$20,000 - three informal bids
- Less than \$5,000 - purchase in the open market.

Exceptions to the competitive bidding requirements are provided in the Purchasing Act.

In accordance with the authority granted under the County Purchasing Act, the County Board has adopted purchasing guidelines and procedures to be followed by all County officials and directors. In some situations the County Board has adopted financial thresholds for determining how purchases are made which are more restrictive than the Purchasing Act.

References

County Purchasing Act, Neb. Rev. Stat. §§23-3101 through 3115
<http://nebraskalegislature.gov/laws/statutes.php?statute=23-3101>

County Purchasing Manual (Presently being revised)

31. Records Management

The records management policy has the following objectives:

- Efficient and responsible management of records including related costs;
- Security and protection of confidential and vital records is of the utmost importance;
- Access and customer service are paramount concerns;
- Records are retained for as long as legally and operationally required and no longer; and
- Records are systematically destroyed according to their retention schedule.

The policy is jointly administered by the Records Administrator and the Records Coordinator. The Administrator manages the County's electronic records management system, and the Coordinator manages the K Street Records Center.

<http://lancaster.ne.gov/clerk/policies/records.pdf>

32. Smoking

This policy which applies only to buildings owned and managed by the County. Smoking is prohibited in all County-owned or leased buildings, offices, motor vehicles, and equipment.

<http://lancaster.ne.gov/clerk/policies/smoking.pdf>

33. Special Event Permit (Events Held on County Roads)

Any person or organization wanting to utilize the County's right-of-ways to hold a special event must obtain a permit from the County Board. Special events include parades, runs, walkathons, etc. A copy of the guidelines and application form for a special event can be found on the County Clerk's website.

<http://lancaster.ne.gov/clerk/spevent.htm>

34. Social Media Use

The County supports the use of social media channels by directors and their departments. At the same time, the Board recognizes there are risks to the County created by the use of social media. This policy establishes protocols and procedures designed to mitigate the risks which arise from the use of social media.

<http://lancaster.ne.gov/clerk/policies/social.pdf>

35. Social Security Income (SSI) Reimbursement

Private attorneys representing clients before the Social Security Administration may obtain awards and settlements resulting in the reimbursement of the County for General Assistance provided to these clients during their retroactive eligibility period for receiving SSI. Resolution No. R-09-0106 establishes a payment policy for compensating private attorneys for services related to SSI awards which reimburse the County for General Assistance previously provided to their clients.

[Resolution No. R-09-9196](#)

36. Title VI Plan

Any local public agency (LPA) which receives federal financial assistance must comply with the provisions of Title VI of the Federal Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, which provide that no person on the grounds of race, color, national origin, age, disability/handicap or sex shall be excluded from participation in, be denied benefits of, or otherwise subjected to discrimination under any program or activity receiving federal financial assistance. Lancaster County's Title VI Plan is required by law, and sets forth how the County will implement and administer its Title VI compliance program. The County Board's Deputy Chief Administrative Officer is designated as the Title VI Coordinator for the Plan.

<http://lancaster.ne.gov/commiss/titlevi.htm>

37. Title VI Plan for Lancaster County Rural Transit Program

Pursuant to the provisions of the Federal Transit Act and the Nebraska Public Transportation Assistance act, the County is required to adopt and submit to the Nebraska Department of Roads a Title VI compliance plan for the Lancaster County Rural Transit Program.

<http://lancaster.ne.gov/commiss/titlevi.htm>

38. Travel Reimbursement (Meals, Lodging and Transportation)

The Local Government Miscellaneous Expenditures Act, Neb. Rev. Stat. §13-2203 authorizes a governing body to expend public funds for the payment or reimbursement of the actual and necessary expenses incurred by officials, employees or volunteers for attendance of educational workshops, conferences, workshops, training programs, hearings and meetings. Expenses may include registration fees, tuition, mileage, meals, lodging, and travel expenditures. The County Board has adopted a uniform policy for the payment or reimbursement of these expenses.

<http://lancaster.ne.gov/commiss/policies/reimburse.pdf>

39. Use of Common Areas for Solicitation and Expressive Activities

This policy applies only to County owned and managed properties. The Lincoln-Lancaster County Building Commission maintains a similar policy for properties under its jurisdiction.

<http://lancaster.ne.gov/clerk/policies/common.pdf>

40. Visitors Improvement Fund Grant Guidelines

The Lancaster County Visitors Improvement Fund can be used to make grants for the expansion or improvement of tourist attractions located in the County which are owned by the public or a nonprofit organization. The grants are made by the County Board after receiving advice from the Lancaster County Visitors Improvement Committee.

<http://lancaster.ne.gov/clerk/policy.htm>

41. Website Front Page

The format and content of the home page for the Lancaster County website is governed by this policy. The Web Committee has supervisory control under this policy.

<http://lancaster.ne.gov/clerk/policies/website.pdf>

42. Whistleblower Protection

41 U.S.C. §4712 prohibits reprisal by the County against an employee who has provided 41 U.S.C. §4712 prohibits reprisal by the County against an employee who has provided information to a designated person or body regarding federal contracts, grants or funds, which the employee believes is evidence of gross mismanagement, a gross waste of federal funds, a substantial and specific danger to public health or safety, or a violation of law, rules, or regulations. The County's policy designates the Deputy Chief Administrative Officer as the person available to assist with compliance, inquiries and complaints. The policy also provides notice to employees of the protection available under federal law and gives information on how to file a complaint.

<http://lancaster.ne.gov/clerk/policy.htm>

III.

Budget

A. Budget Process

Preparation and adoption of the County's annual budget is one of the most important responsibilities of the Lancaster County Board. The budget reflects the fiscal policy of the County Board in the provision of local governmental services. Directors play a key role in helping to implement the Board's fiscal policy through the administration of their department budgets. Although a budget year has a specific beginning and ending date, the budget process is continuous.

How directors manage their budgets in the current year directly affects the County budget for the following year. This point is illustrated by the annual Mid-Year Budget Retreat. This meeting not only provides a review of the current year's budget, but also serves as springboard for preparation of the following year's budget.

1. Service Based Budgeting

The County Board adopted a service based budgeting process for the FY 2017-2018 budget. Service based budgeting requires each department head to describe the services provided by their department and to put a cost on each service. Additionally, department heads are required to identify whether or not the service is mandated by State statute, and any revenue generated by the service. Service based budgeting provides a better way to explain to taxpayers the actual cost of programs and services provided by the County.

Also beginning in FY 2017-2018 all department budgets must be submitted to the Budget and Fiscal Officer electronically.

2. Key steps for Directors in the Budget Process

a. Budget Preparation Instructions

Each year the budget preparation process is commenced by a Memorandum from the County Board to all department heads providing instructions for preparation and submission of department budgets. The Memorandum includes information on:

- Detailed instructions for preparation of department budgets
- Specific Conditions pertaining to that budget year
- Federal grants
- Computer purchases
- Cutoff on expenditures for the current budget year
- Guidelines for estimating payroll costs
- Budget calendar for the upcoming budget year

Budget Instructions for FY 2017-18

b. Mid-Year Budget Retreat

The Mid-Year Budget Retreat not only provides an opportunity for a detailed examination of the status of the current year's budget, it also yields up to date information used in the budget preparation instructions for the next budget year. All directors and elected officials are asked to submit letters detailing the status of their current budget and whether additional appropriations will be needed by their agency to complete the budget year. They are also asked to identify future spending needs for their agency. The Retreat helps the Board identify and address issues with the current budget, and also allows the Board to plan for how to meet future budgetary challenges.

c. Department Budget Hearings

After department budgets are prepared and submitted to the Budget and Fiscal Officer, each director is given an opportunity for an in depth discussion regarding their submitted budget with the County Board at a Staff Meeting. These meetings, referred to as department budget hearings, provide directors with an opportunity to explain and justify their requested budgets.

d. Additional Appropriations

The adoption of the final budget establishes the spending authority for each County agency during the budget year. A director cannot exceed the spending authority for their department without specific authorization by the County Board following a public hearing for that purpose.

B. Statutory Authority

The budget process is generally governed by the Nebraska Budget Act, Neb. Rev. Stat. §§13-501 through 522. Lancaster County has also chosen to follow the provisions of the County Budget Act, Neb. Rev. Stat. §§23-901 through 920. Other constitutional and statutory provisions place specific limitations on the budgetary and levy authority of counties.

