

**MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
DEPARTMENTAL BUDGET HEARINGS
MEETING ROOM 106
FIRST FLOOR, COUNTY-CITY BUILDING
TUESDAY, JUNE 2, 1998
8:00 A.M.**

Commissioners Present: Linda Steinman, Chair
Kathy Campbell
Darlene Tussing
Larry Hudkins

Commissioners Absent: Steve Svoboda

Others Present: Kerry Eagan, Chief Administrative Officer
Dave Kroeker, Budget & Fiscal Officer
Ann Taylor, County Clerk's Office

COUNTY CLERK - Kandra Hahn, County Clerk

Kandra Hahn, County Clerk, reported the following increases to the County Clerk's budget:

\$6,000 County Clerk's portion of the cost of an upgrade of the OASIS, property valuation computer system
\$23,000 Continued development of the Tesseract Payroll System
\$4,000 Personnel Costs

In response to a question from Campbell, Hahn stated that compilation of the County Code has been completed in notebook form and is currently being scanned on the Keyfile Document Management System. She noted, however, that revisions to existing County Resolutions will need to be added, with input from the County Attorney's Office.

Steinman inquired about increases in the categories of Books & Subscriptions (3405) and Enrollment Fees (3406).

Hahn stated that these categories were related to training of personnel.

COUNTY ENGINEER & GEOGRAPHIC INFORMATION SYSTEM (GIS) - Don Thomas, County Engineer; Larry Worrell, County Surveyor; and Jim Langtry, Geographic Information Systems (GIS) Mapping Division Head and Candy Hunt, Administrative Aide II

COUNTY ENGINEER

Don Thomas, County Engineer, briefly reviewed the Administration General Fund Budget Worksheet Fiscal Year 1999, noting the following increases:

\$77,000	Personnel Services
\$4,000	Increased Right of Way Costs
\$1,400	Lease Cost for a Copier
\$4,150	Increase in Health & Dental Insurance Premiums

In response to a question from Hudkins, Thomas stated that the cost of regrading rural roads is included in the highway budget.

Kroeker noted that capital improvements and improvements to lands have been redefined under the new lid. He requested Thomas to provide a breakdown of these items in the County Engineer's budget.

Kroeker also inquired about the percentage of increase with regards to transfer of funds from General Fund Miscellaneous to the Bridge and Road Fund.

Thomas stated that initial estimates indicate that the percentage will be large, though the cash balance could impact that amount.

Thomas also noted that a loss of \$140,000 is anticipated in state highway allocations, due to the half cent decrease in sales tax.

GEOGRAPHIC INFORMATION SYSTEM (GIS)

Jim Langtry, Geographic Information Systems (GIS) Mapping Division Head, briefly reviewed the GIS General Fund Budget Worksheet Fiscal Year 1999.

Langtry reported that the Global Positioning Satellite (GPS) Project is nearing completion, but indicated that approximately \$25,000 in funds budgeted in the Temporary Salaries Category (1054) will need to be carried over to complete the County portion.

Langtry also reviewed estimated costs for the GIS/Oracle/Network, budgeted under Office Equipment Repair (3553).

Campbell asked Langtry what major expenses were anticipated for GIS for the next three years.

Langtry responded that the most significant costs would be in the areas of Oracle, Special Database Engine (SDE), public access and server costs.

Dave Kroeker, Budget & Fiscal Officer, noted that \$75,000 had been reserved in the Keno Fund for hardware and software costs related to Oracle and SDE. He also noted that \$150,000 had been reserved in the Keno Fund for the 50% split with the City to complete monumentation.

In response to a question from Campbell, Thomas reported that details on federal highway allocations were not yet available. He noted, however, that there may be more funds available for bridges than roads.

GENERAL FUND MISCELLANEOUS - Dave Kroeker, Budget & Fiscal Officer

Dave Kroeker, Budget & Fiscal Officer, briefly reviewed Lancaster County FY98 Projected Additional Appropriations.

Hudkins inquired whether the increases in the Clerk of the District Court's budget for rent, temporary employees and data processing costs were a one year catch-up or indication of an upward trend.

Campbell questioned why the wording of the resolution to transfer appropriations from the General Fund Miscellaneous budget to various General Fund agencies (98-1259), scheduled for adoption at the 1:30 p.m. County Board of Commissioners meeting, states that appropriations are necessary due to unforeseen "emergencies".

Kroeker stated that the wording was in accordance with State Statutes. He noted that the County Board budgets salaries as an emergency item.

Kroeker briefly reviewed the General Fund Miscellaneous budget, noting that shaded areas were estimated figures. He stated that he had budgeted \$1,300,000 for Contingency (3411) for FY99, noting that he had not built-in any funds for insurance increases.