1. Budget-Making Authority

The County Board's budget-making authority has been delegated to the Lancaster County Budget and Fiscal Officer pursuant to §23-906 of the County Budget Act. The Budget and Fiscal Officer is responsible for the preparation and administration of the County budget, preparation of budget instructions and procedures used by County departments, and assisting County departments with budgetary services.

2. Budget Document

The Nebraska Budget Act and the County Budget Act set forth the requirements for what must be included in the budget document, including the following information:

- a. All proposed expenditures for the administration, operation and maintenance of all offices, departments, activities, funds and institutions of the county;
- b. Actual or estimated operating deficits from prior years;
- c. All interest and debt redemption charges during the budget period;
- d. All expenditures for capital projects to be undertaken during the budget period, including expenditures for local improvements which may be paid for in whole or part by special assessments and operating reserves; and
- e. Anticipated income, including all fees, license taxes, taxes to be levied and all other means of financing the proposed expenditures in the budget period.

The budget document must contain three parts:

Part 1 Budget message outlining the fiscal policy of the county, general budget summary with corresponding summaries for the last two completed fiscal years, and the amount sought from the real property tax levy for bonded indebtedness and other purposes.

Part 2 Detailed budget estimates of expenditures and revenue; information on bonded indebtedness, the condition of sinking funds, borrowing capacity, and uncollected taxes from the last three levies; and a statement on the financial plan of the county.

Part 3 Resolutions and motions required to give legal sanction to the financial plan adopted by the county board, including an appropriation resolution or motion authorizing the amount of spending authority for all agencies and funds for the budget period.

3. Levy and Budget Limits

1. 50¢ Constitutional Levy Limit

Article VIII, Section 5 of the Nebraska Constitution provides:

County authorities shall never assess taxes the aggregate of which shall exceed fifty cents per one hundred dollars of taxable value as determined by the assessment rolls, except for the payment of indebtedness existing at the adoption hereof, unless authorized by a vote of the people of the county.

2. Statutory Levy Limits

Additional restrictions are placed on the constitutional levy limit by Neb. Rev. Stat. §§77-3442 through 3444. §77-3442(8) provides that 5 cents of the 50¢ levy must be used for financing the county's share of interlocal agreements or joint public agencies.

Also, counties are authorized but not required to allocate up to 15 cents of levy for certain political subdivisions identified under §77-3443.

§77-3444 provides that the levy limits provided in §77-3442 may be exceeded by a vote of the people.

3. Budget Limits

Neb. Rev. Stat. §13-519 limits the growth of total budgeted restricted funds to no more than the total of the previous budget year's total of budgeted restricted funds plus the allowable growth percentage set forth in §77-3446 (2.5%, plus any annual increase allowed by the Legislature to reflect changes in the price of goods and services). Restricted funds are defined in §13-518(6), and include property tax, payments in lieu of taxes, local option sales tax, motor vehicle taxes, state aid, transfer of surplus fees, funds previously budgeted for capital improvements but which will not be spent on capital improvements, license or occupational taxes, and excess tax collections returned to the county.

Restricted funds used for capital improvements, expended from qualified sinking funds, or used to retire bonded indebtedness, are not subject to the limitations set forth in §13-519.

Restricted funds do not include the increase in taxable valuation in excess of the §77-3446 limits due to improvements to real property as a result of new construction, additions to existing buildings, any improvements to real property which increase the value of such property, and any increase in valuation due to annexation and any personal property valuation over the prior year.

A county board may exceed the budget limit by an additional 1% by an affirmative vote of at least 75% of the board. The budget limit may also be exceeded by a vote of the people.

A county may chose to not increase its total amount of restricted funds in a given year and carry forward to future budget years that amount of unused restricted funds authority.

4. Budget Calendar

Budget Year - Begins July 1 and ends June 30.

Preliminary budget due - August 1

Assessor certifies final values - August 20

Adopted Budget Due, Filed with State Auditor - September 20

References

Nebraska Budget Act, Neb. Rev. Stat. §§13-501 through 522
<http://nebraskalegislature.gov/laws/statutes.php?statute=13-501>

County Budget Act, Neb. Rev. Stat. §§23-901 through 920
<http://nebraskalegislature.gov/laws/statutes.php?statute=23-901>

IV.

Departments

Most County departments are administered by either elected officials or department directors appointed by the County Board. Two exceptions are the Election Commission and the Extension Office. The Election Commissioner is appointed by the Governor, and the Extension Unit Leader is University of Nebraska-Lincoln employee. Some County services and functions are provided by joint City-County departments created under the Interlocal Cooperation Act.

A. Elected Officials

Article IX, Section 4 of the Constitution of the State of Nebraska provides, “The Legislature shall provide by law for the election of such county and township officers as may be necessary...” In addition to the county board of commissioners, the Legislature has created nine county elected officials. In the 2000 election the voters of Lancaster approved the merger of the Assessor and Register of Deeds into one combined office. Unlike directors, elected officials administer their offices independently. They answer directly to the voters and are not subject to county board supervision.

1. Assessor/Register of Deeds - Norm Agena

The County Assessor/Register of Deeds Office is responsible for the assessment of all property in Lancaster County for property taxation purposes. This includes maintaining and updating the inventory of all [real estate tax parcels](#) as new subdivisions are created and existing parcels are modified. We have a staff of real estate appraisers and apprentices who work to keep current and accurate property information and to establish equalized and accurate market values on all parcels. We also maintain a complete file of sales data on all types of property, and each sale is reviewed and verified by staff to determine its usability in our database for valuation models.

We are responsible for the administration of personal property tax accounts for all owners of depreciable tangible personal property used commercially in their business or agriculture. While personal property returns are self-reported by the taxpayers and their tax preparers, we are responsible for the compliance and accuracy of all personal property accounts.

All Homestead Exemption applications, providing property tax relief to persons over age 65, certain disabled individuals, and disabled veterans, are filed with our office. We are required to verify that the applicants own and occupy the property and then those applications are reviewed by the Department of Revenue to determine whether the applicants meet the statutory income requirements.

Exemption applications for religious, charitable, educational, and cemetery properties are filed with our office to review and make recommendations to the County Board of Equalization. We also are required to notify governmental subdivisions when property they own is not being used for public purposes and will be subject to property taxation.

The office is responsible for submitting abstracts of assessment to the Department of Revenue, certifying taxable valuations to all taxing subdivisions, preparing the tax roll for the County Treasurer to collect taxes, and certifying the taxes levied.

We have a [Geographic Information System](#) staff that maintains current legal and parcel layers of information, assists in the process of establishing equalized market values, and allows our GIS information to be easily [accessed by the public](#) and to interact with various other map layers available throughout the county.

The Register of Deeds is responsible for receiving, recording, and preserving all land records, including deeds, mortgages, deeds of trust, assignments, releases, liens, UCC filings, plats, and other instruments submitted for recording. We provide free online access to all [Register of Deeds filings](#).

The County Assessor/Register of Deeds Office does not levy or collect taxes. Once the taxing jurisdictions, such as school districts and local governments (County Board, city council, fire districts etc.) set their budgets, the tax levies are set by the County Board of Commissioners. The County Treasurer is responsible for the collection of all property taxes.

2. County Attorney - Joe Kelly

The County Attorney is the chief prosecutor and civil attorney for the county. Unlike some states that separate the District Attorney (criminal) and County Attorney (civil) offices, Nebraska merges the two functions into one office.

The Criminal Division reviews criminal investigations and prosecutes all of the felonies that occur in the county and all of the domestic violence cases, whether felony or misdemeanor, that occurs in the county. The office reviews criminal investigations and prosecutes all of the most serious misdemeanors, Class I and II types that occur in the county. The office also reviews investigations and prosecutes crimes that occur on state property such as the University of Nebraska or at facilities operated by the state like the Nebraska Department of Correctional Services.

Investigations are submitted to this office by the Lincoln Police Department, the Lancaster County Sheriff's Office, the Nebraska State Patrol, the University of Nebraska-Lincoln Police Department, Nebraska Game and Parks, Nebraska Department of Correctional Services and other state agencies.

Working in the four juvenile courts in this county, the Juvenile Division of the office files petitions to protect children who are abused or neglected by adults. The office is involved in Truancy Courts and other activities designed to keep kids in school. The division files petitions to assist parents and schools in dealing with ungovernable children. When older juveniles commit law violations the office is involved in pretrial diversion programs or proceeding to an adjudication on the issues.

The Civil Division advises county employees and elected officials on legal matters that arise out of their official duties. We provide legal representation for the county on all matters relating to property tax assessments and appeals. The division represents the county in civil litigation in the areas of eminent domain, damage to county property and contract claims. This also includes defending the county on tort claims, negligence cases, civil rights cases and worker's compensation suits.

The Child Support Division establishes orders of paternity and orders for child support against non-custodial parents. The office handles the enforcement of court ordered child support when payments are delinquent.

By state law, the County Attorney is the County Coroner. That involves the investigation of 'unattended' deaths 'in-custody' deaths occurring when the deceased was in prison or in contact with law enforcement at the time of death.

The County Attorney conducts grand jury investigations when individuals die 'in-custody'.

3. Clerk - Dan Nolte

The County Clerk's Office is comprised of two divisions - accounting and records.

Records Division

As the County record keeper, the County Clerk or their designee is required to attend all meetings of the County Board, as well as the Board of Equalization, Board of Corrections and other county committees upon request. The Clerk's Office maintains copies of meeting agendas and minutes, as well as resolutions, contracts, bids and other official documents. The County's electronic records administrator is also part of this division and assists county offices with electronic records issues including training, records retention/disposal and public records requests.

Other functions of the Records Division include issuing marriage licenses, liquor and tobacco licenses, amusement licenses, locksmith certificates and special events licenses, processing property valuation protests and filing/certifying veteran discharge papers and other public documents.

The Records Division creates the agendas for the formal (Tuesday) Board of Commissioners and Board of Equalization Meetings. For information about submitting agenda items contact 402-441-7485.

For information on electronic records management contact 402-441-6308.

Accounting Division

Payroll

The Lincoln-Lancaster County Human Resources (HR) Department is responsible for processing job requisitions and applications.

Following the interview and selection process conducted by individual County departments, the respective payroll clerk is required to enter the new employee's basic information in the County's payroll system. The County Clerk's payroll specialist then completes the hiring process by entering such information as tax withholdings, direct deposits, garnishments, vacation/sick leave accrual etc.

Each county department's payroll clerk is also required to enter biweekly payroll for the entire department. A payroll report is generated which must be reviewed by each department. Following any corrections, a second report is sent to each department for approval.

There are typically 26 pay periods in a calendar year. Pay day is every other Thursday.

Employment questions should be directed to the City-County HR Department at 402-441-7597.

Payroll questions should be directed to the County Payroll Specialist at 402-441-8722.

4. Clerk of the District Court - Troy Hawk

The Clerk of the District Court fulfills three primary functions for the County. First, it is the Clerk of the Court for both the District and Separate Juvenile Court. Second, it is the Clerk of the Mental Health Board. And third, the Clerk of the District Court is also the Jury Commissioner for Lancaster County.

Clerk of the Courts

The Clerk of the District Court maintains all court records for the District Court, as well as the Separate Juvenile Court. Between these two courts, we receive over 12,000 new and reopened cases each year. These include: felony criminal cases, such as DUIs, assault, sexual assault, drug possession, manslaughter, and murder; civil cases, including protection orders, personal injury suits, and contract disputes, and; dissolution, or divorce cases. We are also the Appeals Court for Lancaster County Court, as well as appeals from administrative agencies, such as the DMV or EEOC. At any one time we have approximately 5,500 cases open and active within the Courts. In a typical week, we will process between 3,000-4,000 pleadings, filings, rulings, and judgments for these open cases, as well as issue summons and subpoenas in these various cases.

The Clerk's Office is also responsible for the money that flows through the District Court, at the rate of just under \$1M each month. This includes court costs and fines, victim restitution payments, bond payments (and bond refunds), judgments, property settlements, and alimony payments.

AUTHORITY: Various statutes and Supreme Court Rules, including sections of: Nebraska Revised Statutes, Chapters 27, 25, 28, 29, 33, 42, and 43; and Nebraska Supreme Court Rules, Chapters 2, 3, 4, and 6.

Clerk of the Mental Health Board

As Clerk of the Mental Health Board, the Clerk: maintains all confidential records for Mental Health Cases; schedules, manages and records Mental Health Board hearings and appeals; coordinates and accounts for all payments to appointed board members, consultants, witnesses and interpreters; coordinate with Region V, mental health service providers, the County Attorney, and Public Defender regarding status of mental health subjects, and; processes and issues warrants for the emergency protective custody of mental health subjects.

AUTHORITY: Generally, Neb.Rev.Stat. §§ 71-901 to 71-963

Jury Commissioner

The Jury Commissioner is responsible for compiling the Master Jury List once a year, which is the list from which jurors are drawn for the year for trials in Lancaster County Court and Lancaster County District Court. This list is also used to draw the Grand Jury for Lancaster County, with a jury term of one year. The Jury Commissioner: summons approximately 1,100 - 1,200 jurors each month; sends and receives juror qualification forms; compiles the qualification forms for further distribution to Judges and attorneys as required; communicates with jurors to inform them of reporting dates and times, and; ensures payment of jurors when jury service is complete.

AUTHORITY: Generally, Neb.Rev.Stat. §§ 25-1601, 25-1603, 25-1609, 25-1611, 25-1625, 25-1627, 25-1627.01, 25-1629, 25-1629.01 to 25-1629.04, 25-1631.03, 25-1637, 25-1639, and 25-1640

5. Engineer - Pam Dingman

6. Public Defender - Joe Nigro

7. Sheriff - Terry Wagner

It shall be the duty of every sheriff to apprehend, on view or warrant, and bring to the court all felons and disturbers and violators of the criminal laws of this state, to suppress all riots, affrays, and unlawful assemblies which may come to his or her knowledge, and generally to keep the peace in his or her proper city. It shall be the duty of the sheriffs of the several counties to execute or serve all writs and process issued by any county court and to them directed and to return the same. The sheriff shall execute every summons, order, or other process and return the same as required by law. The sheriff shall attend upon the district court at its session in his or her county, shall be allowed the assistance of two deputies and of such further number as the court may direct. It shall be the duty of the sheriff by himself or deputy to preserve the peace in his county, to ferret out crime, to apprehend and arrest all criminals, and insofar as it is within his power, to secure evidence of all crimes committed in his county. N.R.S. 23-1701 to 23-1710

The Lancaster County Sheriff's Office is divided into five divisions to accomplish the statutorily mandated duties mentioned above.

Patrol Division provides 24 hour a day, 7 days a week visible patrol coverage in the areas of the county outside the city of Lincoln. The deputy sheriffs on patrol respond to crimes in progress, disturbances and other law enforcement needs of the county; investigate crimes and traffic crashes; enforce traffic and penal code violations; investigate unattended deaths in Lancaster County.

Criminal Division are plainclothes deputy sheriffs who assist in major crime investigations; investigations involving child victims and intra-familial cases; are assigned to the U.S. Marshals Fugitive Task Force, the Highway Criminal Interdiction Task Force or the Lincoln-Lancaster County Narcotics Task Force.

Civil Division are those deputies who serve or executes the orders of the court. This division is also responsible for recruiting and testing employee applicants; Procurement and issuance of standard Equipment to deputy sheriffs including uniform apparel, patrol vehicles and their associated equipment; schedule and organize in-service training for all employees.

Special Services provides security for the courtrooms in the Justice and Law Enforcement Center (Hall of Justice), the County-City Building and the 605 Building. To accomplish that goal, the division operates the security check-point in the Hall of Justice, has deputies assigned to the District, County and Juvenile Courts. The Division also transports individuals who have been arrested in other counties or states on Lancaster County warrants. They also transport individuals who are incarcerated elsewhere when they have court appointments in the HOJ. The division performs inspections of vehicles which are brought into Lancaster County from other states.

Administrative Support provides 24 hour a day, 7 day a week coverage for the service desk for walk-in and telephone traffic; conducts Sex Offender Registrations; takes applications, conducts background investigations and issues (or denies) Firearms Purchase Permits; processes all incoming Civil Process including Protection Orders; processes all arrest warrants and Mental Health warrants; types or transcribes all investigative reports completed by deputies from other divisions. This division also provides technical assistance and programming for all of the computers in the Office.