COUNTY ASSESSOR - Norm Agena, County Assessor and Robin Hendricksen, Chief Administrative Deputy Assessor

Robin Hendricksen, Chief Administrative Deputy Assessor, review the Assessor's 1998-1999 Budget Request for Micro Computer Funds 03-23-98.

The Board requested that Items 1, 3, 4, 5, 6, 10, and 11 be transferred from Computer Equipment (4219) to the Microcomputer Fund.

In response to a question from Campbell, Hendricksen stated that the County Assessor's office has six Netscape licenses. He noted that the County Assessor office's access to property valuation information is less expensive through Netscape than the OASIS computer system.

Hendricksen reported that \$45,000 is requested under Vehicles (4201) to allow purchase of three new vehicles to replace 1989 model vehicles in the Assessor's fleet. He suggested replacement of three vehicles each year to allow a five year rotation of the fleet.

The Board requested that a list of vehicles, mileage and cost of maintenance be prepared. The Board will review that information before deciding on how many vehicles to replace each year.

Kroeker noted that \$500,000 is currently budgeted for Property Valuation Protests.

Norm Agena, County Assessor, stated that estimates on postage and printing costs should be available within the next two weeks.

The Board requested that all postage and printing costs related to the Board of Equalization be moved to the Board of Equalization budget. This reduces the Assessor's budget for Postage (3251) \$8,870 and Printing (3301) \$7,150.

Hendricksen reported that the Assessor's office will be short \$20,000 this year for data processing costs. He stated that most of the shortfall is related to their site on the Internet. He noted that an average of 55,000 to 60,000 hits are made on their site each month, at a cost of one and a half cents for each hit.

Kroeker noted for clarification that this is not an additional cost to the County for data processing costs, but rather a different distribution of those costs.

Agena requested that this expense be shared by the County Treasurer.

The Board concurred, and requested Kroeker to contact Richard Nuernberger, County Treasurer, to discuss a cost split.

Hendricksen also noted that the County Assessor's office does not have sufficient appraisal staff to handle appraisals if a large number of property valuation protests are appealed to the Tax Equalization & Review Commission (TERC). He noted that the current fee for appraisals in the private sector is \$250.

The Board requested Kroeker to include funds for outside appraisals in the Board of Equalization budget.

ATTENTION CENTER - Dennis Banks, Attention Center Director; Michelle Schindler, Attention Center Deputy Director; and Judy Foote, Administrative Aide II

Dennis Banks, Attention Center Director, reviewed Notes and Concerns for the Attention Center FY99 Budget, noting the request for three additional staff positions to alleviate safety and security concerns. He reported that the request has the support of Police Chief Tom Casady and the Attention Center Advisory Board.

Banks also reported that temporary staff had been utilized to cover overcrowding at the Attention Center Airpark Facility. He requested that 2.6 full-time positions, removed from the FY98 Budget due to the anticipated opening of a juvenile staff-secure facility, be added to the FY99 budget. He noted that Temporary Salaries (1054) could be reduced \$65,000 if the positions were approved.

In response to a question from Campbell, Judy Foote, Administrative Aide II, estimated a total budget impact of \$128,870, plus benefits. She agreed to further research the benefit costs, using a starting date of August 1, 1998.

Banks stated that budget items Lodging (3202) and Airfare (3203) were increased related to provide funds for him to tour other juvenile detention facilities in connection with planning for a new facility in Lancaster County.

The Board requested that these expenses be transferred to the Building Fund budget. The Board also requested that further discussion be scheduled with regards to similar expenses submitted by Jim Hille, Sinclair Hille & Associates.

Banks also reported on the need for a new vehicle to provide long-range transport of juveniles. He stated that current vehicles all have high mileage and are at risk of breaking down on the highway or interstate, creating a security risk.

Hudkins suggested that Banks discuss long-range transport with Mike Thurber, Corrections Director, and seek coordination under one agency.

The Board requested Banks to further research full-size and mini-van costs.

LANCASTER MANOR - Larry Van Hunnik, Lancaster Manor Director

Larry Van Hunnik, Lancaster Manor Director, briefly reviewed Budget Year 1998-1999, Lancaster Manor (On file in the County Clerk's office), noting the following changes to the budget:

Renewal/Replacement

Van Hunnik requested that this category be separated from the main budget, as it was last year. He noted that these items are capital improvement items which have depreciated in value and are causing additional expenses.

Expense Budget

Van Hunnik noted that the Renewal/Replacement figure of \$239,374 noted in this category is still subject to adjustment.

Personnel

Van Hunnik reported that 5.5 additional full-time positions and 8 additional replacement positions are included in the budget.

Equipment

Van Hunnik indicated that the major expenses in this category include a screened porch for the 2nd floor, paint for the building and trim and a HVAC Control System.

Meals & Enrollment

Van Hunnik reported that he had included funds to pay enrollment fees for a national convention in this budget item.