For more info: <http://lancaster.ne.gov/sheriff/>

8. Treasurer - Andy Stebbing

The Mission of the Lancaster County Treasurer's Office is to provide excellence in public service while maintaining public trust, fairness and integrity.

The Lancaster County Treasurer's Office is responsible for the administration of tax law through tax collection and distribution of property and motor vehicle taxes, special assessments, driver's

license fees and inheritance taxes. The treasurer also collects and distributes monies from Homestead Exemptions, Property Tax Credits, Carline, In Lieu, and MV pro-rate taxes. <http://nebraskalegislature.gov/laws/statutes.php?statute=23-1601>.

The county treasurer's office adheres to our standard operating policies, state statutes, along with an internal control manual to assist with accountability and responsibility.

<https://intra.linc.lincoln.ne.gov/cnty/treasurer/pdf/intctrlman.pdf>

<https://intra.linc.lincoln.ne.gov/cnty/treasurer/pdf/stoppro.pdf>

The treasurer's office has three locations: 555 S 10th St., 625 N 46th St and 500 West O St and a staff of 40. Additional duties include:

- Cash manager for the county, acting much like a banker.
- Collect and account for the revenues for the county and ensure the safekeeping of funds.
- Responsible for the management of the investments. Safety, liquidity, and earning a market rate of return on the county's money are primary responsibilities.
- Invest funds in county board approved depositories in accordance with statutory guidelines and the state investment policy on collateral and bank ratings.
- Maintains balances of all county transactions and reconciles daily to bank accounts. The treasurer's office also balances monthly to the accounting program, JDE.
- The Treasurer also collaborates with the Sheriff's Office by issuing distress warrants to minimize the delinquency of personal property and mobile homes.
- The county treasurer provides statements of cash receipts and disbursements to all political subdivisions and prepares statements for all external audit requests.

Finally, the county treasurer holds an annual public tax sale to reduce the tax delinquency and meet political subdivisions expectations. The county treasurer tracks bankruptcy, foreclosures and prepares Treasurer's Deeds according to statute. The Lancaster County Treasurer's Office processes over 200,000 property tax receipts; 350,000 vehicle registrations, and 110,000 titles annually.

B. Directors Appointed by County Board

1. Budget and Fiscal - Dennis Meyer

2. Community Corrections - Kim Etherton

The Lancaster County Department of Community Corrections was founded in 2003 in response to the *2001 Adult Corrections Needs Assessment*. The department provides alternatives to incarceration for individuals in the adult criminal justice system. As of May, 2017, Community Corrections administers 11 programs and employs 27 full time and 9 part time staff. Our office is located at 605 South 10th Street, Suite A131.

Office: 402-441-3600

Fax: 402-441-3604

The following alternatives to incarceration are available:

- The Court Reminder program contacts individuals, not represented by an attorney, who have an approaching court date to remind them of their court date, time and court room number. Those represented by an attorney will be advised by their attorney.
- The Community Service program is available for courts as either a sentencing option or can be used to pay a fine. The courts must approve all requests to complete community service in lieu of paying a fine. Court costs are not allowed to be converted into community service and must be paid before the case can be closed.
- Pretrial Release is a program for non-violent felony offenders. Community Corrections screens all eligible defendants who are lodged in jail but unable to post bond for release. If a Community Corrections bond is approved, supervision is provided via electronic monitoring, frequent and random drug testing, and regular visits with a case manager. Participants may be required to attend behavioral health treatment, must follow a curfew and will be expected to seek gainful employment, when reasonably possible.
- Adult Drug Court targets non-violent, high risk/high need felony offenders who engage in criminal activity to support their addiction. The program can be completed in no less than 18 months and requires nine months continuous sobriety. The average length of participation is 21 months. Graduating from Adult Drug Court requires more than remaining clean and sober. Drug Court participants are expected to make meaningful changes that support sustaining a law abiding lifestyle. In an effort to effect these changes, participants will actively engage in: substance abuse treatment; various cognitive restructuring classes and utilize mental health assistance when indicated. Additionally, participants must have a high school diploma or GED and will maintain employment or be a full time student; establish and sustain a social support system; complete a 40 hour community service project and pay all fees associated with

participating in Adult Drug Court. Participants are provided case management and judicial support to accomplish all requirements. Random home checks are used to enforce curfews and incentives and sanctions are used to support behavior change.

<http://lancaster.ne.gov/commcorr/drugcourt/index.htm>

- House Arrest is available to the County and the District Courts as a sentencing option. House Arrest allows individuals to live at home and maintain employment or their educational path while being held accountable through supervision, monitoring and drug/alcohol testing. Random home checks may also occur throughout the course of the House Arrest sentence. Individuals on House Arrest are required to be at home at all times unless working or in school, any exception must be approved by the court.
- Diversion Programming offers 5 options. These options are dependent upon the individual having no prior, or a limited, criminal history and their offense must be an eligible charge. Successful completion diverts punishment away from the criminal justice system and individuals avoid a conviction for the misdemeanor or felony offense. Current Diversion Programs include:
 - General Diversion (low level misd. and felonies)
 - Veteran's Diversion
 - Mental Health Jail Diversion
 - Intensive Supervision Diversion (charge must be Drug Court eligible)
 - S.T.O.P (Safety Training Option Program)

<http://lancaster.ne.gov/commcorr/stop.htm>
- 24/7 is a Pretrial Release program for felony DUI offenders. Individuals who agree to, or are ordered to, participate in this program report twice daily to provide a breath test for alcohol consumption. These tests will be performed 12 hours apart, daily. Testing occurs 365 days per year, including weekends and holiday. Exceptions will only be made for inclement weather. Positive tests result in graduated sanctions, beginning with 12 hours in custody. Random drug testing is also a component of this program.

3. Community Mental Health Crisis Center - Scott Etherton

4. Corrections - Brad Johnson

The Lancaster County Adult Detention Facility (LCADF) at 3801 West O Street opened in July of 2013 and has a current maximum capacity of 786 inmates. The ADF was built in response to an overcrowded inmate population in the previous facilities; the Intake and Detention Facility (IDF) located at 605 South 10th Street, and the Lancaster Correctional Facility (LCF) located at 4420 NW 41st Street.

The LCADF contains: 6 general population pods, 12 general population dormitories, a segregation pod, a pod for inmates with special needs due to mental/ behavioral health concerns, cognitive deficits, or developmental disabilities, and a total of 29 multipurpose rooms to provide space for increased programming opportunities. Current programs focus heavily on substance abuse and adult education. The LCADF's classification process determines inmate housing assignment, and evaluates many factors, including present and past criminal charges, level of experience in a

correctional environment, and current level of behavioral compliance with facility rules and regulations.

The LCADF applies the principles of Direct Supervision to facility operations. Direct Supervision has two key elements. The first element involves the physical design of the facility. The LCADF is designed to reduce physical barriers that impede staff interaction with inmates. The second element of Direct Supervision involves behavior management methods. The supervising Correctional Officer assumes control of the housing unit and establishes a professional supervisory relationship with the inmates. Correctional Officers interact with inmates in the housing unit, addressing any problems promptly, and encouraging pro-social behavior. When both elements of Direct Supervision are applied, the result is a correctional facility with improved safety and security for inmates, staff, volunteers, and visitors.

The LCADF kitchen prepares food for the Youth Services Center, Crisis Center, Cornhusker Place, and the LCADF. This service is provided by a private contractor equipped to take advantage of quantities of scale and provide economical, nutritious meals to inmates and residents of the other facilities noted above.

5. Emergency Management - Jim Davidsaver



Lincoln-Lancaster County Emergency Management

Mission

Lincoln-Lancaster County Emergency Management is responsible for facilitating the continuation of normal government in time of disaster or major emergency. It coordinates county, city, private sector and volunteer services to enable continuity of operations countywide.

The agency fosters the development and testing of plans for warning, response, rescue, emergency shelter, communication, transportation, operations and resource utilization. It conducts extensive training and public education programs focused on these topics. Emergency Management coordinates these activities and operations with state and federal programs.

Mission Goals

The National Preparedness Goal identified mission areas within which communities must build and sustain capabilities. Using a Whole Community approach, Emergency Management supports or executes the below mission areas:

1. **Prevention:** The capabilities necessary to avoid, prevent or stop a threatened or actual act of terrorism. As defined by Presidential Policy Directive-8 (PPD-8), the term "prevention" refers to preventing imminent threats.
2. **Protection:** The capabilities necessary to secure the homeland against acts of terrorism and human-caused or natural disasters.
3. **Mitigation:** The capabilities necessary to reduce loss of life and property by lessening the impact of disasters.
4. **Response:** The capabilities necessary to save lives, protect property and the environment and meet basic human needs after an incident has occurred.
5. **Recovery:** The capabilities necessary to assist communities affected by an incident to recover effectively.

Primary Functions

Emergency Management's primary functions include: planning and preparing for continuity of operations during disasters and declared emergencies; acting as liaison between emergency management agencies and City-County executives; preparing and maintaining the EOC for use at any time; developing and maintaining City-County warning systems; training storm spotters and coordinating storm watch operations; planning and conducting preparedness, response and recovery training exercises; instructing and assisting the general public in disaster preparedness and response planning; assisting schools, hospitals, nursing homes, business and industry in developing and implementing 'all hazards' plans.

Emergency Operations Center

The EOC is designed to coordinate and manage response and recovery operations during a disaster or other declared emergency. It is equipped to serve as the seat of city and/or county government as needed.

It provides work space for key government, private sector and volunteer personnel. Operation of the EOC strictly adheres to the Incident Command Structure (ICS) and follows the required protocol of the National Incident Management System (NIMS).

The EOC can operate as a stand-alone facility, independent from the rest of the building. An auxiliary power source ensures the EOC can operate even if public utility services are damaged or interrupted.

The air handling system is self-sufficient. The supply of fresh water and other essentials allows for an extended period of operation.

The EOC can be activated for situations other than major disasters. Most often, an activation is triggered by severe weather. The EOC is the coordinating mechanism for storm spotting operations and severe weather tracking to provide timely information and necessary warnings. During these events, the EOC is staffed by representatives of the agencies charged with these

responsibilities

Additional Information

An extensive overview of Emergency Management's primary duties and responsibilities is posted on the county's shared drive.

<S:\County\Emergency Mgmt\Directors Manual>

LEOP Link

2012 Lancaster County Local Emergency Operations Plan (LEOP)

https://nema.nebraska.gov/sites/nema.nebraska.gov/files/e-plan/Lancaster_eLEOP.pdf

1. Human Services/General Assistance - Sara Hoyle

Lincoln/Lancaster County Human Services

Human Services is a joint office through the City and County. Its purpose is to guide the community to respond to human needs in a collaborative, cost efficient, and expedient manner with available resources; and to assist in generating new resources when necessary. This office has 3 primary functions: 1. Administer Funding; 2. Juvenile Services; and 3. General Assistance.

Government is one of the key players in the important provisions of human services for Lincoln and Lancaster County. Often times the nonprofit sector can provide those services at less cost and with greater expertise. The City and County formed the Joint Budget Committee (JBC) which oversees the distribution of city and county tax dollars for this purpose. These funds augment city/county services and assist with securing the safety net our citizens have come to appreciate. The City and County partner with the United Way to fund program in following five strategies: Food; Victim Safety; Shelter; Adult Behavioral Health; and Youth Behavioral Health. The grant process and subsequent contracts for service are overseen through Human Services.

In addition to City and County funds allocated through the Joint Budget Committee, Human Services is active in writing federal grants to address community needs. This office also facilitates the review process for all Keno funding requests and subsequent contracts. The Human Services Grant Guidelines can be found at the following link <http://lancaster.ne.gov/hserv/index.htm>

The Human Services Office serves as the backbone organization for the juvenile justice system facilitating both the community collaborative and the juvenile justice planning process. In addition, the following services are provided:

- Early Assessment Process interviews approximately 800 youth annually. Assessment recommendations are submitted to the County Attorney to assist in filing decisions.
- Pre-Adjudication Community Services Program serves 30 youth annually who are provided electronic monitoring and home detention supervision in the community.
- Approximately 20 youth and their parents who do not attend their court are contacted through our office annually. The goal is to ensure the family attends their next court hearing.

- RESTORE is school based diversion program. 50 youth are served through this program annually.
- The Truancy Diversion Program is now in 7 different schools and involves a coordinator at each school. The Human Services Office is responsible for coordination among all the schools to insure program quality and consistency.
- Through Juvenile Diversion over 500 youth annually are case managed and referred to partner agencies.

The General Assistance Office is a Lancaster County agency providing services as required by state statute and funded by Lancaster County. The following services are provided to those who are determined to be financially eligible and medically indigent: food, shelter (deposit, rent and utilities), assisted living, medical care, transportation, non-food necessities (household supplies and personal care items), clothing, and cremation expenses. <http://lancaster.ne.gov/hserv/index.htm>

The Human Services Office consists of 12 full-time staff. Over 3.5 million in grants and contracts comes through this office with over 250 different contracts to supervise. The departmental budget is \$3.1 million. Over 1,500 clients seek direct services from this office and over 600 clients involved in the juvenile justice system are supervised in the community. The Director is Sara Hoyle 441-6868 or shoyle@lancaster.ne.gov

2. Property Management - Don Killeen

The Lancaster County Property Management Department/Lincoln Lancaster County Public Building Commission is responsible for administering property management functions for County, City and Public Building Commissions facilities. This includes both, the day to day operations as well as long term planning, budgeting, policy setting, construction/remodeling and financing of these buildings.

Primary Duties and Responsibilities

- I. Administer property management functions for the following areas:
 - a. County owned properties
 - i. Youth Assessment Center
 - ii. Trabert Hall
 - iii. Election Commission
 - iv. Driver's Licensing
 - v. Driver's testing facility
 - b. Public Building Commission managed properties
 - i. County City Building
 - ii. Hall of Justice
 - iii. 605 building
 - iv. 633 building
 - v. 825 J. St. building
 - vi. 900 J. St. building
 - vii. K Street Records Facility

- viii. 233 building
 - ix. Health Department building
 - x. Downtown Senior Center
 - xi. Northeast Senior center
 - xii. 27th & Holdrege Police Station
 - xiii. Juvenile Probation Space in Heritage Square
 - xiv. All associated parking garages and lots
 - c. City Owned Properties
 - i. Old City Hall
 - ii. Amtrak Facility
 - iii. A wide variety of vacant lots as well as some maintenance and environmental functions on various other City properties such as fire stations and parks facilities
- II. Supervise all phases of building maintenance and property management on a day to day basis.
 - a. Set building policies
 - b. Address daily maintenance repairs
 - c. Supervise cleaning activities
 - d. Maintain maintenance contracts
 - e. Initiate preventive maintenance programs
 - f. Set guidelines for staff performance
 - g. Oversee accounts receivable and payable functions
- III. Budget Preparation
 - a. Establish City/County Department rents in January
 - b. Prepare personnel budget allocations. This becomes a challenge because the expenses are paid out of Fund 65 and reimbursed by each buildings budget on a payroll basis. Consequently, part of the budget process is allocating projected manpower against each building function. We currently have 67 employees.
 - c. Prepare County budgets
 - d. Prepare Public Building Commission budget in May & early June. This budget usually is reviewed by a joint City/County Budget Committee in July. There is a formal Public Building Commission budget hearing in August.
 - e. Prepare submission of PBC budget to the State Auditor's office by September 20th.
- IV. Management of capital improvements and construction projects
 - a. Identification and approval of projects. The identification and approval phase maybe be simply identifying capital project such as roof replacements or may be major projects such as the current 605 building or the 826 J. Street which requires some level of County and City consensus.
 - b. Design/Engineering of projects. The design and engineering function will often involve establishing a selection and interviewing committee on the larger projects. Typically the schematic design phases consist of numerous tenant/user meetings for which it is beneficial for the PBC staff to be involved.
 - c. Oversee construction of projects. The actual construction involves regular construction meetings, site visits and pay request/change order approvals.