In response to a question from Kroeker, Van Hunnik stated that he plans to transfer \$500,000 to the Renewal/Replacement Fund this year.

Kroeker asked why last year's reimbursement figure was higher than typical.

Van Hunnik responded that because the State had a lower census figure, the caps were much higher, resulting in a larger reimbursement than the previous year's adjustment.

Kroeker stated that Roger Thompson, Certified Public Accountant, is reviewing the Renewal/Replacement Fund and researching whether the side-by-side payments under the old bond issue can be refunded.

Van Hunnik noted that, if a new Attention Center facility is built, Lancaster Manor has use for the existing building. He noted that further research is needed as to whether a paper exchange would be necessary to transfer the property or if the County could retrieve some funds through a bond issue.

Kroeker stated that a bond issue would be possible, but the issue of depreciation of the County's costs needs to be resolved.

RETURNING TO GENERAL FUND MISCELLANEOUS - Dave Kroeker, Budget & Fiscal Officer

Dave Kroeker, Budget & Fiscal Officer, reviewed the General Government Category, noting the following:

The figures noted for Joint Agreements with the City (3102, 3104, 3106, 3107 & 3114) are estimates

Board of Equalization (3080) will need to be adjusted once the County Assessor's figures are received

County Engineer indicated that Transfer - Bridge & Road (6052) may need to be increased. Estimates not available yet

Kroeker also reviewed the Justice System category, noting the following:

Diversified Services requested a \$1.00 per check for Insufficient Fund (ISF) checks (3084).

Board consensus to discuss the increase request and lack of ISP prosecution with the County Attorney.

COUNTY COURT - Judith Leech, County Court Judicial Administrator

Judith Leech, County Court Judicial Administrator, reported the following increases to the County Court's budget:

Rent (3604)
Data Processing Services (3053)
Legal Services (3052)
Guardian At Litem (3423)

Leech stated that further assessment of individuals inability to pay for legal services is needed.

Steinman remarked that this is one of the duties that might be assigned to a future Court Administrator position.

Campbell noted that the Indigent Defense Task Force had recommended a uniform approach for all counties which will need to be mandated by the Nebraska Supreme Court.

Leech also noted that not all of the County Court Judges refer indigent cases to the Nebraska Commission on Public Advocacy.

RETURNING TO GENERAL FUND MISCELLANEOUS - Dave Kroeker, Budget & Fiscal Officer

Dave Kroeker, Budget & Fiscal Officer, stated that Steve Flanders, Consultant to the Building Commission, had requested that funds for furnishings and technology in the Hall of Justice and Law Enforcement Center be combined under one category. Kroeker noted that these funds will eventually be transferred to the Building Fund.

The Board requested Kroeker to develop a final figure for the Hall of Justice and Law Enforcement Center, indicating that this includes Master Plan, Furnishings, Technology and Security.

Kroeker briefly reviewed the Health & Human Services categories noting that shaded areas are estimated figures.

Kroeker noted, under the General Government category, that he had placed \$15,000 in Other Contracted Service (3076) for small contracts.

In response to a question from Campbell, Kroeker stated that a Contingency Fund could be added to the Justice System category for legal costs related to capital cases.

Campbell suggested inclusion of costs for Boarding Contracts.

EXTENSION OFFICE - Gary Bergman, County Extension Agent; Bill Pugsley, Lancaster County Extension Board President; Larry Stoll, Administrative Aide for County Cooperative Extension; and Alice Doane, County Extension Board

Gary Bergman, County Extension Agent, reviewed the following changes to the County Extension budget:

A reduction of over 35% in Other Client Service (3364), due to the Interlocal Agreement with the University of Nebraska and the Nebraska Legislature's assumption of the cost salaries for Extension Educators

An increase in Janitorial Supplies (2105) and Household Supplies (2113), due to increased use of the facilities

An increase in Mileage (3204) and Motor Vehicle Repair & Maintenance (3251), due to additional vehicles related to the Interlocal Agreement with the City

A reduction in Postage (3251), due to increased use of the Fax machine

A 37% reduction in Film Processing (3305), due to the purchase of a digital camera

Bergman also noted the following concerns:

Ability to handle increased number of horticultural calls

Cost of maintaining the Education Center with the increased amount of traffic

Hudkins asked whether the foundation crack in the back of the building had spread.

Bergman stated that he had not observed any additional deterioration, indicating that the County Engineer had moved the slope away from the building, thereby providing additional drainage.

Bergman noted, however, that some minor roof repair was still needed.

In response to a question from Hudkins, Larry Stoll, Administrative Aide for County Cooperative Extension, also noted that the Extension Office is currently working with the Lincoln/Lancaster County Health Department to study air quality in the building.

There being no further business the meeting ended.

NOTE: Budget documents discussed in the hearing are located in the Lancaster County Proposed Budget FY 1998-1999 (On file in the County Clerk's office).