- d. Arrange for financing of projects. The financing is a critical factor throughout all phases of the project. A determination has to be made at the outset as to what finance vehicle will be used and how that debt will be serviced over the life of the improvement. This may involve interim financing with the intent to issue permanent bonding at the end of the project. This is the situation with the 605 building and the 825 J. street building projects. Part of this process is balancing the projected revenue levels against the debt service and operating expenses.
- V. Personnel Management
 - a. Analyze and adjust allocation of personnel assets. The overall department has 67 employees consequently personnel allocations, management, assessment and review is an ongoing function of this position.
 - b. Review all performance appraisals
- VI. Implement energy efficiency measures
 - a. Continue our involvement with District Energy Corporation (DEC)
 - b. Monitor energy usage on an on-going basis. True energy management begins by actively monitoring valid data. Consequently, it is imperative that each building has a state of the art EMS system (Energy Management System). However, without continuous monitoring the goal cannot be achieved. We accomplish this monitoring in two ways. First is by subscribing to a reporting service called Energy Print for many of the PBC buildings. It allows us to follow and analyze the energy usage from a variety of perspectives on a monthly basis. The second tool is a Profiler Project we are in participation with LES which gives us a daily graph of 24 hour electrical usage compared to the same period last year but adjusted for temperature. By regularly monitoring both data systems I am able to assess the effectiveness of both our operations and our system equipment. Upgrading EMS (Energy Management System) as needed is also important.
 - c. Undertake new energy saving initiatives such as the current program to re-lamp the County City Building with LED lighting fixtures.
- VII. Manage parking from both a supply and demand perspective
 - a. Determining County/City needs
 - b. Balance external and internal revenues in order to balance debt
- VIII. Direct the implementation and coordination of security systems and controls
 - a. Upgrade the camera system from analog to digital and expand coverage
 - b. Continue to monitor and expand the door access system
 - c. Monitor the effectiveness of the physical security program such as “single point of entry”
- IX. Incidental Duties: There are many other incidental duties involved in this position such as performing real estate appraisal on County or City Property and managing County or City owned Ag land as well as negotiating purchasing and leasing of privately owned property for County and City Departments.
- X. Environmental: We maintain in house staff that are trained and licensed to address asbestos, lead and mold abatement and air sampling. These services are accessed by City and County Departments including the Housing Authority.
- XI. Monthly Public Building Commission Meetings
 - a. Review monthly agenda
 - b. Address issues on agenda

c. Implement policies set by the Commission

3. Risk Management - Sue Eckley

The Lancaster County Risk Management Department is responsible for the administration of all workers' compensation claims for Lancaster County employees, general liability claims filed against Lancaster County and various types of tort claims.

The department is responsible for the continuous development and implementation of the risk management program for Lancaster County.

The four main goals of the office are:

- To provide a safe working environment for our employees through employee training, engineered controls and on-going risk identification and assessment measures.
- To identify and eliminate loss exposures that could result in severe financial impact and impair the County's ability to provide essential public services.
- To provide compensation benefits to Lancaster County employees for injury or illness arising out of and in the course of employment with the County as defined by State Statute.
- To protect the County's assets by providing coverage in the event of a liability or property loss.

Our website is: www.lancaster.ne.gov/risk

Our public website has access to the link for:

Personnel Rules

Human Resource Policy Bulletins

Trends in workers' compensation claims, general liability claims and automobile claims

Long-term disability benefits information for County employees

In addition to the public website, we have an internal website via the intralinc that has a link to all forms necessary to file claims, auto loss forms, and long-term disability applications.

9. Lancaster County Veterans Service Center – Richard Ringlein

Under the direction and guidance of the Veterans Service Committee the national accredited staff of the Lancaster County Veterans Service Center assists and advises armed forces veterans, along with their dependents, of the benefits available to them under federal, state, and local regulations.

- File and process veterans' service-connected and non-service-connected disability claims; along with claims for state and federal benefits. Ensure that all applications are properly completed and submitted to the appropriate adjudicating agency.
- Assist clients in applying for Nebraska Veterans' Aid Fund monies. Process claims for wartime veterans who are applying for Lancaster County Veterans Aid Fund monies.

- Assist clients in securing Department of Veteran Affairs' education benefits at the federal level and tuition waivers at the state level.
- Assist clients in applying for admission to the Nebraska Veterans Home system.
- Assist surviving spouses in securing Department of Veteran Affairs' death and burial benefits.
- Advise veterans on the Department of Veteran Affairs' guaranteed home loan program and assist them in obtaining Certificates of Eligibility.
- Assist veterans and their dependents in obtaining missing or replacement military medals, ribbons and badges.
- Assist veterans and their dependents with applications to correct errors in military records.
- Assist veterans with military discharge upgrade applications.
- Counsel veterans on issues they may be facing and direct or refer them to the appropriate professional services.
- Attend community events and share information on the various veteran programs in the county and make oral presentations to groups, as requested, on topics pertaining to veterans' affairs.
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For more information about the Veterans Service Center: <http://lancaster.ne.gov/vets/index.htm>

10. Lancaster County Weed Control Authority – Brent Meyer

Lancaster County Weed Control Authority is responsible to carry out the State of Nebraska Noxious Weed Control Act, along with the administration of the City of Lincoln's Weed Abatement program since entering into an inter-local agreement with the City in 1996.

This is accomplished by educating landowners making them aware of the legal requirements and benefits of controlling noxious weeds, overgrown weeds and worthless vegetation on their property.

Almost every parcel has the potential to have one or more kinds of noxious weeds present. The key to noxious weed control is not allowing the plants to seed. This requires persistence and follow-up. Most of the public and private landowners understand this and are keeping their noxious weeds under control. It is the job of noxious weed control authority staff to assist landowners in the job of controlling noxious weeds. Many landowners are accomplishing control without any assistance or contact from the authority. The authority carries out a strong information and awareness program along with an extensive inspection program to encourage voluntary compliance of the Nebraska Noxious Weed Control Act.

The County Commissioners serve as the Lancaster County Noxious Weed Control Authority. The office has three full-time employees including the Superintendent, a Chief Noxious Weed Inspector and an Account Clerk. Six seasonal inspectors are hired to perform the onsite inspections.

Links

Lancaster Weed Control Authority www.lancaster.ne.gov/weeds

Nebraska Weed Control Act <http://www.nda.nebraska.gov/regulations/plant/actbb.pdf>

City of Lincoln Weed Abatement Ordinance <http://lincoln.ne.gov/city/attorn/lmc/ti08/ch846.pdf>

11. Youth Services - Sheli Schindler

The Lancaster County Youth Services Center is a nationally recognized state of the art juvenile detention facility. We can house up to sixty juveniles in secure detention. All rooms are single bed and each unit utilizes direct care staffing.

The Center operates to provide safe, secure and attentive community- based detention services to youth under nineteen (19) years of age accused of conduct subject to the jurisdiction of a Court in Lancaster County Nebraska and who require a secure environment pending legal action. The State of Nebraska and various counties contract with us for housing which is available as space allows.

The Center operations are driven by a variety of regulations and agreements:

1. Nebraska Juvenile Detention Standards
2. Health Department Regulations
3. Fire Safety Regulations
4. Federal breakfast and lunch school program
5. Contractual agreement for Education, Mental Health and Medical
6. PBC- Building maintenance and cleaning
7. FOP77 and AFSCME personnel contracts

Within the facility we have an accredited Rule 18 school. Lancaster County contracts with Lincoln Public Schools for school management and staff. Youth are able to obtain full credit for their educational work while in this school. Additionally, we have mental health professionals who assist with crisis intervention and programming for special needs youth. Our onsite nursing staff assists with emergent and ongoing medical needs. Please refer to our website for specific information. <http://lancaster.ne.gov/youth/index.htm>

C. Other County Departments

1. Election Commissioner - Dave Shively (Appointed by the Governor)

Lancaster County Election Commissioner
David Shively, Election Commissioner
Maura Kelly, Chief Deputy Election Commissioner
601 North 46th Street, Lincoln, NE 68503
(402) 441-7311

The Election Commissioner's office conducts all federal, state, and local elections within Lancaster County. This office also maintains a database of all registered voters in Lancaster County. The office is responsible for recruiting, motivating, and training over 1,000 poll workers for each election. The office also locates polling locations for 198 voting precincts

within the county. In addition, the office is responsible for verifying signatures state-wide and local issues and candidate ballot access petitions. The office must abide by all state, federal and local election laws.

Conducting Elections

The Election Commissioner conducts elections for federal, state, local governments. State-wide elections are held in even-numbered years (May and November). The City of Lincoln municipal elections are held in odd-numbered years (April and May). Special elections are scheduled by political sub-divisions and are held the second Tuesday following the first Monday of the month. Special Elections cannot be scheduled in April, May, June, October, November, and December of even-numbered years. Most special elections are now conducted by mail.

The Election Commissioner must prepare the coding and programming of ballot tabulating machines/Automark® (machine for disabled voters). Ballots must be laid out, proofed, and printed to meet the deadlines for Early Voting for each election. In addition, all machines must be thoroughly tested for accuracy.

Voter Registration

Requirements to register to vote in Nebraska:

- Will be 18 years of age or older on General Election Day (first Tuesday after the first Monday in November).
- Is a United States citizen.
- Is a resident of Nebraska.
- Has not been convicted of a felony, or if convicted, it has been at least two years since the completion of the sentence for the felony including any parole term.
- Has not been found mentally incompetent.

Once voters have registered or updated their voter information, an acknowledgement card is mailed the voter. Voter list maintenance is crucial in order to maintain an accurate list of voters. The Election Commission works in conjunction with the Nebraska Secretary of State twice a year to run the voter file through a National Change of Address Program and mails confirmation cards to all voters who have filed a change of address with the United States Postal Service.

Nebraska Online Voter Registration:

<https://www.nebraska.gov/apps-sos-voter-registration/>

Nebraska Printable Voter Registration Form:

<http://lancaster.ne.gov/election/registr.pdf>

Poll worker Recruitment and Training

Poll workers are appointed for a two-year term in February of each even-numbered year and serve every election during that cycle. Poll workers are required by state law to attend poll worker training prior to each state-wide election. The Election Commissioner conducts ten to twelve poll worker training sessions at a local church before each election.

Poll worker application and information:

<http://lancaster.ne.gov/election/pwapp.htm>

Polling Place Location and Precinct Set up

The Election Commissioner locates polling locations for 198 Precincts within Lancaster County. All locations must be American with Disability Act (ADA) compatible and easily accessible for all voters. In addition, the Election Commissioner must provide the necessary supplies for each precinct and maintains two warehouses for supplies and equipment.

Petition Verification

The Election Commissioner is responsible for verifying the signatures on state-wide petitions (Constitutional Amendments, Initiatives, Referendums, Political Party formation, and Candidate ballot access). In addition, the Commissioner also verifies petition signatures for local political subdivisions within Lancaster County.

2. Extension Office - Karen Wobig (UNL Employee)

Nebraska Extension in Lancaster County
444 Cherry Creek Rd. Suite A
Lincoln, Ne 68528
lancaster.unl.edu

Mission statement: Helping Nebraskans enhance their lives through research-based education.

Nebraska Extension in Lancaster County is a partnership between county government, federal government and the state's only land-grant university, the University of Nebraska-Lincoln. 2014 marked the centennial of the Smith-Lever Act, which created the national Cooperative Extension Service. Today, every state has a land-grant university with a public mission of teaching, research and extension service.

The Lancaster County Extension Board, established by law, is an integral part of the Extension system. Members of the board are appointed by the Lancaster County Board of Commissioners. The Extension Board, consisting of 10 community representatives, provides guidance to Extension staff in establishing and accomplishing Extension education program goals and objectives.

The Extension staff in Lancaster County provide educational programs that translate research into non-biased, consumer, user-friendly information. We extend knowledge, provide solutions and change lives. Housed in our office are 35 – 40 staff members, consisting of Educators, Associates, Assistants and support staff. During the summer months, we hire 4-H interns to assist with summer programs and the Lancaster County Fair, which showcases year-long project development of Lancaster County youth. To expand reach, we utilize over 1,400 volunteers each year.

Lancaster County Extension office staff provide educational programming in the following areas:

- Cropping & Water Systems
- Beef Systems
- Food, Nutrition & Health
- Community Environment

- Learning Child
- 4-H Youth Development
- Community Vitality

Educational delivery methods include:

- Phone, email & walk-ins
- Workshops, trainings, webinars, on-line classes
- NEBLINE newsletter, publications
- Website – Lancaster.unl.edu
- Social media – Facebook, Twitter
- Blogs, Newspaper, TV, Radio
- Egg Cam and Pollinator Habitat livestreams

The Lancaster County Conference facilities, consisting of three large rooms equipped with complete A/V systems, are available to county departments and to other nonprofit and governmental organizations.

D. Joint Departments (City Agencies Providing Services to the County)

Lancaster County and the City of Lincoln have a long history of cooperation and consolidation. In 1947 the Lincoln-Lancaster County Department of Health was established by agreement pursuant to the authority granted in Neb. Rev. Stat. §71-1626 et seq. The joint City of Lincoln-Lancaster County Planning and Zoning Commission was formed in 1959, followed by the establishment of a joint Planning Department in 1961. After its passage in 1963, the Interlocal Cooperation Act, Neb. Rev. Stat. §13-801 et seq., was utilized by the City and County to consolidate a number of departments, including: Personnel, Purchasing, Information Services, Building and Safety (zoning enforcement), Weed Control, and Human Services. The Interlocal Cooperation Act was also used to establish the Lincoln-Lancaster County Public Building Commission and Railroad Transportation Safety District, as well as numerous other cooperative arrangements between the City and County.

References

Lancaster County/City of Lincoln Joint Departments/Commissions

City of Lincoln-Lancaster County Consolidation Task Force Report and Recommendations (December 2013).

1. Building and Safety - Chad Blahak

2. Health Department - Shavonna Lausterer

LINCOLN-LANCASTER COUNTY HEALTH DEPARTMENT

The Health Department is a city/county agency established through interlocal agreement and state law. The Health Director is hired by the Mayor and approved by the City Council, County Board of Commissioners and the Board of Health. Health Department employees are city employees and the budget is established through the City of Lincoln budget process. The jurisdiction of the Health Department is the City of Lincoln and Lancaster County. Only the Animal Control Program is restricted to the City of Lincoln.

The statutory authority for the Health Department is in state law (71-1630,); Lincoln Municipal Code (Chapter 2.2) and Interlocal Agreement (City of Lincoln-City Resolution A-78707-4/6/1998 & Lancaster County approved 4/7/1998). State and city law and the Interlocal Agreement grants authority to the local health department to conduct public health activities. Public health activities include:

- Assessment of community health status;
- Policy development to support & improve public health;
- Communicable disease investigation, immunization, vaccination, testing & prevention measures;
- Environmental health: permitting, investigations, inspections, monitoring, sampling, reporting, technical assistance & plan review and prevention measures;
- Community health services and health promotion & outreach;
- Professional advice & information to schools/public agencies regarding sanitation & public health;

The mission of the Health Department is to “Protect and promote the public’s health.” This is accomplished through a range of programs that address environment (air, water, waste), personal health and access to health care, communicable diseases, policies and behaviors that influence health and impact of animals on public health. The Health Department conducts a Community Health Assessment every 3-5 years and then facilitates a community-wide planning effort to develop a Community Health Improvement Plan (CHIP). The department works with partners throughout the community to accomplish the goals and objectives of the Community Health Improvement Plan and reports back to the community on progress in its annual report.

The Health Department is developing a Performance Management System that includes monitoring and analyzing performance objectives from the Community Health Improvement Plan, the department Strategic Plan, the Mayor’s Taking Charge and LinkStat initiatives. The goal is to use measures and indicators that can provide feedback regarding progress toward community goals and objectives for improving the community’s health and then evaluate and modify as needed to reach the goal.

Below is a brief description of department divisions and contacts:

Division	Description	Contact	Phone
Director's Office	This division includes the Director, Administrative Aide and Personnel Clerk.	Charlotte Burke	441-8011
Health Promotion, Data & Evaluation	This division includes: Epidemiology, Communicable Disease, Emergency Preparedness, Chronic Disease and Injury Prevention.	Charlotte Burke	441-8011
Community Health Services	The Community Health Services Division includes the Public Health Clinic and the Home Visitation Programs. The Public Health Clinic includes Vaccine and Sexually Transmitted Disease Clinics. The Home Visitation program uses the Healthy Families America evidence-based model to support at-risk children and families.	Andrea Haberman	441-8054
Dental Health & Nutrition	This division includes a Dental Clinic that provides preventive and restorative dental services for low income children, adults and families. It also includes the WIC (Women, Infant & Children Feeding Program).	Gwendy Meginnis	441-8014
Environmental Public Health	This division works to ensure safe and healthy environments for Lincoln and Lancaster County residents. This includes: Clean air, clean water, water safety, waste management (nuisance, appropriate disposal and hazardous material spill mitigation), food safety and child care health & safety.	Scott Holmes	441-8019
Animal Control	This division is responsible for rabies control, investigations of bites, attacks and cruelty/neglect. They license more than 60,000 pets annually and monitor rabies certificates. They enforce city ordinances related to animals and promote responsible pet ownership. A contract with the Capital Humane Society provides animal shelter services.	Steve Beal	441-8080
Information & Fiscal Mgmt	This division manages financial and information technology resources for the department.	Kathy Cook	441-8092

Key Program Areas

- Epidemiology is central to the Health Department. Our epidemiologists analyze community data, looking for patterns, causes and effects of health and disease in the county. The data and analysis are the cornerstone of planning (Community Health Improvement Plan), policy and evidence-based practice.
- Communicable Disease Control includes monitoring, investigation and response for contagious disease incidence and outbreaks. It also includes the on-going promotion and provision of vaccinations to prevent diseases as well as the diagnosis, treatment and follow-up for sexually transmitted diseases.
- Chronic Disease Prevention is one of the priorities of the Community Health Improvement Plan. The Health Department contributes to the community effort through efforts to reduce tobacco use, increase physical activity and improve nutrition. This includes collaborative work to create policies and physical environment that promote healthy behaviors. It also includes the City and County Employee Wellness Programs.
- Healthy children are the focus of numerous department programs. These programs provide direct services, policy, education and case management to help parents and families assure that children are healthy and safe. Programs include: Healthy Families America home visitation program, Injury prevention; WIC, dental services for children, vaccine clinic, and child care provider health/safety training/consultation.
- Healthy environment is assured with a combination of enforcement and education. Environmental Health staff work throughout the community to enforce city ordinance and county resolutions related to clean air, clean water, safe food and good waste management practices. They provide education and opportunities to encourage the public to improve the environment. This includes graffiti abatement, neighborhood cleanups, illegal dumping cleanups (county), hazardous material spill response and mitigation, nuisance abatements. Food establishments are licensed and inspected and Food Handlers/Managers are trained and permitted. Air quality is monitored on a continual basis and business and industry air pollutant inventories maintained. Wells and septic systems are permitted and inspected. Risks associated with animal behavior and disease are managed by Animal Control's rabies prevention and investigation of bites, attacks and cruelty/neglect.

Additional information about the Health Department and its programs can be found on our website: <http://lincoln.ne.gov/city/health>.

3. Planning - David Carey

4. Purchasing - Robert Walla

PROCUREMENT GUIDE Lancaster County

PURCHASING POLICIES

The City of Lincoln/Lancaster County Purchasing Division is responsible for administering purchasing policies, programs, and procedures for the acquisition of materials, equipment, supplies, services and construction projects for Lancaster County government. The following policies have been established as guidelines for these services for procurement functions:

1. All requests for prices or services and all purchases should be made via the Purchasing Division. This authority may be delegated to others if certain criteria exist in accordance with the County Purchasing Act.
2. The Purchasing Division has the authority to investigate the quality, quantity, and type of materials purchased in order to best serve the interests of Lancaster County and the taxpaying citizens.
3. The Purchasing Division shall not knowingly issue a purchase order or contract where there is evidence of a conflict of interest.
4. Acceptance of gifts, other than advertising novelties, is prohibited. No Purchasing employee shall personally receive a benefit or profit from any purchase or contract made in conjunction with their position.
5. The County shall purchase from suppliers who have adequate financial strength, high ethical standards and a record of adhering to specifications and providing the full measure of services requested.

Specifications for City/County bids, quotes and requests for proposals may be viewed on the Purchasing Ebid site. Vendors are welcome to visit the Purchasing office to discuss their services and product lines.

City of Lincoln/Lancaster County Purchasing
"K" Street Complex, 440 S. 8th Street
SW Wing, Suite 200, Lincoln, NE 68508
Phone 402-441-8103

Office hours are from 8:00 a.m. to 4:30 p.m. Monday - Friday. Vendors may also contact County departments which may be interested in products or services.

ELECTRONIC BIDDING

The Purchasing Division utilizes an Electronic Bidding System (Ebid) for all County bids and RFP's. Through this process, Vendors receive immediate notification of bids via email which allows them to view, download or print the specs and plans and submit a bid online. Following the bid close, bid results may be accessed from any internet enabled device.

E-BID SECURITY

The E-Bid System was designed to maintain the security of the solicitation process, including protecting the integrity of sealed bid responses. Key security features include, but are not limited to:

All sealed bid data is stored in encrypted fields while the bid is still available for Supplier response.

Each User is required to use a unique password that they select.

Passwords are stored in an encrypted format using a one-way hash.

Other security features are available for your protection.

PURCHASING METHODS **BID THRESHOLDS**

County, Formal Bids – \$20,000 and Up

This process is used for commodities or services with a value over \$20,000.00 (County) where a firm fixed price for the products or services described is required to award the bid. All Formal Bids are normally advertised for a minimum of 14 days. All Formal Bids are received via the Ebid System at a date and time specified in the bid. Bids are then unsealed and available for public viewing on the log-in page of the Ebid system under Closed Bid Opportunities. County Departments and Agencies must adhere to the "Formal Sealed Bid" procedure when making a purchase or contract for \$20,000.00 or more. This procedure includes public notice in a regional newspaper and requesting Formal Bids via the Ebid System from qualified suppliers. Vendors registered under the corresponding commodity or service code used will receive immediate notification, via email, upon issuance of the bid.

County, Informal Bids – \$3,001 - \$20,000

This process does not require a specific number of days for solicitation. Normally, Quotes are posted on the E-Bid System for 1-10 days depending on the dollar amount and/or complexity of the product or service being requested. Purchasing will obtain Informal Bids or Quotes using the Ebid system for equipment, supply items or services with a single purchase value above the departmental limit, but less than \$20,000.00. All registered Vendors will receive immediate electronic notification of Informal Bids or Quotes for their respective commodity or service via email.

County Dept. Quotes – \$3,000 and Under

County Departments may make one-time purchases via their own staff for supplies or services which total an amount less than \$3,000.00 unless that commodity or service is already under contract. When the Department/Agency makes the purchase, they shall obtain and record at least three (3) quotations, either written or verbal. Typically, no purchase order is generated. Under no circumstances shall orders by Departments or Agencies be split into smaller orders to avoid a quote or bid being processed by the Purchasing Division.

SPECIFICATION DOCUMENTS

Purchasing makes every effort to prepare detailed specifications which accurately define the products or services to be purchased. In some cases a brand name may be used to describe a

particular product. When a brand name is used, it is for the purpose of establishing a grade or quality level of material. It is not our desire to prevent competition. Alternates may be offered and will be considered if the County determines them to be of equal value to the specified brand. It is the Vendor's responsibility when offering an alternate to provide supporting documentation and/or product literature outlining the features and benefits of the product offered.

CLOSED BIDS AND AWARD

Following the closing date and time for all bids the bid tabulation is available within one minute for all Vendors and the public to view on the Ebid system. A checkmark in the electronic signature box of the Ebid shall be considered an offer on the part of the Vendor. Such offer shall be deemed accepted upon issuance by the County of purchase orders, contract award notifications, or other contract documents appropriate to the work. The County reserves the right to accept or reject any or all offers; request rebids; to award item-by-item, by groups, or "lump sum"; to waive irregularities and technicalities; as shall best serve the requirements and interests of the County. Bids will be awarded to the lowest responsible, responsive Bidder meeting the specification requirements according to the County Purchasing Act.

REQUEST FOR PROPOSAL (RFP)

The RFP process is designed to be a competitive negotiation platform for professional services, commodities or services that require more than a price to determine what is the best product or service for the County. This process allows the County the flexibility to negotiate with a select company/firm or selected companies/firms to arrive at a mutually agreeable relationship. Registered Vendors will receive notification of RFP's automatically via the Ebid System for the commodities or services they have registered for. Most RFP's require a written and electronic response via the Ebid System.

5. Information Services - Steven Henderson